

**Canaan Township Board of Trustees**  
**Regular Meeting**  
**December 9, 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 Zach Faust, Mowing Contractor for Canaan Township for 2025.

The trustees and Mr. Faust discussed the mowing season and reported no real concerns. Mr. Faust suggested adding fill to the front ditch at Worden Cemetery, noting he had gotten stuck there in muddy conditions. The trustees expressed satisfaction with his work. Mr. Faust presented a mowing contract quote of \$10,000 for the 2026 season, the same as last year. Mr. Bayles made a motion to accept the bid from Zach Faust to provide mowing and trimming of the Canaan Township Cemeteries and the Township building for April through October 2026. Mr. Levering seconded the motion. Motion passed. The fiscal officer will prepare a contract to be signed soon.

The fiscal officer presented the minutes from the November 11, 2025, regular meeting. Mr. Levering 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 and STAR Ohio Statements were also distributed. Credit card purchases for November and early December were reviewed and the attestation statement signed by Mr. Carwell. Mr. Bayles made the motion to approve the reports and pay the bills. Mr. Levering seconded the motion. Motion passed.

The 2026 Compensation Chart was presented. In Ohio, compensation for township officials (trustees and fiscal officers) is set by state law (Ohio Revised Code) and is based on the township's annual budget rather than being set locally. Compensation for township elected officials in 2026 (and 2027) will vary based on when a township official's term of office began or when they were appointed. Mr. Bayles and Mrs. Retterer will receive a 1.75 % increase while Mr. Carwell and Mr. Levering will receive a 5% increased. Mr. Bayles made a motion to pay the trustees compensation for 2026 as follows: 80% out of the gas tax fund and 20% out of the general fund. The trustee's salary will be based on the annual budget and the amount allowed per day, not to exceed 200 days per year. The fiscal officer will be paid 100% out of the general fund. Mr. Levering seconded the motion. Motion passed.

Communications included:

- The December Grassroots Clippings newsletter
- MCTA Quarterly Meeting is Thurs. 12/18/25 @ 6:00 p.m. at Congress Township Hall
- 2026 DKMM Residential Tire Collection
- Crossroads Industrial Solar Project – requested letter of opposition from Trustees
- Renewal Bonds for Mr. Carwell and Mr. Levering
- ARPA Funds Close Out Letter from Treasury

All three trustees and the fiscal officer plan to attend the MCTA Quarterly meeting on December 18, 2025, where Mr. Carwell and Mr. Levering will be sworn in to their new terms.

Mr. Carwell and Mr. Levering signed their Renewal Bonds, and a copy will be sent to Rinehart Insurance.

The trustees took no action on the tire collection or on the proposed letter opposing the Crossroads Industrial Solar Project in the Westfield, Lincoln, and Cardington areas.

A December 4, 2025, letter from the Treasury confirmed that Canaan Township has successfully completed the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. The township submitted a fully compliant final report, including certification of accuracy and a compliant Federal Financial Report (SF-425).

The trustees checked all the roads on Wednesday, December 3, 2025. Several signs were bent due to recent winds. A new sign order was placed with Newman Signs, including buggy signs for the new Amish residents in Canaan Township. The Road Sign Inventory and Management form was completed and is on file.

Mr. Bayles reported for the First Consolidated Fire District. The union and board approved a new contract. Medicount year-to-date revenue is \$139,241. The department is requesting to purchase an electric vehicle inhibitor, a tool used to disconnect or de-energize a high-voltage battery during EV accidents.

Mr. Carwell reported for Regional Planning. The land use map has been finalized and sent to the County Commissioners; it will be updated roughly every 10 years. The November 2025 Zoning Report showed 20 permits, 3 lot splits, and 7 new house numbers issued.

Since the new fire levy failed in November, the trustees will place the expiring 2.5-mill fire levy on the May Primary ballot as a renewal, and will request certification of revenue from the County Auditor.

**Mr. Carwell moved the adoption of a Resolution Requesting Certification of Estimated Property Tax Revenue by the County Auditor for a Fire Tax Levy (Resolution 12-9-2025-1):**

**WHEREAS, the trustees of Canaan Township, Morrow, County, Ohio, met in regular session on December 9, 2025.**

**WHEREAS, Revised Code for the purpose is 5705.19(I).**

**WHEREAS, the trustees desire to place a tax levy for the amount of 2.5 mils, for the purpose of fire protection upon the ballot for the Primary election on 5/5/2026, as a 2.5-mil renewal levy for a period of 5 years.**

**THEREFORE, be it resolved, by the trustees of the above said taxing district, Morrow County, Ohio, two thirds of all members elected thereto concurring that the County Auditor certify the amount of the levy.**

**Be it further RESOLVED, the Fiscal Officer of the above said taxing district be and is hereby directed to certify a copy of this resolution to the Morrow County Auditor.**

**WHEREAS, under ORC 5705.03(B) the Auditor is required to supply this taxing district with the current valuation certification within 10 days after a taxing authority requests it. The number of mills required to generate a specified amount of revenue, or the dollar amount of revenue that would be generated by a specific number of mills.**

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

The trustees signed a one-year contract with the Mt. Gilead Fire Department to cover the portion of Canaan Township outside the First Consolidated Fire District. The contract will be funded through the existing fire levy.

The trustees discussed health insurance for 2026. It was decided that no changes would be made from previous years. All officials each signed a statement declining the township health insurance offer. Each will provide proof of their ACA approved insurance coverages.

**Since all officials declined the insurance offered, Mr. Levering made the motion to adopt the following resolution (#12-9-25-2):**

**Whereas the township has offered/procured a health insurance policy as required by the ACA that has been declined and therefore, per the ACA, the township will reimburse to each declining official the cost of the health insurance premiums for the other ACA approved health care coverages that each carry. The reimbursement will be for insurance premiums paid by the officials for policies that may provide benefits for hospitalization, surgical care, major medical care, disability, dental care, eye care, medical care, hearing aids, prescription drugs, or sickness and accident insurance, or a combination of any of the foregoing types of insurance for township officers and employees.**

**The total payments for each official or employee in a calendar year shall not exceed \$5,000 per year per individual or a total of \$10,000 per year for those who would be eligible for a family plan, payable upon receipt of a statement of the insurance premiums paid and copies of receipts or proofs of payments each month or quarter or any other period the official chooses to use for submission. All payments made in a calendar year must be submitted by December 31<sup>st</sup> of the year they are paid.**

**The township may not reimburse officers and employees for benefits other than those listed in division (A) of section 505.60 of the Revised Code.**

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

The meeting day and time for regular meetings will remain the same for 2026. Regular meetings will be held on the second Tuesday of each month at 7:00 p.m. The Organizational meeting for 2026 will be held on Tuesday, January 13, 2026, during the regular meeting time.

The IRS mileage rate for 2026 is estimated to be between 71 and 73 cents per mile driven for business use. The final amount has not been released as of this meeting. Mr. Bayles made a motion to provide mileage reimbursement at the IRS rate for 2026. Mr. Levering seconded the motion. Motion passed.

Updated driver’s licenses and insurance policies for the trustees will be turned in as new licenses are issued and as insurance policies are renewed for each trustee.

A special end of the year meeting will be held Tuesday, December 30, 2025, at 4:00 p.m. at the township hall. The purpose of the meeting is to complete and finalize any year end business before the books are closed for 2025.

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 8:05PM.

|   |   |
|---|---|
| Trustee: _____<br>Matthew Carwell, Chairman | Trustee: _____<br>Tyler Levering, Vice Chairman |
| Trustee: _____<br>John Bayles               | Fiscal Officer: _____<br>Jill Retterer          |

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**Minutes**

November 2025 Receipts:

| Date:      | Amount:     | Receipt #: | From:                | For:   |
|------------|-------------|------------|----------------------|--|
| 11/12/2025 | 69.34       | 110-2025   | Ergon Oil Purchasing | Interest - Guy Heffley Well                    |
| 11/15/2025 | \$741.20    | 111-2025   | Morrow Co. Auditor   | November Local Government Distribution         |
| 11/15/2025 | \$528.32    | 112-2025   | Morrow Co. Auditor   | November Local Gov. Dis. Per sec 57            |
| 11/21/2025 | \$10,116.23 | 113-2025   | Morrow Co. Auditor   | November Excise Gas Tax                        |
| 11/21/2025 | \$2,649.24  | 113-2025   | Morrow Co. Auditor   | November cents per gallon gas tax              |
| 11/24/2025 | \$743.49    | 114-2025   | Morrow Co. Auditor   | November License Tax - State                   |
| 11/24/2025 | \$361.50    | 114-2025   | Morrow Co. Auditor   | November License Tax - County                  |
| 11/30/2025 | \$107.10    | 115-2025   | Park National        | November ICS Interest                          |
| 11/30/2025 | \$1,091.53  | 116-2025   | STAR Ohio            | November Income Dividend Reinvestment Interest |
| TOTAL:     | \$16,407.95 |            |                      |  |

November 2025 Payments:

| Date:      | Amount:    | Voucher/Warrant: | To:                       | For:                              |
|------------|------------|------------------|---------------------------|-----------------------------------|
| 11/3/2025  | \$1,024.63 | 108-2025         | OPERS                     | October 2025 Payroll              |
| 11/4/2025  | \$47.50    | 109-2025         | Ohio Edison               | Denmark Street Lights             |
| 11/4/2025  | \$35.62    | 109-2025         | Ohio Edison               | Climax Street Lights              |
| 11/11/2025 | \$438.77   | 4417             | Central Ohio Farmers Coop | Diesel Fuel for tractor           |
| 11/11/2025 | \$32.99    | 4418             | Ag-Pro                    | Chain for chain saw               |
| 11/11/2025 | \$663.69   | 4419             | John Bayles               | October Health Ins. Reimbursement |
| 11/11/2025 | \$417.38   | 4420             | Matthew Carwell           | October Health Ins. Reimbursement |
| 11/11/2025 | \$301.48   | 4421             | Tyler Levering            | October Health Ins. Reimbursement |
| 11/11/2025 | \$413.50   | 4422             | Jill Retterer             | October Health Ins. Reimbursement |
| 11/12/2025 | \$88.11    | 110-2025         | Ohio Edison               | Township Hall Electric            |
| 11/18/2025 | \$14.50    | 111-2025         | Delco Water               | Township Hall Water               |
| 11/30/2025 | \$814.54   | 4423             | John Bayles               | November Payroll                  |
| 11/30/2025 | \$811.64   | 4424             | Matthew Carwell           | November Payroll                  |
| 11/30/2025 | \$816.81   | 4425             | Tyler Levering            | November Payroll                  |
| 11/30/2025 | \$931.83   | 4426             | Jill Retterer             | November Payroll                  |
| TOTAL:     | \$6,852.99 |                  |                           |                                   |

Bank Balance as of November 30, 2025

|                                 |              |
|---------------------------------|--------------|
| Park National Checking Balance: | \$85,416.76  |
| Park National MM Balance:       | \$58,601.44  |
| STAR Ohio                       | \$322,657.26 |
| TOTAL:                          | \$466,675.46 |