

# RECORD OF PROCEEDINGS

## CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

### 2019 REGULARLY SCHEDULED SESSION

Held: June 3, 2019	7:00 to 8:15 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, Eli Plank, Katherine Plank

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

Whitmer made a motion, seconded by Schrock, to approve the June 3, 2019, Regularly Scheduled Session Meeting Minutes. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Original file copy was signed by all.

**Administrative**

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

The Trustees approved with their signatures:

- May 31, 2019, Bank Reconciliation/Fund Balances Report - Fiscal Officer Schrock reported that we have no 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 May 31, 2019, Bank Reconciliation. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes**
  - **Resolutions:**
    - **Resolution 2019-5-1** – to approve to increase Pete Hammond’s pay from \$20.28 to \$21.12 per hour beginning in May 2019
    - **Resolution 2019-5-2** – to approve to spend no more than \$7,000 with Soft Step Carpet to remove existing carpeting and to purchase and install new carpeting in the township meeting room and office areas.
    - **Resolution 2019-5-3** – to approve to spend no more than \$7,300 to repurchase the Ferris Zero-Turn Riding Mower from Hilliard Lawn & Garden
    - **Resolution 2019-5-4** – to approve to pay Teri Bushong, Landscaper, to clean up, edge and mulch township flower bed for \$500 and to maintain township flower beds at \$50/month for the 2019 season.

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 reported that OTARMA (Ohio Township Association Risk Management Authority) will distribute excess reserve funds in 2019 to all of its members. OTARMA will issue \$583.58 to Canaan Township for 2019 Capital Distribution.

Fiscal Officer Schrock mentioned that OTARMA is pleased to announce the continuation of the loss control and risk management initiative – the 2019 MORE Grant Program. Since 2013 the MORE (Managing Ohio Risk Exposures) Grant has been assisting Ohio Township in eliminating or preventing risk exposures that lead to liability claims and property losses. Qualified expenses include safety equipment purchases, Ohio Township Association Annual Conference registration fees, costs associated with implementing loss control guidelines, and risk management training or education fees. The primary purpose of the purchase is the prevention or reduction of liability claims or property loses. The Canaan Board of Trustees need to consider what expenses would qualify to participate and apply during the 2019 MORE grant year.

**Action Items Register** Fiscal Officer Schrock reviewed the May Action Items Register.

**Health & Safety** **Food and Water Safety During Power Outages - *What Consumers Need to Know***  
*Emergencies can happen. When they do, the best strategy is to already have a plan in place. This includes knowing the proper food and water safety precautions to take if power outages do occur.*

**Be prepared for emergencies**

1. Make sure you have appliance thermometers in your refrigerator and freezer.
  - Check to ensure that the freezer temperature is at or below 0 °F, and the refrigerator is at or below 40 °F.
  - In case of a power outage, the appliance thermometers will indicate the temperatures in the refrigerator and freezer to help you determine if the food is safe.

**Health & Safety (Contd.)**

2. Freeze containers of water for ice to help keep food cold in the freezer, refrigerator, or coolers in case the power goes out. If your normal water supply is contaminated or unavailable, the melting ice will also supply drinking water.
3. Freeze refrigerated items such as leftovers, milk, and fresh meat and poultry that you may not need immediately. This helps keep them at a safe temperature longer.
4. Group food together in the freezer. This helps the food stay cold longer.
5. Have coolers on hand to keep refrigerated food cold if the power will be out for more than 4 hours.
6. Purchase or make ice cubes in advance and store in the freezer for use in the refrigerator or in a cooler. Freeze gel packs ahead of time for use in coolers.
7. Check out local sources to know where dry ice and block ice can be purchased, just in case.
8. Store food on shelves that will be safely out of the way of contaminated water in case of flooding.
9. Make sure to have a supply of bottled water stored where it will be as safe as possible from flooding.

**When the Power Goes Out . . .** Here are basic tips for keeping food safe:

- Keep the refrigerator and freezer doors closed as much as possible to maintain the cold temperature. — The refrigerator will keep food cold for about 4 hours if it is unopened. — A full freezer will keep the temperature for approximately 48 hours (24 hours if it is half full) if the door remains closed. — Buy dry or block ice to keep the refrigerator as cold as possible if the power is going to be out for a prolonged period of time. Fifty pounds of dry ice should hold an 18 cubic foot, fully-stocked freezer cold for two days.
- If you plan to eat refrigerated or frozen meat, poultry, fish or eggs while it is still at safe temperatures, it's important that each item is thoroughly cooked to its proper temperature to assure that any foodborne bacteria that may be present are destroyed. However, if at any point the food was above 40 °F for 2 hours or more — discard it.
- Wash fruits and vegetables with water from a safe source before eating.
- For infants, try to use prepared, canned baby formula that requires no added water. When using concentrated or powdered formulas, prepare with bottled water if the local water source is potentially contaminated.

**Once Power Is Restored . . .** You'll need to determine the safety of your food. Here's how:

- If an appliance thermometer was kept in the freezer, check the temperature when the power comes back on. If the freezer thermometer reads 40 °F or below, the food is safe and may be refrozen.
- If a thermometer has not been kept in the freezer, check each package of food to determine its safety. You can't rely on appearance or odor. If the food still contains ice crystals or is 40 °F or below, it is safe to refreeze or cook.
- Refrigerated food should be safe as long as the power was out for no more than 4 hours and the refrigerator door was kept shut. Discard any perishable food (such as meat, poultry, fish, eggs or leftovers) that has been above 40 °F for two hours or more. Keep in mind that perishable food such as meat, poultry, seafood, milk, and eggs that are not kept adequately refrigerated or frozen may cause illness if consumed, even when they are thoroughly cooked.

**Fire**

Ishmael reported that the Pleasant Valley Fire District (PVFD) Board has 3 names for hiring full-time positions. Captain Cantrell has accepted a new position for Norwich Township which leaves Cantrell's position vacant. The PVFD Board plans to promote the current Lieutenant to Captain and to backfill the Lieutenant position.

**Zoning**

Ishmael reported that the US42 Flea Market has passed their deadline to clean up their zoning violations which include moving their containers from the front to the back of the facility. They also need to move their prefab barns to the other side of the ditch. Merchandise under the tarps was not addressed. The Madison County Sheriff's office will deliver paperwork to the US42 Flea Market with a new court date in June.

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**Zoning (Contd.)** Ishmael plans to schedule the annual drive around Canaan Township with Madison County Prosecuting Attorney Stephen Pronai to identify a new list of zoning violations that need to be addressed.

Ishmael addressed additional zoning violations with Fire Punk having too many cars on their lot, a house on Amity Pike that has “crap” everywhere including wood stumps, Paintz by Sam dumpsters, and building materials on Price Hilliard Road residence home.

Property owners, Kevin and Karen Roseberry, 7410 Price Hilliards Road, request permission from the Madison County Board of Zoning Appeals for A-1 conditional use permit to split out one new agricultural housing site to be known as the first housing conditional use from the mother parcel.

**Roads** Schrock followed up with phone calls to Ag-Pro regarding the order for the new light bars to be installed on the two new tractors. Ag-Pro has not returned his calls. Schrock also stated that the DO NOT LITTER signs have not been posted yet.

Schrock reported that Bud Schrock has completed second round of mowing with the high speed mower. Pete Hammond plans to complete his round of mowing with the flail mower this week.

Schrock has been working the Shell gas station manager in Plain City to set up an account to purchase gas as well as tax exemption on a monthly basis. The Plain City Shell gas station manager provided a name and number to inquire about the Shell Fleet Plus Card. Fiscal Officer Schrock has been in contact with Carly Wigren, Shell Sales Representative, regarding the **Shell Fleet Plus Card** for an ideal solution for our township’s fuel management needs.

After some discussion, Schrock made a motion, seconded by Whitmer, for the acquisition of a Shell Fleet Plus Card for township business. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Fiscal Officer Schrock has completed the Shell Fleet Plus Card online application and is waiting for the application to be processed within 5 business days. A fleet card is an important tool used by thousands of businesses to save time and fueling expenses.

Whitmer presented a quote from Wayne Gingerich to prepare the International Truck. After some discussion Whitmer made a motion, seconded by Schrock, to spend no more than \$7,000 on International Truck repairs. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Whitmer asked Fiscal Officer Schrock to prepare a list of repairs made to the International Truck over the past 5 years. Fiscal Officer Schrock will prepare a list of repairs from 2014 to current and email to the Canaan Board of Trustees.

After some discussion, Whitmer made a motion, seconded by Schrock, to spend no more than \$800.00 to purchase a Navistar Stainless Steel Replacement Oil Pan, Navistar Stainless Steel Oil Pan Bolt Kit, and Navistar 2003-Older Oil Pan Gasket for the International Truck. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**

Canaan Township residents Eli and Katherine Plank attended the meeting to make aware that at the end of their drive is a drain that needs covered to prevent small animals and children from falling through.

Schrock will contact Madison County Engineer Bryan Dhume on the following topics: putting up chevron signs around curve on north side of road on Amity Pike and covering a drain at the Eli and Katherine Plank residence.

**Cemetery** Whitmer said presentation of drainage plan at Big Darby Cemetery will be postponed to our next meeting. Everett Haynes cremains will be buried at the head end of Lot #379 A in Section C on June 4.

Canaan Township resident Karen Mehaffie called to inquire about specifications for a headstone for her husband, Dan Mehaffie. Call was referred to Whitmer.

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**Cemetery (Contd.)** Whitmer and Pete Hammond reported that someone hit the Township brick building with their car at Big Darby Cemetery. There was a sheriff report. Whitmer will investigate if there is insurance to cover the repair.

Whitmer also addressed the need to move a headstone 4 inches back into place at Big Darby Cemetery. Whitmer and Hammond will address how to best move the headstone.

**Building** Fiscal Officer Schrock reported that new carpeting for the township building and office area is scheduled for Monday, August 12.

Fiscal Officer Schrock received a request from a Canaan Township resident to rent out tables and chairs for an event at their home. The Canaan Board of Trustees agreed unanimously that we cannot rent out tables and chairs and they are to remain in the township building.

After some discussion, Ishmael made a motion, seconded by Schrock, to approve to pay Teri Bushong \$100 to clean up, edge, and mulch the flower bed at Big Darby Cemetery.

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

Lead Employee Pete Hammond reported that we need to order paper towels for both bathrooms. Hammond and Eli Gingerich picked up trash in the township ditches using Gingerich's 4-wheeler and golf cart. Hammond stated that it was a very efficient process.

Hammond reported that Kuhlwein installed a new gas gauge on the gas pump at the township lot, however, it is not working correctly. Kuhlwein needs to return to install a new gas gauge that works properly.

Hammond reported that he gave Lee Yutzky's township key to Wayne Gingerich temporarily since Wayne needs access to make repairs to the International Truck. Fiscal Officer Schrock will make note of this temporary key possession.

Hammond plans to spray township lawn trees with Sevin for bag worms this week while the worms are feeding. Hammond will be on vacation June 22-30.

Hammond mentioned that we either need to repair the ribbon on the time clock or purchase a new time clock because the time clock stamp is barely readable. Ishmael will look into purchasing a new time clock.

Whitmer advised that the Generac Generator keeps blowing fuses. Whitmer will continue to find the root cause of why the fuses continue to blow on the Generac Generator.

**Miscellaneous** Nothing to report

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

	Trustee
Fiscal Officer	Trustee
	Trustee