

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2021 ORGANIZATIONAL SESSION

Held: January 4, 2021	7:00 to 8:30 PM	Page 1 of 3
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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:	Monroe Harbage, Mark Ishmael, Don Whitmer
	Fiscal Officer:	Kimberlie Schrock
	Visitors:	Pete Hammond

Fiscal Officer Schrock called meeting to order. **Roll Call: Ishmael-yes, Harbage-yes, Whitmer-yes.**

For the first order of business, Fiscal Officer Schrock asked for nominations for the following positions. Nominations were as follows:

Chairman – Mark Ishmael	Cemetery – Don Whitmer
Vice Chairman – Don Whitmer	Zoning Board Representative – Mark Ishmael
Fire Board Representative – Mark Ishmael	Health Board Representative – Monroe Harbage
Alternate Fire Board Representative – Don Whitmer	Disaster Services – Monroe Harbage
Roads (Mowing) – Monroe Harbage	Building – Mark Ishmael and Don Whitmer
Roads (Snow) – Don Whitmer	

Harbage made a motion, seconded by Ishmael, to approve the above listed nominations for 2021.

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

Fiscal Officer Schrock turned the meeting over to Chairman Ishmael.

Administrative

Ishmael made a motion, seconded by Whitmer, to approve the December 14, 2020, Meeting to Prepare the 2021 Budget meeting minutes. **Roll Call: Ishmael-yes, Harbage-yes, Whitmer-yes.** The Board of Trustees signed the original file copy.

The Trustees reviewed the Fiscal Officer’s December 2020 Activity Report. (See attached).

The Trustees approved with their signatures:

- **December 31, 2020, Bank Reconciliation/Fund Balances Report** - Fiscal Officer Schrock reported that we have three outstanding warrants. 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 Harbage, to approve the December 31, 2020 bank reconciliation.

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

1) Signatures required:

- a) December 14, 2020 - Budget Session Meeting Minutes
- b) December 31, 2020 - Bank Reconciliation

2) Resolutions:

- a) **2020-12-2** – to accept the Estimated Resources Worksheet for the 2021 Budget Projection
- b) **2020-12-3** – to approve to be paid from the general fund on a monthly basis, the salaries as dictated by the ORC \$500,000-\$750,000 budget level formula
- c) **2020-12-4** – to increase hourly salaries with a 3 percent cost of living increase effective January 1, 2021
- d) **2020-12-5** – to approve Hourly employees who would receive the minimum Annual Bonus payment amount of \$50 would receive a net pay of \$50, after taxes and without supplemental holdings.
- e) **2020-12-6** – to approve the 2021 Canaan Township meetings schedule
- f) **2021-1-1** – to approve expenses
- g) **2021-1-2** – to approve Fiscal Officer to prepare super Blanket Certificates
- h) **2021-1-3** – to approve to allow Fiscal Officer to reallocate money from one line item to another in the same fund
- i) **2021-1-4** – to approve to pay for conferences and training opportunities throughout the year
- j) **2021-1-5** – to approve to authorize Fiscal Officer to pay invoices received and due in between meeting dates
- k) **2021-1-6** – to approve to reimburse Fiscal Officer mileage expenses for use of own car for township business
- l) **2021-1-7** – to approve to reimburse use of own car mileage expenses per the IRS 2021 rate of \$.56 cents per mile
- m) **2021-1-8** – to approve to reimburse Trustees and Fiscal Officer for their own health insurance premium expense paid out-of-pocket.

RECORD OF PROCEEDINGS		
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Held: January 4, 2021	7:00 to 8:30 PM	Page 2 of 3

Administrative (Contd.)

- 3) Purchase Orders and checks to cover non payroll obligations
 - a) Super Blanket Certificates: 1-2021 through 22-2021
 - b) Regular Purchase Orders: POs 1-2021 through 14-2021
- 4) 2021 Budget submitted to Madison County Auditor on December 21, 2020
- 5) Received Official Certificate of Estimated Resources signed by Madison County Budget Commission dated December 29, 2020
 - Harbage made a motion, seconded by Whitmer, to approve Super Blanket Certificates, Purchase Orders and non-payroll obligations. **Roll Call: Ishmael-yes, Harbage-yes, Whitmer-yes.**

Fiscal Officer Schrock took the 2021 Certificate of the Total Amount From All Sources Available for Expenditures and Balances, the Amended Official Certificate of Estimated Resources Worksheet, the Line Item Appropriations, and a draft copy of the December 16, 2019, meeting minutes to the Madison County Auditor on December 21, 2020, for approval. The Madison County Auditor approved our 2020 Budget on December 29, 2020.

Fiscal Officer Schrock will email the 2021 meeting dates to Tim Hughes, Madison County CIO, to update our Canaan Township web site. The Madison Press and the Plain City Advocate newspapers are no longer in print.

January 4, 2021 – 7:00 PM	May 3, 2021 – 7:00 PM	September 7, 2021 – 7:00 PM
February 1, 2021 – 7:00 PM	June 7, 2021 – 7:00 PM	October 4, 2021 – 7:00 PM
March 1, 2021 – 7:00 PM	July 6, 2021 – 7:00 PM	November 1, 2021 – 7:00 PM
April 5, 2021 – 7:00 PM	August 2, 2021 – 7:00 PM	December 6, 2021 – 7:00 PM
Meeting to Prepare 2022 Budget – December 13, 2021 – 7:00 PM		

All meetings are scheduled on the first Monday of each month with the exception of July and September because of the holidays. The Annual Budget meeting is scheduled on the 2nd Monday in December.

Health & Safety Fiscal Officer Schrock requested Trustees submit their 2021 Annual Health Insurance Premiums.

Fire Ishmael reported that the Pleasant Valley Joint Fire District (PVJFD) held an emergency meeting on December 23. The purpose of this emergency meeting was to approve and use \$40,000 CARES money to cover payroll.

Ishmael received a call from the Fire Marshal regarding the cause of the fire that burned the Big Darby Baptist Church to the ground. They have not identified any specific cause for the fire.

Zoning Nothing new to report.

Roads Harbage completed John Deere Survey. Harbage reported that we had snowplows out on Christmas Eve. Canaan Township employee Delbert Troyer will be on vacation in late January. Whitmer has arranged for Canaan Township employee Eli Gingerich as back up for plowing snow.

Our two new John Deere tractors are to arrive in early Spring. Harbage plans to call Koenig regarding the arrival date of the new tractors.

The cab strobe lights were not working on the Ford F550 truck. Whitmer took the truck to Buckeye Ford to repair the lights. Whitmer made a motion, seconded by Harbage to pay Buckeye Ford \$324.00 to repair the lights. **Roll Call: Ishmael-yes, Harbage-yes, Whitmer-yes**

Cemetery Whitmer is preparing for a burial on January 5 at Big Darby Cemetery. Whitmer plans to follow up with insurance regarding repairs to the building at Big Darby Cemetery. Discussion followed on necessary repairs needed at Big Darby Cemetery.

RECORD OF PROCEEDINGS
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Page 3 of 3

Building

Fiscal Officer Schrock reported that the township phone has a buzzing sound and is not able to perform normal functions. Ishmael volunteered to call Frontier to repair the phone lines.

Whitmer plans to call Stutzman, Harold Yoder, and Piqua Lumber regarding recommendations for new roof on township building.

Miscellaneous

Nothing new to report.

Harbage moved that the meeting be adjourned and Whitmer seconded. **Roll Call: Ishmael-yes, Harbage-yes, Whitmer-yes.** Meeting adjourned. The next Regularly Scheduled Session is Monday, February 1, 2021 at 7:00 PM.

	Trustee
Fiscal Officer	Trustee
	Trustee