

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2008 ORGANIZATIONAL SESSION

Held: January 7, 2008 1:00PM – 4:15PM Page 1 of 1

The Canaan Township Trustees of Madison County met at the Canaan Twp. Bldg., 8055 US Highway 42 S., Plain City, Ohio 43064

In Attendance Trustees: Monroe Harbage, Jim Meeker & Don Whitmer
Fiscal Officer: Phyllis Sparks
Visitors: Fiscal Officer Elect Lisa Beachy

Fiscal Officer Sparks called the meeting to order requesting nominations for chairman. Meeker moved that Whitmer again take the chairman position. Harbage seconded, all voted yes. Other positions were filled by similar discussion and agreement. They are as follows:

Chairman	- Don Whitmer	Cemetery	- Monroe Harbage
V. Chairman	- Monroe Harbage	Zoning Board Rep	- Don Whitmer
Fire Board Rep.	- Jim Meeker	Health Board Rep	- Jim Meeker
Alt. Fire Board	- Don Whitmer	Disaster Services	- Jim Meeker
Roads (mowing)	- Don Whitmer	Building	- Jim Meeker
Roads (snow)	- Jim Meeker		

Whitmer asked for any additions or corrections to the minutes of the December 3, 2007 regular and December 28, 2007 special budget meetings. Based on the receipt of draft copies mailed earlier, Harbage moved and Meeker seconded the approval without oral presentation. The file copy was signed by all.

Administration: The Clerk's "December 2007 Activities Report" was reviewed by the Trustees.
(See attachment).

The Trustees approved with their signatures:

- December 31, 2007 "Richwood Bank Reconciliation / Fund Balances" report
- new 2008 purchase orders and checks to cover non payroll obligations

Whitmer asked if there was money in the checking account to cover the bills presented; to which Sparks replied "yes".

Clerk Sparks stated that she had taken required paperwork to London last week and received the Permanent 2008 Budget Certificate. A spreadsheet was distributed to review the line item changes that she made to bring the Dec. 28th budget meeting planned 2008 appropriations in line with the expected 2008 receipts. There was no challenge to the adjustments. Harbage moved and Meeker seconded:

Resolution 2008-1-1 (Jan. 07, 2008) The Canaan Township Trustees of Madison County Ohio will accept the "2008 Permanent Official Certificate of Estimated Resources" issued by the Madison County Budget Commission Jan 4, 2008. Of the \$514,607.94 estimated available resources, \$478,000.00 has been approved for appropriation. Harbage yes, Meeker yes, Whitmer yes, Resolution passed

Whitmer stated that he is very satisfied with the current hourly employees' dedication and knowledge of the job. Harbage said that he was appreciative that goals were accomplished with fewer than last year hours reported. All agreed that a raise of \$1.75/ hr. increase across all hourly wage categories was appropriate. The 50 cent/hr bonus will stay in place. How it will be paid may be changed based on the UAN payroll requirements.

Harbage moved and Meeker seconded:

Resolution 2008-1-2 (Jan. 07, 2008) The Canaan Township Trustees agreed that the following wage related items will apply to the 2008 Township payroll.

Canaan Twp Salaried Employees:

The Board will continue to be paid from the general fund on a monthly basis, the salaries as dictated by the ORC \$250,000- \$500,000 budget level formula. Trustees' hours must be identified in writing to be charged to any fund other than the general fund.

Canaan Twp. 2008 Hourly Wage Schedule Intermittent Employee Classification:

Hrly Mtce, Mowing & Cemetery Lead Person....\$15.00/Hr
Hrly, Mtce, Mowing & Cemetery 13.50/Hr
Road - Snow Mon-Sat17.75/Hr
Road - Snow Sun, Hol.....19.75/Hr

Overtime: As stated within Resolution 2003-10-01 (10/06/2003)

The Canaan Twp Trustees have designated the following time period as their standard work week for the purpose of determining overtime payment: Sunday 00:00 AM through Saturday 24:00 PM. The six minute increment rule will be honored.

Holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving & Christmas.

A bonus will be paid to hourly workers who are still available for work at year end 2008. (Bonus rate \$00.50 x total hrs. worked Jan – Dec 2008 payroll periods); the minimum payment to be \$50.

Harbage yes, Meeker yes, Whitmer yes, Resolution passed.

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- Administration (Cont.) Clerk Sparks reported that the BWC premium was based on the 2007 total payroll of \$63,193.24 of which \$26,033.24 was hourly gross pay.
- No changes were made to cemetery or meeting room regulations, OTARMA, equipment rental forms, janitorial contracts, or group dental and life insurance plans.
- Meeker and Harbage have provided validation as to their major medical premiums increases to their private Medicare B and Teachers' Retirement respectively.
- All plan to attend the OTA Winter Conference at the Hyatt Regency in Columbus. Harbage moved and Meeker seconded:
- Resolution 2008-1-3 (Jan. 07, 2008)** The Canaan Township Trustees of Madison County Ohio will pay registration, banquet fees and reimburse reasonable mileage, lunch and parking expenses incurred by officials and Lisa Beachy to attend the OTA Winter Conferences Jan 30- Feb 1, 2008 in Columbus. Harbage yes, Meeker yes, Whitmer yes, Resolution passed.
- Resolution 2008-1-4 (Jan. 07, 2008)** The Canaan Township Trustees of Madison County Ohio will pay to the Madison County Township Association , fees to cover all Canaan officials as to 2008 State and County membership and OTA magazine subscriptions. Harbage yes, Meeker yes, Whitmer yes, Resolution passed
- Clerk Sparks reminded the Board that the Adelphia Cable contract has never been replaced by Warner Cable, although distributions were received from Warner in 2006 and the first half of 2007. She had inquired of Rep. Widener who asked that the township contact his officer if no further distribution is received. SB 117 passed 9/24/2007 ends individual contracting between local government and video cable companies and established a state agency to act as a central agent.
- Also discussed was the OPERS increase effective 1/1/2008. Employee deduction is changing from 9.5% to 10% and Twp employer contribution, from 13.85% to 14%.
- Zoning: Meeker noted that he was given to understand that a letter of non compliance was mailed to the resident across from the old township building in Amity.
- Fire: Meeker reported that the Pleasant Valley Fire Board carried over more than \$1,000,000 to 2008. They are planning on paying cash for the new fire truck which is still on order. Contract negotiations are still under way.
- Health & Safety: Meeker is certain that most Health Dept. personnel have been moved to the new offices.
- Roads: There was discussion as to the following:
- Meeker had answered a complaint that a resident's mailbox had been blocked with a mound of snow during the recent storm.
 - The sign at P.C. Georgesville and Amity Pike was reported to the County as being unstable. The Trustees have been advised that road signs which will be easier to see are in the County budget. All agreed that a suggestion be made to request the GPS identification be added to any new road signs.
 - Meeker will contact Ted Miller at JD Equipment as no revision to the tractor agreement has been received to reflect the new John Deere State contract. With the new figures, Clerk Sparks will issue the purchase order.
 - Meeker has been notified by the County Engineer's office that they have arranged for a technician to check the county radio system and truck units. All agreed to send the IH truck to take advantage of the reduced rate.
- Cemetery Harbage reported that he had received from the Madison County Veterans' Services, a number of brass flag holders/grave markers which identify the deceased's time of service.
- Rt 42 Building Harbage moved and Meeker seconded that the Township pay the MSI billing. Whitmer had taken a water sample from the building for testing. The Madison County Health Dept. filed the negative result. This will be noted to the building maintenance records. Meeker stated that the two new trees had been planted and the lilac shower room walls have been painted a neutral color.
- Harbage moved that the meeting be adjourned and Meeker seconded.

Fiscal Officer

Trustees _____

