

*Minutes*  
**DEFIANCE TOWNSHIP TRUSTEES**  
**August 25<sup>th</sup>, 2015 MEETING**

The Defiance Township Trustees met in regular session at the Defiance County Commissioners building – 2<sup>nd</sup> Floor conference room, 500 Court Street, in Defiance Township, Defiance, Ohio, on Tuesday, August 25<sup>th</sup>, 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, 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 July 28<sup>th</sup>, 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 July - noted a primary checking reconciliation balance of \$248,451.80-- balance is minus the outstanding checks and Township investment funds & is taken from the Bank's monthly statement.
- b) Receipt report:
  - i) Receipts for August (UAN software-) were \$77,983.54
- c) Payment reports:
  - i) Payments for August (UAN software-) were \$24,256.15.
- d) The Cash fund summary through August 23<sup>rd</sup>, 2015, (UAN software) showed an "ending fund balance" of \$999,430.67.
  - i) The "cash available" for encumbrances (current reserve- UAN software) was \$381,032.99.
- e) Appropriation Status showed that through August 23<sup>rd</sup>, 2015 (UAN software), 17.3% 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 08-23-15 was \$705,032.93.
- g) Trustees reviewed and signed the August bills.
- h) Payroll & August's time cards (time cards provided trustees prior to session) – Trustees Reviewed & signed the time cards.

Mr. Bakle requested a motion to accept the **August** 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) August report –
  - i) Building permits was given to:
    - (1) George Schroeder at 13149 Krouse Rd. For a pole barn.
  - ii) Building Permit packets was given to:
    - (1) Carol Keezer at 15736 SR 111 for a pole barn.
    - (2) Robert Brink at 14845 SR 111 for a pole barn.
    - (3) Kim Oelke at 14727 Power Dam Rd for a pond.
    - (4) John Karnes at 14751 SR 111 for a garage.
    - (5) Marilyn Steel at 19133 Hammersmith Rd. for a pole barn.
    - (6) All are waiting paperwork from Defiance Water/Soil.
  - iii) Variance paperwork was give to:
    - (1) Ron Yaw at Link Rd. Appeals Board hearing is today at 6:30 08/25/2015.
  - iv) Appraisal Company from Cleveland called reference a residence on Power Dam Rd. Wanted to know if the Township had any type of a lean on the residence. The residence is at 14541 Power Dam Rd. I advised her that we at this time did not hold any lean on the residence.
  - v) Adapt Appraisal called in reference to 23179 Watson Rd. Wanted to know code for the property.
    - (1) I advised R1.
  - vi) James Mc Daniel called in reference to putting up a barn/storage building at 1726 Ottawa Ave. After looking up the property at the location. I found out that he does not have the minimum acreage for a building. I advised Mr. Mc Daniel's that if he wanted to, he could file for a Variance.
    - (1) He stated that he could sell his property, and find a place more equipped to build.
  - vii) High Grass letters were given to:
    - (1) Alava Rosebrock at CR 424
    - (2) Charlene Grant at 14292 SR 111.
    - (3) Richard Clark at 24889 Watson Rd. That property has been sold, as well as mowed.
    - (4) David/Rosselyn Wachtman at 13574 SR 15.
    - (5) If these properties have not been mowed by my inspection. I will contact the Defiance County Court.

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) The fiscal officer, (sec't to the Zoning Appeals Bd) noted that Ron Yaw of Defiance Twp applied for a setback variance for construction of an out building.
  - ii) The Zoning Appeals Bd met just prior to the Twp Trustee session & approved the variance request.
- c) During the July Twp regular session Trustees Mayer and Bakle questioned whether the Zoning Inspector was aware of a construction project on the Ankney property on Hammersmith Rd.
  - i) Jason Shaffer reported that the work was for agriculture and a permit was being issued.
- d) 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.
- b) The fiscal officer reported to Trustees at the July 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 (August) we await further contact from Dodge.
- c) Trustees in the May and June Twp regular sessions had instructed employees Shaffer and Daniels to check on a used tractor for roadside mowing –
  - i) There was no progress reported at this session.
- 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 Bakle.
  - i) It was noted that roadside mowing should remain a priority, berm as noted on the report.
  - ii) The September Rd review will be by Trustee Peck.
- b) **A review of the status of the 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 8-25-15 Trustee session the proposed work list is as follows. Projects 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.
    - ii) Remaining proposed projects as of 08-25-15 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
          - (i) Completed – twp awaits billing.
        - (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
          - (i) Completed – twp awaits billing.
        - (b) **Pavement markings:** from Bowman to Watson - \$342.00
      - (3) **Keller:**
        - (a) **Chipseal:** from Powers to Kiser- \$4,252.00
          - (i) Completed – twp awaits billing.
      - (4) **Singer:**
        - (a) **Chipseal:** from State Rte 111 to Hammersmith - \$4,806
          - (i) Completed – twp awaits billing.
      - (5) **Sponseller:**
        - (a) **Chipseal:** from Paulding Co Line rd to Bowman – \$9,722.00
          - (i) Completed – twp awaits billing.
      - (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 25<sup>th</sup>, 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 in July that this project has not yet been done due to their other work.

- (iv) Trustees instructed that the project should be a priority in August.
  - (v) The chair asked for an update.....
    1. Project was scheduled for September 4 and 5 with work to be done by John Diemer, Jason Shaffer and Mike Daniels.
- (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) During the August session Mr. Diemer stated that part of the berming has been completed.
- (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 (by Co Engineer and Trustee Bakle) no failure could be confirmed. Trustees placed this project on hold. Mr. Bakle is to review the issue with County Engineers.
    - (ii) At the July Twp session, Mr. Bakle reported that the County could not find a failure.
    - (iii) At the August session Twp employees Diemer and Shaffer continue to state there is a culvert and or road failure issue.
      1. Trustees approved Diemer and Shaffer to contact the County Engineer and meet him on site where they will point out their area of concern.
- (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.
  - (b) Trustees noted this issue has not yet been repaired and should be addressed in September.
- (11) During the July Twp session, 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) In July - 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 was to review the project proposal with County Engineering.
  - (c) This would be a 2015 project.
  - (d) The chair asked for an update....
    - (i) The fiscal officer noted that the Co. Engineer stated that the grant timeline was expired. That Def Twp had discussed three projects only one was approved.
      1. Defiance Twp was awarded funding (\$15k) for asphaltting Co. Line Rd. 8.
      2. This is a 50-50 match so the Twp has committed \$15k.
    - (ii) The Lakeview and Krouse rd proposed projects were denied as neither met grant requirements according to the Engineer.
      1. Krouse was a dead end rd
      2. Lakeview would need asphalt not micro-surface.
- (12) In the July session 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 was to 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) The chair asked for an update.....
    - (i) Mr. Peck stated that he had contacted Wiseman and Wiseman agreed to replace his

property's drive pipe.

**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 \$161,028 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 + \$15,000 (Twp portion of grant) for asphalt work through the OPWC grant prog. for the Def. Co. Line rd 8 project noted above.
- 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 \$161,028 plus an estimated \$87,000 (see note on regular twp expenses above) for an estimated total of \$248,028.
  - (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 **\$75,253.01**
  - (3) Total road fund revenues year date are **\$135,306.98**
  - (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.
- d) The Chair asks if there are any new proposed 2015 projects that are not now on the above project list:
  - i) (see item 11 above – asphalt grant for Def. Co. Line Rd 8 – in 2015).
- e) Trustees noted that the September work assignments for the Twp. crew are noted in the August monthly road report.
- f) 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 was to make the sign and bill the Twp.
    - (2) The sign was provided to the Trustees as this session.
    - (3) The Twp awaiting billing from the Co Engineer's.
  - ii) The Chair asks if there are any other cemetery issues to be discussed.....
    - (1) There were no other cemetery issues discussed.

**ORDER OF BUSINESS NO. 7 – Personnel:**

- a) In the June 2015 session – Trustees noted a concern with equipment breakdowns (repeated break downs – it was noted that age of equipment and or size of eq may contribute to this problem. Trustees also were concerned that operator error might be playing a roll)
  - (1) Trustees directed that Jason Shaffer and John Diemer conduct training for all 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.

(3) Update on the training....

- (a) Employees present reported they had not had success in setting up the training and will try to accomplish this task in September.
- b) Trustee Mayer stated that she believes the Twp needs to advertise for another part time employee to cover snow removal this upcoming winter (winter of 2015-16).
- i) She notes that with the resignation of Mr. Young and that many of the current part time employees have full time jobs – the Twp cannot maintain snow removal efforts without additional help.

Mr. Bakle requested a motion to publish an advertisement in the Crescent News seeking part time equipment operator.

MOTION by: Mayer  
SECOND by: Peck  
YEA(s) 3      NAY(s) 0      Passed X      Failed

The motion was approved.

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

- a) Monthly (August 15) GrassRoots clippings – **exhibit 8a**
- b) EMA provided notice of several training classes. – **exhibit 8-b.**
  - i) High voltage – 9-16-15, 9:30a.m. 1 hr class at EMA building in Brunersburg.- instruction will be by Northwest Electric of Defiance.
  - ii) Do the Trustees wish to register any of the Twp operators?
    - (1) Mr. Shaffer stated he would attend.
    - (2) There was no other commitments as of this session.

**ORDER OF BUSINESS NO. 9 – Old Business**

- a) The Chair asked if there was any old business to come before the Board.
  - i) 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.

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**ORDER OF BUSINESS NO. 11 - NEXT MEETING:**

- a) Regular scheduled session.

**Date:** Tuesday – September 22<sup>nd</sup>, 2015.  
**Time:** 7:00 p.m.  
**Place:** 2<sup>nd</sup> 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 August 25<sup>th</sup>, 2015

It was moved by: Peck

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