

Canaan Township Board of Trustees
Regular Meeting
February 14, 2023
Minutes

Chairman Tyler Levering called the meeting to order at 7:00 PM. Roll call showed trustees Tyler Levering and John Bayles present. Trustee Matt Carwell was absent due to a work commitment. The fiscal officer was present.

The fiscal officer presented the minutes from the January 10, 2023, 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 Park National Statements were also distributed. Credit card purchases for January and early February were reviewed and the attestation statement signed by Mr. Levering. Mr. Bayles made the motion to approve the reports. Mr. Levering seconded the motion. Motion passed.

Communications included:

- the Grassroots Clippings newsletter
- Letter and quote from the Ohio Plan for property and casualty insurance

Mr. Bayles reported that First Consolidated had their organization meeting. Mr. Bayles was elected as chairman of the board. Chief Canterbury is working on two different grants for Rescue Equipment and Radio Equipment. The board voted to put a 4 mil replacement levy with an additional 1 mil on the ballot in May. If passed, it would cost tax payers \$175 per year per \$100,000 of valuation. The cost to repair the blown up engine in the rescue truck is \$52,418. There were 36 total calls in Canaan Township for the year 2022.

There was no Regional Planning update.

The trustees and fiscal officer signed a cemetery deed transfer of Lots 77A, 77B, 77C, 77D, 77E, 98B, 98C, 98D, and 98E, from David and Carolyn Aikens (deceased) to their surviving sons, Jonathan and Stephen Aikens. These lots are in the North Canaan Cemetery.

The trustees checked all the roads on Wednesday, February 8th. The trustees discussed several roads they are considering for chip and seal this year. A bid notice will go in the paper soon but there is also a possibility that they may opt to piggy-back off the county bid again this year. The Road Sign Inventory and Management form was completed and is on file.

Mr. Bayles attended the OTA Convention on January 25th – 28th at the Greater Columbus Convention Center. Mr. Bayles reported that it was a very busy convention and he was able to attend several informative sessions including Alternative funding for roads, Ohio EMS and Fire Service, Abandoned Properties, Trustee versus Fiscal Officer responsibilities, Cemetery Administration Policies and Grants and ARPA Funds. There was a lot of informative information received at the different sessions.

The township received two requests this past week from Pat Linder and Brad Talmadge inquiring about cemetery plots and family members buried in Worden Cemetery. The requests led to much discussion about cemetery records and how to better organize the information the township has. Mr. Bayles received information at the OTA convention on some cemetery software called CIMS (Cemetery Information Management Software). The trustees and fiscal officer discussed looking into different software applications available to see if this would help to streamline all the information and set up future trustees and fiscal officers with an online records system that would be beneficial to the residents and township board for years to come.

Mrs. Retterer received notice from Wilson, Phillips, and Agin, CPA, that it is time for the 2021/2022 Financial Audit for Canaan Township. This will be an AUP (Agreed Upon Procedure) audit as required by the state. Mrs. Retterer has gathered all the requested information for audit.

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

There being no further business to come before the board, Mr. Bayles made the motion to adjourn. Mr. Levering seconded the motion. Motion passed. The meeting adjourned at 10:00 PM.

Trustee: _____
Tyler Levering, Chairman

Trustee: _____
John Bayles, Vice Chairman

Trustee: _____
Matthew Carwell

Fiscal Officer: _____
Jill Retterer

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January 2023 Receipts:

| Date: | Amount: | Receipt #: | From: | For: |
|---------------|--------------------|------------|-----------------------|---------------------------------------|
| 1/7/2023 | \$50.00 | 1-2023 | Calin Farris | Township Hall Rental |
| 1/11/2023 | \$11.12 | 2-2023 | Ohio BWC | Employer Premium Refund |
| 1/11/2023 | \$82.72 | 3-2023 | Ergon Oil Purchasing | Interest - Guy Heffley Well |
| 1/12/2023 | \$528.32 | 4-2023 | Morrow Co. Auditor | January Local Gov. Dis. Per sec 57 |
| 1/12/2023 | \$663.91 | 5-2023 | Morrow Co. Auditor | January Local Government Distribution |
| 1/18/2023 | \$9,171.74 | 6-2023 | Morrow Co. Auditor | January Excise Gas Tax |
| 1/18/2023 | \$1,944.04 | 6-2023 | Morrow Co. Auditor | January cents per gallon gas tax |
| 1/20/2023 | \$536.85 | 7-2023 | ProLine Home Services | Refund of Sales Tax for generator |
| 1/23/2023 | \$633.15 | 8-2023 | Morrow Co. Auditor | January License Tax - State |
| 1/23/2023 | \$303.32 | 8-2023 | Morrow Co. Auditor | January License Tax - County |
| 1/31/2023 | \$786.10 | 9-2023 | United Bank | ICS Interest |
| TOTAL: | \$14,711.27 | | | |

January 2023 Payments:

| Date: | Amount: | Voucher/Warrant: | To: | For: |
|---------------|--------------------|------------------|-----------------------|--|
| 1/3/2023 | \$43.67 | 1-2023 | Ohio Edison | Denmark Street Lights |
| 1/3/2023 | \$32.75 | 1-2023 | Ohio Edison | Climax Street Lights |
| 1/10/2023 | \$83.62 | 2-2023 | Ohio Edison | Township Hall Electric |
| 1/10/2023 | \$12,040.00 | 3994 | ProLine Home Services | Generator and Lighting at Twp. Hall - ARPA Funds |
| 1/10/2023 | \$40.00 | 3997 | Aim Media West | Legal Ad - Meeting Notice |
| 1/10/2023 | \$2,497.00 | 3998 | Mitchell Trucking | Snowplowing |
| 1/10/2023 | \$882.22 | 4000 | Newman Signs | Road Signs |
| 1/10/2023 | \$200.00 | 3-2023 | Cardmember Services | OTA Convention Registration Fees |
| 1/10/2023 | \$16.00 | 4-2023 | Ohio BWC | 2022 Payroll True-Up |
| 1/17/2023 | \$12.00 | 5-2023 | Delco Water | Township Hall Water |
| 1/31/2023 | \$780.95 | 4001 | John Bayles | January Payroll |
| 1/31/2023 | \$777.56 | 4002 | Matthew Carwell | January Payroll |
| 1/31/2023 | \$789.26 | 4003 | Tyler Levering | January Payroll |
| 1/31/2023 | \$888.93 | 4004 | Jill Retterer | January Payroll |
| TOTAL: | \$19,083.96 | | | |

Bank Balance January 31, 2023

| | |
|---------------------------------|---------------------|
| Park National Checking Balance: | \$110,980.50 |
| Park National MM Balance: | \$370,781.43 |
| TOTAL: | \$481,761.93 |