

Minutes
DEFIANCE TOWNSHIP TRUSTEES
April 26th, 2016 MEETING

The Defiance Township Trustees met in regular session at the offices of Northwest Realty – 618 South Clinton Street, in Defiance Township, Defiance, Ohio, on Tuesday, April 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: John Diemer 23361 Defiance-Paulding Co Line Rd 10, and Jerimiah Marshall of 321 Upton Street, Holgate, 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 March 22nd, regular session.

Mr. Shaffer moved to approve the minutes as presented.

Mrs. Mayer 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 March - noted a primary checking reconciliation balance of \$295,533.18-- balance is minus the outstanding checks and Township investment funds & is taken from the Bank's monthly statement.
- b) Receipt report:
 - i) Receipts for April (UAN software-) were \$24,347.51
- c) Payment reports:
 - i) Payments for April (UAN software-) were \$12,696.01.
- d) The Cash fund summary through April 24th, 2016, (UAN software) showed an "ending fund balance" of \$995,839.05.
 - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$470,811.76.
- e) Appropriation Status showed that through April 24th, 2016 (UAN software), 6.1% 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 0-24-16 was \$705,268.61.
- g) April bills – Trustees Reviewed – Discussed and Signed.
- h) Payroll & the time cares of April (time cards provided trustees prior to session) – Trustees Reviewed – Discussed and Signed.

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

MOTION by: Shaffer

SECOND by: Peck

YEA(s) 2 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) April report –
 - i) Issued permit for 20 x 20 Outbuilding to Gordie Miller on Bowman
 - ii) Issued a permit to Aaron Davis for garage on Powers Road, previously burnt down
 - iii) Waiting on soil and water for 2 site reviews for permits
 - iv) Talk to Janel Honick about a Biodynamic Community farm on Ball Road (wanting to lease few acres.
 - v) Talked to Scott Kaiser at Strategies about copy of permit for cell phone tower at camp Lakota
- b) The Appeals Bd met at 6:30p; today – April 26th on a request for “conditional use permit(s)” for a building expansion and a cottage business by Jayme Price – 19850 Cromley Rd.
 - i) See mins of the March Trustee session for a history on this business operation relative to zoning issues.
 - ii) The Appeals board continued the session to May 24th at 6:30p. the Appeals board determined that questions regarding safety and noise issues need to be reviewed with the County Prosecutor’s Office before the Board would make a determination on the request(s).
- c) 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) It was noted that:
 - (1) The zero turn John Deere mower was being serviced.
 - (2) The International dump truck needs brakes, an hydraulic pump is out & it also needs mud flaps – parts are on order.
 - (3) Mud flaps are also needed on the F550 and a fender shield needs replaced.
- a) 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 (March) we await further contact from Dodge.
- b) Possible purchase of a tractor. A carryover issue from mid- 2015. – see Twp meeting mins from August 2015 forward for a history.
 - (1) at the January Ohio Twp Association trade show in Columbus a JD 5000 series tractor with front end bucket (unit has at least a 100 horse power motor) can be purchased through the State Bid process for \$56k more or less.
 - (2) Trustees also 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.
 - (3) At this session (April) Trustees reviewed two state bid quotes – (exhibits 5c-1,2,3 & 4.- quotes were for tractor w front end loader and a mower.)
 - (a) A state bid quote from the local John Deere dealer was approx.. \$2,000 higher than the Columbus dealer quote.
 - (b) Trustees instructed Mr. Shaffer to contact the local dealer (kenn-feld group in Napoleon, Ohio, and if they met the Columbus dealer price the Twp would buy from the local dealer.
 - (c) Trustees reviewed finances and instructed the fiscal officer to prepare a purchase order for the lower bid amount to the vendor once the vendor was confirmed. Trustees reviewed exhibit 5-c – 5.
 - (d) Trustees then moved to adopt resolution 2016-10 which approves the Twp to become a member of the Ohio Department of Administrative Services “cooperative purchasing program”. The cost is \$150 annually. The check is to be prepared and sent to DAS.
 - (e) Trustees then moved to adopt resolution 2016-11 authorizing the purchase of the equipment.
- c) 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 Mayer.
 - i) All May work items are noted on the report. Operator’s should refer to the report for their assignments.
 - (1) The May Rd review is to be by Trustee Shaffer.
 - ii) Mrs. Mayer asked for a discussion on Lakeview rd. She believes the road needs attention.
 - (1) Trustees agreed the road needs re-surfaced as does Carter.
 - (2) Mr. Peck suggested that with the large expenses in both road maintenance and equipment purchases in 2016 that these two roads should be addressed in 2017.
 - iii) Mrs. Mayer then asked if the Twp could acquire asphalt grindings from the ODOT.
 - (1) The Trustees determined to contact Gerken Paving of Napoleon, Ohio, to see if grindings were available.
 - (2) Mrs. Mayer will make the contact.
 - iv) Mr. Shaffer reported the owners of the former Haviland plant on Haviland rd just off Co. Rd 424 has complained that this dead end road is being used as a turn around by large trucks. The turnaround requires the trucks to use the private drive and parking area of the owners. The owners wish to stop this as the heavy trucks cause damage to their property. Trustees authorized Mr. Shaffer to inform the owners that they may erect no turn around signs on their property.
 - v) Trustees instructed operator’s to purchase & install a catch basin on Ball rd. the catch basin is to be purchased from Loop paving.
- b) **2016 Road projects:** see agendas from the January 13th, 2016 re-organizational session forward for a history.
 - i) At this session Trustees were provided a revised 2016 project list from the from the Engineer’s office – **exhibit 6-b..**
 - (1) proposed projects are as follows- engineer’s work is in bold – twp projects are not in bold.

(a) **Chipseal:**

(i) Carter Rd – from Ginter to St Rte 66- 2640’ -	\$4,000
(ii) Def/Pau Co line #10 – from Ste rt 66 east 1’ -	\$7,650
(iii) Def/Pau Co line #10 – from Twp line to Williams Rd – 2540’ -	\$4,600
(iv) Def/Pau Co line #10 – from Williams rd to Ste rt 66- 5280’ -	\$9,150
(v) Garman Rd from Harding Rd to Wilhelm 0 1275’ -	\$1,850
(vi) Ginter Rd from Carter north to City limits – 1320’ -	\$2,000
(vii) Kibble Rd from Canal Rd to Winn Rd – 2640’ -	\$4100
(viii) McCollister Rd from Wilhelm east .5 miles – 2640’ –	\$3850
(ix) Wilhelm Rd f Watson to Garman – 3600’ -	\$5,200
(x) Winn Rd from Kibble west for 750’ -	\$1,400

(b) **Hot Mix Patching:**

(i) Ball Rd from Krouse to Canal -	\$200
(ii) Ginter/Carter from St Rte 66 to city limits -	\$4,900
(iii) Bowman from St Rte 66 to St Rte 15 -	\$2,300
(iv) Bowman from Karnes to St Rt 66 -	\$1,200
(v) Bowman from Campbell to Williams -	\$5,650
(vi) Bowman from Powerdam to Campbell -	\$2,300
(vii) Ste rt 66 east 1’ -	\$7,650
(viii) Def/Pau Co line #10 from .5 miles east of Campbell to Williams -	\$1,800
(ix) Def/Pau Co line #10 from Williams to St Rt 66 -	\$1,800
(x) Def/Pau Co line #10 from St Rt 66 to Holly E 1 mile -	\$1,250
(xi) Def/Pau Co line #8 from .45 n of Hammersmith to Powers rd -	\$700
(xii) Kibble rd from Canal to Winn -	\$800
(xiii) Kiser Rd from Krouse to Keller -	\$400
(xiv) Kiser Rd from Keller to Canal -	\$1,550
(xv) Link Rd from Powerdam to Powerdam -	\$200
(xvi) Wilhelm Rd from Watson to McCollister -	\$2,900
(xvii) Wilhelm Rd from McCollister to Garman -	\$1,450

ii) **Total estimated expenses by Co Engineer for 2016 is \$74,450 reduced from original \$131,522**

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

- (1) In 2013 Trustees determined to insulate the maintenance building on Hammersmith rd.
 - (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) It was reported that no work on this project took place in April.
 - (v) Mr. Peck noted that this is a busy time of year and this is a small project. He will again contact Richland to urge completion.

- (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) In the March session it was reported that no bids or quotes had been acquired, however, Mr. Peck stated that he had contacted Tressler's Plumbing, Memmers Plumbing and Y2K plumbing of Def. All agree to provide quotes for review in the Twp's April session.
 - (iii) Mr. Peck reported that he had acquired quotes from:
 1. Y2K Plumbing bid \$6,363
 2. Memmer's Plumbing bid \$7,216update.
 - (iv) Trustee Mayer moved to accept the bid of Y2K plumbing.
 - (v) Trustee Shaffer seconded

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

The Y2K bid was accepted.

- (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: \$19,409.14 – thru March 4th.

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- the range includes:
 - (1) 100k noted in ii below includes twp items 1, 2 & 3 above) plus
 - (2) (\$74,450 f eng report - plus
 - (3) The proposed tractor and mower purchase is estimated at 56k for tractor & 15k for mower = \$71k.

- 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, on this agenda plus salaries, mowing, snow removal etc. This range does not include a truck purchase in 2016.
 - (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 **\$19,052**
 - (3) Total road fund revenues year date are **\$72,424**

 - (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 4-14-2016** and is presented to Trustees as **exhibit 6-C** of this agenda. The update includes expenditures from future OPWC grants that the Twp. might receive.
 - (a) Current status – the OPWC report (exhibit 6-c indicates that the Twp has used \$13,161.63 of future grant funds. The Engineers have posted the 2015 grant of \$16,067 and the 2016 grant of \$34,355 against the previous future used grant funds. refer to exhibit 6-c for details.

(b) 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 May work assignments for the Twp. crew are noted in the April monthly road report.

e) Twp cemeteries –

- i) Trustees noted that grass is growing through the stone roads in the cemeteries.
- ii) Trustees instructed operators to place salt on the roads. This should kill the grass.
- iii) The Chair asked if there are any cemetery issues to be discussed.
 - (1) There were none

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

a) Monthly (April 16) GrassRoots clippings was distributed as exhibit 7a

ORDER OF BUSINESS NO. 8- Old Business

a) During the February session Trustees received notice from the County Commissioners Office of a 2016 County wide demolition program.

- i) This is grant money from the Moving Ohio Forward prog that can be used to demolish abandoned or blighted residential structures.
- ii) There is a limit of 1 project per political subdivision and entries must be provided to the Commissioner's Office by May 1, 2016.
- iii) Trustees believe that a property on Parkview drive is a candidate for this effort.
- iv) In April Trustees learned that the State of Ohio owned this house and sold it at auction. Trustees are attempting to find the new owner to discuss this opportunity.

b) Trustee Mayer attended a meeting regarding the construction of a possible trail along the Maumee River bank. There is a portion of the river bank in Def Twp. the meeting was held April 5th at Farnsworth Park in Waterville.

- i) Trustee Mayer reported this project is just beginning and no immediate action is necessary. Trustees will continue to monitor.

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

- i) There was none.

ORDER OF BUSINESS NO. 9 - New Business.

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

- i) Trustee Shaffer noted he had been in contact with the City of Def Fire Department and the Def. co. EMA regarding a possible FEMA grant to secure tornado warning sirens for rural Twp residents.
- ii) The fiscal office emailed the information to Trustees April 24th for discussion at the April 26th Twp session.
 - (1) See emails for details –
 - (2) Mr. Shaffer reported that the filing deadline has passed for 2016. He will re-contact EMA & Maumee Valley Planning in the fall of 2016 to ensure meeting the deadline for 2017 participation.
 - (a) Trustees approved Mr. Shaffer to coordinate the application through Maumee Valley Planning.
- iii) Mr. Peck stated that John Botts has submitted an employment application.
 - (1) Trustees noted that there are no openings as of this session, the application will be kept on file for 6 months.

b) The Chair 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. 10 - NEXT MEETING:

a) The next regular session.

Date: Tuesday – May 24th, 2016.

Time: 7:00 p.m.

Place: Northwest Ohio Real Estate Services - 618 S Clinton St, Defiance, OH 43512

ORDER OF BUSINESS NO. 11 – Adjournment:

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

It was moved by: Shaffer

SECOND by: Mayer

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