

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2020 REGULARLY SCHEDULED SESSION

Held: May 4, 2020	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

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

Whitmer made a motion, seconded by Harbage, to approve the April 6, 2020, Regularly Scheduled Session Meeting Minutes. **Roll Call: Harbage-yes, Ishmael-yes, Whitmer-yes.** Original file copy was signed by all.

Administrative

The Trustees reviewed the Fiscal Officer’s April 2020 Activity Report. (See attached).
The Trustees approved with their signatures:

- April 30, 2020, 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.” Harbage made a motion, seconded by Whitmer, to approve the April 30, 2020, Bank Reconciliation. **Roll Call: Harbage-yes, Ishmael-yes, Whitmer-yes**
 - **Resolutions: (See Resolution Book)**
 - **Resolution 2020-4-1** – to approve to spend no more than \$2,500 for fertilizer and weed preventer/killer for the year
 - **Resolution 2020-4-2** – to approve to spend no more than \$250 to purchase annuals for the township flowerbeds

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

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

Health & Safety Madison County Public Health (MCPH) is working on Coronavirus (COVID-19) response every single day. You should monitor state and local news but rely on MCPH for reliable information on COVID-19 right here in Madison County. Information and guidance for COVID-19 changes daily.

Updated Sunday, May 3, 2020 at 2:05pm EST

55	12	67	12	3
Confirmed Cases in Madison County	Probable Cases in Madison County	Total Cases In Madison County	Hospitalizations	Deaths

Responsible Restart Ohio plans have been announced by Governor DeWine. Ohio will reopen slowly to prevent spikes of COVID-19 cases. Certain business sectors have a specific date they are allowed to open, but only if they are able to follow certain health and safety protocols. This includes required face coverings for employees, health screenings, good hygiene, sanitizing workspaces, and limiting capacity for social distancing. Other sectors, such as recreation and daycare, are not allowed to reopen at this time. Submit questions or a complaint about a business in response to this new order online at restartohio.madisonph.org.

Stay Safe Ohio orders are strongly encouraging people to stay home as much as possible until May 29. All public and private gatherings outside of those you live with are still prohibited. Mass gatherings of 10 people or more are also prohibited. Everyone is strongly encouraged to wear face coverings and practice social distancing when out in public.

All township building reservations are canceled through May 29.

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Fire Nothing to report.

Zoning Nothing to report.

Roads Harbage visited Koenig in Urbana to request a quote for a new JOHN DEERE R240 Disc Mower (6 Discs). Harbage presented a quote from Koenig as follows:
 Suggested List Price - \$13,725.00
 Selling Price - \$10,808.44
 Trade-In Allowance - \$7,000.00
 Quote Summary Balance - \$3,808.44

Harbage added that Koenig is interested in our business and that they could have a new unit ready in 30 days. After some discussion, Harbage made a motion, seconded by Whitmer, to spend no more than \$4,000.00 to purchase a new JOHN DEERE R240 Disc Mower from Koenig.
Roll Call: Harbage-yes, Ishmael-yes, Whitmer-yes. Harbage will call Koenig on Tuesday, May 5, to approve the order and to arrange for delivery and installation of the new mower onto one of our township tractors.

Lead Employee Pete Hammond and employee Eli Gingerich have been picking up trash in the ditches. Hammond and Gingerich will also begin spraying for weeds at Big Darby Cemetery and township ditches this week. Ditch mowing will begin on Monday, May 11. Harbage instructed Hammond to use our existing 2017 JOHN DEERE R240 Disc Mower until the new JOHN DEERE R240 Disc Mower arrives so as not to delay mowing.

Whitmer will contact Wayne Gingerich to see if he is interested in township employment. Harbage will post township job opportunities in the school district.

Ishmael mentioned that he noticed rust on the wheel wells on the township Chevy Pickup Truck. After some discussion, Harbage suggested that we have Tolles Technical Center perform bodywork on the truck when school resumes in the Fall. Trustees agreed.

Ishmael reminded those in attendance to use the township vehicle for township business. If township vehicle is not available at the time, then use of own vehicle is acceptable.

Cemetery Whitmer held a meeting with Harbage, Madison County Engineer Bryan Dhume, and Creamer Drainage Steve Creamer, regarding the details pertaining to installing drainage at Big Darby Cemetery. Whitmer said it was a productive meeting. Creamer committed to completing the installation of the drainage sometime this year.

Building Fiscal Officer Schrock suggested that we purchase touchless, automatic, wall-mounted hand sanitizer/soap dispensers for the township building. Schrock provided an example of one from Happy Homes Life. After some discussion, Ishmael made a motion, seconded by Whitmer, to spend no more than \$300 to purchase five touchless, automatic, wall-mounted hand sanitizer/soap dispensers for the township building.
Roll Call: Harbage-yes, Ishmael-yes, Whitmer-yes. Fiscal Officer Schrock will contact Cintas, Grainger, Costco, Sam's Club and amazon for specifications, pricing, and purchasing.

Ishmael contacted Lee Yutzy about fixing the doorknob Lee installed on the exterior door of the foyer. After some discussion, Hammond will talk to Perry Yoder about fixing the lock. Pete will also talk to Perry about new LED bulbs for the township office.

Pete Hammond and Fiscal Officer Schrock plan to pick up flowers at Darby Creek Nursery on Tuesday, May 5. Planting the flowers is dependent on favorable weather. Fiscal Officer Schrock will pick up the frames at Hobby Lobby when Hobby Lobby reopens and the stay-at-home order is lifted.

Fiscal Officer Schrock has received several calls from people who had reserved the township building for graduation parties in May and June. Due to the coronavirus and the Stay-at-home order for Ohio, people have requested that their May reservation dates be moved to June in anticipation of the township building being open. Fiscal Officer will notify the people who have township building reservations when we can resume normal activities.

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Building (Contd.) After some discussion, Whitmer made a motion, seconded by Harbage, to add the requirement for renters to disinfect and sanitize all tables, door handles, and counter tops to the Canaan Township Rental Reservation Form. **Roll Call: Harbage-yes, Ishmael-yes, Whitmer-yes.** Fiscal Officer Schrock will update the Rental Reservation Form.

The ceiling tiles in the township meeting room indicate that we have a water leak. Harbage asked Harold Yoder to come and investigate. Mr. Yoder made repairs to the leaks in three different places. Harbage made a motion, seconded by Ishmael, to pay Harold Yoder \$150.00 for repairs to the leaks. **Roll Call: Harbage-yes, Ishmael-yes, Whitmer-yes.**

After some discussion, Trustees agree that we need to have Harold Yoder come back and investigate the entire building for possible leaks. Harbage will contact Harold Yoder.

Whitmer will contact Wick Builders regarding the warranty on the township building roof.

Ishmael visited UC Signs in Unionville Center to investigate an outdoor electronic sign to replace the existing yard sign on the township lawn. Ishmael estimates that it would cost \$5,000 to \$10,000 for an electronic sign. After some discussion, this item was tabled.

Ishmael is working on several options to enable various laptops to work with our projector.

Miscellaneous Nothing to report.

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

	Trustee
Fiscal Officer	Trustee
	Trustee