

Canaan Township Board of Trustees
Regular Meeting
July 13, 2021
Minutes

Chairman John Bayles called the meeting to order at 7:00 PM. Roll call showed all trustees and the fiscal officer present.

The fiscal officer presented the minutes from the June 8, 2021 meeting. Mr. Carwell made the motion to approve the minutes. Mr. Sayers 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 June and early July were reviewed and the attestation statement signed by Mr. Bayles. Mr. Bayles made the motion to approve the reports. Mr. Carwell seconded the motion. Motion passed.

The 2022 budget estimate was examined. No changes were recommended. It will be filed with the County Auditor.

Communications included:

- The Grassroots Clippings newsletter
- Letter from AQUA regarding rate increase
- Palmer Energy Co. – request to bid
- Aspen Energy – request to shop for competitive suppliers
- OTARMA 2020 Annual Report

The roads were checked on Wednesday, July 7, 2021. There are two sinks in the ditch on TR 133 that need to be collected and properly disposed of. It was also noted that one of the recent rains created holes along the ditch on the north side of TR 135. A section of the tile there may need to be replaced. The Road Sign Inventory and Management form was completed and is on file.

Kokosing paved Township Road 71 between CR 59 and TR 10 and also Township Road 72 between CR 56 and CR 61 on Saturday, July 10, 2021. Kokosing also paved Township Road 65 between TR 60 and TR 66 and Township Road 74 between CR 131 and CR 69 on Monday, July 12, 2021. This completes the work contracted with Kokosing.

Mr. Sayers reported that 1st Consolidated will be putting a 2-mil continuous levy on the ballot this fall. There is currently a 1-mil continuous levy in place. The 2-mil levy, if passed, will replaced the current 1-mil continuous levy.

There was no Regional Planning update.

Information was received from OTA that another round of federal relief funding for townships through the American Rescue Plan has been approved as part of the \$1.9 trillion economic COVID-19 stimulus package, which was signed into law on March 11, 2021. The OTA highly recommends that townships access this funding opportunity. Per the Act and US Treasury guidance, ARP funding will be distributed to all NEUs (non-entitlement units) by population. The specific allocation to each NEU is based on the NEU's proportion of the population compared to the total population of all NEUs in Ohio. For Canaan Township, the total amount is \$100,246.76 with one tranche (\$50,123.38) disbursed up to 10 days after application for the funding and a 2nd tranche disbursed a year later. The township has until December 31, 2024 to obligate ARP funds and all money must be spent by December 31, 2026. Guidance is provided by the Treasury on what these funds can be used for including capital improvement projects that respond to the Public Health Emergency caused by COVID-19.

Mr. Carwell made a motion to adopt a resolution (#7-13-2021-1) to apply for the ARP funding as part of the COVID-19 economic stimulus package. Mr. Bayles seconded the motion. Roll call was as follows: Mr. Bayles, yes; Mr. Carwell, yes; Mr. Sayers, yes. Motion passed.

The trustees were presented with new guidance from OTA on updating our current Harassment and Discrimination Policy. Since the current policy was adopted in 2006, it was decided the policy needs to be updated to provide the most up-to-date standards.

Mr. Sayers made a motion for the adoption of the following resolution (#7-13-2021-2):

Canaan Township, Morrow County Harassment and Discrimination Policy

EQUAL EMPLOYMENT OPPORTUNITY

The Township is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, military status, genetic information or any other unlawful reason. All personnel decisions and practices including, but not limited to, hiring, suspensions, terminations, layoffs, demotions, promotions, transfers, and evaluations, will be made without regard to these listed categories. The Township intends for all of its policies to comply with federal and state equal employment opportunity principles and other related laws.

UNLAWFUL DISCRIMINATION AND HARASSMENT

A. Policy.

The Township is committed to providing a workplace that is safe and free from unlawful discrimination and harassment. Unlawful discrimination or harassment is behavior directed toward an employee based upon the employee's race, color, religion, sex, sexual orientation, gender identity, pregnancy, national origin, age, ancestry, disability, genetic information, or military status ("protected class"). Unlawful discrimination and harassment is inappropriate, illegal, violates this policy and will not be tolerated. All forms of unlawful discrimination and harassment are governed by this policy and must be reported and addressed in accordance with this policy.

B. Definitions.

Unlawful discrimination occurs when individuals are treated less favorably in their employment because of their membership in a protected class. An employer may not discriminate against an individual with respect to the terms and conditions of employment, such as promotions, raises, and other job opportunities, based upon that individual's membership in that protected class.

Harassment is a form of discrimination. Harassment is generally defined as unwelcome conduct based upon a protected class. However, harassment becomes unlawful where:

- 1. Enduring the offensive conduct becomes a condition of continued employment.**
- 2. The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.**

Sexual harassment is one type of unlawful harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment.**
- 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.**
- 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.**

Unlawful discrimination and harassment do not generally encompass conduct of a socially acceptable nature. However, some conduct that is appropriate in a social setting may be inappropriate in the workplace. Harassment on the basis of an employee's membership in any protected class is unlawful, will not be tolerated, and must be reported as provided under this policy.

C. Off Duty Conduct.

Unlawful discrimination or harassment that affects an individual's employment may extend beyond the confines of the workplace. Conduct that occurs off duty and off premises, including over social media and online, may also be subject to this policy.

D. Workplace Romances.

To avoid concerns of sexual harassment, preferential treatment and other inappropriate behavior, employees are required to inform John Bayles, Chairman of the Trustees or Jill Retterer, Fiscal Officer, if they currently are, or if they intend to become, romantically involved with a co-worker. Such relationships are not necessarily prohibited but must be appropriately addressed.

Should the Township determine that a conflict exists between an employee's employment and a personal relationship with a co-worker, the Township will attempt to work with the employees to resolve the conflict. Should operational needs prevent resolution, the relationship must cease or one or both of the parties must separate from employment. Supervisors are expressly prohibited from engaging in romantic or sexual relationships with any employee they directly, or indirectly, supervise.

E. Complaint Procedure.

Employees who feel they have been subject to unlawful discrimination or harassment by a fellow employee, supervisor, or other individual otherwise affiliated with the Township shall immediately report the conduct, in writing, to John Bayles, Chairman of the Trustees or Jill Retterer, Fiscal Officer, each of whom shall have the authority and responsibility to investigate and take appropriate action concerning the complaint. Similarly, employees who feel they have knowledge of discrimination or harassment, or who have questions or concerns regarding discrimination or harassment, shall also immediately contact John Bayles, Chairman of Trustees or Jill Retterer, Fiscal Officer.

Late reporting of complaints and verbal reporting of complaints will not preclude the Township from taking action. However, so that a thorough and accurate investigation may be conducted, employees are encouraged to submit complaints in writing and in an expedient manner following the harassing or offensive incident. All supervisors are required to follow up on all claims or concerns, whether written or verbal, regarding unlawful discrimination and harassment.

Although employees may confront the alleged harasser at their discretion, they are also required to submit a written report of any incidents as set forth above. When the Township is notified of the alleged harassment, it will timely investigate the complaint. The investigation may include private interviews of the employee allegedly harassed, the employee committing the alleged harassment and any and all witnesses. Information will be kept as confidential as practicable, although complete confidentiality is not guaranteed. All employees are required to cooperate in any investigation.

Determinations of harassment shall be made on a case-by-case basis. If the investigation reveals the complaint is valid, prompt attention and disciplinary action designed to stop the harassment and prevent its recurrence will be taken.

F. Retaliation.

The Township also prohibits retaliatory conduct against individuals who file a discrimination or harassment charge, testify, or participate in any way in an investigation or proceeding under this policy or under discrimination law, or who oppose employment practices that they reasonably believe discriminate against protected individuals, in violation of this policy or discrimination law (“protected activity”). Retaliatory conduct against individuals who are close personal friends or family members with an individual who engaged in protected activity is also prohibited under this policy.

Retaliation is a separate violation under this policy. The Township and its supervisors and employees shall not in any way retaliate against an individual for filing a complaint, reporting harassment, participating in any protected activity. Any employee who feels he has been subjected to retaliatory conduct as a result of actions taken under this policy, or as a result of the employee’s relationship with someone who acted under this policy, shall immediately report the conduct to John Bayles, Chairman of the Trustees or Jill Retterer, Fiscal Officer.

G. False Complaints.

Legitimate complaints made in good faith are strongly encouraged; however, false complaints or complaints made in bad faith will not be tolerated. Failure to prove unlawful discrimination or harassment will not constitute a false complaint without further evidence of bad faith. False complaints are considered to be a violation of this policy. Disciplinary action for filing a false complaint is not a retaliatory act under this policy.

H. Corrective Action.

If the Township determines unlawful discrimination, harassment, or retaliation has taken place, appropriate corrective action will be taken, up to and including termination. The corrective action will be designed to stop the unlawful conduct and prevent its reoccurrence. If appropriate, law enforcement agencies or other licensing bodies will be notified. Any individual exhibiting retaliatory or harassing behavior towards an employee who exercised a right under this policy, or who is a close personal friend or family member of someone who exercised a right under this policy, will be subject to discipline, as will any employee who has knowledge of unlawful conduct and allows that conduct to go unaddressed.

I. Coverage.

This policy covers all employees, supervisors, department heads and elected officials. Additionally, this policy covers all suppliers, subcontractors, residents, visitors, clients, volunteers, and any other individual who enters Township property, conducts business on Township property, or who is served by Township personnel.

NOW THEREFORE BE IT RESOLVED

This Resolution shall become effective immediately upon its passage.

Mr. Carwell seconded the motion.

The roll being called upon its adoption the vote resulted as follows:

Mr. Bayles, yes

Mr. Carwell, yes

Mr. Sayers, yes

Information was received from the Ohio Division of Real Estate and Professional Licensing for the FY 2022 Cemetery Grant Program. The grant funding amount available this cycle is \$130,000. Eligible applicants may apply every other year for one grant of up to \$1,000. These grant funds are to be used to help defray the costs of exceptional cemetery maintenance. The application is due by August 2, 2021. Mr. Bayles made a motion to apply for the FY 2022 Cemetery Grant. Matt Carwell seconded the motion. Motion passed.

Former Canaan Township Resident Mary G. Hawk was buried in Worden Cemetery on July 8, 2021.

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

There being no further business to come before the board, Mr. Carwell made the motion to adjourn. Mr. Sayers seconded the motion. Motion passed. The meeting adjourned at 8:55 PM.

Trustee: _____
John Bayles, Chairman

Trustee: _____
Matt Carwell, Vice Chairman

Trustee: _____
Edward Sayers

Fiscal Officer: _____
Jill Retterer

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June 2021 Receipts:

Date:	Amount:	Receipt #:	From:	For:
6/4/2021	\$150.00	50-2021	Martin P. and Margorie G. Sayers	O/C Grave Marjorie G. Sayers
6/9/2021	\$74.13	51-2021	Ergon Oil Purchasing	Interest Guy Heffley Well
6/14/2021	\$672.02	52-2021	Morrow Co. Auditor	June Local Government Distribution
6/14/2021	\$529.27	53-2021	Morrow Co. Auditor	June Local Gov. Dis. Per sec 57
6/18/2021	\$9,571.57	54-2021	Morrow Co. Auditor	June Excise Gas Tax
6/18/2021	\$2,494.43	54-2021	Morrow Co. Auditor	June cents per gallon gas tax
6/18/2021	\$706.07	55-2021	Morrow Co. Auditor	June License Tax - State
6/18/2021	\$351.00	55-2021	Morrow Co. Auditor	June License Tax - County
6/30/2021	\$14.26	57-2021	Park National	June ICS Interest
TOTAL:	\$14,562.75			

June 2021 Payments:

Date:	Amount:	Voucher/Warrant:	To:	For:
6/3/2021	\$934.79	42-2021	OPERS	May 2021 Payroll
6/4/2021	\$40.37	43-2021	Ohio Edison	Denmark Street Lights
6/4/2021	\$30.28	43-2021	Ohio Edison	Climax Street Lights
6/7/2021	\$55.00	44-2021	Cardmember Services	Postage
6/7/2021	\$62.09	44-2021	Cardmember Services	Printer Ink for Twp. Hall Printer
6/8/2021	\$10.49	3770	Matthew Carwell	Reimbursement Diesel Exhaust Fluid
6/8/2021	\$534.00	3771	Treasurer of State of Ohio	3rd Quarter 2021 UAN Fees
6/8/2021	\$49.20	3771	Treasurer of State of Ohio	UPA Quality Review
6/8/2021	\$985.00	3772	Eugene P. Ebert	June 2021 Mowing Contract
6/8/2021	\$472.06	3773	John Bayles	May Health Ins. Reimbursement
6/8/2021	\$301.16	3774	Matthew Carwell	May Health Ins. Reimbursement
6/8/2021	\$582.35	3775	Edward Sayers	May Health Ins. Reimbursement
6/14/2021	\$115.78	45-2021	Ohio Edison	Township Hall Electric
6/15/2021	\$12.00	46-2021	Delco Water	Township Hall Water
6/30/2021	\$754.41	3776	John Bayles	June Payroll
6/30/2021	\$713.66	3777	Matthew Carwell	June Payroll
6/30/2021	\$857.80	3778	Jill Retterer	June Payroll
6/30/2021	\$725.65	3779	Edward Sayers	June Payroll
TOTAL:	\$7,236.09			

Bank Balance June 30, 2021

Park National Checking Balance:	\$96,405.02
Park National MM Balance:	\$267,114.91
TOTAL:	\$363,519.93