

**Canaan Township Board of Trustees
Regular Meeting
January 12, 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 December 14, 2020 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 as well as the cash summary for 2020. The bank reconciliation report was also presented. Automatic drafts were examined. The Park National Bank Statements were also distributed. Credit card purchases for December and early January were reviewed and the attestation statement signed by Mr. Bayles. Mr. Sayers made the motion to approve the reports. Mr. Carwell seconded the motion. Motion passed.

Mr. Sayers made a motion to adopt the following resolution accepting the amount and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor (1-12-2021-1):

WHEREAS, This Board of Trustees of Canaan Township, Morrow County, Ohio, in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2021; and

WHEREAS, The Budget Commission of Morrow County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within the ten mill tax limitation; therefore be it

RESOLVED, by the Board of Trustees of Canaan Township, Morrow County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Township the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

See attachments to the minutes

RESOLVED, that the Fiscal Officer of this Board be and she is hereby directed to certify a copy of this resolution to the County Auditor of Said County.

Mr. Carwell seconded the Resolution and the roll being called upon its adoption the vote resulted as: Mr. Bayles, yes; Mr. Carwell, yes; Mr. Sayers, yes.

The Certificate of Estimated Resources was reviewed and will be filed with the Morrow County Auditor for review by the Budget Commission. A copy of this certificate is attached to these minutes.

Proposed appropriations for 2021 were presented for examination. Mr. Carwell moved the adoption of the resolution (1-12-2021-2) approving the appropriations for 2021. Mr. Sayers seconded the motion. Upon roll call, the voting was as follows: Mr. Bayles, yes; Mr. Carwell, yes; Mr. Sayers, yes. A copy of the Appropriation Budget is attached to these minutes.

Communications included:

- the Grassroots Clippings newsletter
- OTA Legislative Alert regarding CARES ACT funds and OTA Virtual Conference
- Sedgwick Managed Care Ohio, formerly CareWorks, announcing new name
- Correspondence from PERSO (Public Entity Risk Services of Ohio, Inc. informing that the claim by Brian Bennick against the township and others was closed on 10/27/2020.
- Zoning update for 2020 from Zoning Inspector Brent Russell
- Letter from Prosecutor Howland listing the opinions he wrote for 2020 for townships

The trustees checked all the roads on January 6, 2021. The Road Sign Inventory and Management form was completed and is on file. It was reported that the bridge leading to Rice Cemetery would be permanently closed and taken off the county inventory.

Mr. Sayers reported that 1st Consolidated recently had their monthly meeting and it was business as usual. It was reported that the village of Caledonia used their CARES ACT funds to modernize the bathrooms at the fire station.

There was no Regional Planning Update.

The list of items needed for the 2019/2020 audit was received from Wilson, Phillips, and Agin, CPA's Inc. Mrs. Retterer will gather the needed items and schedule a pick-up.

There was a request from a township resident in regards to volunteering her services to clean some grave stones. She would like to clean-up some of the older stones near her grandmother's grave in N. Canaan Cemetery. The request was granted as long as care is taken to use proper cleaning protocol. Mr. Sayers is willing to meet with her to talk over the proper procedure to follow. She contact Mr. Sayers in a couple of months and will move forward with cleaning in the spring when the weather breaks.

Mr. Gene Ebert submitted a bid for the 2021 season, which includes mowing and trimming of the cemeteries and the township hall. The bid will be the same as the previous two years: \$6,500 paid over 7 months. April's payment will be \$590 and May through October payments will be \$985 each. Mr. Sayers made a motion to contract with Gene Ebert of Ebert Mowing and Landscaping for the 2021 season. Mr. Carwell seconded the motion. Motion passed. The trustees and fiscal officer signed the contract. The contract will be sent to Mr. Ebert for signature.

Mrs. Retterer meet with Aaron Willis, OTARMA IT Specialist, in early December. As a result of that meeting, it was suggested that a written Disaster Recovery Plan or Business Continuity Plan, including cyber security risks and business protocol if a natural disaster or system breach were to occur, be developed and implemented.

Based on the OTARMA recommendation Mr. Carwell made a resolution (1-12-21-3) to adopt the following Business Continuity Plan for Canaan Township:

Canaan Township has developed a Business Continuity Plan on how we will respond to events that significantly disrupt our ability to carry out the township's business. Since the timing and impact of disasters and disruptions is unpredictable, we will have to be flexible in responding to actual events as they occur. With that in mind, we are providing this information on our business continuity plan.

Contacting Us – If after a significant business disruption, you cannot contact us as you usually do at 419-768-1756 or canaantwp@redbird.net, you should call our alternative number 419-947-4675 or go to our website canaantwp.org.

Our Business Continuity Plan – We plan to quickly recover and resume business operations after a significant business disruption and respond by safeguarding employees and property, making a financial and operational assessment, protecting the townships books and records, and allowing our constituents to contact us. In short, our business continuity plan is designed to permit our township to resume operations as quickly as possible, given the scope and severity of the significant business disruption.

Our business continuity plan addresses: data backup and recovery; all mission critical systems; financial and operational assessments; alternative communications; alternate physical location; bank and counter-party impact; regulatory reporting; and training required of all elected officials should an officer be replaced through election, resignation, or death.

Canaan Township backs up important records in a geographically separate area. While every emergency poses unique problems based on external factors, such as time of day and the severity of the disruption, our objective is to restore operations and be able to complete existing transactions and accept new transactions and payments within 14 days. Business transactions for the township could be delayed during this period.

Varying Disruptions – Significant business disruptions can vary in their scope, such as only our township hall, a single building on the property, the area where the buildings are located, the cemeteries within the township, the area where the fiscal officer has their office, or the whole region. Within each of these areas, the severity of the disruption can also vary from minimal to severe. In a disruption to only our township hall, we will transfer our operations to a local site when needed and expect to recover and resume business within 1 -14 days. In a disruption affecting our township, district, city, or region, we will transfer our operations to a site outside of the affected area and recover and resume business within 1-14 days. In either situation, we plan to continue operations of the township business and notify you through our website canaantwp.org. Our customer emergency contact number is 419-947-4675.

For more information – If you have questions about our business continuity planning, you can contact us at 419-768-1756 or canaantwp@redbird.net

Mr. Sayers seconded the motion. Upon roll call, the voting was as follows: Mr. Bayles, yes; Mr. Carwell, yes; Mr. Sayers, yes.

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 9:45 PM.

Trustee: _____ Trustee: _____
 John Bayles, Chairman Matthew Carwell, Vice Chairman

Trustee: _____ Fiscal Officer: _____
 Edward Sayers Jill Retterer

December 2020 Receipts:

Date:	Amount:	Receipt #:	From:	For:
12/9/2020	\$25.00	92-2020	Kassandra Hauersperger	Township Hall Rental 12/6/2020
12/9/2020	\$150.00	93-2020	Lindsay McQueen	Township Hall Rental 12/12/20; 12/20/20; and 1/9/21
12/15/2020	\$150.00	94-2020	Ray Bending Family	O/C Grave 12/12/2020 - Ray L. Bending (cremation)
12/16/2020	\$611.06	95-2020	Morrow Co. Auditor	December Local Government Distribution
12/16/2020	\$529.27	96-2020	Morrow Co. Auditor	December Local Gov. Dist. Per Sec. 57
12/18/2020	\$2,629.45	97-2020	Morrow Co. Auditor	December cents per gallon
12/18/2020	\$9,616.72	97-2020	Morrow Co. Auditor	December Excise Gas Tax
12/18/2020	\$590.03	98-2020	Morrow Co. Auditor	December License Tax - State
12/18/2020	\$295.50	98-2020	Morrow Co. Auditor	December License Tax - County
12/22/2020	\$2,363.04	99-2020	Ohio Bureau of Workers' Comp	Employer Premium Refund
12/29/2020	\$50.00	100-2020	Emily Drummond	Township Hall Rental
12/29/2020	\$25.00	101-2020	Tina Weir	Township Hall Rental
12/31/2020	\$14.95	102-2020	Park National	December ICS Interest
TOTAL:	\$17,050.02			

December 2020 Payments:

Date:	Amount:	Voucher/Warrant:	To:	For:
12/2/2020	\$925.52	96-2020	OPERS	November Payroll
12/2/2020	\$618.00	97-2020	UAN	UAN Fees - 1st Quarter 2021
12/3/2020	\$605.00	98-2020	Ohio BWC	Worker's Comp. 1/1/2021 - 1/1/2022
12/4/2020	\$40.29	99-2020	Ohio Edison	Denmark Street Lights
12/4/2020	\$30.23	99-2020	Ohio Edison	Climax Street Lights
12/8/2020	\$65.90	100-2020	Cardmember Services	Office Depot - Office Supplies
12/8/2020	\$26.79	100-2020	Cardmember Services	Lowe's - Toilet Repair Township Hall
12/14/2020	\$71.10	3697	Asphalt Materials	CCAP - Patch Material
12/14/2020	\$443.74	3698	John Bayles	November Health Ins. Reimbursement
12/14/2020	\$298.72	3699	Matthew Carwell	November Health Ins. Reimbursement
12/14/2020	\$585.39	3700	Edward Sayers	November Health Ins. Reimbursement
12/14/2020	\$25.00	3701	John Bayles	Twp. Hall Rental Cancelled - Refund
12/14/2020		3702		VOIDED CHECK
12/14/2020	\$665.61	3711	John Bayles	December Health Ins. Reimbursement
12/14/2020	\$298.72	3703	Matt Carwell	December Health Ins. Reimbursement
12/14/2020	\$585.39	3704	Edward Sayers	December Health Ins. Reimbursement
12/14/2020	\$400.00	3705	Mike Sayers Farms	O/C Grave Aiken 5/6/2020 O/C Grave Garver 7/25/2020
12/14/2020	\$112.50	3706	Mike Sayers Farms	TR 67 Ditch Cleaning
12/14/2020	\$741.42	3707	John Bayles	December Payroll
12/14/2020	\$713.63	3708	Matthew Carwell	December Payroll
12/14/2020	\$837.88	3709	Jill Retterer	December Payroll
12/14/2020	\$725.62	3710	Edward Sayers	December Payroll
12/14/2020	\$87.49	105-2020	Ohio Edison	Township Hall Electric
12/14/2020	\$925.49	107-2020	OPERS	December Payroll
12/14/2020	\$998.52	108-2020	IRS	4th Quarter Federal Income Taxes
12/14/2020	\$320.61	109-2020	Treasurer of State	4th Quarter Ohio Income Taxes
14/14/2020	\$168.69	110-2020	Treasurer of State	4th Quarter School District Income Taxes
12/15/2020	\$35.52	106-2020	Delco Water	Township Hall Water
12/16/2020	\$722.25	3713	Morrow County Commissioners	2021 Emergency Mgt. Services
TOTAL:	\$12,075.02			

Bank Balance December 31, 2020

Park National Checking Acct. Balance:	\$35,982.74
Park National Money Market Balance:	\$267,028.88
TOTAL	\$303,011.62

DISTRICT Canaan Twp	Agr/res 26,762,190	Other 904,660	Total Assess Value 27,666,850	2020
B04 B05 B44 B06				

Schedule A
Summary of amounts required from General Property Tax approved by budget commission,
and county auditor's estimated tax rates

FUND	Amount to be derived from levying outside 10 mill limitation Column II	Amount approved by budget commission inside 10 mill limitation Column IV	County Auditor's estimate of tax rate to be levied	
			inside 10 mill limit V	outside 10 mill limit VI
			General Fund	0
General Bond Retirement Fund				
Police Fund				
Cemetery	0			
Fire Fund				
Permanent Improvement	0			
Emergency	0			
Road and Bridge		2,767	0.10	
Road Improvement				
TOTAL	\$0	\$47,034	1.70	0.00

Schedule B **Total 1.70**
Levies outside 10 mill limitation, Exclusive of Debt Levies

Fund	Effective Rate	Maximum Rate Authorized to Be Levied	County Auditor's Estimate of yield of levy Carry to schedule a column 2
General Fund: AG/RES	Other		
for not to exceed 5 years	levy authorized by voters on Expires 0	0.00	\$0
for not to exceed 5 years.	levy authorized by voters on Expires 0	0.00	\$0
for not to exceed 5 YEARS	levy authorized by voters on Expires 0	0.00	\$0
for not to exceed YEARS	levy authorized by voters on Expires		\$0
for not to exceed YEARS	levy authorized by voters on Expires 0	0.00	\$0
for not to exceed YEARS	levy authorized by voters on Expires 0	0.00	\$0
for not to exceed YEARS	levy authorized by voters on Expires	0.00	\$0

1.700000

1.70

DISTRICT Canaan Twp Fire Dist B04	Agr/res 13,556,210	Other 496,720	Total Assess Value 14,052,930	2020
B05	580,880	22,040	602,920	2020
TOTAL	14,137,090	518,760	14,655,850	

Schedule A

**Summary of amounts required from General Property Tax approved by budget commission,
and county auditor's estimated tax rates**

FUND	Amount to be derived from levying outside 10 mill limitation Column II	Amount approved by budget commission inside 10 mill limitation Column IV	County Auditor's estimate of tax rate to be levied	
			inside 10 mill limit V	outside 10 mill limit VI
General Fund	0	0		0.00
General Bond Retirement Fund				
Police Fund				
Cemetery	0			0.00
Fire Fund	36,640			2.50
Permanent Improvement	0			
Emergency	0			
Road and Bridge		0		
Road Improvement				
TOTAL	\$36,640	\$0	0.00	2.50

Schedule B

Total 2.50

Levies outside 10 mill limitation, Exclusive of Debt Levies

Fund	Effective Rate	Maximum Rate Authorized to Be Levied	County Auditor's Estimate of yield of levy
General Fund: AG/RES	Other	TaxYears	Carry to schedule a column 2
for not to exceed 5 years	levy authorized by voters on Expires 0	0.00	\$0
for not to exceed 5 years.	levy authorized by voters on Expires 0	0.00	\$0
for not to exceed 5 YEARS	levy authorized by voters on Expires 0	0.00	\$0
Fire	levy authorized by voters 11/03/2015 Expires 2020 2.5	2016-2020 2.50	\$36,640
for not to exceed YEARS	levy authorized by voters on Expires 0	0.00	\$0
for not to exceed YEARS	levy authorized by voters on Expires 0	0.00	\$0
for not to exceed YEARS	levy authorized by voters on Expires	0.00	\$0
2.500000	2.500000	2.50	TOTAL Factors/Rate

CERTIFICATE OF THE COUNTY BUDGET COMMISSION

The Budget Commission of Morrow County, Ohio, hereby makes the following Official Certificate of Estimated Resources for the Township of Canaan for the fiscal year beginning January 1, 2022.

Fund Number and Description	Unencumbered Balance Jan. 1, 2022	Property Tax	Other Sources	Total
1000 General	\$177,265.66	\$38,000.00	\$21,600.00	\$236,865.66
2011 Motor Vehicle License Tax	\$32,108.18		\$12,000.00	\$44,108.18
2021 Gasoline Tax	\$72,606.53		\$125,000.00	\$197,606.53
2031 Road and Bridge	\$10,396.19	\$2,700.00		\$13,096.19
2041 Cemetery	\$10,635.06		\$900.00	\$11,535.06
2191 SPECIAL LEVY - FIRE		\$36,640.00		\$36,640.00
Totals	\$303,011.62	\$77,340.00	\$159,500.00	\$539,851.62

The Budget Commission further certifies that its action on the foregoing budget and the County Auditor's estimate of the rate of each tax necessary to be levied within and without the 10 mill limitation is set forth in the proper columns of the preceding pages, and the total amount approved for each fund must govern the amount of appropriation from such fund.

_____ Budget

Date _____

_____ Commission

Appropriation Budget

By Fund

As Of 1/12/2021

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation
Fund Category: General				
Fund: General				
1000-110-111-0000	D Salaries - Trustees	\$0.00	\$0.00	\$30,400.00
1000-110-121-0000	D Salary - Township Fiscal Officer	\$0.00	\$0.00	\$16,450.00
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$6,800.00
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$600.00
1000-110-228-0000	D Health Care Reimbursement	\$0.00	\$0.00	\$18,000.00
1000-110-230-0000	D Workers' Compensation	\$0.00	\$0.00	\$1,000.00
1000-110-312-0000	Auditing Services	\$0.00	\$0.00	\$3,500.00
1000-110-313-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,000.00
1000-110-314-0000	D Tax Collection Fees	\$0.00	\$0.00	\$2,000.00
1000-110-315-0000	D Election Expenses	\$0.00	\$0.00	\$250.00
1000-110-330-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$1,500.00
1000-110-342-0000	Postage	\$0.00	\$0.00	\$250.00
1000-110-345-0000	Advertising	\$0.00	\$0.00	\$500.00
1000-110-381-0000	Property Insurance Premiums	\$0.00	\$0.00	\$1,500.00
1000-110-382-0000	Liability Insurance Premiums	\$0.00	\$0.00	\$1,500.00
1000-110-410-0000	Office Supplies	\$0.00	\$0.00	\$1,500.00
1000-110-420-0000	Operating Supplies	\$0.00	\$0.00	\$100.00
1000-110-519-0000	Other - Dues and Fees	\$0.00	\$0.00	\$2,500.00
1000-110-599-0000	Other - Other Expenses	\$0.00	\$0.00	\$500.00
1000-120-323-0000	Repairs and Maintenance	\$0.00	\$0.00	\$7,000.00
1000-120-351-0000	Electricity	\$0.00	\$0.00	\$2,000.00
1000-120-352-0000	Water and Sewage	\$0.00	\$0.00	\$300.00
1000-120-353-0000	Natural Gas	\$0.00	\$0.00	\$1,500.00
1000-120-360-0000	Contracted Services	\$0.00	\$0.00	\$2,000.00
1000-120-430-0000	Small Tools and Minor Equipment	\$0.00	\$0.00	\$100.00
1000-120-490-0000	Other - Supplies and Materials	\$0.00	\$0.00	\$100.00
1000-120-599-0000	Other - Other Expenses	\$0.00	\$0.00	\$200.00
1000-310-360-0000	Contracted Services	\$0.00	\$0.00	\$1,000.00
1000-330-360-0000	Contracted Services	\$0.00	\$0.00	\$100.00
1000-410-323-0000	Repairs and Maintenance	\$0.00	\$0.00	\$2,000.00
1000-410-360-0000	Contracted Services	\$0.00	\$0.00	\$9,000.00
1000-410-420-0000	Operating Supplies	\$0.00	\$0.00	\$100.00
1000-410-430-0000	Small Tools and Minor Equipment	\$0.00	\$0.00	\$100.00
1000-410-490-0000	Other - Supplies and Materials	\$0.00	\$0.00	\$100.00
1000-410-599-0000	Other - Other Expenses	\$0.00	\$0.00	\$100.00
1000-420-370-0000	Payment to Another Political Subdivision	\$0.00	\$0.00	\$2,000.00
1000-760-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$116,825.66
	General Fund Total:	\$0.00	\$0.00	\$236,375.66
	General Fund Group Total:	\$0.00	\$0.00	\$236,375.66
Fund Category: Special Revenue				
Fund: Motor Vehicle License Tax				
2011-330-323-0000	Repairs and Maintenance	\$0.00	\$0.00	\$10,000.00
2011-330-360-0000	Contracted Services	\$0.00	\$0.00	\$34,108.18
	Motor Vehicle License Tax Fund Total:	\$0.00	\$0.00	\$44,108.18
Fund: Gasoline Tax				
2021-110-381-0000	Property Insurance Premiums	\$0.00	\$0.00	\$1,100.00
2021-110-382-0000	Liability Insurance Premiums	\$0.00	\$0.00	\$1,100.00
2021-330-323-0000	Repairs and Maintenance	\$0.00	\$0.00	\$2,500.00
2021-330-360-0000	Contracted Services	\$0.00	\$0.00	\$188,406.53
2021-330-400-0000	Supplies and Materials	\$0.00	\$0.00	\$2,000.00
	Gasoline Tax Fund Total:	\$0.00	\$0.00	\$195,106.53

Appropriation Budget

By Fund
As Of 1/12/2021

<u>Account Code</u>	<u>Account Name</u>	<u>Reserved for Encumbrance 12/31</u>	<u>Reserved for Encumbrance 12/31 Adjustment</u>	<u>Final Appropriation</u>
2191-110-314-0000 D	Tax Collection Fees	\$0.00	\$0.00	\$1,200.00
2191-220-360-0000	Contracted Services	\$0.00	\$0.00	\$35,440.00
	SPECIAL LEVY - FIRE Fund Total:	\$0.00	\$0.00	\$36,640.00
	Special Revenue Fund Group Total:	\$0.00	\$0.00	\$300,485.96
	Report Total:	\$0.00	\$0.00	\$536,861.62

