

Minutes
DEFIANCE TOWNSHIP TRUSTEES
May 24th, 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, May 24th, 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, David Bulka 105 South Second Street, Oakwood, Ohio, and Jerimiah Marshall of 321 Upton Street, Holgate, Ohio.

Visitors present: Cynthia Bulka 105 South Second Street, Oakwood, 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 March 22nd, 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.

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 April - noted a primary checking reconciliation balance of \$302,040.58-- balance is minus the outstanding checks and Township investment funds & is taken from the Bank's monthly statement.
- b) Receipt report:
 - i) Receipts for May (UAN software-) were \$9,844.15
- c) Payment reports:
 - i) Payments for May (UAN software-) were \$70,843.71.
- d) The Cash fund summary through May 22nd, 2016, (UAN software) showed an "ending fund balance" of \$934,746.52.
 - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$469,576.87.
- e) Appropriation Status showed that through May 22nd, 2016 (UAN software), 12.00% 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 5-22-16 was \$705,296.63.
- g) May bills – Trustees Reviewed – Discussed and Signed.
- h) Payroll & the time cares of May (time cards provided trustees prior to session) – Trustees Reviewed – Discussed and Signed.

Mr. Peck requested a motion to accept the **May** 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) Mayl report –
 - i) Issued permit to Kevin Fackler- 13431 St rt 15- for porch roof
 - ii) Started permit applications for:
 - (1) Dwey Mast on Krouse road &;
 - (2) Gary Jackman st rt 15
 - (a) contacted soil and water- for site reviews
 - (3) Got site reviews for James Gee and Randy Ordway back from soil and water
 - (4) Went to dead end cycles to view signs he put up addressing issues raised at 4-26 zoning appeals bd hearing – slow down and noise
 - (5) Researched high grass complaints:
 - (a) 15732 Power Dam rd- Jebb- was mowed
 - (b) 14529 Power Dam - Jones- deceased- not mowed yet
 - (c) 15779 St RT 111- foreclosed property- not mowed- contacting mortgage co
 - (d) DAV- st rt 111- partly mowed
- b) The Appeals Bd met at 6:30p; today – May 24th, 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 had 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).
 - iii) At the session this evening the Appeals board granted two “conditional use” permits:
 - (1) For the operation of a cottage business from the property and;
 - (2) For the construction of a building on this property for storage.
 - (3) The Appeals Bd attached two conditions:
 - (a) The conditional use permit is to be reviewed by the Appeals Bd in six (6) years and;
 - (b) If the property is ever sold the conditional use permit to operate the cottage business expires.
- 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) Mr. Shaffer noted that the John Deere tractor used for mowing Twp roads is down. It is believed a clutch is out and there are other unknown issues.
 - (a) As mowing is behind Mr. Shaffer stated he contacted Kenn-Feld John Deere eq dealer – Napoleon, Ohio store. Kenn-Feld will rent the twp a John Deere 6230 tractor on a hourly use rate of \$20 per hour.
 - (b) Kenn-Feld is to diagnose and quote repairs to the Twp’s tractor.
 - (i) Trustee Mayer moved to accept the rental quote of \$20 per hour based on the equipment’s hour meter; as proposed by Kenn-Feld store.
 - (ii) Trustee Shaffer seconded
- YEA(s) 3 NAY(s) 0 Passed X Failed
- The motion to rent a John Deere 6230 from kenn-feld Napoleon, Ohio store was approved.
- (2) Mr. Shaffer stated that the Twp’s backhoe is down – no hydraulic steering or brakes. The Twp’s mechanic Mike Daniels is unable to keep up due to the age and continuous break downs of the Twps old equipment. Mr. Daniels is also a mechanic for the Ohio Dept. of Transportation, and has a personal business. There is just not enough time to have Mr. Daniels keep Twp eq up at this time. Mr. Shaffer suggests the Twp take the equipment to vendors to get equipment caught up and running.
 - (a) Mr. Shaffer moved to take the Twp’s backhoe to Machinery Servies on spruce street, in Defiance

for repairs with approval to proceed with repairs upto \$5,000.

(b) Mrs. Mayer seconded

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

The motion to have the Twp's backhoe repaired at Machinery Services at a not to exceed cost of \$5,000 was approved. .

(3) Mr. Shaffer noted that the Twp's Dodge pickup truck needs serviced. There is a check engineer light. This unit is not critical to accomplishing Twp tasks at this time – Mr. Daniels will address time permitting.

(4) Mr. Shaffer noted that the Twp's Ford F550 truck is down. The issues include a master cylinder.

(a) Mr. Shaffer moved to take this truck to Jimmy truck of Defiance for repairs not to exceed \$2,000.

(b) Mrs. Mayer seconded

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

The motion to have the Twp's Ford F550 repaired at Jimmy Truck of Defiance at a not to exceed cost of \$2,000 was approved. .

(5) Mr. Shaffer stated that the International dump truck is losing oil. Shaffer suggested that this unit is not critical to the needs of the Twp as this time and should be reviewed at the June twp Session.

(a) Trustees concurred.

(6) Mr. Shaffer reported that the Twp's John Deere zero turn mower has tire air leaks. Shaffer suggested the unit be taken to the Ken-Feld group in Napoleon, Ohio, for routine service.

(a) Trustees concurred.

(7) Trustees noted that the Twp's maintenance building overhead door on the northeast side needs repaired.

(a) This was assigned to John Diemer.

- 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 (May) we await further contact from Dodge.
- c) 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 2016 annual Ohio Twp Association winter conference and trade show in Columbus, Ohio, Trustee Shaffer discussed the possible acquisition of a JD 5000 series tractor with front end bucket (unit with a 100 horse power motor) through the State Bid process. A floor vendor estimated a price of \$56k more or less.
 - (a) At the (April) Trustees session, Trustees reviewed two state bid quotes – (see mins of the April session for details.). Trustees adopted resolution 2016-11 authorizing the purchase of the equipment.
 - (b) Trustees ordered the unit from a local dealer (kenn-feld group in Napoleon, Ohio, for the State Cooperative purchase price agreement of \$65,655.92 – the price included a bat wing John Deere mower.
 - (2) As of this session – The Twp awaits delivery of the tractor and the mower.
- d) 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) All June work items are noted on the report. Operator's should refer to the report for their assignments.
 - ii) The June Rd review is to be by Trustee Peck.
 - iii) The Chair asked for discussion?
 - (1) All roads need mowed – equipment is down
 - (2) Cromley needs cold patch.
- b) During the April Twp session, Mrs. Mayer was approved to order asphalt grindings from Gerken Paving.
- i) The Twp has acquired approximately 10 loads as of this session (May).
 - ii) Cost is approximately \$63 per load.
 - iii) It was determined that three (3) more loads will be acquired in June.
- c) During April's session Trustees instructed operator's to purchase & install a catch basin on Ball rd. the catch basin is to be purchased from Loop paving.
- i) There was no progress on this project.
- d) Trustees then determined to purchase 2 catch basins and replace tile on Krouse road south of Hammersmith.
- e) Mr. Shaffer was to contact County Engineer Warren Schlatter to have the County repair a road issue at Ginter and Carter.
- f) **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 – reviewed as exhibit 6-b during the April session..
 - (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: - all completed as of 5-24 twp session.**

- (i) Ball Rd from Krouse to Canal - quoted \$200- billed \$1142.67
- (ii) Ginter/Carter from St Rte 66 to city limits - \$4,900- - not done
- (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 – all bowman areas \$13,270.04
- (vii) Def/Pau Co line #10 from .5 miles east of Campbell to Williams - \$1,800-
- (viii) Def/Pau Co line #10 from Williams to St Rt 66 - \$1,800
- (ix) Def/Pau Co line #10 from St Rt 66 to Holly E 1 mile - \$1,250
- (x) Def/Pau Co line #8 from .45 n of Hammersmith to Powers rd –
 1. All areas billed at \$5,652.59
- (xi) Garmin (McCollister – Wilhelm) -\$2,601.67 – billed \$2,601,67
- (xii) Kibble rd from Canal to Winn - \$800 – billed \$999.63
- (xiii) Kiser Rd from Krouse to Keller - \$400
- (xiv) Kiser Rd from Keller to Canal - \$1,550-
 1. All areas billed \$4,909.49
- (xv) Link Rd from Powerdam to Powerdam – 4457.44

- (xvi) Wilhelm Rd from Watson to McCollister - \$2,900-
- (xvii) Wilhelm Rd from McCollister to Garman - \$1,450
 - 1. All areas billed \$4628.45
- (xviii) Patching billed at \$33,662.18

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) As of this session the project is complete.- \$12,295- check is part of this month's billing.
- (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.- see mins from Sept 15 session forward for details.
 - (b) In the april 2016 Twp session, Trustees awarded the project to Y2K Plumbing of Defiance for a quote of \$6,363
 - (c) Project update...
 - (i) Mr. Peck stated he was informed by the contractor that the project will be done in June.
- (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.
 - (e) If no new billing is received by the June Twp session this item will be removed from future agenda's until purchasing resumes for the winter of 2016-17 in the fall of 2016.
- (4) Trustees determined that quotes will be acquired to have "korvac" heat installed in the Twp's Maintenance building on Hammersmith rd.
 - (a) Quotes to be reviewed at the Twp's June session.

g) 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 \$243,000 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 67k for tractor & mower.
- 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 **\$69,795.71**
 - (3) Total road fund revenues year date are **\$80,422.94**
 - (4) A recap of the OPWC grants – see minutes of previous sessions for history. The last update from the **Co Engineer's Office was dated 4-14-2016** and was presented to Trustees as **exhibit 6-C** of the April 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.

- h) Trustees noted that the June work assignments for the Twp. crew are noted in the May monthly road report.
- i) Twp cemeteries –
 - i) 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 (May 16) GrassRoots clippings was distributed as exhibit 7a
- b) Exhibit 7-b, a notice from Stoneco of Paulding – their annual customer appreciation bbq is June 2nd 11a to 1 p.
 - i) The located is 13762 Rd 179 – Oakwood, Ohio
 - ii) Twp staff is invited to attend.

ORDER OF BUSINESS NO. 8 - Personnel safety:

- a) The CDL random testing program – Trustees were referred to exhibit 8-a
 - i) Trustees to have noted Twp employees at the testing as noted.

ORDER OF BUSINESS NO. 9- Old Business

- a) The Chair asked if there was any old business to come before the Board.
 - i) There was none presented.

ORDER OF BUSINESS NO. 10 - New Business.

- a) The Chair asked if there is any new business to come before the board?
 - i) There was no new business discussed.

ORDER OF BUSINESS NO. 11 - NEXT MEETING:

- a) The next regular session.

Date: Tuesday – June 28th, 2016.

Time: 7:00 p.m.

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

ORDER OF BUSINESS NO. 12 – Adjournment:

Mr. Peck requested a motion to adjourn the meeting of May 24th, 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