

Minutes
DEFIANCE TOWNSHIP TRUSTEES
February 23rd, 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, February 23rd, 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: John Diemer 23361 Defiance-Paulding Co Line Rd 10, Mike Daniels 21786 State Rte 637, Defiance, Ohio.

Visitors present: Monica Dickson 1201 East Ervin St, Van Wert, Ohio, 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 26th, regular session.

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.

Trustees were provided with a copy of notes on a “study session” held January 30th at 500 Harrison St, Defiance, Ohio. The session reviewed Twp equipment and proposals will be submitted to Trustees for review at the Twp Feb. 23rd session. (see eq segment of this minute)

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 January - noted a primary checking reconciliation balance of \$206,807.43-- balance is minus the outstanding checks and Township investment funds & is taken from the Bank’s monthly statement.
- b) Receipt report:
 - i) Receipts for February (UAN software-) were \$20,334.36
- c) Payment reports:
 - i) Payments for February (UAN software-) were \$28,774.30.
- d) The Cash fund summary through February 23rd, 2016, (UAN software) showed an “ending fund balance” of \$892,552.06.
 - i) The “cash available” for encumbrances (unencumbered fund balance- UAN software) was \$343,287.82.
- e) Appropriation Status showed that through February 23rd, 2016 (UAN software), 3% 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 02-23-16 was \$705,208.71.
- g) Exhibit 3-g was reviewed. This was an adjustment to the general fund lines of the 2016 budget to cover Medicare and OPERS benefits for the zoning positon – newly appointed John Diemer.
 - i) \$3000 was moved from the contracted services line – 360
 - (1) \$1,000 to medicare line 213 –
 - (2) \$2,000 to opers line 211
 - (3) Per Twp resolution 2016-01 the fiscal officer adjusted the lines (no increase to the adopted budget).

(4) Trustees are to review.

(5) Trustees signed the exhibit approving the in fund (1000 general fund) transfers.

h) February bills – Trustees Review – Discussion and Signature.

i) The Fiscal Officer reviewed “Then & Now” p.o. #27-2016.

i) This p.o. covers expenses for def fire dept ems runs – insurance collections in the 4th quarter of 2015. These collections – per the Prosecutor’s Office recommendation – are collected by the City from citizens that the ems squad has assisted. The ins collections are then paid into the Twp fire – rescue fund line and reimbursed to the City dollar for dollar.

(1) The services were provided in the 4th quarter of 15 and ins payments were collected in the 4th qrt. The payments were distributed to Def Twp in Jan. of 2016 and reimbursement was sought by the City in Feb 2016.

(2) There was no additional discussion....

j) Fiscal Officer reviewed “Then & Now” p.o. #28-2016.

i) This p.o. covers the ems service contract between the City of Def. and Def Twp for the 4th quarter of 2015.

(1) The services were provided in the 4th quarter of 15 and reimbursement was sought by the City in Feb 2016.

(2) There was no additional discussion....

k) Exhibit 3-k – was then reviewed by Trustees. This was a notice from the City of Defiance of the 2016 charges for the “fire combat” contract. This contract with the City provides City Fire Dept response to fires in Def Twp.

i) Payment for service is based – per the contract – on the property value of Def. Twp – (see payment request for detail).

(1) Cost per quarter in 2016 will be \$14,967.86 based:

(2) On property value of \$39,914,280 x 1.5 mils.

(3) There was no additional discussion....

l) Payroll & February’s time cards (time cards provided trustees prior to session) – Trustees Reviewed – Discussed and Signed.

Mr. Peck requested a motion to accept the **February** financial reports.

MOTION by: Mayer

SECOND by: Shaffer

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) February report –

i) Permits issued:

(1) Al Chandler pole barn-issued

(2) Boy-scouts cell tower- issued

ii) 2 appraisers called for zoning information on a parcel in Def. Twp. The parcel is located at 21205 Kiser road. Parcel is presently zoned residential. Provided requested information.

iii) Survey Co called to acquire the zoning status about a property owned by Doctor Finerty a portion of this parcel is in the Twp and a portion is in the City. The Twp portion was residential.

iv) Attempting to set up a meeting with Jake Tracy on Powers Road to discuss new home construction permitting requirements.

v) Met with owner of Dead End Cycles about new building he is putting up – discussed zoning requirements.

vi) Contacted Mr. Butch Melia. Melia was living in a horse trailer at the Old DAV property on State Route 111 in Def. Twp, he was instructed to move.

- b) The Chair 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 that the backhoe was down. This piece should be up and running by tomorrow 2-24.
- 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 (February) we await further contact from Dodge.
- c) Possible purchase of a tractor. A carryover issue from mid- 2015.
 - i) A Study session was held by Trustees and Twp operators on Jan 30th to discuss eq needs of the Twp. (a copy of the mins of that session is listed in the handout section of this agenda.)
 - ii) That session determined that Trustees would consider the purchase of a replacement tractor for the Twp's present 1997 John Deere 5400 and a new bat wing mower.
 - (1) The Chair asked for discussion:
 - (a) Trustees agreed to acquire a state bid price from the Kenn-Feld Group. This John Deere dealer is near the Twp with a store in Paulding County.
 - (b) Mr. Shaffer stated he had contacted the dealer at the recent Ohio Twp Association trade show in Columbus and was informed that a JD 5000 series tractor with front end bucket (unit has a least a 100 horse power motor) can be purchased through the State Bid process for \$56k more or less.
 - (c) Trustees then decided to acquire two quotes on the purchase of a 10' batwing style mower with blades not knives. Trustees will also determine if this style mower is available via the state bid system.
 - (d) Trustees will discuss their progress at the March regular session.
- d) Zoning computer – in the Jan regular session trustees determined to donate the zoning computer to a community group or non- profit.
 - i) It was reported that no group has yet been found. The computer remains with the zoning inspector – Mr. Diemer.
- e) The Chair asks 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 (**exhibit 6-a**) – Monthly Twp Rd inspection by Trustee Shaffer.
 - i) Discussion??
 - ii) The March Rd review is to be by Trustee Peck.
- 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) During the January 26th session County Engineer Warren Schlatter reviewed this list with the Trustees.
 - ii) Trustees determined to expended \$50k of Twp road funds on these projects in 2016 plus the Twp's OPWC 2016 grant of \$37,000 more or less.
 - iii) Trustees need to select the projects from the list below.
 - (1) proposed projects as are as follows- engineer's work is in bold – twp projects are not in bold:
 - (a) **Ball Rd:** krouse to canal
 - (i) Patch – estimated cost \$187
 - (b) **Bowman:** power dam to sponseller 2975'
 - (i) Patch – estimated cost \$2,729
 - (c) **Bowman:** Campbell to Williams 5285'
 - (i) Chip seal – patch- stripe - estimated cost \$6,765.25

- (d) **Bowman:** Williams to karnes – 2650'
 - (i) Chip seal – patch- stripe - estimated cost \$1,430
- (e) **Bowman:** karnes to St. Rt 66- 2650'
 - (i) Chip seal – patch- stripe - estimated cost \$1,499
- (f) **Bowman:** St Rt 66 to Twp line – 5345'
 - (i) Chip seal – patch- stripe - estimated cost \$2,769
- (g) **Carter:** Genter to St Rt 66 – 2640'
 - (i) Chip seal – patch- estimated cost \$11,073
- (h) **Def. Paulding co line rd #10:** St rt 66 to east 1 mile – 5280'
 - (i) Chip seal – patch- - estimated cost \$13,224
- (i) **Def. Paulding Co line rd 10** – f twp line to Williams rd - 2640'
 - (i) Chip seal – patch- estimated cost \$8,926
- (j) **Def. Paulding Co line rd 10** – f Williams rd to st rt 66- 5,280'
 - (i) Chip seal – patch- estimated cost \$15,637
- (k) **Def. Paulding Co line rd 8** – f Hammersmith rd to south 2150'
 - (i) Patch - \$847
- (l) **Garman** – Harding to Wilhelm 1275'
 - (i) Chip seal – estimated cost \$2,800
- (m) **Ginter** – f carter to north to city boundry – 1,320'
 - (i) Chipseal – estimated cost \$2,750
- (n) **Kibble** – f canal to winn – 2,640'
 - (i) Chip seal & patch - estimated cost \$6,930
- (o) **Kiser** – f krouse to keller – 5,280'
 - (i) Patch (1) –ESTIMATED COST \$432
- (p) **Kiser** – f keller to canal - 5,280'
 - (i) Patch (3) –ESTIMATED COST \$1,823
- (q) **Krouse** – f hammersmith south 1,550'
 - (i) Dura patch - ESTIMATED COST \$???
- (r) **Link** – f power dam to power dam 1,125'
 - (i) Patch (1) – estimated cost \$233
- (s) **Mccollister** – f Wilhelm to east 2640'
 - (i) Chipseal – estimated cost \$5,500
- (t) **Wilhelm** – f Watson to garmyn – 3,600'
 - (i) Chipseal & patch(6) - \$12,666
- (u) **Winn** – f kibble to west end 750'
 - (i) Chipseal – estimated cost \$1,750
- iv) **Total estimated expenses by Co Engineer for 2016 is \$131,522**
- v) Twp projects by Twp staff or other contractors for 2016:
 - (1) In the March session Trustees determined to the insulation of the maintenance building as directed in 2013.

- (i) Trustees sought inform 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) It was reported that no work on this project took place in Feb.
- (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) It was reported that no bids or quotes had been acquired in February.
- (3) Salt purchases for 2015-2016 winter season were reviewed:
- (a) Mixed \$57.80 purchase price
 - (b) Pure \$72.66 purchase price
 - (c) 500 tons are available for Def Twp.
 - (d) Total salt exp to date: \$15,768.34 – thru Jan 20th.
- (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) During the 1-30 study session the operators and Trustees thought this building may not be necessary and would be discussed at the feb reg session.
 - (i) It was determined to remove this item from the agenda. A building is not necessary at this time. This determination may change in the future depending on equipment moves that are under discussion.
- vi) Discussion determined that Trustees would like to approve all the chip seal projects in the Engineer’s list and in addition have the Co. Engineer’s office also reclaim berm on all Twp roads, trim certain overhanging trees and grade May Rd.
- (1) Mr. Peck will check with the County Engineer to ensure that the Twp’s portion of this proposed 2016 work does not exceed \$50k.

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 \$156,000 to \$256,000 more or less.
 - (1) (includes 100k noted in ii below) plus
 - (2) (\$90,000 f eng report - plus
 - (3) twp item 1 & 3
 - (4) there is no estimate of expense on item 2 or 4 or for the purchase of a truck.)
 - (5) The proposed tractor and mower purchase is estimated at 56k for tractor & 8k for mower = \$66k.
- 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, 3, on this agenda plus salaries, mowing, snow removal etc. This range does not include a truck purchase in 2016.
 - (2) Items 2 & 4 are also not accounted for in this estimates.
 - (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 **\$2,665.50**
 - (3) Total road fund revenues year date are **\$4,879.23**
 - (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 are anticipating the use of \$37k of OPWC grants on projects noted above in 2016.
- d) Trustees noted that the January work assignments for the Twp. crew are noted in the January monthly road report.
- e) Twp cemeteries –
 - i) The Chair asked 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 (February 16) GrassRoots clippings – this group newsletter was not received by the fiscal officer prior to the session.
- b) Trustees then reviewed exhibit 7-b minutes from the Twp Study session held Jan 30th.
 - i) Items were discussed as noted in the equipment section above.
- c) Exhibit 7-c was reviewed. This was a notice from the County Commissioners Office concerning:
 - i) the 2016 County wide demolition program.
 - ii) This is grant money from the Moving Ohio Forward prog that can be used to demolish abandoned or blighted residential structures.
 - iii) There is a limit of 1 project per political subdivision and entries must be provided to the Commissioner's Office by May 1, 2016.
 - iv) Trustees are to determine if there is a property in the Township that is eligible for this grant.

ORDER OF BUSINESS NO. 8 – Personnel

- a) Exhibit 8-a – was a notice from the Ohio Department of Job and Family Services of unemployment liability of the Twp.
 - i) One of the Twp's part time operators is laid off from regular job and a portion of his unemployment may be charged to the Twp depending on the amount of money he earns in the Twp's employ during a month.
 - ii) The fiscal officer will monitor.
 - iii) An unemployment expense line will need to be set up in the Twp's accounting system – UAN.

ORDER OF BUSINESS NO. 9- Old Business

- a) A representative of the Ohio Treasures' office – Andrew Coutts visited the fiscal officer recently to promote the Twp's participation in the Open Checkbook program.
 - i) It was noted by the fiscal officer that Trustees have discussed this in the past.
 - ii) This program - is a posting of the expenses of the Township to the Treasurer's web site.
 - iii) There is no cost to the Twp.
 - iv) Trustees asked if there were any other local gov entities that are participating.
 - (1) The fiscal officer stated none near-by (adjacent to the County or Def. Twp) including all Cities, Counties, villages and Townships.
 - (2) Trustees decided to table this issue until a future date to be determined.
- b) The Chair asked if there was any old business to come before the Board.
 - i) There were none.

ORDER OF BUSINESS NO. 10 - New Business.

- a) The Chair asked if there is any new business to come before the board?
 - i) Exhibit 10-a was discussed. This was the annual agreement between the Defiance County Soil and Water conservation district and the Defiance Twp Trustees for the Township's zoning programs. See agreement for details.
 - ii) The cost is \$1,000 per year, the bill for 2016 is in the Feb bill packet of this session.

- iii) Trustees concurred that the sevice is of value to Defiance Township. Trustees will participate in 2016.
- b) The Chair again asked if there was any other new business to come before the Board.
 - i) There was no other new business discussed.

ORDER OF BUSINESS NO. 11 - NEXT MEETING:

- a) The next regular session.

Date: Tuesday – March 22nd, 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. 12 – Adjournment:

Mr. Peck requested a motion to adjourn the meeting of February 23rd, 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