

Canaan Township Board of Trustees
Regular Meeting
November 11, 2019
Minutes

Chairman Matt Carwell called the meeting to order at 7:30 PM. Roll call showed all trustees present. Billie Pangborn, Regional Planning representative, was also present.

The fiscal officer presented the minutes from the October 14, 2019 regular meeting. Mr. Sayers made the motion to approve the minutes. Mr. Bayles 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 for utilities were examined. The United Bank Statement was also distributed. Credit card purchases for October and early November were reviewed and the attestation statement signed by Mr. Carwell. Mr. Bayles made the motion to approve the reports. Mr. Sayers seconded the motion. Motion passed.

Communications included:

- the Grassroots Clippings newsletter
- Medicolegal Overdose Death Investigation and its Impact on Morrow County – invitation to the November 16th seminar
- First Energy Re-organization/Chapter 11 Bankruptcy
- The OTARMA Anniversary Documents (policy renewal) were received along with a capital distribution check totaling \$204.40.

The trustees checked all the roads on November 5, 2019. The Road Sign Inventory and Management form was completed and is on file. The new road signs from Hartman printing are complete. The missing Jefferson Street sign in Climax will be replaced soon.

The Township Road 60 project is complete. The berming was finished late last month. Shelly & Sands only supplied two of the three pipes needed for the culvert replacements. There will be a final bill for the third pipe that was supplied by a nearby resident. The OPWC disbursement request form was signed. The form will be emailed to OPWC for payment to Shelly & Sands for the grant portion of the TR 60 Improvement project. The final bill from Shelly & Sands was \$273,224.43. OPWC will pay \$202,186.08 (74%). Canaan Township disbursed a check for their portion to Shelly & Sands for \$71,038.35 (26%).

Mr. Sayers reported that the levy for First Consolidated to build a new fire station on State Route 98 just south of State Route 95 failed at the November 5, 2019 General Election.

Mrs. Pangborn reported that the Regional Planning meetings for September and October were cancelled and that the next meeting is scheduled for November 27, 2019. After January 1, 2020, Mrs. Pangborn will be unable to attend any further meetings until April of 2020.

Mr. Bayles made a motion to adopt the new Employee Dishonesty and Faithful Performance of Duty Policy. Mr. Sayers seconded the motion. Motion passed. The new policy will take the place of a traditional surety bond for public officials. Mr. Sayers moved the adoption of the following resolution:

Employee Dishonesty and Faithful Performance of Duty Policy – Resolution 11-11-2019-1

WHEREAS, Canaan Township, Morrow County is a member of the Ohio Township Association Risk Management Authority (OTARMA), a political subdivision risk pool established pursuant to Ohio Revised Code hereinafter “ORC,” 2744.081;

WHEREAS, House Bill 291 was signed into law on December 20, 2018 and became effective March 20, 2019; authorized the use of an, “employee dishonesty and faithful performance of duty policy,” instead of individual surety bonds, for trustees, employees, and appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties; and

WHEREAS, in accordance with ORC 3.061, the township must adopt a policy by resolution to allow the use of an “employee dishonesty and faithful performance of duty” coverage document, rather than a surety bond, to cover loss by fraudulent or dishonest actions of employees and failure of employees to faithfully perform duties; the following shall apply to the policy:

- 1. An officer, employee, or appointee shall be considered qualified to hold the office or employment, without acquiring a bond, on the date the oath of office is taken, certified, and filed as required by law.**
- 2. An officer, employee, or appointee shall have the employee dishonesty and faithful performance of duty policy in effect before the individual’s term of office or employment and the officer, employee or appointee shall not commence the discharge of duties until coverage is documented.**
- 3. All officers, employees, or appointees who would otherwise be required to file a bond before commencing the discharge of duties shall be covered by and are subject to the employee dishonesty and faithful performance of duty policy instead of a surety bond requirement.**
- 4. The coverage amount for an officer, employee, or appointee under an employee dishonesty and faithful performance of duty policy shall be equal to or greater than the maximum amount of the bond otherwise required by law.**
- 5. Elected officials, prior to taking the oath of office and holding office, shall obtain approval of the intent to use the township’s OTARMA coverage agreement and affirm that the township’s coverage complies with ORC 3.061. Said approval shall be obtained by Canaan Township, Morrow County.**

WHEREAS, Canaan Township, Morrow County’s, “employee dishonesty and faithful performance of duty policy” through the OTARMA coverage document complies with ORC 3.061: and

NOW, THEREFORE, BE IT RESOLVED, that on this day, November 11, 2019, Canaan Township, Morrow County hereby authorizes the township to purchase and use “employee dishonesty and faithful performance of duty policy” through OTARMA instead of individual surety bonds for officers, employees, and appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties.

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

The Faithful Performance application and adoption of the resolution will be emailed to OTARMA Representative Wendy French so the new policy can be implemented by 1/1/2020.

Mr. Carwell made a motion to contract with Mitchell Trucking for snow removal for the 2019/2020 season. The cost this year is \$65 per hour for snowplowing, \$50 per hour for spreading of grit and \$9 a ton for the grit. Mr. Sayers seconded the motion. Motion passed. The trustees signed the Mitchell Trucking snowplow contract.

The new Canaan Township website (canaantwp.org) is up and running. Post cards informing residents of the new website were given out at the General Election on November 5, 2019.

Mr. Carwell made a motion to dispose of all obsolete electronic equipment that the township has accumulated (copiers, phones, etc.). Mr. Sayers seconded the motion. Motion passed.

In regards to the indigent burial update, Guernsey County Prosecutor Joel Brown has provided the OTA and Ohio townships with a “primer” on how townships should handle an indigent burial. The purpose of the primer is to educate trustees and fiscal officers about their township’s obligation to the public and to help townships manage their financial liability regarding indigent burials. The trustees are looking forward to possibly receiving more information on indigent burials at the upcoming OTA Winter Conference.

Mrs. Retterer reported that the MORE Grant application for \$500 was completed and emailed to OTARMA on November 2, 2019. This will help with the recent purchase of reflective road signs.

The 2020 Compensation Chart was distributed. Compensation adjustments for township officials were amended in Senate Bill 296, which took effect December 27, 2018. The bill provides a 1.75 percent cost of living adjustment (COLA) that began in 2019 and extends through 2028. Only those township officials that are elected or appointed on or after December 27, 2018 are eligible to receive the increase. Per Ohio Revised Code, township trustee's and the fiscal officer salaries are based on the annual budget of the township and are only effective on election or re-election, but not in the middle of a term. John Bayles, trustee, was re-elected to a sixth term at the recent General Election and will have a slight pay increase effective 1/1/2020. Jill Retterer, fiscal officer, was elected to her first full-term and will have a slight pay increase effective 4/1/2020.

An invoice was received from Ag-Pro for \$1,591.11 for the second time the Kuhn mower was in the shop for repair in early September. Both times the mower was in for repair, it broke soon after each repair. The invoice was dated 11/7/19. The trustees will contact Ag-Pro before paying this invoice to voice their concerns that the repairs made by Ag-Pro were not successful. There is also a question on some of the line items being billed on the invoice.

Mr. Sayers made a motion to pay mileage and expenses for attendance at the Ohio Township Association Winter Conference and any other trainings in 2020. Mr. Carwell seconded the motion. Motion passed.

Purchase orders were signed to cover end of the year bills.

Mr. Carwell made the motion to approve the bills for payment. Mr. Bayles 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 10:00 PM.

Trustee: _____ Trustee: _____
Matthew Carwell, Chairman Edward Sayers, Vice Chairman

Trustee: _____ Fiscal Officer: _____
John Bayles Jill Retterer

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October 2019 Receipts:

Date:	Amount:	Receipt #:	From:	For:
10/2/2019	\$25.00	65-2019	Leona Barton	Township Hall Rental
10/18/2019	\$664.56	67-2019	Morrow Co. Aud.	Local Gov. Dist.
10/18/2019	\$529.27	67-2019	Morrow Co. Aud.	Local Gov. per sec 57
10/22/2019	\$10,692.15	68-2019	Morrow Co. Aud.	October Excise Gas Tax
10/22/2019	\$2,583.67	68-2019	Morrow Co. Aud.	October Cents Per Gallon
10/22/2019	\$641.58	68-2019	Morrow Co. Aud.	October State License Tax
10/22/2019	\$346.50	68-2019	Morrow Co. Aud.	October County License Tax
10/25/2019	\$204.40	69-2019	OTARMA	Capital Distribution
10/31/2019	\$506.22	72-2019	United Bank	October Money Market Interest
TOTAL:	\$16,193.35			

October 2019 Payments:

Date:	Amount:	Voucher/Warrant:	To:	For:
10/2/2019	\$907.51	96-2019	OPERS	September Payroll
10/3/2019	\$521.13	97-2019	IRS	3rd Quarter Federal Taxes
10/3/2016	\$137.40	98-2019	Treasurer of State	3rd Quarter State Taxes
10/3/2019	\$82.62	99-2019	Treasurer of State	3rd Quarter School District Taxes
10/8/2019	\$37.42	100-2019	Ohio Edison	Denmark Street Lights
10/8/2019	\$28.05	100-2019	Ohio Edison	Climax Street Lights
10/15/2019	\$79.68	101-2019	Ohio Edison	Township Hall Electric
10/15/2019	\$12.00	102-2019	Delco Water	Township Hall Water
10/25/2019	\$342.91	103-2019	Ag-Pro	Kuhn Mower Repair
10/14/2019	\$290.24	3548	Matt Carwell	September Ins. Reimbursement
10/14/2019	\$430.70	3549	John Bayles	September Ins. Reimbursement
10/14/2019	\$985.00	3550	Eugene Ebert	October Mowing Contract
10/31/2019	\$721.58	3551	John Bayles	October Payroll
10/31/2019	\$719.61	3552	Matt Carwell	October Payroll
10/31/2019	\$1,026.11	3553	Jill Retterer	October Payroll
10/31/2019	\$731.60	3554	Ed Sayers	October Payroll
TOTAL:	\$7,053.56			

Bank Balance October 31, 2019

United Bank Balance:	\$46,713.20
United Bank MM Balance:	\$314,965.49
TOTAL:	\$361,678.69