

Minutes
DEFIANCE TOWNSHIP TRUSTEES
July 28th, 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, July 28th, 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, John Diemer 23361 Defiance-Paulding Co Line Rd 10 & Jason Shaffer 13386 State Rte 15, Defiance, Ohio.

Visitors present: Patti Diemer 23361 Defiance-County Line Rd 10, & 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 June 23rd, 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 June - noted a primary checking reconciliation balance of \$338,227.28-- balance is minus the outstanding checks and Township investment funds & is taken from the Bank's monthly statement.
- b) Receipt report:
 - i) Receipts for July UAN software-) were \$14,528.94
- c) Payment reports:
 - i) Payments for July (UAN software-) were \$10,127.52.
- d) The Cash fund summary through July 25th, 2015, (UAN software) showed an "ending fund balance" of \$945,703.28.
 - i) The "cash available" for encumbrances (current reserve- UAN software) was \$546,566.63.
- e) Appropriation Status showed that through July 25th, 2015 (UAN software), 15.0% 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 07-25-15 was \$705,002.99.
- g) Trustees reviewed and signed the July bills.
- h) Payroll & July's time cards (time cards provided trustees prior to session) – Trustees Reviewed & signed the time cards.

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

MOTION by: Peck

SECOND by: Mayer

The financial reports were approved.

ORDER OF BUSINESS NO. 4 – Zoning - Status update on the following zoning Issues as of this session:

- a) July report –
 - i) Building Permits were issued to the following
 - (1) Nolan Killion on Power Dam Rd. for a Pole Barn.
 - ii) Variance Paperwork was given to Ron Yaw on Link Rd. for a Garage on the south part of his property.(Within 10ft of property line)
 - iii) 3 High Grass warnings was given to Alva Rosebrock on CR424. He said that he would mow it as soon its dry enough.
 - iv) Received an E-Mail from Tim reference a Tattoo Shop (Permanent Cosmetics) No response from them this time.

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) Trustees Bakle and Mayer asked if the zoning inspector was aware of a construction project on the Ankney property on Hammersmith Rd. Shaffer stated he had not issued a permit and was unaware but would check out the issue.
 - ii) Trustees were informed that a Ron Yaw of Defiance Twp has applied for a setback variance for construction of an out building. The fiscal officer will inform the Appeals Bd and set up the hearing.
 - iii) There were no other zoning issues reported.

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 all equipment was up and running.
 - ii) Mrs. Mayer asked if a used tractor for roadside mowing had yet been found.
 - (1) Shaffer and Daniels stated, not at this time, but they will keep looking.
 - iii) Jason Shaffer asked for permission to purchase a 12” to 14” chain saw – needed for small trimming in twp cemeteries and road side brush.

Mr. Bakle requested a motion to approve the purchase.

MOTION by: Peck

SECOND by: Mayer

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

The proposed purchase was approved.

- b) The fiscal officer noted that he had emailed Trustees notice of a recall on the Twp’s 2013 Dodge 1500 (half ton) issue is air bags.
 - i) Per the email – Dodge will send another notice when parts for the repair are available to their dealers.
- c) 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) Noted mowing needs to be caught up.
 - ii) Trustees discussed a change in employee assignment via the road report form.
 - (1) Young resigned (see personel section of this minute).
 - (2) Trustees assigned roads previous assigned to Young:
 - (a) Link – Rivers
 - (b) Bowman – Diemer
 - (c) Karnes – Fisher
 - iii) Trustees are to contact Mike Mckibben and assign him to sprav weeds at Cromlev and Taylor

cemeteries.

- (1) The fiscal officer requested that a copy of McKibben's latest license (for spraying chemicals) be provide for the files. Insurance requires that an update license be on file.
 - (a) Trustees are to acquire this license.
 - (b) The current license on file is out of date.

iv) The August Rd review is to be by Trustee Bakle.

a) **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.

v) As of the 7-28-15 Trustee session the proposed work list is as follows with an anticipated expenditure totaling \$123,028 more or less. Project or portions of projects that have been completed are removed from this agenda. For a history see minutes of Twp sessions from January 2015 forward.

vi) Remaining proposed projects as of 07-28-15 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) **Pavement markings:** from Power Dam to Twp line - \$3,051
- (c) 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) **Pavement markings:** from Bowman to Watson - \$342.00

(3) **Keller:**

- (a) **Chipseal:** from Powers to Kiser- \$4,252.00

(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) 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.
 - (iii) Employees reported this project has not yet been done due to their other work.
 - (iv) Trustees stated this should be a priority in August.

(7) 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) Not yet done.

(8) 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) During the June session, Trustees said this should be done in early fall of 2015 due to other

priorities.

- (9) 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.
- (ii) Mr. Bakle reported that the County could not find a failure.
- (10) Trustees noted that repairs to the ditch area of McColister rd were not made in July. This damage was caused by Twp mowing efforts in June. (very wet conditions).
- (a) Twp staff to address this issue in August.
- (11) Mr. Bakle reported that the County engineer has grant funds available (one time only for asphalt rd projects). This grant is a dollar for dollar grant.
- (a) Trustees agreed that if grant funds are available to Def Twp the Twp would asphalt a ¼ mile of Co Rd 8 and Lakeview with a not to exceed Twp amount of \$30k. (this would be a total of \$60k for the project).
- (b) Mr. Bakle is to review the project proposal with County Engineering.
- (c) This would be a 2015 project.
- (12) Trustees stated they were informed by Tom Mick (Hammersmith rd resident) of a drainage issue which floods portions of several properties on Hammersmith.
- (a) Mr. Peck stated he is aware of the issue and believes the problem is with a drive culvert on the Tim Wiseman property.
- (i) Mr. Peck will contact Mr. Wiseman to see if Wiseman will lower his driveway culvert which should address this issue at least in part.
1. Drive way culverts are the responsibility of the property owner.
- b) 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 from 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 6 through 9 on this agenda – 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 **\$73,369.37**
- (3) Total road fund revenues year to date are **\$102,320.89**
- (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) 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 takes.

- c) The Chair asks if there are any new proposed 2015 projects that are not now on the above project list:
 - i) No additional projects were proposed.
- d) Trustees again noted the August work assignments for the Twp. crew are noted in the July monthly road report.
- e) Twp cemeteries –
 - i) During the May Twp Trustee session – Trustees determined to replace the Tuttle Cemetery name sign at Tuttle Cemetery.
 - (1) The fiscal officer contacted the Co Engineer and the County will make the sign and bill the Twp. Per the email from the fiscal officer to Trustees on 7-23 - Trustees need to provide dimensions or bring the Co Engineer's the sign currently at Tuttle so the Engineer's have one to pattern the replacement sign.
 - 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. Trustees acquired the sign off sheets by these employees in July. All paperwork is now filed in the Twp records. This item will be removed from future agenda's.
- b) Trustees accepted without comment the resignation of Ed Young- a copy of his resignation letter is on file with the Twp personnel records.

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

- a) Monthly (August 15) GrassRoots clippings –was distributed as **exhibit 8a**

ORDER OF BUSINESS NO. 9 – Old Business

- a) The Fire – Rescue service contract – modified to freeze cost increases for a 5 yr period was discussed.
 - 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 City returned a signed PDF version to the Twp in late July. That version was provided to the Prosecutor's Office for their signature.
 - iv) The prosecutor's office provided a signed copy 7-28 to the fiscal officer.
 - v) This copy will be provided to the City via email.
 - vi) This project then will be completed and removed from future agenda's.
- b) The Chair asked if there was any other additional old business to come before the Board.
 - vii) 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) There was none.

ORDER OF BUSINESS NO. 11 - NEXT MEETING:

- a) Regular scheduled session.

Date: Tuesday – August 25th, 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 July 28th, 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