

Minutes
DEFIANCE TOWNSHIP TRUSTEES
June 23rd, 2015 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, June 23rd, 2015 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, & Charles A. Bakle Jr., 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: Mike Daniels 21786 State Rte 637 & Jason Shaffer 13386 State Rte 15, Defiance, Ohio.

Visitors present: Penny Bakle 1204 Wayne Ave., & JoEllen Houck, 8 Deville Drive, Defiance, Ohio.

ORDER OF BUSINESS NO. 1

Reviewed and approved the minutes of the previous session.

Mr. Bakle requested a motion for the approval of minutes from the May 26th, regular Township session.

Mr. Peck 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 May - noted a primary checking reconciliation balance of \$302,226.20-- balance is minus the outstanding checks and Township investment funds & is taken from the Bank's monthly statement.
- b) Receipt report:
 - i) Receipts for June UAN software-) were \$17,606.07
- c) Payment reports:
 - i) Payments for June (UAN software-) were \$57,719.81.
- d) The Cash fund summary through June 23rd, 2015, (UAN software) showed an "ending fund balance" of \$941,301.86.
 - i) The "cash available" for encumbrances (current reserve- UAN software) was \$402,402.17.
- e) Appropriation Status showed that through June 23rd, 2015 (UAN software), 14.3% 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 06-23-15 was \$704,972.09.
- g) Trustees reviewed and signed the June bills.
- h) Payroll & Junes time cards (time cards provided trustees prior to session) – Trustees Reviewed & signed the time cards.

Mr. Bakle requested a motion to accept the **June** financial reports.

MOTION by: Peck

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) June report –
 - i) No building permit were issued.
 - ii) The following permit packets were issued to the following.
 - (1) Sheila Vincent on Hammersmith Rd. for a pole barn. Was unable to receive her paperwork. She was on vacation. All approved.
 - (2) Jimmy Burns on Ball Rd. for a pole barn. Pending Water/Soil approval.
 - (3) Nolan Killion on Power Dam Rd for a garage. Pending Water/Soil approval.
 - iii) Notice to residences. No Camper/RV is to be used as a perminate residence in Defiance Township. per Township Zoning Regulations. Trustees have been made aware of the issue as well as Defiance County Prosecutors Office.

Jason Shaffer
Defiance Township[Zoning Inspector
Defiance, Ohio 43512

- b) The Chair asked if there were any Zoning issues to be discussed by the Trustees.
 - i) There were none.

ORDER OF BUSINESS NO. 5 -- Equipment;

- a) The Chair asked if there were any comments or concerns on current or proposed new eq.
 - i) Mike Daniel reported that the skid loader is at life's end. The hydraulic hoses and fittings are corroded from years of winter salt exposure. Daniel estimated that the unit has a couple of years remaining but will be more costly to keep operational.
 - ii) Daniel reported that the John Deere tractor is barely adequate in size to use the current Twp mower. He has spaced out the wheels for stability.
 - (1) Trustees are considering the possibility of purchasing a replacement tractor.
 - (2) Trustees appointed Trustee Peck to research the possibility of a lease.
 - iii) Trustees also were concerned that possibly some of the equipment issues are caused by operators not sufficiently trained in the use of said equipment.
 - (1) Trustees directed that Jason Shaffer and John Diemer conduct training for all other part time Twp operators. (Shaffer and Diemer are ODOT employees and are fully trained by ODOT in equipment operations and maintenance).
 - (2) Trustees also directed that all Twp equipment operators should/must fill out pre-trip inspection forms. As Twp mechanic - Mike Daniel was assigned by Trustees to instruct the operators on the pre-trip inspection.
 - iv) Trustees to continue their study of the possibility of replacing certain items.
 - v) There were no other eq issues noted.

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

- a) The monthly road inspection report –from Trustee Peck was reviewed.
 - i) It was noted the Twp operators need to continue mowing which is behind due to the many rain events of this spring and early summer.
 - ii) It was noted by Mr. Peck that during mowing operations there was an area on the north side McCollister Rd that was tore up.
 - (1) Trustees assigned Twp operator Fisher and John Diemer to repair.
 - iii) The July Rd review will be by Trustee Mayer.
- b) **2015 Road projects:** During the January 2015 session Trustees were provided a proposed list of projects for 2015 presented as exhibit 6-c – from the Engineer's office.
 - i) As of the 6-23-15 Trustee session the proposed work list was as follows with an anticipated expenditure totaling \$123,028 more or less.
 - ii) Proposed projects as of 06-23-15 are as follows- engineer's work is in bold – twp projects are not in bold:

- (1) **Bowman Road:**
 - (a) **Chipseal:** from Power Dam to Twp line - \$40,818
 - (b) **Hot mix patch:** from Power Dam to Twp line - \$16,776 – completed.
 - (c) **Pavement markings:** from Power Dam to Twp line - \$3,051
 - (d) Trustees noted a slight adjustment to this project at their March session:
 - (i) 1/3 of the road will have a fog sealant applied to the chip/seal, 1/3 a micro sealant, and 1/3 with just the chip/seal.
 - (ii) This is to test the longevity of the various applications related to the cost per lane mile to determine the most cost efficient process.
 - (iii) The additional project cost was estimated by Mr. Bakle at \$5,000.
- (2) **Karnes Road:**
 - (a) **Chipseal:** from Bowman to Watson- \$11,044
 - (b) **Hot mix patch:** from Bowman to Watson - \$1,432– completed.
 - (c) **Pavement markings:** from Bowman to Watson - \$342.00
- (3) **Keller:**
 - (a) **Chipseal:** from Powers to Kiser- \$4,252.00
 - (b) **Hot mix patch:** from Powers to Kiser - \$767.00– completed.
- (4) **Singer:**
 - (a) **Chipseal:** from State Rte 111 to Hammersmith - \$4,806
- (5) **Sponseller:**
 - (a) **Chipseal:** from Paulding Co Line rd to Bowman – \$9,722.00
- (6) **Defiance – Paulding Co Line Rd #10**
 - (a) **Hot mix patch:** from State Rte 66 west to Twp line - \$4,910.00– completed.
- (7) **Defiance – Paulding Co Line Rd #8**
 - (a) **Hot mix patch:** from S. of Hammersmith for 2,025'- \$6,245.00– completed.
- (8) **Defiance – Paulding Co Line Rd #8**
 - (a) **Hot mix patch:** from Hammersmith to Powers - \$818.00– completed.
- (9) Pour cement floors in Twp salt bins at Hammersmith rd:
 - (a) Trustees approved during their April 2013 session to add floors to the salt bins.
 - (b) see mins from April 2013 forward for details.
 - (c) the south side floor was completed Oct 25th, 2014.
 - (i) Trustees approved the Twp staff to do the north side in spring of 2015 due to winter weather.
 - (ii) Trustees scheduled this to be addressed in July.
- (10) In the March 2014 session Trustees approved the berming of Cromley Road to reduce or eliminate drop off.
 - (a) Trustees assigned this to staff as soon as possible.
 - (b) There was no work done on this in June.
- (11) In the March session Trustees instructed staff to complete the insulation of the maintenance building as directed in 2013.
 - (a) Trustees had previously directed staff to address in November, December etc with a not to exceed expense of \$3,000 for materials.
 - (i) There has been no progress as of the last Twp meeting.
 - (ii) Trustees said this should be done in early fall of 2015 due to other priorities.
- (12) At the May Twp meeting – Trustees approved the hiring of Benedele Const of Def. to address a crossover on Def Paulding Co line rd #10 –
 - (a) Status report
 - (i) Upon a site review in June no failure could be confirmed. Trustees placed this project on hold. Mr. Bakle is to review the issue with County Engineers.

(b) Estimated cost....

c) A financial impact review by the fiscal officer:

i) As of this session total anticipated cost of all proposed and approved projects for 2015 are estimated to be \$141,000 more or less (\$128,028 f eng report plus items 11, 12 and 13- estimated \$13,000 + estimated \$5k for various sealants on the Bowman rd project.

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 9, 10, & 11 – salaries, mowing, snow removal etc. which are not part of the engineer's projects list.

iii) Total road expenses anticipated for 2015 would be \$141,000 plus \$87,000 for an estimated total of \$226,000.

(1) Anticipated 2015 revenues as noted in the 2015 amended certificate from the County Auditor for road work was \$165,615.00.

(2) Total road expenses year to date are **\$70,230.97**

(3) Total road fund revenues year date are **\$93,336.46**

(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 6-02-2015** and was presented to Trustees at the June 2015 session as exhibit 6-b. 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) The amount of future grant funds posted per the County Engineer's letter dated June 2, 2015 for work done on June 1, was \$375.00. This work was for dura-patching on Defiance – Paulding Co Line Rd from Powers to Hammersmith, Singer Rd, and LakeView Drive.

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

(d) 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) The Chair asked if there were any new proposed 2015 projects that are not now on the above project list:

i) None were proposed at this time.

e) Trustees again noted the May work assignments for the Twp. crew are noted in the monthly road report.

f) Twp cemeteries –

i) Trustee Peck was appointed to coordinate the placement of a tombstone base as a stone is falling over due to a broken base.

ii) There were no other cemetery issues discussed.

ORDER OF BUSINESS NO. 7 – Personnel:

a) Fraud reporting procedure forms for Twp employees – Rivers, Fisher and S. Mckibben were discussed. Trustees need to acquire signatures on the acknowledgement of receipt form and return to the fiscal officer for filing.

i) These were provided to Mr. Bakle in the March 15 session...

(1) Not yet completed.

ORDER OF BUSINESS NO. 8 - Handouts were distributed as noted below:

a) Monthly (June 14) GrassRoots clippings – **exhibit 8a**

b) Notice from Stoneco of their annual customer appreciation picnic – exhibit 8-b

i) Thursday, June 25th

ii) 11a to 1 p

- iii) At their Auglaize Quarry – 13762 Rd 179, Oakwood, Ohio
- iv) Just show up
- c) Notice from Def Co Soil and Water of an open house – exhibit 8-c
 - i) 3p to 7p, Monday, August 10, 2015
 - ii) Evergreen Office Complex – 6879 Evansport rd, Defiance, Ohio.

ORDER OF BUSINESS NO. 9 – Old Business

- a) The Fire – Rescue service contract – modified to freeze cost increases for a 5 yr period.
 - i) Trustees adopted resolution 2015-15 at their May 2015 session and signed the new contract.
 - ii) The contract has been forwarded to the City for their signatures.
 - iii) The Twp awaits an signed fully executed copy from the City as of this session.
 - iv) Annual cost will be \$54k per year through December 31, 2019.

- b) On June 17th, at the request of Def. Co. EMA, Trustees held an emergency phone conference to discuss a Twp response to the impact on Twp resident homes along the Auglaize River in Defiance Twp. Over the previous days heavy rains have caused flood conditions and the river continues to raise as of the ph conf. EMA had received requests for sand from citizens - EMA policy provides 100 sand bags free to citizens impacted by the flood water for citizens requesting the bags. EMA does not provide sand or labor. Other political subdivisions have provided sand. EMA asked if Def Twp wished to provide sand so that EMA could inform the citizens making inquiry.
 - i) Trustees vote 3 yeas – 0 nays to provide sand and order sand from Baker-Shindler Ready mix in Defiance, for 500 sand bags. The sand was placed at the Twp maintenance building on Hammersmith rd. EMA will inform those citizens making inquiry where the sand is located.
 - ii) As of 6-17 email from ema the following residents have requested sandbags:
 - (1) Jamie Cameron 14748 Power Dam Rd
 - (2) Nate Killion St Rt 111
 - (3) Nolan Killion 14660 Power Dam Rd
 - (4) Nick Killion 14685 SR 111
 - (5) Nancy Lauber 15851 SR 111
 - iii) There was no further discussion...

- c) The Chair asked if there was any other additional old business to come before the Board?
 - i) There was none.

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 none.

ORDER OF BUSINESS NO. 11 - NEXT MEETING:

- a) Regular scheduled session.

Date: Tuesday – July 28th, 2015.
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. Bakle requested a motion to adjourn the meeting of June 23rd, 2015

It was moved by: Mayer

SECOND by: Peck

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