

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2008 REGULAR SCHEDULED SESSION

Held: June 2, 2008

7:00 PM

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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: Lisa Beachy
Visitors: Phyllis Sparks, Eli Gingerich

Chairman Whitmer opened the meeting. Draft copies of the May 5th, 2008 minutes had been mailed to the Trustees in advance of the meeting. With no additions or corrections Harbage moved and Meeker seconded that those minutes be accepted without verbal presentation. The file copy was signed by all members of the Board and made available to the visitors present for inspection. Roll Call; Whitmer yes, Harbage yes and Meeker yes

Administration: The Fiscal Officer's "May 2008 Activities Report" was reviewed by the Trustees. (See attachment).

The Trustees approved with their signatures:

- May 31, 2008 "Richwood Bank Reconcile / UAN Fund Balances" report
- Checks to cover payroll and other obligations

Fiscal Officer Beachy presented the May 31, 2008 "Richwood Bank Reconciliation and Fund Balances" report which the Trustees reviewed and approved with their signatures. Whitmer asked if there was a bank balance to cover the presented checks, to which Fiscal Officer Beachy responded "yes". Purchase orders and checks were signed. (See attachment)

Fiscal Officer Beachy showed the trustees an example of a cemetery deed that she created on Microsoft Word to replace the current handwritten deed. We can purchase a book from Dayton Legal Blank to place the new improved deeds. Harbage made a motion to accept the new deed and purchase a new deed book from Dayton Legal Blank and Jim seconded. Roll Call: Whitmer yes, Harbage yes and Meeker yes.

The trustees approved with their signatures:

- Resolution 2008-6-1(June 2, 2008) see Resolution book
- *Smith Calhoun Drainage repairs
- Resolution 2008-6-2 (June 2, 2008) see Resolution book
- *2008 MCO Open Enrollment-Careworks for 2 yrs
- Resolution 2008-6-3 (June 2, 2008) see Resolution book
- *Concepts of Records Mgmt for Ohio's Local Govn't
- Resolution 2008-6-4 (June 2, 2008) see Resolution book
- *Re-enroll w/ Frank Gates/Avident-OTA Group Rating Pool
- Resolution 2008-6-5 (June 2, 2008) see Resolution book
- *Approval to pay misc expenses

Information was passed out concerning the OTA Summer Conference and NATaT's Washington DC conference. Harbage plans on attending and will return forms at the July meeting. A resolution will be completed to cover cost information and concerns at the July meeting.

Former Fiscal Officer Phyllis Sparks asked to speak about the Record Retention Policy that she has been working on. She printed off a manual from the Ohio Historical Society website to refer to when putting Canaan Township's retention schedule together. Whitmer and the other trustees expressed their appreciation to Phyllis for working so hard on this project. She also suggested that we update our database and purchase Works Suite. All 3 trustees agreed that would be a good idea. Harbage made a motion and Meeker seconded to purchase the Works Suite software. Roll Call: Whitmer yes, Harbage yes, and Meeker yes. Phyllis and Lisa are going to try to put this information together before the Seminar on July 1, 2008 at the Ohio Historical Society subject to availability.

The following items were discussed:

Health & Safety: Nothing to report

Zoning: Meeker called the Zoning Office to let them know that the Township has no problem with the zoning request from Earl Cantrell. Nothing has been received from the Regional Planning Comm.

Fire: Meeker stated that the Fire Dept is meeting with the union and has no problems to report. Authorization was given to purchase a new Air Pack which is inflated to raise a disabled vehicle. The Dept received a \$14,000.00 donation. Tony has expressed her concerns about the Fire Dept. finances.

Roads: Whitmer asked Harbage if the dip in Lucas Pike near his house has been repaired. Harbage said no. No news to report on the Amity Pike bridge project. They are accepting bids in May. There are still concerns about the mussels being removed safely.

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Roads (cont.): The trustees discussed the proposal from American Pavements to repair crack in the asphalt. It has increased by \$1,600.00 over the last estimate due to increasing costs. The trustees agreed that the work should be completed. They also agreed that all of the areas listed on the proposal should be completed. The cost for this project will be \$7,275.00 less the Township Hall of \$550.00 for a total of \$6,725.00. Monroe made a motion to accept this proposal and Meeker seconded. Roll call: Whitmer yes, Harbage yes and Meeker yes. Harbage requested that he be notified when they intend to start the project.

Cemetery: Harbage stated that he has had 7 burials this year. Herman Hammond was buried on Wed. May 28, 2008. He reported that there was no water in the grave. Harbage stated that work should to be done in the Cemetery. Bushes need to be trimmed or removed on the south side. He intends to have topsoil delivered to level up the grounds. Eli Gingerich is going to chip brush. Mowing looks good from gate to gate. Eli said he could pull a couple of fence panels and remove a stump with his tractor and equipment. Harbage said we should get a lease agreement signed before Eli does any of this.

Harbage is going to contact Wildermuth/Stonehuggers concerning the continuing cleaning of the headstones.

A tombstone was tipped over while working and they found out it is only sitting on pea gravel with no foundation. They were able to tip the tombstone back up.

Spraying needs to be done. Harbage will check with Eli to see if he can spray with the four-wheeler, otherwise, Whitmer will spray and fertilize the cemetery yard. Tiling and wet areas were discussed. The trustees agree that the problem needs to be tended to. The church trustees have been contacted but expressed that they do not have the funds to make repairs or remove trees. Thanks were given to Harbage and his wife, Rosie for planting flowers at the cemetery.

Rt. 42 Building: Meeker thanked Fiscal Officer Beachy for purchasing planters with flowers for the Township building. Other flowers are going to be purchased to replace the flowers in the large pot from last year.

Misc: Meeker presented an estimate from Gingerich Trucking for repairs to the IH Truck. The trustees agreed that the work should be performed on the truck plus any preventative maintenance. They agreed that they should spend no more than \$2,500.00 for these repairs. Meeker made a motion to make these repairs and Harbage seconded. Roll call: Whitmer yes, Harbage yes and Meeker yes.

The trustees also mentioned having Eli check into changing the anti-freeze or have Lawrence Gingerich look into it when he works on the truck

Meeker will be contacting Madison Co. EMA to attend the 24hr Preparedness & Response to Agricultural Terrorism on August 18-20, 2008

Meeker is to check his schedule concerning attending the Madison Co. COC meeting at 6pm, June 10th. Harbage and Whitmer have other commitments.

New Business: None

Harbage moved that the meeting be adjourned and Meeker seconded. Roll Call; Whitmer yes, Harbage yes and Meeker yes

Fiscal Officer

Trustees _____
