

Minutes
DEFIANCE TOWNSHIP TRUSTEES
January 26th, 2016 MEETING

The Defiance Township Trustees met in regular session at the Defiance County Commissioners building – 2nd Floor conference room, 500 Court Street, in Defiance Township, Defiance, Ohio, on Tuesday, January 26th, 2016 at 7:00 p.m. Following the Pledge of Allegiance the Chair instructed the clerk to call the roll. Answering as present were Dan Peck, Diana Mayer, & Jason Shaffer, also present was Tim Houck, Township fiscal officer. With all three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employees present were: Jeremiah Marshall 321 North Upton St, Holgate, Ohio, John Diemer 23361 Defiance-Paulding Co Line Rd 10, Mike Daniels 21786 State Rte 637, Defiance, Ohio.

Visitors present: Patti Diemer 23361 Defiance-County Line Rd 10, Rhonda Shaffer 13386 State Rte 15, & JoEllen Houck 8 Deville Dr. all of Defiance, Ohio.

ORDER OF BUSINESS NO. 1

Reviewed and approved the minutes of the previous session(s).

Mr. Peck requested a motion for the approval of minutes from the January 13th, special session – re-organizational meeting.

Mrs. Mayer moved to approve the minutes as presented.

Mr. Shaffer seconded.

The vote being 3 Yea(s) 0 Nea(s)

The minutes for the session were approved.

ORDER OF BUSINESS NO. 2 - Citizen concerns:

- 1) The chair asked for citizen concerns from the floor.
 - a) There were none.

ORDER OF BUSINESS NO. 3 - FINANCES –

The following financial reports provided to the Board were reviewed.

- a) The Reconciliation for December - noted a primary checking reconciliation balance of \$202,722.09-- balance is minus the outstanding checks and Township investment funds & is taken from the Bank's monthly statement.
- b) Receipt report:
 - i) Receipts for January (UAN software-) were \$0
- c) Payment reports:
 - i) Payments for January (UAN software-) were \$6,046.31.
- d) The Cash fund summary through January 31st, 2016, (UAN software) showed an "ending fund balance" of \$905,011.51.
 - i) The "cash available" for encumbrances (current reserve- UAN software) was \$344,559.54.
- e) Appropriation Status showed that through January 24th, 2016 (UAN software), .47% of the years' appropriations had been expended. All reports will be on file in the Fiscal Officer's office.
- f) The fund status report (money market) showed:
 - i) The money market investment fund balance as of 01-24-16 was \$705,180.70.
- g) Trustees reviewed and signed the January bills.
- h) Fiscal Officer reviews "Then & Now" p.o. #24-2016.
 - i) This p.o. covers expenses for purchases of parts for twp eq repairs before the 2016 accounts were opened (re-org session of 1-13 and after the close of the 2015 accounts Dec 22nd 2015). Such expenses require "then & now p.o.s.
 - ii) The purchase was from the Defiance Publishing Com for an ad soliciting applications for the zoning position. Billing arrived after the accounts were closed.
 - iii) Trustees signed without comment.

- i) Fiscal Officer reviewed "Then & Now" p.o. #25-2016.
 - i) This p.o. covers expenses for purchases of parts for twp eq repairs before the 2016 accounts were opened (re-org session of 1-13 and after the close of the 2015 accounts Dec 22nd 2015). Such expenses require "then & now p.o.s.
 - ii) The purchase was from the kenn-feld group for a solenoid and hydraulic fluid.
 - iii) Trustees signed without comment.
- j) Fiscal Officer reviews "Then & Now" p.o. #26-2016.
 - i) This p.o. covers expenses for purchases of parts for twp eq repairs before the 2016 accounts were opened (re-org session of 1-13 and after the close of the 2015 accounts Dec 22nd 2015). Such expenses require "then & now p.o.s.
 - ii) The purchase was from the kenn-feld group for a brake line.
 - iii) Trustees signed without comment.
- k) The fiscal officer noted that after the meeting was prepared and the agenda and exhibits distributed the Twp rec'd and posted to the accounts additional revenue of \$4,587.57 for landfill fees from the County.
- l) The Twp also processed four bills:
 - i) Job site power wash –
 - ii) American Electric
 - iii) Ohio Plan ins premium for 2016 &
 - iv) John diemer's zoning bond
 - v) Total of expenses not in the exhibits was \$4,069.51. Checks were in the packet that Trustees signed at this session.
- m) Payroll & January's time cards (time cards provided trustees prior to session) – Trustees Reviewed – & signed.

Mr. Peck requests a motion to accept the **January** financial reports.

MOTION by: Shaffer
 SECOND by: Mayer
 YEA(s) 3 NAY(s) 0 Passed X Failed

The financial reports were approved.

ORDER OF BUSINESS NO. 4 – Zoning - Status update on the following zoning Issues as of this session:

- a) January report –
 - i) There was no activity reported for January.,
 - ii) Mr. Shaffer noted he is training Mr. Diemer to take over zoning responsibilities, per the Trustees hiring of Mr. Diemer at their January 13, 2016 re-organizational session.
- b) The Chair asked if there were any Zoning issues to be discussed by the Trustees.
 - i) Trustee Shaffer stated that he would like to turn over the Twp zoning computer (previously fiscal officers UAN computer replaced over a year ago) to the new zoning officer, Mr. Diemer.
 - (1) Diemer stated he preferred to purchase his own laptop computer which he will use for his zoning duties.
 - (2) Trustees will look to donate the twp zoning computer to a charity, community or church organization.
- c) The Chair again asked if there were any Zoning issues to be discussed by the Trustees.
 - (1) There were none.

ORDER OF BUSINESS NO. 5 -- Equipment;

- a) Comments or concerns from Twp employees on current or proposed new eq &/or safety items.
 - i) Mike Daniels – Twp mechanic – noted all equipment was available for use.

- b) the fiscal officer first reported to Trustees at the July 2015 session that a notice of a recall on the Twp's 2013 Dodge 1500 (half ton) issue is air bags was received.
 - i) Per the notice – Dodge will send another notice when parts for the repair are available to their dealers.
 - ii) As of this session (January) we await further contact from Dodge.
- c) Possible purchase of a tractor. A carryover issue from mid- 2015.
 - i) During the November 2015 session Trustees determined that they will check on State Bids.
 - ii) Mike Daniels stated that the present John Deere tractor is breaking down on a regular basis. It is his opinion that besides the age of the unit (1997) it is under powered.
 - iii) Daniels proposed that the Twp look into a 100 horse tractor.
 - (1) Daniels suggested a John Deere 6000 series used could be purchased for between \$40 and \$45k.
 - iv) It was also noted that the 2016 Ohio Twp Association's winter conference will be Jan 27, 28 & 29 and that the trade show will have equipment on display. Trustees attending will discuss with vendors the equipment at the show and it possible application for Defiance Twp.
 - (1) Trustees will check out tractors and dump trucks.
- d) Trustee Mayer noted she would like to hold a special study session with Twp operators to get their opinions as to our equipment needs and issues. She proposed this session to be held on Saturday, January 30th at 8:00a.m. at her residence 500 Harrison St. Defiance.
 - i) The fiscal officer will post the meeting time and date on the public bulletin boards at the Commissioners building and the Courthouse Annex per Twp public notice policy.

Mr. Peck requested a motion to hold a "study session" to discuss twp equipment needs and issues – January 30th – 8:00 am. At 500 Harrison St. Defiance, Ohio.

MOTION by: Mayer

SECOND by: Shaffer

YEA(s) 3 NAY(s) 0 Passed X Failed

The motion was approved.

- e) The Chair asked if there are any other equipment issues to be discussed..
 - i) There was no further discussion on equipment.

ORDER OF BUSINESS NO. 6 - Trustee Report – Monthly Twp Rd inspection

- a) Trustee Report – Monthly Twp Rd inspection by Trustee Mayer.
 - i) No report was given.
 - ii) The February report is to be by Mr. Shaffer.
- b) **2016 Road projects:** During the January 13th, 2016 re-organizational session Trustees were provided a proposed list of projects for 2016 presented again at this session as exhibit 6-b – from the Engineer's office.
 - i) County Engineer Warren Schlatter was present to review with the Trustees.
 - ii) proposed projects as are as follows- engineer's work is in bold – twp projects are not in bold:
 - (1) **Ball Rd:** krouse to canal
 - (a) Patch – estimated cost \$187
 - (2) **Bowman:** power dam to sponseller 2975'
 - (a) Patch – estimated cost \$2,729
 - (3) **Bowman:** Campbell to Williams 5285'
 - (a) Chip seal – patch- stripe - estimated cost \$6,765.25
 - (4) **Bowman:** Williams to karnes – 2650'
 - (a) Chip seal – patch- stripe - estimated cost \$1,430

- (5) **Bowman:** karnes to St. Rt 66- 2650'
 (a) Chip seal – patch- stripe - estimated cost \$1,499
- (6) **Bowman:** St Rt 66 to Twp line – 5345'
 (a) Chip seal – patch- stripe - estimated cost \$2,769
- (7) **Carter:** Genter to St Rt 66 – 2640'
 (a) Chip seal – patch- estimated cost \$11,073
- (8) **Def. Paulding co line rd #10:** St rt 66 to east 1 mile – 5280'
 (a) Chip seal – patch- - estimated cost \$13,224
- (9) **Def. Paulding Co line rd 10** – f twp line to Williams rd - 2640'
 (a) Chip seal – patch- estimated cost \$8,926
- (10) **Def. Paulding Co line rd 10** – f Williams rd to st rt 66- 5,280'
 (a) Chip seal – patch- estimated cost \$15,637
- (11) **Def. Paulding Co line rd 8** – f Hammersmith rd to south 2150'
 (a) Patch - \$847
- (12) **Garman** – Harding to Wilhelm 1275'
 (a) Chip seal – estimated cost \$2,800
- (13) **Ginter** – f carter to north to city boundry – 1,320'
 (a) Chipseal – estimated cost \$2,750
- (14) **Kibble** – f canal to winn – 2,640'
 (a) Chip seal & patch - estimated cost \$6,930
- (15) **Kiser** – f drouse to keller – 5,280'
 (a) Patch (1) –ESTIMATED COST \$432
- (16) **Kiser** – f kller to canal - 5,280'
 (a) Patch (3) –ESTIMATED COST \$1,823
- (17) **Krouse** – f hammersmith south 1,550'
 (a) Dura patch - ESTIMATED COST \$???
- (18) **Link** – f power dam to power dam 1,125'
 (a) Patch (1) – estimated cost \$233
- (19) **Mccollister** – f Wilhelm to east 2640'
 (a) Chipseal – estimated cost \$5,500
- (20) **Wilhelm** – f Watson to garmyn – 3,600'
 (a) Chipseal & patch(6) - \$12,666
- (21) **Winn** – f kibble to west end 750'
 (a) Chipseal – estimated cost \$1,750

iii) Total estimated expenses by Co Engineer for 2016 is \$131,522

iv) Twp projects by Twp staff or other contractors for 2016:

- (1) In the March session Trustees determined to insulate the maintenance building.
 - (i) Trustees sought informal quotes in fall of 2015
 - (ii) Only Richland const of defiance submitted a bid for this project - \$12,295
 - (iii) Trustees determined to proceed with the project.
 - (iv) Mr. Peck stated the project should start soon.

- (v) Trustees then discussed adding heat to this building.
 - 1. Trustees to acquire quotes.
 - 2. This project is not noted in the budget report.
- (2) A water supply for the Twp maintenance building on Hammersmith rd.
 - (a) Trustees determined in the Sept 15 session that they would seek quotes to acquire a water supply for this building.
 - (i) During the November session Trustees are soliciting informal quotes from Y2K Plumbing and from Tressler Plumbing, Mr. Peck to acquire a 3rd informal quote.
 - (ii) Mr. Peck continues to seek additional quotes as of this session.
- (3) Salt for 2015-2016 –
 - (a) Mixed \$57.80
 - (b) Pure \$72.66
 - (c) 500 tons are available for Def Twp.
 - (d) Total salt exp to date: \$11,473
- (4) Jason Shaffer reported that he had as directed acquired a quote on a “cold storage” building. He had quoted a building from Menards of Defiance.
 - (a) Trustees directed that two additional quotes be acquired.
 - (b) A discussion suggested that this project may not be necessary depending on the equipment purchases and replacements.
 - (c) This project will be removed from future agendas until such time the Trustees desire to reconsider the need.
- ii) Trustees noted that with their proposal to replace equipment they would want to reduce the proposed project list.
 - (1) Trustees said their priority is the chip sealing.
 - (2) Trustees approved the Engineer to monitor Krouse Rd and apply dura patch as the Engineer deemed necessary in 2016.
 - (3) The Engineer’s staff would do reclaiming of berm on all Twp roads.
 - (4) Mr. Schlatter requested that the Twp provide him with a budget amount for road projects that his office should address.
 - (a) Trustees approved \$50k of Twp road funds and the Def Twp 2016 OPWC grant funds (\$34,000 more or less) – for projects that are grant eligible.
 - (b) Trustees are to select projects from the list above and provide to the County Engineer.
- iii) Trustees will monitor the budget and if possible adjust is needed as the year progresses.

c) A financial impact review by the fiscal officer:

- i) As of this session total anticipated cost of all proposed and approved projects for 2016 are estimated to be \$260,000 to \$300,000 more or less (\$131,522 f eng report plus twp items 1, 3, there is no estimate of expense on item 2 or 4 or for the purchase of a truck or tractor.)
- ii) Trustees are reminded that:
 - (1) Regular twp. expenses are estimated – based on historical review, at between \$70,000 and \$100,000 – would include projects 1,2,3, 4 on this agenda – salaries, mowing, snow removal etc. which are not part of the engineer’s projects list.
- iii) Total road expenses anticipated for 2016 would be between \$300k and \$400 if all items above at purchased.
 - (1) Anticipated 2016 revenues as noted in the 2016 amended certificate from the County Auditor for road work was \$167,515.00.
 - (2) Total road expenses year to date are **\$6,453.59**
 - (3) Total road fund revenues year date are **\$16,642.34**
 - (4) A recap of the OPWC grants – see minutes of previous sessions for history. The last update from the **Co Engineer’s Office is dated 11-18-2015** and was presented to Trustees at the November

2015 session as part of the "amended certificate" packet. The update includes expenditures from future OPWC grants that the Twp. might receive.

(a) (See minutes from 2011 forward thru December 2013 for history).

(b) Current status – the OPWC has utilized future grants in the amount of \$46,136.00.

(c) The Engineer has informed the Trustees that the grants are promised by law with the passage of issue 1 several years ago. The average annual grant for Def Twp is \$25k for the next 9 years or a total of \$225k remaining give or take.

d) Trustees noted that the January work assignments for the Twp. crew will be provided from the Trustees to the scheduler Brian Grant. Grant will contact operators.

i) Trustee Shaffer will adjust the work order – road list and provide at the Feb. meeting.

e) Twp cemeteries –

i) The Chair asks if there are any cemetery issues to be discussed.....

(1) There were no cemetery issues discussed.

ORDER OF BUSINESS NO. 7 – Handouts were distributed as noted below:

a) Monthly (January 15) GrassRoots clippings – **exhibit 7a**

b) A notice (**exhibit 7-b**) from the Maumee Valley Planning agency of the application process for the 2016 CDBG grants. Grants awarded would be for work in 2017.

i) The meeting will be held Feb. 8, 2016 at 9:30a.m. in the County Commissioners office.

c) **Exhibit 7-c** is from the County Engineer's Office and is the annual mileage certification for twp road mileage 2015. Trustees signed the form and the fiscal officer will provide a copy to the Co Engineer's office as required.

i) The twp will have 22.7 miles of road under its care in 2016 per this report.

ORDER OF BUSINESS NO. 8 – Old Business

a) The Chair asked if there was any old business to come before the Board.

i) There were none.

ORDER OF BUSINESS NO. 9 - New Business.

a) The Chair asked if there is any new business to come before the board?

i) Mr. Peck stated that the Twp dropped a large amount of salt on road. A twp resident – Kelly Baumlee damaged his truck when he hit the salt pile.

ii) Mr. Peck had met with Baumlee and told him to get his truck repaired and the bill would be presented to the Trustees for consideration.

(1) The Hwy Patrol investigated the accident and copy of the report will be provided to the fiscal officer for the record.

(2) The cost of the repair by Kalida Truck was \$385.

Mr. Peck requested a motion to pay for the repairs as the Twp dropped the salt.

MOTION by: Mayer

SECOND by: Shaffer

YEA(s) 3 NAY(s) 0 Passed X Failed

The motion was approved.

b) The Chair asks if there was any other new business to come before the board?

i) The fiscal officer requests permission to attend the 2016 local gov't conference hosted by the State Auditor's Office in Columbus, Ohio, March 22, 23 & 24th, 2016. This conference is focused on fiscal training – attendance provides required ceu's for the fiscal officer's position under the new "fiscal integrity act" which became effective in March 2015.

(1) The rule requires 12 hours of training in each term including 2 hrs for public records.

Mr. Peck requested a motion to approve the travel and training expenses for the 2016 local gov't conference.

MOTION by: Mayer

SECOND by: Shaffer

YEA(s) 3 NAY(s) 0 Passed X Failed

The motion was approved.

ii) There was no other new business discussed.

ORDER OF BUSINESS NO. 10 - NEXT MEETING:

a) The next regular session.

Date: Tuesday – February 23rd, 2016.

Time: 7:00 p.m.

Place: 2nd floor of the Defiance County Commissioners building – conf room EMOC
500 Court Street - Defiance, Ohio

ORDER OF BUSINESS NO. 11 – Adjournment:

Mr. Peck requested a motion to adjourn the meeting of January 26th, 2016

It was moved by: Mayer

SECOND by: Shaffer

The roll was called and the vote was:

YEA(s) 3 NAY(s) 0 The motion: Passed X Failed

MEETING ADJOURNED

Respectfully Submitted

Timothy J. Houck, Fiscal Officer-Clerk