

*Minutes*  
***DEFIANCE TOWNSHIP TRUSTEES***  
***June 28<sup>th</sup>, 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, June 28<sup>th</sup>, 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- Defiance, Ohio, 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 May 24<sup>th</sup>, 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 May - noted a primary checking reconciliation balance of \$288,911.75-- 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 \$18,241.23
- c) Payment reports:
  - i) Payments for June (UAN software-) were \$28,287.33.
- d) The Cash fund summary through June 27<sup>th</sup>, 2016, (UAN software) showed an "ending fund balance" of \$924,700.42.
  - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$479,666.57.
- e) Appropriation Status showed that through June 27<sup>th</sup>, 2016 (UAN software), 14.00% 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 6-27-16 was \$705,327.55.
- g) June bills – Trustees Reviewed – Discussed and Signed.
- h) Payroll & the time cares of June (time cards provided trustees prior to session) – Trustees Reviewed – Discussed and Signed.

Mr. Peck requested a motion to accept the **June** 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) June report –
  - i) permits issued
    - (1) James gee campbell rd- garage
    - (2) Dewey Mast - Krouse rd - 2 pole barns
    - (3) Jaime Price - cromley road - pole barn
    - (4) Gary Jackman- st rt 15 - room addition
    - (5) Susan L Tucker Castle- Def/pauld co ln - pole barn
  - ii) Tall grass
    - (1) Checking on one on Power Dam Road- in foreclosure
    - (2) M&M Mortgage - 15779 st rt 111- still not mowed
    - (3) Former DAV- Sent letter has till 06/30 to mow
  - iii) Mike Gomez talked about zoning issue

Respectfully submitted  
John Diemer, Twp Zoning Inspector

- 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) Mr. Shaffer noted that the John Deere skid loader and the John Deere backhoe were down.
    - (1) Trustees decided to have the unit taken to the Kenn-feld dealership in Napoleon, Ohio, for repairs.
    - (2) The backhoe is to be taken to Machinery Services on Spruce street in Defiance for repairs.
- 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) air bags was received.
  - i) Per that notice – Dodge will send another notice when parts for the repair are available to their dealers.
  - ii) As of this session (June 2016) Dodge has sent notice that the unit is to be taken to a Dodge dealer for warranty repair. That notice is provided as exhibit 5-b.
  - iii) Once the work is complete documentation from the repair department should be acquired and provided to the fiscal officer.
    - (1) Twp Operator Jeremiah Marshall was assigned to this task.
- c) Possible purchase of a tractor. A carryover issue from mid- 2015. – see Twp meeting mins from August 2015 forward for a history.
  - i) 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.
    - (1) 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.
    - (2) 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.
    - (3) As of this session – The Twp awaits delivery of the tractor and the mower – expected November 2016.
- d) The Chair asks if there are any other equipment issues to be discussed..
  - i) Mr. Shaffer stated the Twp can not find needed chairs and straps to tie down eq safety on the trailer for hauling to work sites. Shaffer suggested the purchase of four sets – the estimated cost was \$300 more or less.
    - (1) Trustees approved the purchase of said chains and straps and assigned the task to Brian Grant.

- (2) 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 Peck.
- i) All July work items are noted on the report. Operator's should refer to the report for their assignments.
  - ii) The July Rd review is to be by Trustee Mayer.
- b) **2016 Road projects:** see agendas from the January 13th, 2016 re-organizational session forward for a history.
- i) At this session (June) Trustees were provided a revised 2016 project list from the from the Engineer's office – reviewed as exhibit 6-b.
    - (1) proposed projects are as follows- engineer's work is in bold – twp projects are not in bold. Projects completed as noted in the May minutes have been removed from the agenda.

(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) Ginter/Carter from St Rte 66 to city limits - \$4,900- - not done

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: Projects completed as noted in the May minutes have been removed from the agenda.

(1) 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) As of this session a portion of the work is completed and has been billed to the Twp. see bill from Y2K in this meetings bills.

(2) 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.

- (a) Project update...none as of the June session.

(3) During the May Trustees session – Trustees determined to purchase 1 or 2 catch basins/grates and replace tile on Krouse road south of Hammersmith.

- (a) Project update....none as of the June session.

(4) During the May session Mr. Shaffer approved to contact County Engineer Warren Schlatter to have the County repair a road issue at Ginter and Carter.

- (a) Project update..
  - (i) Mr. Peck thought this may be completed – he will contact the engineer to determine status and report at the July session.

(5) Install kovac heat at Twp maintenance building on Hammersmith rd.

- (a) Trustees determined to pursue this project at the June 2016 session.
- (b) A minimum of Two quotes are to be acquired and reviewed at the July or August sessions.

(c) Mr. Peck stated he will contact Morris Heating and Y2K Plumbing and contracting and will attempt to find another vendor.

(6) At this session (June) Trustees stated that the depression on Def. Co. Rd 10 east of State Route 66 remains.

(a) Trustees approved Mr. Peck to contact Bendele Excavation and to have the issue repaired.

(7) Parkview drive –

(a) Resident Mark Behm – 21762 Parkview contacted trustees and stated that stone berm along a turn in the road near his residence was plowed out during the winter and there is now a large drop off and hole.

(i) Trustee Shaffer is to review this concern and instruct Twp operators to repair.

**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 \$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 **\$76,902.59**

(3) Total road fund revenues year date are **\$89,101.57**

(4) A recap of the OPWC grants – see minutes of previous sessions for history. An updated has been received from the **Co Engineer's Office was dated 6-14-16** 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) On May 31<sup>st</sup> engineers staff removed tree(s) along Hammersmith rd - \$1,363.50

(b) On June6 – enginner's staff did grader work on May rd. - \$134.90

(c) Current status – the OPWC report (exhibit 6-c indicates that the Twp has used \$14,660.04 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.

(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 8 years or a total of \$200k remaining give or take.

d) Trustees noted that the July work assignments for the Twp. crew are noted in the June monthly road report.

e) 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 (June 16) GrassRoots clippings was distributed as exhibit 7a

b) Exhibit 7-b was a notice from Stoneco of Paulding of a proposed price increase on certain stone classifications at certain quarries.

i) There was no additional discussion...

- c) Exhibit 7-c was a notice of the 3<sup>rd</sup> quarter Def. Twp Association meeting.
- i) To be held:
  - (1) July 21<sup>st</sup>
  - (2) Farmer American Legion Hall
  - (3) Trustees were to Rsvp if they plan to attend – Colleen Cape 419 298 3307

**ORDER OF BUSINESS NO. 8- 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. 9 - New Business.**

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

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**ORDER OF BUSINESS NO. 10 - NEXT MEETING:**

- a) The next regular session.

**Date:** Tuesday – July 26<sup>th</sup>, 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 June 28<sup>th</sup>, 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