

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2019 ORGANIZATIONAL SESSION

Held: January 7, 2019	7:00 to 9:00 PM	Page 1 of 4
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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, Bill Pizzino

Fiscal Officer Schrock called meeting to order. **Roll Call: Ishmael-yes, Schrock-yes, and 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 Schrock	Zoning Board Representative – Mark Ishmael
Fire Board Representative – Mark Ishmael	Health Board Representative – Don Schrock
Alternate Fire Board Representative – Don Whitmer	Disaster Services – Don Whitmer
Roads (Mowing) – Don Schrock	Building – Mark Ishmael
Roads (Snow) – Don Whitmer	

Schrock made a motion, seconded by Whitmer, to approve the above listed nominations for 2019.

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

Fiscal Officer Schrock turned the meeting over to Chairman Ishmael.

Administrative

Whitmer made a motion, seconded by Schrock, to approve the December 17, 2018, Meeting to Prepare the 2019 Budget meeting minutes. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Original file copy was signed by all.

The Trustees reviewed the Fiscal Officer’s December 2018 Activity Report. (See attached).

The Trustees approved with their signatures:

- **December 31, 2018, Bank Reconciliation/Fund Balances Report** - Fiscal Officer Schrock reported that we have 6 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 Schrock, to approve the December 31, 2018 bank reconciliation.

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

- **Resolutions:**

- **2018-12-5** – to approve a 2.5% cost of living increase for hourly salaries
- **2018-12-6** – to adopt the 2019 meeting schedule
- **2019-1-1** – to approve miscellaneous expenses
- **2019-1-2** – to approve the nominations for the Trustee positions
- **2019-1-3** – to approve to allow the Fiscal Officer to prepare Super Blanket Certificates for a sum not exceeding a maximum of \$50,000 per line item account with the exception of \$80,000 for Road Repairs and Maintenance, per Ohio Revised Code, Section 5705.41(D).
- **2019-1-4** – to approve to allow the Fiscal Officer to reallocate money from one-line item to another line item in the same fund as necessary without changing the total appropriation amount from the same fund
- **2019-1-5** – to approve to pay for registration and luncheon fees and to reimburse travel (mileage and parking) expenses to attend the 2019 OTA Winter Conference, the AOS Local Government Officials Conference, the AOS UAN Year-End Training session, and any additional training opportunities throughout the year.
- **2019-1-6** – to approve to continue with Zane Benefits to be compliant with health insurance reimbursement and to pay Zane Benefits a monthly administration fee of \$60.00 in 2019.

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

- **Purchase Orders (1-2019 through 18-2019)** and checks to cover non-payroll obligations

Schrock made a motion, seconded by Whitmer, to approve Purchase Orders

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

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- **Super Blanket Certificates (1-2019 through 21-2019)** to cover non-payroll obligations
 Schrock made a motion, seconded by Whitmer, to approve to allow the Fiscal Officer to prepare Super Blanket Certificates for a sum not exceeding a maximum amount of \$50,000, per line item account with the exception of \$80,000 for Road Repairs and Maintenance, Ohio Revised Code Section 5705.41 (D).
Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.

Whitmer made a motion, seconded by Schrock, to allow the Fiscal Officer to reallocate money from one line item to another line item in the same fund as necessary without changing the total appropriation amount from the same fund. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**

Fiscal Officer Schrock took the 2019 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 17, 2018, meeting minutes to the Madison County Auditor on December 27, 2018, for approval. She received notification from the Madison County Auditor that the budget was approved on January 2, 2019.

Fiscal Officer Schrock pre-registered Whitmer and Fiscal Officer Schrock to attend the 2019 Ohio Township Association Winter Conference scheduled from January 30 through February 2. Whitmer made a motion, second by Schrock, to approve to pay for luncheon fees and reimburse mileage and parking fees to attend the 2019 OTA Winter Conference, 2018 AOS Local Government Officials Conference, the 2018 AOS UAN Year-End Training Session, and any additional training opportunities throughout the year. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**

The next Madison County Township Association meeting is scheduled for Monday, January 14, at 7:30 PM at the County Engineer’s Office.

Ishmael made a motion, seconded by Schrock, to adopt the following 2019 meeting dates and times. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Fiscal Officer Schrock emailed the 2019 meeting dates and times to Tim Hughes, Madison County CIO, for inclusion on our Canaan Township web site. The Madison Press and the Plain City Advocate newspapers are no longer in print.

January 7, 2019 – 7:00 PM	May 6, 2019 – 7:00 PM	September 3, 2019 – 7:00 PM
February 4, 2019 – 7:00 PM	June 3, 2019 – 7:00 PM	October 7, 2019 – 7:00 PM
March 4, 2019 – 7:00 PM	July 1, 2019 – 7:00 PM	November 4, 2019 – 7:00 PM
April 1, 2019 – 7:00 PM	August 5, 2019 – 7:00 PM	December 2, 2019 – 7:00 PM
Meeting to Prepare 2020 Budget – December 16, 2019 – 7:00 PM		

All meetings are scheduled on the first Monday of each month with the exception of September because of the holidays. The Budget meeting is scheduled for the 3rd Monday in December.

Health & Safety

Fiscal Officer Schrock prepared the annual Canaan Township Annual Health Insurance Premium Payment Request sheets for each of the elected officials to sign.

After some discussion, Schrock made a motion, seconded by Whitmer, to continue with Zane Benefits to be compliant with health insurance reimbursements and to pay Zane Benefits a monthly administration fee of \$60.00 in 2019.

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

Fiscal Officer Schrock will update 2019 health insurance premiums, new insurance cards, and proof of payment documents online to Zane Health during January.

Fire

Ishmael reported that the Pleasant Valley Fire Department (PVFD) held a meeting in December to approve the 2019 budget with approved revenue of 2.7M from taxes and \$425,000 from carryover.

The PVFD recently hired a new Fire Marshal, Bryan Adams, in December. Fire Marshal Adams will begin his new position after required additional testing.

The PVFD had an average of 107 runs in 2018. They will be replacing thermal imaging cameras and laptops in their emergency vehicles. Captain Cantrell retired in December 2018.

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Zoning

Ishmael reported ongoing zoning concerns with the US Highway 42 Antique Shop. Prosecution letter has been initiated.

Roads

Schrock held an extensive meeting with Joe Mitchell, JD Equipment, Inc., Tractor and Farm Equipment dealer in London, regarding the evolution of JD Equipment with the signing of Letter of Intent to sell the assets of JD Equipment to Ag-Pro, Ohio, LLC, a subsidiary of Ag-Pro Companies. Ag-Pro Companies has 57 John Deere locations throughout the United States.

The Mitchell family has more than 36 years of history as a John Deere Dealer and has strong ties to all of the communities they operate in. They believe the sale of JD Equipment was the right decision for their employees and their customers in order for the dealership to remain competitive and continue serving its employees, its customers, and its communities long into the future.

The Management Team for Ag-Pro holds JD Equipment employees in high regard and will rely on their current employees to help implement their plans for continued growth and evolution of the business.

Joe Mitchell reassured Schrock that they will fix all wiring on our 2 new John Deere tractors that was not done properly. Mitchell also told Schrock that they will stock Alamo mowers and parts in their store and add inventory to the Parts Department.

Canaan Township Co-Lead Employee Pete Hammond asked about the order in which the County will call to operate our snow plows. Whitmer and Schrock replied that the County will call Lee Yutzy first. If Lee is not available, then they will contact Whitmer. Hammond will also be called to plow snow with the Ford truck with snow plow. Whitmer will call the County to confirm that they need to call him when Lee is not available.

Hammond reported that the Sample Analysis Report for the oil sample test for the high-speed mower indicates that an abnormal level of contamination is present. Water content is high. The report recommends to check for source, drain the oil and change the filters regularly. After some discussion, Trustees agreed that the oil should be changed after every round of mowing.

Schrock asked Hammond to contact the Pleasant Valley Fire Department about requirements for putting up shelving in the township bay area. Ishmael volunteered to call Chief Kidd about these requirements.

Hammond will be on vacation January 26 through February 3.

Cemetery

Nothing new to report.

Building

Whitmer invited Bill Pizzino, Pizzino Engineering & Consulting, LLC, to attend the meeting to present a blueprint plan to build a mezzanine with stair detail in the township bay. After some discussion, Trustees asked Pizzino to come to our next meeting with a cost proposal to build the mezzanine.

Ishmael suggested that we will need to replace the carpeting in the township meeting room sometime this year because of snags and tears in the carpeting. We also need to purchase some new replacement chairs and hot plates for the meeting room. Hammond will touch up paint on the walls and service the township vacuum.

Miscellaneous

Nothing new to report.

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Whitmer moved that the meeting be adjourned and Schrock seconded. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Meeting adjourned. The next Regularly Scheduled Session is Monday, February 4, 2019 at 7:00 PM.

	Trustee
Fiscal Officer	Trustee
	Trustee