

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2019 REGULARLY SCHEDULED SESSION

Held: December 2, 2019	7:00 to 9:00 PM	Page 1 of 2
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The Canaan Township Trustees of Madison County met at the Canaan Township Building, 8055 US Highway 42 South, Plain City, Ohio 43064.

In Attendance:	Trustees:	Mark Ishmael, Don Schrock, Don Whitmer
	Fiscal Officer:	Kimberlie Schrock
	Visitors:	Pete Hammond, Monroe Harbage

Chairman Ishmael called meeting to order. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes**

Whitmer made a motion, seconded by Schrock, to approve the November 5, 2019, Regularly Scheduled Session Meeting Minutes. **Roll Call: Ishmael-yes, Whitmer-yes.** Original file copy was signed by all.

Administrative

The Trustees reviewed the Fiscal Officer’s November 2019 Activity Report. (See attached).

The Trustees approved with their signatures:

- November 30, 2019, Bank Reconciliation/Fund Balances Report - Fiscal Officer Schrock reported that we have one outstanding warrant. Ishmael asked if there was money in the checking account to cover the presented checks, to which Fiscal Officer Schrock responded “yes.” Whitmer made a motion, seconded by Schrock, to approve the October 31, 2019, Bank Reconciliation. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer, yes**
- **Resolutions:**
 - **Resolution No. 2019-11-1** – approve to spend no more than \$300 for 300 feet of snow fencing.
 - **Resolution NO. 2019-11-2** – approve to adopt township personnel policies and/or drug free workplace policies
 - **Resolution No 2019-11-3** – approve to hire Noah Miller for part-time seasonal help and to hire Delbert Troyer for snowplowing. Both new hires will start out with new hire pay.

Whitmer made a motion, seconded by Schrock, to approve warrants/electronic bill pay to cover payroll and non-payroll obligations. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes**

Fiscal Officer Schrock prepared cemetery deed for Herald and Wilma Skaggs for signatures. Reviewed Township Key List – Whitmer will retrieve key from Tim Kronk and Schrock will retrieve keys from Don Price, Dan Moran, and Bud Schrock. Fiscal Officer Schrock will update Township Key List.

After some discussion, Ishmael made a motion, seconded by Whitmer, to salvage old Dell printer that was in the Township office at no value. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes**

Reviewed Township Alarm System Monitoring Notification List. Elected officials and Pete Hammond agreed to move Pete Hammond in the first position to be called when there is a security concern at the township building. Fiscal Officer will update the Township Alarm System Monitoring Notification List and email update to William Craft, Alarm Source.

Fiscal Officer Schrock stated that we have until the end of December to submit an application for the 2019 OTARMA MORE Grant. After some discussion, Whitmer made a motion, seconded by Ishmael, to spend no more than \$700 on 2 new Qwikchute 72” Ferris mulching blockers for both Ferris mowers as a safety feature. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Fiscal Officer Schrock will submit invoice from Hilliard Lawn & Garden along with completed OTARMA MORE Grant application for requested amount of \$500 (\$500 maximum) in grant funds.

Under Ohio law, ORC Sec. 3.061, townships are permitted to elect the purchase of OTARMA’s Faithful Performance of Duty Coverage (FPD Coverage) or surety bonds in lieu of public official bonds. After some discussion of this new FPD Coverage, Whitmer made a motion, seconded by Ishmael, to approve to apply for Faithful Performance Duty Coverage for an additional \$130 per year. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** FPD Coverage is provided through an OTARMA FPD Coverage Endorsement. Coverage will go into effect January 1, 2020. Fiscal Officer Schrock will follow through on applying for Faithful Performance Duty Coverage and receive an OTARMA FPD Coverage Endorsement.

Action Items Register Fiscal Officer Schrock reviewed the November Action Items Register.

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Health & Safety Fiscal Officer Schrock requested that Trustees provide healthcare insurance information for 2020 to her before the December 16 Budget meeting.

After some discussion, Ishmael made a motion, seconded by Whitmer, to discontinue relationship with Zane Benefits in 2020. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes**

Fire Ishmael reported that construction on the new pole barn located behind the Pleasant Valley Joint Fire District (PVJFD) building began in the middle of November with completion by December. The PVJFD Chief reported they had 74 fire runs and 86 EMS runs in October.

The PVJFD 2020 insurance renewals are in process. There is no increase for Delta Dental of Dearborn Life Insurance. Medical Mutual has a 14% increase. PVJFD hired Jacob Caron as a part-time fire fighter. The PVJFD received the final billing from Mr. La Fayette’s firm for the litigation of the JHP settlement. The PVJFD reviewed specs and agreement and approved purchase of a new medic. The PVJFD is working to determine the best options to update several computers.

Zoning Ishmael reported that he received a call from Andy Weeks regarding building a chapel on Let Love Farm. Ishmael replied to Weeks that no building could begin on Let Love Farm until zoning issues have been resolved. Ishmael called Let Love Farm owner, Nan Payne, about her new plans.

Firepunk received letter from Madison County Zoning, David Hughes, regarding a zoning violation on the number of cars parked at Firepunk Diesel, located at 8005 Lafayette Plain City Road. Firepunk has not responded to the letter.

Roads Ishmael spoke with Eli Gingerich regarding what fee he is requesting to store one of the township tractors in his shop over the winter. After some discussion, Ishmael made a motion, seconded by Whitmer, to pay Eli Gingerich \$50 a month to store one of the township tractors in his shop. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes**

Cemetery Whitmer presented an invoice from Hillard Engineering and Surveying for survey design of Big Darby Cemetery including design of drainage system, street layout and lot layout. After some discussion, Ishmael made a motion, seconded by Schrock, to pay \$2,000 to Hillard Engineering and Surveying for survey and design of cemetery expansion.

Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes

Whitmer presented an estimate of \$47,175.55 from Creamer Drainage on drainage plans for Big Darby Cemetery. Whitmer stated that Steve Creamer would like to lay tile at Big Darby Cemetery sometime this winter. Fiscal Officer Schrock stated that funds must be procured for that dollar amount prior to any work being performed at Big Darby Cemetery. Whitmer volunteered to call Madison County Prosecuting Attorney Stephen Pronai for legal advice in procuring funds.

Building Nothing to report

Miscellaneous Discussion ensued regarding new hire pay versus experienced pay for the two new hires Noah Miller and Delbert Troyer. After some discussion, Ishmael made a motion, seconded by Whitmer, to supersede Resolution No. 2019-11-3 to approve to pay Noah Miller at the experienced pay rate of \$18.92 per hour.

Schrock moved that the meeting be adjourned and Whitmer seconded. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Meeting adjourned. The next Scheduled Session is the Annual Budget Meeting scheduled for Monday, December 16, at 7:00 PM.

	Trustee
Fiscal Officer	Trustee
	Trustee

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