

**Canaan Township Board of Trustees
Regular and Budget Meeting
July 9, 2024
Minutes**

Chairman John Bayles called the meeting to order at 7:00 PM. Roll call showed all trustees and the fiscal officer present. Also present was township resident Becky Sayers.

Mrs. Sayers shared her concern regarding three graves that have settled and need dirt in Worden Cemetery. The three graves are for burials that took place in December 2023 for Bailey, White, and Sayers. She also mentioned that two flowers boxes that they had on the graves of relatives were missing. The trustees assured Mrs. Sayers that they would take care of the graves that had settled.

The fiscal officer presented the minutes from the June 11, 2024, meeting. Mr. Carwell made the motion to approve the minutes. Mr. Levering seconded the motion. Motion passed.

The 2024 budget estimate was examined. No changes were recommended. A motion was made to adopt a resolution to approve the budget.

Resolution 7.9.24.2

Be It Resolved by the Township Trustees of Canaan Township.

***WHEREAS*, this date, July 9, 2024, Trustee Bayles moved the adoption of the following Resolution and**

***WHEREAS*, the Township is required to adopt a tax budget for the next year according to Revised Code 5705.28 and**

***WHEREAS*, the budget shall include an estimate of contemplated revenue and expenditures for the ensuing fiscal year and**

***WHEREAS*, the meeting to approve the budget shall be a public hearing with a legal ad to notify the public placed in a local newspaper and**

***NOW THEREFORE*, it is hereby RESOLVED by the Board that:**

- 1. The yearly budget has been reviewed and approved by the trustees.**
- 2. The budget hearing was held in an opening meeting on July 9, 2024.**
- 3. The budget will be delivered to the County Auditor by July 15, 2024.**
- 4. The County Auditor will present the budget to the County Budget Commission for approval.**
- 5. The budget will be the first Official Certificate for 2025.**

Trustee Carwell seconded the Motion.

***BE IT FURTHER RESOLVED*: that it is hereby found and determined that all formal actions of this Township concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Canaan Township Trustees, and that all deliberations of the Township Trustees were in a meeting open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.**

The roll being called upon its adoption the vote resulted as follows: Mr. Bayles, yes; Mr. Carwell, yes; Mr. Levering, yes.

Passed: 7/9/2024

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 and STAR Ohio Statements were also distributed. Credit card purchases for June and early July were reviewed and the attestation statement signed by Mr. Bayles. Mr. Carwell made the motion to approve the reports and pay all bills, including electronic payments. Mr. Levering seconded the motion. Motion passed.

Communications included:

- The Grassroots Clippings newsletter
- Audit Update – contract extension with Wilson, Phillips & Agin, CPAs
- AOS Bulletin 2024-005 – Required Fraud Reporting Training
- Ohio EPA Stream Survey

The township received an email from the auditor of state saying that Canaan Township and Wilson, Phillips & Agin, CPAs originally entered into an audit contract for the period January 1, 2017 through December 31, 2022. Wilson, Phillips & Agin, CPAs have audited Canaan Township for six (6) consecutive years. Canaan Township is eligible for participating in a contract extension with Wilson, Phillips & Agin, CPAs without utilizing the bidding process for the biennial fiscal period ending December 31, 2023 and 2024, and for the subsequent one (1) period. Mr. Leving made a motion to extend the audit contract with Wilson, Phillips & Agin, CPAs for the biennial fiscal period ending December 31, 2023 and 2024, and for the subsequent one (1) period. Mr. Bayles seconded the motion. Motion passed.

The township received AOS Bulletin 2024-005 outlining the newly required Fraud Reporting Training. ORC 117.03 was amended to require the AOS to create training material detailing Ohio's fraud-reporting system and the means of reporting fraud, waste, and abuse. Elected officials are required to complete the training within 90 days unless good cause exists for completion at a later date. The training materials will be online effective July 1, 2024. The final date to complete the training for current officials is September 28, 2024. The training shall be required every four (4) years for each employee or elected official. Additionally, any new or elected official shall confirm receipt of this material within thirty days after taking office or beginning employment.

The township received a letter from the Ohio EPA that they will be conducting stream surveys in our area to measure the quality of Ohio's water resources. Sampling will occur from late May through October, typically between the hours of 8 a.m. and 6 p.m., Monday through Friday. Sampling will occur from a bridge or immediately adjacent to it. The crews may work along the stream channel up to 500 yards from the bridge crossing. If access is close to a home, they will attempt to introduce themselves on the first day of the sampling, but the crews will honor all conditions upon which access is granted and will make every effort to minimize disturbance or disruption to property. Under Ohio's Water Pollution Control Law (ORC 6111.05), Ohio EPA staff can enter public and private property at reasonable times to monitor waters of the state. However, Ohio EPA actively seeks consent to enter private property, and will refrain from sampling, should a resident object. Residents are encouraged, if you see the crews, to feel free to ask them about their work.

The roads were checked on Wednesday, July 3, 2024. It was reported that a main tile that runs under TR 72 needs repaired. The trustees are going to try to repair this themselves. There is also a sign on TR 39 that is leaning. The Road Sign Inventory and Management form was completed and is on file.

Mr. Levering recently trimmed and cleaned up some limbs at the Worden cemetery as well as some trash that was on TR 67.

Mr. Bayles reported that 1st Consolidated had their most recent meeting on June 18, 2024. The discussion centered around the need to put a 3-mil levy on the ballot. The ballot language will be voted on at the next meeting and then sent to the auditor.

Mr. Carwell reported that at the last Regional Planning meeting there were a total of 13 lot splits in April and 15 lot splits in May. A couple of the lot splits were in Canaan Township.

The township received a map from Chief Mark Carey with the Mt. Gilead Fire Department showing the 911 response area for Canaan Township. This map shows the response area broken down by school districts. The original wording in the township minutes from 1988 and contracts with the Mt. Gilead Fire Department and the Iberia Joint Fire District both provide that 65% and 35% respectively of fire levy money goes to those entities not in First Consolidated for fire protection. The 911 map does not seem to have the correct percentages reflected. The trustees think that a map already exists that shows the correct boundaries. It was suggested that maybe we should check with the Morrow County Auditor's office.

A quote was received from Buckeye Asphalt to pave the township hall parking lot. This quote was mailed in May, but the township just received it due to it being sent to the wrong address. The trustees are considering using ARPA funds if they decide to move forward with this project. The quote was \$21,620.00. Discussion was tabled and a decision was not made at this time.

The trustees looked over the 2025 Cemetery Grant Application. The detailed information that the Ohio Department of Commerce requires has increased since the last time the township applied for the grant. Because of all the detailed information the application is requiring for a \$1,000 grant, the trustees decided not to apply at this time. The \$1,000 was going to go toward a purchase of a dump trailer for the cemeteries. The trustees will use ARPA fund for that purchase.

The trustees discussed possible purchases with the remaining ARPA Funds including a dump trailer for the cemetery, a new mower, sealing the township parking lot, paving the township parking lot, and a new front end loader for the tractor. There is a total of \$44,315.81 remaining. Mrs. Retterer suggested that the funds be appropriated and spent prior to December 31, 2024, in order to avoid carrying over any purchase orders into the new year. The funds must be *appropriated* by December 31, 2024, but have to be *spent* by December 31, 2026.

The trustees signed a contract with 20/20 Enterprises for the Chip and Seal work they will be doing this summer on TR 10, TR 62 (between CR 59 and CR 61), TR 64, TR 71 and TR 61 (between TR 60 and the Marion County line), approximately 3.9 miles of roadway.

An article from the Ohio Township Associations November 2020 Grass Roots clipping newsletter was shared by Mrs. Retterer. The publication was from the Did You Know? portion of the newsletter and entitled "Whose Ditch is That". In light of the recent rains this past spring and summer, the trustees have answered several questions and concerns from residents regarding flooded properties and ditches. The article highlighted the 1980 repeal of Ohio Revised Code 6139 and 6141 stating that the General Assembly effectively removed township responsibility to improve, clean or repair township ditches, drains and watercourses. Landowners are able to petition the county for improvements to drainage and ditches on their property. All or a portion of the improvements may be assessed to the property owner for the cost. The entire article will be posted on the township website and hung in the township hall for reference and guidance.

There being no further business to come before the board, Mr. Carwell made the motion to adjourn. Mr. Levering seconded the motion. Motion passed. The meeting adjourned at 9:30 p.m.

Trustee: _____
John Bayles, Chairman

Trustee: _____
Matthew Carwell, Vice Chairman

Trustee: _____
Tyler Levering

Fiscal Officer: _____
Jill Retterer

Canaan Township Board of Trustees
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July 9, 2024
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June 2024 Receipts

Date:	Amount:	Receipt #:	From:	For:
6/3/2024	\$300.00	50-2024	Douglas Meacham Family	O/C Grave - Douglas Meacham
6/3/2021	\$750.00	51-2024	Snyder Funeral Home	O/C Grave - Ronald White
6/12/2024	\$741.20	52-2024	Morrow Co. Auditor	June Local Government Distribution
6/12/2024	\$528.32	53-2024	Morrow Co. Auditor	June Local Gov. Dis. Per sec 57
6/13/2024	\$75.00	54-2024	Courtney Celestino	Township Hall Rental
6/13/2024	\$25.00	55-2024	Leann Exline	Township Hall Rental
6/13/2024	\$25.00	56-2024	Tammy Sellers	Township Hall Rental
6/21/2024	\$9,606.29	57-2024	Morrow Co. Auditor	June Excise Gas Tax
6/21/2024	\$2,570.19	57-2024	Morrow Co. Auditor	June cents per gallon gas tax
6/21/2024	\$769.60	58-2024	Morrow Co. Auditor	June License Tax - State
6/21/2024	\$337.50	58-2024	Morrow Co. Auditor	June License Tax - County
6/30/2024	\$214.42	59-2024	Park National	June ICS Interest
6/30/2024	\$1,343.90	60-2024	STAR Ohio	June Income Dividend Reinvestment Interest
TOTAL:	\$17,286.42			

June 2024 Payments:

Date:	Amount:	Voucher/Warrant:	To:	For:
6/3/2024	\$1,007.04	48-2024	OPERS	May 2024 Payroll
6/3/2024	\$47.58	49-2024	Ohio Edison	Denmark Street Lights
6/3/2024	\$35.69	49-2024	Ohio Edison	Climax Street Lights
6/3/2024	\$618.00	50-2024	Auditor of State	3rd Quarter 2024 UAN Fees
6/10/2024	\$30.00	64-2024	Park National	Wire Transfer Fee (STAR Ohio)
6/11/2024	\$88.45	51-2024	Ohio Edison	Township Hall Electric
6/11/2024	\$1,156.43	4203	Eugene P. Ebert	June 2024 Mowing Contract
6/11/2024	\$405.71	4204	Central Ohio Farmer's Co-op	Diesel Fuel for tractor
6/11/2024	\$402.42	4206	Matthew Carwell	May Health Ins. Reimbursement
6/11/2024	\$283.96	4207	Tyler Levering	May Health Ins. Reimbursement
6/11/2024	\$275.71	4208	Jill Retterer	May Health Ins. Reimbursement
6/11/2024	\$628.50	4209	John Bayles	May Health Ins. Reimbursement
6/11/2024	\$1,548.12	4210	Burkhart Farm Center	Roller Bearings for Mower
6/18/2024	\$15.00	54-2024	Delco Water	Township Hall Water
6/30/2024	\$794.58	4211	John Bayles	June Payroll
6/30/2024	\$791.02	4212	Matthew Carwell	June Payroll
6/30/2024	\$802.96	4213	Tyler Levering	June Payroll
6/30/2024	\$913.68	4214	Jill Retterer	June Payroll
TOTAL:	\$9,844.85			

Bank Balances June 30, 2024

Park National Balance:	\$179,686.74
Park National MM Balance:	\$85,670.71
STAR Ohio	\$302,015.00
TOTAL:	\$567,372.45