

*Minutes*  
***DEFIANCE TOWNSHIP TRUSTEES***  
***September 22<sup>nd</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, September 22<sup>nd</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, Penny Bakle 1204 Wayne Ave. & JoEllen Houck 8 Deville Dr. all of 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 August 25<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 August - noted a primary checking reconciliation balance of \$317,892.66-- balance is minus the outstanding checks and Township investment funds & is taken from the Bank's monthly statement.
- b) Receipt report:
  - i) Receipts for September (UAN software-) were \$11,201.30
- c) Payment reports:
  - i) Payments for September (UAN software-) were \$90,220.19.
- d) The Cash fund summary through September 19<sup>th</sup>, 2015, (UAN software) showed an "ending fund balance" of \$919,452.19.
  - i) The "cash available" for encumbrances (current reserve- UAN software) was \$296,105.51.
- e) Appropriation Status showed that through September 19<sup>th</sup>, 2015 (UAN software), 25.0% 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 09-19-15 was \$705,062.87.
- g) Trustees reviewed and signed the September bills.
- h) Exhibit 3h-1 – Trustees reviewed a cover letter from the Def Co Auditor's office and a Twp resolution regarding the Defiance Township' anticipated distribution share of the anticipated "Local Gov't Fund monies" for 2016; the Twp can expect to receive a total of \$20,712.88 in 2016. This Twp funding allocation was \$20,354.73 in 2015, \$19,518.60 in 2014, \$19,509.51 in 2013, and in 2012 \$25,522.70.
  - i) The fiscal officer reported:
    - (1) The 2016 allocation is roughly \$400 more than in 2015. As noted above this funding source is more or less steady. The State continues to meet its past promise of a leveling or even slight increase in future years.
    - (2) exhibit 3h-2 was – resolution 2015-16, to accept the 2016 local gov't fund distribution as proposed by

the Defiance County's Budget Commission.

Mr. Bakle requested a motion to adopt resolution 2015-16 (attached) accepting the amount as defined by the County Budget Commission - \$20,712.88.

Mr. Peck moved to approve resolution 2015-16 as presented.

Mrs. Mayer seconded.

The vote being   3   Yea(s)   0   Nea(s)

The resolution was adopted.

- i) The fiscal officer reported that the Twp has received from the Def Co Auditor's office the 2016 anticipated and approved amount the Twp is to receive from the County's General Property tax receipts & the Twp's fire levy. These amounts are to fund the Twp's Gen fund, fire fund & Road and Bridge Fund. The notice estimates the amount the Twp can expect from Inside the 10 mill limitation and from outside the 10 mill limitation (see schedule A of the resolution.)
  - i) The Twp can expect to receive a total for both the general fund and road and bridge (road funds) of \$96,900.00 from the inside millage in 2016. This is roughly a \$5,200 increase from the amount received in 2015 see history j-iii of this agenda.
  - ii) The fire levy (fire combat/ems and ems service levies) (outside millage) will receive a projected \$114,800.00 – see history in j-iii.
  - iii) Recent history of this revenue source: revenues are now increasing after four plus years of slight declines.
    - (1) The road and bridge fund.
      - (a) **2016 \$73,900**
      - (b) 2015 \$68,800
      - (c) 2014 \$67,900
      - (d) 2013 \$68,900
      - (e) 2012 \$70,000
    - (2) The general fund – also increasing slightly
      - (a) **2016 \$23,000**
      - (b) 2015 \$22,000
      - (c) 2014 \$21,800
      - (d) 2013 \$21,800
      - (e) 2012 \$22,500
    - (3) The fire fund: - shows a major increase due to the 2<sup>nd</sup> levy (for ems services) adopted by twp voters in spring of 2015.
      - (a) **2016 \$114,800** (fire/ems levy \$72,300 and ems levy of 2015 \$42,500)
      - (b) 2015 \$72,500
      - (c) 2014 \$71,500
      - (d) 2013 \$72,600
      - (e) 2012 \$72,500
- iv) exhibit 3h-3 is – resolution 2015-17.

Mr. Bakle requested a motion to adopt **resolution 2015-17** (attached) accepting the amounts and rates as determined by the Co Budget committee and authorizing the necessary tax levies and certifying them to the County auditor.

Mr. Peck moved to approve resolution 2015-17 as presented.

Mrs. Mayer seconded.

The vote being   3   Yea(s)   0   Nea(s)

The resolution was adopted.

- j) Payroll & September's time cards (time cards provided trustees prior to session) – Trustees Review – Discussion and Signature.

Mr. Bakle requested a motion to accept the **September** 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) September report –
  - i) Building permits was given to:
    - (1) Robert Brink @ 14845 SR111 for a garage addition.
  - ii) Variance paperwork was give to:
    - (1) Variance for John Karnes @ 14751 SR111 for a pole barn. Applying due to closeness to property lines.
      - (a) Hearing is scheduled for 10/13/2015 @ 19:00.
  - iii) Legal action was taken against Charlene Grant for the DAV property, on SR111. Talked to Defiance County Court today reference this issue.
    - (a) Papers will be served soon.
  - iv) Fran Culp @ 21055 Parkview Dr, wanted a ramp/driveway down to the lagoon acrossed from her residence. Due to the township right away, it cannot be dug. She stated that a contractor was to dig out to the water, lay stone for a drive. She does own the property, but it would encroach on to Parkview drive, in which it would be a safety factor, along with a usage of the drive. I explained to Mrs. Culp, and she was disappointed of the findings.

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 There will be an Appeals Board hearing on October 13th, 7 p.m. 500 Court St., 2nd floor conf room.
  - ii) A setback variance is requested to construct a garage by John Karnes 14751 St Rte 111.
- c) 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:
    - (1) The John Deere skid loader was down, parts are now on hand the unit will be repaired shortly.
    - (2) All hydraulic lines are being replaced – this is necessary due to corrosion of the fittings from salt exposure during snow removal events.
    - (3) Daniels does not think the unit is being cleaned properly after snow event usage.
      - (a) This has been an issue of many years.
      - (b) Recently the Twp has contracted with a vendor to clean the units after snow removal and salting events.
        - (i) Daniels believes the vendor does not understand where the salt is affecting the eq.
    - (4) Trustees instructed Daniels to meet with the vendor (Job Site Power wash) to provide clear instruction.
    - (5) The estimated cost for hydraulic hose replacement is \$4,000.
  - ii) The remaining Twp 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 (September) 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 October 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 9-22-15 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 09-22-15 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 – billed processed in Sept. item will be removed from future agendas.
- (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 – billed processed in Sept. item will be removed from future agendas.
- (b) **Pavement markings:** from Bowman to Watson - \$342.00

### (3) **Keller:**

- (a) **Chipseal:** from Powers to Kiser- \$4,252.00
  - (i) Completed – billed processed in Sept. item will be removed from future agendas..

### (4) **Singer:**

- (a) **Chipseal:** from State Rte 111 to Hammersmith - \$4,806
  - (i) Completed – billed processed in Sept. item will be removed from future agendas..

### (5) **Sponseller:**

- (a) **Chipseal:** from Paulding Co Line rd to Bowman – \$9,722.00
  - (i) Completed – billed processed in Sept. item will be removed from future agendas..

### (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 instructed that the project should be a priority in August.
  - (ii) 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.
    2. Employees reported the project was started but the skid loader was needed and it was down. Employees to attempt to re-start the project the week of Sept 28<sup>th</sup>.

### (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.

- (c) Update:
  - (i) Employees noted that most of this has been done, there are areas that need spot berming applied. This is to be done in Oct.
  
- (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.
  - (b) Employees noted that with their regular jobs and the mowing and other assignments from the Trustees – employees do not have enough time to carry out this project.
  - (c) Trustees determined to acquire quotes from a contractor.
  
- (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. In the August Trustee session, Trustees approved Diemer and Shaffer to contact the County Engineer and meet him on site where they will point out their area of concern.
      - 2. Update
        - a. Crew reported that they have repaired the issue.
  
- (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 was to address this issue in August.
  - (b) In the August Trustee session, Trustees noted this issue has not yet been repaired and should be addressed in September.
    - (i) Update
      - 1. No work yet on this project. To be addressed in Oct.
  
- (11) Trustees discussed the need to have a water supply at the Twp maintenance building (Hammersmith rd).
  - (a) Trustees are to acquire quotes to have a water supply installed.
    - (i) an in ground tank

**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 **\$146,190.84**
  - (3) Total road fund revenues year date are **\$143,620.92**

- (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 take.
- d) The Chair asked if there are any new proposed 2015 projects that are not now on the above project list:
  - i) (see item 11 above – water supply for the Twp maintenance building on Hammersmith rd.
- e) Trustees noted that the October work assignments for the Twp. crew are noted in the September monthly road report.
- f) Twp cemeteries –
  - i) The Chair asks if there are any cemetery issues to be discussed.....
    - (1) There were no cemetery issues discussed.

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

- a) Hiring of a part time equipment operator.
  - i) In the August 2015 twp session Trustees determined to seek applications for a part time eq operator.
    - (1) During this session the fiscal office reported that – as instructed - he had scheduled the ad in the local paper requesting interested persons to submit an application and resume. The ad noted that the Twp will accept applications until 4:30p.m. on Oct 19<sup>th</sup>.
    - (2) Trustees will review the applications and discuss during their Oct regular scheduled session on the 27<sup>th</sup>.
- b) 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) Both Daniels and Shaffer stated that it has been impossible to get all the part time employees together (all twp operators hold full time position elsewhere)
    - (b) Trustees determined that Mr. Bakle will schedule the training....
- c) In August Trustees approved Twp operators to attend EMA training classes.
  - i) High voltage – 9-16-15, 9:30a.m. 1 hr class at EMA building in Brunersburg.- instruction by Northwest Electric of Defiance.
    - (1) If any attended the fiscal officers requested copies of certificates or attendance for the twp records.
    - (2) It was noted that no one could attend.

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

- a) Monthly (September 15) GrassRoots clippings – **exhibit 8a**
- b) Trustees were reminded that the fiscal officer had forwarded to the Trustees an email a notice rec'd from the Co. Twp Association of the next Association meeting.
  - i) The session will be hosted by Farmer on Oct.15 @ 6 p.m.

**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 – October 27<sup>th</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 September 22<sup>nd</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