

# RECORD OF PROCEEDINGS

## CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

### 2019 REGULARLY SCHEDULED SESSION

Held: May 6, 2019	7:00 to 9:30 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

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

Whitmer made a motion, seconded by Schrock, to approve the April 1, 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 April 2019 Activity Report. (See attached).

The Trustees approved with their signatures:

- April 30, 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 April 30, 2019, Bank Reconciliation. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes**
  - **Resolutions:**
    - **Resolution 2019-4-1** – to approve to spend no more than \$5,500 for fertilizer spreader, chemicals and fertilizer for the year for township lawns and ditches
    - **Resolution 2019-4-2** – to approve to spend no more than \$200 to purchase flowers at Darby Creek Nursery for township flower beds

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 Bill Jones from Perry & Associates CPAs has completed our Agreed-Upon Procedures for the Years Ended December 31, 2018 and 2017. Bill forwarded a “draft” copy of the Canaan Township, Madison County Agreed-Upon Procedures report. Once we submit our signed documents, Bill will finalize and submit the report to the Auditor of State’s Office for final approval and release.

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

**Health & Safety** Contrary to popular belief, ticks do not jump, fly or fall out of trees. They wait on low growing plants for a host to pass by. When a person or animal brushes against the vegetation, the tick will cling to fur or clothing and crawl upward, looking for a place to attach and begin feeding. The risk of exposure to ticks and disease can be reduced by following these precautions:

Tick exposure can occur year-round, but ticks are most active during warmer months (April-September). Know which ticks are most common in your area.

***Before You Go Outdoors***

- **Know where to expect ticks.** Ticks live in grassy, brushy, or wooded areas, or even on animals. Spending time outside walking your dog, camping, gardening, or hunting could bring you in close contact with ticks. Many people get ticks in their own yard or neighborhood.
- **Treat clothing and gear** with products containing 0.5% permethrin. Permethrin can be used to treat boots, clothing and camping gear and remain protective through several washings. Alternatively, you can buy permethrin-treated clothing and gear.
- **Use Environmental Protection Agency (EPA)-registered insect repellents** containing DEET, picaridin, IR3535, Oil of Lemon Eucalyptus (OLE), para-menthane-diol (PMD), or 2-undecanone. EPA’s helpful search tool can help you find the product that best suits your needs. Always follow product instructions.
  - Do not use insect repellent on babies younger than 2 months old.
  - Do not use products containing OLE or PMD on children under 3 years old.

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**Health & Safety (Contd.)**

- **Avoid Contact with Ticks**
  - Avoid wooded and brushy areas with high grass and leaf litter.
  - Walk in the center of trails.

**After You Come Indoors**

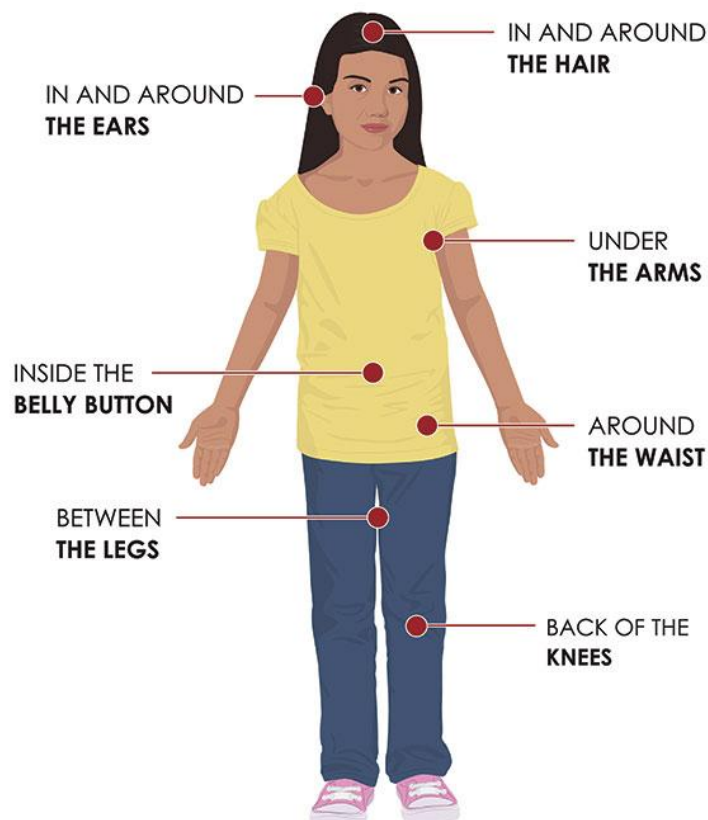
**Check your clothing for ticks.** Ticks may be carried into the house on clothing. Any ticks that are found should be removed. Tumble dry clothes in a dryer on high heat for 10 minutes to kill ticks on dry clothing after you come indoors. If the clothes are damp, additional time may be needed. If the clothes require washing first, hot water is recommended. Cold and medium temperature water will not kill ticks.

**Examine gear and pets.** Ticks can ride into the home on clothing and pets, then attach to a person later, so carefully examine pets, coats, and daypacks.

**Shower soon after being outdoors.** Showering within two hours of coming indoors has been shown to reduce your risk of getting Lyme disease and may be effective in reducing the risk of other tick borne diseases. Showering may help wash off unattached ticks and it is a good opportunity to do a tick check.

**Check your body for ticks after being outdoors.** Conduct a full body check upon return from potentially tick-infested areas, including your own backyard. Use a hand-held or full-length mirror to view all parts of your body. Check these parts of your body and your child's body for ticks:

- Under the arms
- In and around the ears
- Inside belly button
- Back of the knees
- In and around the hair
- Between the legs
- Around the waist



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**Fire**

Ishmael reported that the Pleasant Valley Fire District (PVFD) Board hired 6 additional part-time firefighters and agreed to hire 3 full-time firefighters. Filling shifts is challenging and they are struggling to find candidates. The PVFD discussed offering incentives for employment and are developing their web site.

The PVFD has incorporated new controls on dispensing medications with the purchase of a medication vending machine. To use the new machine, they need to enter a code before medications are dispensed. The machine indicates the expiration date of the medications and records who retrieved the medications. This system also lets them know when they need to reorder medications.

**Zoning**

Ishmael reported that the US42 Flea Market went to court for zoning violations. They have 30 days remaining to move 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.

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 Ohio Premier Soccer’s request to potentially change zoning from agriculture with alternative use to commercial which would allow for putting up lights and buildings. The soccer field is located on US Highway 42, next door to the US42 Flea Market. Ishmael invited Ohio Premier Soccer representative, Chris Baer; Landscape Architect Kyle Adams; and land owner next door to the soccer field, Carl Besece, to this meeting to discuss Ohio Premier’s Soccer Field construction updates.

Ohio Premier soccer field construction updates include: (as of May 6, 2019)

Electric:

1. AEP Transformer and pad are installed and connected.
2. Titan Electric has installed 2.5” conduit for service to well and irrigation pump. It has passed inspection.
3. Meter panels and breaker boxes are installed and are ready for final connection.

Site Work/Grading:

1. The artificial turf fields are to subgrade.
2. Concrete curbs are finished for artificial turf installation.
3. Grading of the natural turf fields has begun starting with north fields.
4. One side of artificial turn drains are in and connected.

Artificial Turf:

1. Artificial turf is ready to mobilize as soon as base prep is finished and concrete curbs poured. Tentatively scheduled for the beginning of May. Duration will be 4 to 6 weeks.

Irrigation:

1. Well drilling is scheduled for mid-May. This will vary slightly due to weather delays.

Fencing:

1. Foundations for the netting are scheduled in the next few weeks.

Madison County Engineer, Bryan Dhume, and OSU Extension AG Educator, Mary Griffith, attended the meeting to review the 2019 Comprehensive Plan map with the Board of Trustees and to discuss changing the Ohio Premier soccer field zoning from agriculture to commercial.

**Roads**

Schrock requested a pay raise for Lead Employee Pete Hammond. Schrock made a motion, seconded by Whitmer, to increase Pete Hammond’s pay from \$20.28 to \$21.12 per hour.

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

Schrock reported that Bud Schrock has completed one round of mowing with the high speed mower. There is a delay in mowing the inside ditches because of all of the water standing in the ditches due to the rains.

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**Roads (Contd.)** Schrock went to the Shell gas station manager in Plain City to discuss setting up an account to purchase gas as well as tax exemption on a monthly basis. Discussions with Shell manager to continue until a satisfactory implementation is in place.

Schrock followed up with Ag-Pro to order and install light bars for the two new tractors. Schrock also stated that the DO NOT LITTER signs have not been posted yet.

Pete Hammond made aware that a 40 MPH speed limit sign is down going northbound on Plain City Georgesville in Amity.

**Cemetery** Whitmer has been working with a Civil Engineer to design a drainage plan for Big Darby Cemetery. Whitmer will follow up with Betty Donohoe regarding her inquiry about a cemetery plot owned by Raymond Young, Section B, #208.

**Building** Fiscal Officer Schrock brought a sample of commercial carpeting to replace the carpeting in the township meeting room. FO Schrock met with Dustin at Soft Step Carpet to obtain a flooring quote. After some discussion, Whitmer made a motion, seconded by Schrock, to spend no more than \$7,000.00 with Soft Step Carpet to remove existing carpeting and to purchase and install new carpeting. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Fiscal Officer Schrock will work with Dustin to schedule a date and time for the install.

Whitmer made a motion, seconded by Schrock, to repurchase the Ferris Zero-Turn Riding Mower from Hilliard Lawn & Garden for no more than \$7,300.00. **Roll Call: Ishmael-abstained, Schrock-yes, Whitmer-yes.** This mower will be primarily dedicated to mowing the township building lawn.

Fiscal Officer Schrock and Lead Employee Pete Hammond plan to purchase flowers at Darby Creek Nursery and plant the flowers in flower beds around the township building on Tuesday, May 7, just in time for Mother’s Day.

Ishmael submitted an estimate from Teri Bushong to clean up flower beds, edge, and mulch for \$500.00 and to maintain flower beds for \$50/month. After some discussion, Ishmael made a motion, seconded by Schrock, to approve to pay Teri Bushong \$500 to clean up, edge, and mulch township flower beds and to maintain township flowers beds at \$50/month for the 2019 season. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Ishmael will contact Teri Bushong to schedule initial clean up, edging and mulching of flower beds.

Hammond has completed mowing township lawn and plans to spray township lawn trees with Sevin for bag worms in early June while the worms are feeding. Hammond plans to spray weeds at Big Darby Cemetery this week. 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.

**Miscellaneous** Nothing to report

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 scheduled for Monday, June 3, at 7:00 PM.

	Trustee
Fiscal Officer	Trustee
	Trustee