

Canaan Township Board of Trustees
Regular Meeting
November 11, 2025
Minutes

Chairman Matthew Carwell called the meeting to order at 7:00 PM. Roll call showed all trustees and the fiscal officer present. Also present was Chief Mark Carey with the Mt. Gilead Fire Department.

Chief Carey and the trustees reviewed the results of the failed 3-mill fire levy from the November 4th ballot, which failed 63–51. They will explore placing another fire levy on the May primary ballot. With only one year remaining on the current 2.5-mill levy, which expires December 31, 2025, and uncertainty about funding beyond 2026, the trustees agreed that the upcoming contract with the Mt. Gilead Fire Department will be limited to one year.

Chief Carey and the trustees continued discussing service boundaries for the three fire departments serving Canaan Township: Mt. Gilead, Iberia Joint Fire District, and First Consolidated. They agreed that County Road 28 will serve as a dual-response area and boundary between First Consolidated and Mt. Gilead. Due to very low call volume in the small northeastern area covered by Iberia—despite the township paying Iberia 35% of levy funds (\$13,000 last year for one call)—the trustees decided not to renew the Iberia Joint Fire District contract, allowing it to expire on December 31, 2025. Beginning in 2026, the township will be served by Mt. Gilead and First Consolidated only. Mr. Bayles moved to enter a one-year contract with Mt. Gilead Fire Department for the Canaan Fire District (excluding the First Consolidated area), with 100% of 2026 fire levy funds going to Mt. Gilead. Mr. Levering seconded, and the motion passed unanimously.

The fiscal officer presented the minutes from the October 15, 2025, meeting. Mr. Bayles made the motion to approve the minutes. Mr. Carwell 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 Park National Bank Statements were also distributed. Credit card purchases for October and early November were reviewed and the attestation statement signed by Mr. Carwell. Mr. Levering made the motion to approve the reports and pay the bills. Mr. Bayles seconded the motion. Motion passed.

Communications included:

- The Grassroots Clippings Newsletter
- October 2025 Morrow County Planning and Zoning Office Report
- Morrow Soil and Water Fall Newsletter

The roads were checked on Wednesday, November 5 2025. The Road Sign Inventory and Management form was completed and is on file. The berming that the trustees wanted to do this fall will be pushed back to next spring. The berm box they were going to borrow from the county is in need of repair and the weather has quickly turned too cold.

Canaan Township submitted an OPWC grant application on November 4, 2025, for the widening and paving of Township Road 133. The total engineer's estimate for this project is \$197,899. The grant would provide 74% of that amount: \$146,445 and the township would fund 26% of that amount: \$51,454. Over the last 14 years applying for OPWC Grants, the township has been awarded 9 OPWC grants totaling over \$1,000,000. The township hopes to learn early next spring if the project will be awarded.

The trustees again revisited the newly required Cyber Security Policy and with guidance from the Prosecutor. Mr. Bayles made a motion to adopt the Canaan Township Cyber Security Policy. Mr. Bayles Seconded the motion. Motion Passed.

Canaan Township, Morrow County
Cybersecurity Policy

1. Purpose

The purpose of this policy is to establish a framework for protecting the confidentiality, integrity, and availability of Canaan Township's information systems, data, and technology resources in compliance with R.C. §9.64 cybersecurity requirements.

2. Scope

This policy applies to all elected officials, employees, contractors, vendors, and third parties who access or manage Canaan Township's technology resources, including but not limited to:

- Computers, servers, and mobile devices
- Cloud services and hosted applications
- Networks and telecommunications systems
- Sensitive or confidential data (e.g., PII, financial, law enforcement, health-related, or other protected records)

3. Policy Statement

Canaan Township is committed to safeguarding its information systems against cybersecurity threats and ensuring compliance with R.C. §9.64 by:

- Establishing baseline cybersecurity practices.
- Preparing for detection, response, and recovery from incidents.
- Reviewing and updating cybersecurity policies annually.

4. Roles and Responsibilities

- Board of Trustees: Approves cybersecurity policy and ensures resources are allocated.
- Fiscal Officer: Oversees policy implementation, coordinates with any IT providers and legal counsel.
- Employees/Users: Follow cybersecurity protocols and report suspicious activity.

5. Cybersecurity Controls

5.1 Access Control

- Require unique user IDs and strong passwords.
- Enforce multi-factor authentication (MFA) for remote or administrative access.

Limit access to sensitive data on a "least privilege" basis.

5.2 Network and System Security

- Maintain up-to-date firewalls, antivirus, and intrusion detection/prevention.
- Apply software patches and updates within 30 days of release.
- Segregate critical systems from public networks when possible.

5.3 Data Protection

- Encrypt sensitive data at rest and in transit.
- Regularly back up critical data.
- Retain records according to Ohio records retention schedules.

5.4 Incident Response

- Designate the Fiscal Officer as the Incident Response Lead.
- In the event of a cybersecurity incident, notify the following parties in the manner listed:
 - (1) The executive director of the division of homeland security within the department of public safety, in a manner prescribed by the executive director, as soon as possible but not later than seven days after the political subdivision discovers the incident;
 - (2) The auditor of state, in a manner prescribed by the auditor of state, as soon as possible but not later than thirty days after the political subdivision discovers the incident.
 - (3) Any other parties as required by law.
- Conduct a post-incident review and update policies as needed.
- Establish procedures for the repair and subsequent maintenance of infrastructure after a cybersecurity incident.

5.5 Vendor and Third-Party Management

- Require vendors to comply with Canaan Township's cybersecurity standards.

6. Compliance and Review

- This policy will be reviewed annually and updated to reflect changes in technology, law, and organizational needs.

7. Enforcement

Violations of this policy may result in disciplinary action up to and including termination of employment or contract, as well as potential civil and criminal penalties in accordance with applicable law.

8. Effective Date

Resolution 9.9.25.1 took effect on September 9, 2025, to meet R.C. §9.64 requirements.

Implementation of technical requirements must be completed no later than June 30, 2026.

Mr. Levering will be writing the yearly review for the township website.

The next regular monthly meeting will be held December 9, 2025, at 7:00 p.m. There will also be a special end of the year meeting on Tuesday, December 30, 2025. The tentative time for that meeting is 4 p.m.

There being no further business to come before the board, Mr. Levering made the motion to adjourn. Mr. Bayles seconded the motion. Motion passed. The meeting adjourned at 8:25 PM.

Trustee: _____
Matthew Carwell, Chairman

Trustee: _____
Tyler Levering, Vice Chairman

Trustee: _____
John Bayles

Fiscal Officer: _____
Jill Retterer

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October 2025 Receipts:

Date:	Amount:	Receipt #:	From:	For:
10/3/2025	\$15.31	99-2025	State of Ohio	2nd Half Manufactured Home Non-Business and Owner Occupied Credit
10/7/2025	\$25.00	97-2025	Leann Exline	Township Hall Rental
10/7/2025	\$75.00	98-2025	Keegan Scalzo	Township Hall Rental
10/15/2025	\$38.10	100-2025	State of Ohio	2nd Half Manufactured Home Homestead Credit
10/16/2025	\$25.00	101-2025	Tammy Sellers	Township Hall Rental
10/17/2025	\$528.32	102-2025	Morrow Co. Auditor	October Local Gov. Dis. Per sec 57
10/17/2025	\$741.20	103-2025	Morrow Co. Auditor	October Local Government Distribution
10/22/2025	\$10,365.23	104-2025	Morrow Co. Auditor	October Excise Gas Tax
10/22/2025	\$2,085.29	104-2025	Morrow Co. Auditor	October cents per gallon gas tax
10/22/2025	\$695.83	105-2025	Morrow Co. Auditor	October License Tax - State
10/22/2025	\$466.02	105-2025	Morrow Co. Auditor	October License Tax - County
10/23/2025	\$25.00	106-2025	Leann Exline	Township Hall Rental
10/23/2025	\$25.00	107-2025	Amy Timmerman	Township Hall Rental
10/31/2025	\$115.09	108-2025	Park National	October ICS Interest
10/31/2025	\$1,165.90	109-2025	STAR Ohio	October Income Dividend Reinvestment Interest
TOTAL:	\$16,391.29			

October 2025 Payments:

Date:	Amount:	Voucher/Warrant:	To:	For:
10/2/2025	\$1,024.63	94-2025	OPERS	September 2025 Payroll
10/2/2025	\$1,276.74	95-2025	IRS	3rd Quarter Federal Tax
10/2/2025	\$220.59	96-2025	State of Ohio	3rd Quarter State Tax
10/2/2025	\$72.60	97-2025	State of Ohio	3rd Quarter School District Tax - Mt. Gilead
10/2/2025	\$18.27	98-2025	State of Ohio	3rd Quarter School District Tax - River Valley
10/3/2025	\$46.39	99-2025	Ohio Edison	Denmark Street Lights
10/3/2025	\$34.78	99-2025	Ohio Edison	Climax Street Lights
10/14/2025	\$14.67	100-2025	Elan Financial Services	500 Security Envelopes
10/14/2025	\$156.00	100-2025	Elan Financial Services	200 Stamps @ .78 each
10/14/2025	\$81.90	101-2025	Ohio Edison	Township Hall Electric
10/14/2025	\$15.00	102-2025	Delco Water	Township Hall Water
10/15/2025	\$71.40	103-2025	Auditor of State	IPA Agreed Upon Procedure
10/15/2025	\$1,428.58	4404	Zach Faust	October 2025 Mowing Contract
10/15/2025	\$282.62	4405	Hanley Print & Promotions	500 Laser Checks with Backside Lettering
10/15/2025	\$10.00	4406	A & E Fire and Safety Services	Annual Fire Inspection
10/15/2025	\$8,484.58	4407	Village of Mt. Gilead	Fire Contract (65%)
10/15/2025	\$4,568.62	4408	Iberia Joint Fire District	Fire Contract (35%)
10/15/2025	\$442.46	4409	John Bayles	September Health Ins. Reimbursement
10/15/2025	\$417.38	4410	Matthew Carwell	September Health Ins. Reimbursement
10/15/2025	\$301.48	4411	Tyler Levering	September Health Ins. Reimbursement
10/15/2025	\$330.80	4412	Jill Retterer	September Health Ins. Reimbursement
10/31/2025	\$814.54	4413	John Bayles	October Payroll
10/31/2025	\$811.64	4414	Matthew Carwell	October Payroll
10/31/2025	\$816.81	4415	Tyler Levering	October Payroll
10/31/2025	\$931.83	4416	Jill Retterer	October Payroll
TOTAL:	\$22,674.31			

Bank Balance October 31, 2025

Park National Checking Balance:	\$77,060.43
Park National MM Balance:	\$58,494.34
Star Ohio Balance:	\$321,565.73
TOTAL:	\$457,120.50