

**Canaan Township Board of Trustees**  
**Regular Meeting**  
**April 13, 2022**  
**Minutes**

Chairman Matt Carwell called the meeting to order at 7:00 PM. Roll call showed all trustees and the fiscal officer present. Also present was Gene Ebert of Ebert Mowing and Landscaping and Steve Rowan from Galion, Ohio.

Mr. Rowan reported that he has relatives buried in South Canaan cemetery and was inquiring about any information the township might have. Some of the graves date back to the early 1800's and do not have any grave markers. The trustees exchanged phone numbers with Mr. Rowan in case any information was located to help in his search.

Mr. Ebert reported that the mowing season has begun and things are going well so far.

The fiscal officer presented the minutes from the March 8, 2022 meeting. Mr. Bayles made the motion to approve the minutes. Mr. Levering seconded the motion. Motion passed.

The fiscal officer reported receipts and balances to date in all funds. The bank reconciliation report was also presented. Automatic drafts were examined. The United Bank Statements were also distributed. Credit card purchases for March and early April were reviewed and the attestation statement signed by Mr. Carwell. Mr. Bayles made the motion to approve the reports. Mr. Levering seconded the motion. Motion passed.

Communications included:

- the Grassroots Clippings newsletter
- OTARMA – Coverage and Intergovernmental Contract Updates
- Ohio Gas Association Survey
- ARPA Funds – OTA Guidance and Contract Addendum

The roads were checked on Thursday March 9<sup>th</sup> and again on Wednesday April 6<sup>th</sup>. Several potholes were identified on TR 60 north of TR 61. Two tires were picked up on TR 66 and the TR 10 sign at McNeal Road was missing. There are a few signs that need straightened. There are also 2 tile blow outs on TR 135 that Mr. Carwell and Mr. Levering will fix. The Road Sign Inventory and Management forms for both March and April were completed and are on file.

Mr. Bayles reported that at the meeting for 1st Consolidated Fire District ideas are continuing to be discussed regarding the fire levy and additional millage needed.

There was no Regional Planning update.

There is no update from OPWC on the grant for TR 60 Phase 3, but the trustees hope to know something by May.

Mr. Carwell said that Mid-Ohio Paving won the county bid for paving this year with a price of \$63 a ton. The bids for chip and seal will be opened next week. The township is still discussing piggybacking off the county this year for any roadwork that is to be completed.

The Special Edition Canaan Township Newsletter was looked over and will be available to the township residents at the township hall on Election Day May 3, 2022.

A spraying quote was present by Matt Strine for vegetation control around guardrails, signposts, and pedestal boxes in the township as well as the spraying of the cemetery driveways and the lot beside N. Canaan Cemetery. The quote was for \$1,119.90. Mr. Carwell made a motion to accept the quote and Mr. Bayles seconded the motion. Motion passed. A contract will be prepared for signatures next month.

It is noted that the footer is in for the Jerry Mulvaine lot in N. Canaan Cemetery.

A quote was received from Hissong Excavating for \$3,675 for installation of the new driveway with the township supplying the stone from Mitchell Trucking, an additional \$3,454 for a total of \$7,129. The trustees reviewed the two other quotes already received. The Jesson Excavating quote was \$9,250 which included stone and labor. The Bob Rogers quote was for removal of topsoil and placing stone with the township supplying the stone from Mitchell Trucking, an additional \$3,454 for a total of \$5,954. The township will apply the \$1,000 cemetery grant received from the Ohio Department of Commerce, Division of Real Estate and Professional Licensing for this project.

Mr. Bayles made the motion to accept the quote to install the new N. Canaan Cemetery driveway from Bob Rogers for \$2,500 plus the stone from Mitchell's trucking for \$3,454 for a total of \$5,954. Mr. Levering seconded the motion. Motion passed.

The following two resolution were approved to allow the township to spend the State and Local Fiscal Recovery Funds provided by the American Rescue Plan Act. The Treasury ARPA Final Rule was clear that all funds would be subject to federal procurement standards, which are referred to as the Uniform Guidance (UG) and generally set forth in 2 C.F.R. Part 200.

## **RESOLUTION NO. 4-13-22-1**

*Authorizing Increase in Micro-Purchase Threshold  
and Adopt Uniform Guidance Procurement Policy*

*Morrow County, Ohio*

**Be It Resolved** by the Township Trustees of Canaan Township

**WHEREAS**, this date, April 13,2022, Trustee John Bayles moved the adoption of the following Resolution:

**WHEREAS**, the Township has received a distribution of monies (the "ARPA Funds") from the American Rescue Plan Act of 2021 ("ARPA" or the "Act"); and

**WHEREAS**, Congress passed the Act effective March 11, 2021; and

**WHEREAS**, Section 603 created the Coronavirus Local Fiscal Recovery Fund which, among other things, appropriated money to cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (Covid-19); and

**WHEREAS**, expenditure of ARPA funds is subject to the federal Uniform Guidance requirements set forth in 2 C.F.R. 200; and

**WHEREAS**, the Township is a non-Federal entity under the definition set forth in 2 C.F.R. § 200.1; and

**WHEREAS**, 2 C.F.R. 200.318 requires all recipients of federal funds to maintain documented procurement standards and policies; and

**WHEREAS**, pursuant to 2 C.F.R. 200.320(a)(1)(ii), a non-Federal entity may award micro-purchases without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents that the non-Federal entity files accordingly; and

**WHEREAS**, pursuant to 2 C.F.R. 200.320(a)(1)(iii), a non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures; and

**WHEREAS**, pursuant to 2 C.F.R. § 200.320(a)(1)(iv), a non-Federal entity may self-certify on an annual basis a micro-purchase threshold not to exceed \$50,000 and maintain documentation to be made available to a Federal awarding agency and auditors in accordance with 2 C.F.R. § 200.334; and

**WHEREAS**, pursuant to 2 C.F.R. § 200.320(a)(1)(iv), such self-certification must include (1) a justification for the threshold, (2) a clear identification of the threshold, and (3) supporting documentation, which, for public institutions, may be a “higher threshold consistent with State law”; and

**WHEREAS**, under Ohio law, Townships are required to conduct competitive bidding purchases and contracts if such purchases and contracts exceed the following threshold:

1. Purchase of materials, machinery, and tools to be used in constructing, maintaining and repairing roads and culverts, where the amount involved exceeds \$50,000. R.C. 5549.21.
2. Contracts for the maintenance or repair of roads, where the amount involved exceeds \$45,000. The board must advertise once, not later than two weeks prior to the letting of the contract, in a newspaper of general circulation in the township. The award must be to the lowest responsible bidder. R.C. 5575.01.
3. Contracts for the construction and erection of a memorial building or monument when the amount involved exceeds \$50,000. R.C. 511.12(B).
4. Contracts for equipment for fire protection, mechanical resuscitation, underwater rescue and recovery, and communication estimated to exceed \$50,000. R.C. 505.37 and 505.376.
5. Contracts for street lighting systems where the cost exceeds \$50,000. R.C. 515.01.
6. Contracts for street lighting improvements where the cost exceeds \$50,000. The board shall accept the lowest and best bid, if the successful bidder meets the requirements of section 153.54 of the Revised Code. The board may reject all bids. R.C. 515.07.
7. Contracts for building modifications for energy savings pursuant to R.C. 505.264, where the estimated cost exceeds \$50,000 (with certain exceptions). Award must be to the lowest and best bidder in accordance with the provisions of R.C. 307.86 to 307.92.
8. Contracts for private sewage collection tiles where the cost exceeds \$50,000. R.C. 521.05. The successful bidder must meet the requirements of R.C. 153.54.

**WHEREAS**, pursuant to 2 C.F.R. 200.320(a)(1)(iv), the Township desires to adopt higher micro-purchase thresholds than those identified in 2 C.F.R. §§200.67, 200.321(a), and 48 C.F.R. § 2.101.

**NOW THEREFORE**, it is hereby RESOLVED by the Board that:

1. In compliance with the Uniform Guidance, and specifically 2 C.F.R. 200.318, the Township adopts the attached Uniform Guidance Procurement Policy to be used for all expenditures of ARPA funds.

2. In accordance with 2 C.F.R. § 200.320(a)(1)(iv) and the applicable provisions of Ohio law, the Township hereby self-certifies the following micro-purchase thresholds, each of which is a “higher threshold consistent with State law” under 2 C.F.R. §200.320(a)(1)(iv)(C) for the reasons set forth in the recitals to this resolution:

- A. \$50,000 for the purchase of materials, machinery and tools to be used in constructing, maintaining and repairing roads and culverts;
- B. \$45,000 for contracts for the maintenance or repair of roads;
- C. \$50,000 for contracts for the construction and erection of a memorial building or monument;
- D. \$50,000 for contracts for equipment for fire protection, mechanical resuscitation, underwater rescue and recovery, and communication;
- E. \$50,000 for contracts for street lighting systems;
- F. \$50,000 for contracts for street lighting improvements;

G. \$50,000 for contracts for building modifications for energy savings, subjects to the exceptions set forth in R.C. 307.86 to 307.92; and

H. \$50,000 for contracts for private sewage collection tiles.

2. The self-certification made herein shall be effective as of the date hereof and shall be applicable until end of the fiscal year (December 31, 2022) of the Township, but shall not be applicable to Federal financial assistance awards issued prior to April 13, 2022, including ARPA funds.

3. In the event that the Township receives funding from a federal grantor agency that adopts a threshold more restrictive than those contained herein, the Township shall comply with the more restrictive threshold when expending such funds.

4. The Township shall maintain documentation to be made available to a Federal awarding agency, any pass-through entity, and auditors in accordance with 2 C.F.R. § 200.334.

Trustee Matthew Carwell seconded the Motion, and thereupon, the votes in favor of this Resolution were recorded and reflected by the signatures hereto.

**BE IT FURTHER RESOLVED:** that it is hereby found and determined that all formal actions of this Township concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Township Trustees, and that all deliberations of the Township Trustees and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Upon roll call, the vote was as follows: Mr. Carwell, yes; Mr. Levering, yes; Mr. Bayles, yes

## **RESOLUTION NO. 4-13-22-2**

*Authorizing Increase in Micro-Purchase Threshold  
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**WHEREAS**, pursuant to 2 C.F.R. § 200.320(a)(1)(iv), a non-Federal entity may self-certify on an annual basis a micro-purchase threshold not to exceed \$50,000 and maintain documentation to be made available to a Federal awarding agency and auditors in accordance with 2 C.F.R. § 200.334; and

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Upon roll call, the vote was as follows: Mr. Carwell, yes; Mr. Levering, yes; Mr. Bayles, yes

Mr. Levering made the motion to approve the bills for payment. Mr. Carwell seconded the motion. Motion passed.

There being no further business to come before the board, Mr. Bayles made the motion to adjourn. Mr. Carwell seconded the motion. Motion passed. The meeting adjourned at 9:20 PM.

Trustee: \_\_\_\_\_  
Matthew Carwell, Chairman

Trustee: \_\_\_\_\_  
Tyler Levering, Vice Chairman

Trustee: \_\_\_\_\_  
John Bayles

Fiscal Officer: \_\_\_\_\_  
Jill Retterer

**Canaan Township Board of Trustees  
Regular Meeting  
April 13, 2022  
Minutes**

March 2022 Receipts:

Date:	Amount:	Receipt #:	From:	For:
3/8/2022	\$200.10	16-2022	State of Ohio OBM	Redistribution of Unclaimed ARP Funds
3/9/2022	\$50.00	17-2022	Veronica Damron	Township Hall Rental
3/9/2022	\$102.86	18-2022	Ergon Oil	Interest - Guy Heffley Well
3/16/2022	\$548.07	19-2022	Morrow Co. Auditor	March Local Government Distribution
3/16/2022	\$528.32	20-2022	Morrow Co. Auditor	March Local Gov. Dis. Per sec 57
3/18/2022	\$619.83	21-2022	Morrow Co. Auditor	March License Tax - State
3/18/2022	\$279.00	21-2022	Morrow Co. Auditor	March License Tax - County
3/18/2022	\$8,705.45	22-2022	Morrow Co. Auditor	March Excise Gas Tax
3/18/2022	\$2,300.54	22-2022	Morrow Co. Auditor	March cents per gallon gas tax
3/18/2022	\$25.00	23-2022	Mt. Gilead State Park VIPS	Township Hall Rental
3/18/2022	\$50.00	24-2022	Amanda Rex	Township Hall Rental
3/22/2022	\$46,600.59	25-2022	Morrow Co. Auditor	1st half 2021 RE Taxes
3/25/2022	\$25.00	26-2022	Tiffany Heimlich	Township Hall Rental
3/25/2022	\$50.00	27-2022	Elizabeth Wells	Township Hall Rental
3/30/2022	\$280.64	28-2022	Morrow Co. Auditor	2021 IRP Excess Compensation Distribution
3/31/2022	\$14.74	29-2022	Park National	ICS Interest
<b>TOTAL:</b>	<b>\$60,380.14</b>			

March 2022 Payments:

Date:	Amount:	Voucher/Warrant:	To:	For:
3/3/2022	\$35.26	14-2022	Ohio Edison	Denmark Street Lights
3/3/2022	\$26.44	14-2022	Ohio Edison	Climax Street Lights
3/4/2022	\$972.67	15-2022	OPERS	February 2021 Payroll
3/8/2022	\$3,418.00	3865	Mitchell Trucking	February Plowing & Salting
3/8/2022	\$116.54	3866	Hoffman Office Center	Office Supplies - Printer Ink
3/8/2022	\$62.01	3867	John Bayles	Mileage Reimbursement - OTA Convention
3/8/2022	\$438.58	3868	John Bayles	February Health Ins. Reimbursement
3/8/2022	\$384.10	3869	Matthew Carwell	February Health Ins. Reimbursement
3/8/2022	\$492.02	3870	Tyler Levering	February Health Ins. Reimbursement
3/11/2022	\$80.73	16-2022	Ohio Edison	Township Hall Electric
3/22/2022	\$12.00	17-2022	Delco Water	Township Hall Water
4/13/2022	\$767.63	3871	John Bayles	March Payroll
4/13/2022	\$764.38	3872	Matthew Carwell	March Payroll
4/13/2022	\$775.84	3873	Tyler Levering	March Payroll
4/13/2022	\$863.23	3874	Jill Retterer	March Payroll
<b>TOTAL:</b>	<b>\$9,209.43</b>			

Bank Balance March 31, 2022

Park National Balance:	\$171,469.80
Park National MM Balance:	\$267,245.17
<b>TOTAL:</b>	<b>\$438,714.97</b>