

Minutes
DEFIANCE TOWNSHIP TRUSTEES
October 28th, 2014 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, October 28th, 2014 at 7:00 p.m. Following the Pledge of Allegiance the Chair instructed the clerk to call the roll. Answering as present were Diana Mayer, Daniel Peck, & Charles A. Bakle Jr., also present was Tim Houck, Township fiscal officer. 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-County Line Rd., and Jason Shaffer 13386 State Route 15, all from Defiance, Ohio.

Visitors present: Paul Pixler 662 Holgate Ave., Penny Bakle 1204 Wayne Ave., Patty Diemer 23361 Defiance-County Line Rd., Rhonda Shaffer 13386 State Rte 15, Angie Ransdell 21786 State Rte 637, & JoEllen Houck 8 Deville Drive, - all from Defiance, Ohio.

ORDER OF BUSINESS NO. 1

Reviewed and approved the minutes of the previous session.

Chairman Bakle requested a motion for the approval of minutes from the September 23rd, 2014 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 September- noted a primary checking reconciliation balance of \$250,601.90-- balance is minus the outstanding checks and Township investment funds & is taken from the Bank's monthly statement.
- b) Receipt report:
 - i) Receipts for October (UAN software-) were \$35,170.12.
- c) Payment reports:
 - i) Payments for October (UAN software-) were \$14,274.76.
- d) The Cash fund summary through October 27th, 2014, (UAN software) showed an "ending fund balance" of \$963,632.21.
 - i) The "cash available" for encumbrances (current reserve- UAN software) was \$381,241.86.
- e) Appropriation Status showed that through October 27th, 2014 (UAN software), 22% 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 10-27-14 was \$704,739.39.
- g) Trustees reviewed and signed the October bills.
- h) Trustees discussed a request for reimbursement by Marv Scott of Lakeview Drive –
 - i) Trustees were referred to Twp check #4220 for \$72.20 as prepared by the fiscal officer.
 - (1) Trustees noted that Mr. Scott repaired right of way lawn around a Twp catch basin at Mr. Scott's residence. Twp crews had repaired-replaced this catch basin and due to Twp crews limited

availability and weather (multiple rain events) Mr. Scott repaired the area and re-seeded as the conditions allowed, mindful that the growing season was fast closing.

- (a) Trustees noted that it was the Twp's responsibility and that citizens must first contact the Twp Trustees to discuss such efforts in lieu of simply doing the work and submitting reimbursement.
- (b) Trustees determined that they cannot approve this request due to the precedent that such an approval would seem to establish.
- (c) Trustees noted that Twp employees would have addressed this issue in due time.

Mr. Peck moved to deny the reimbursement request.

SECOND by: Mayer

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

the motion to deny the reimbursement to Mr. Scott was approved.

- i) Payroll & October time cards (time cards provided trustees prior to session) were reviewed without comment.
- j) Mr. Bakle then requested a motion to accept the October 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) October Zoning report –
 - i) Building Permit was issued to:
 - (1) Sam Bok 11310 Krouse Rd for a 40X90 Pole Barn (AG) 2. Still receiving calls from residence in the City of Defiance for building permits. Advised them as to who they need to talk to.

Jason A. Shaffer
Defiance Township Zoning Inspector
Defiance, Ohio 43512

- b) The Chair asked if there were any other Zoning issues to be discussed.
 - 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 Daniels was recognized.
 - (1) He noted that the John Deere tractor 1997 5400 series unit has a flat tire and that tires on this unit are an issue.
 - (a) Trustees approved the purchase of two tires.
 - (2) Daniels also noted that the Twp's other equipment is ready for use.
- b) The Chair asked if there were any other comments or concerns regarding the Twp's equipment.
 - i) There was none.

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

- a) The monthly road inspection report –was presented as exhibit 6-a and reviewed by Mrs. Mayer.
 - i) The reported noted some potholes needed patched and some berming should be placed.
 - ii) The November Rd review will be by Trustee Bakle.
- a) Trustees continue their review of the proposed 2014 projects.
 - i) The proposed project list was prepared by the Defiance County Engineer's Office for the Trustees. The project list was presented at the January 28th session as exhibit 6-b 2014 Def Twp preliminary

estimate. Trustees modified the project list at their March 2014 session as follows:

ii) purchase orders of 2014 that will fund the projects listed are:

- (a) P.O.'s 9-2014, &
- (b) B.C.'s 36-2014
- (c) P.o.s total \$225,000
- (d) Expenses exceeding this amount with the Co Eng will require transfers and new p.o.s

iii) As of 10-28-14 this list is as follows:

(1) Hammersmith rd re-build project: Resurfacing:

- (a) A .7 mile rebuild of *Hammersmith* from Singer to State Route 111- Trustees were reminded to review the minutes from 2011 forward for history:
 - (i) This rebuild project was designed to be financed over a three year period starting in 2012.
 - (ii) In 2014 – resurface (from Singer to State rt 111) with asphalt – estimated cost \$59,615.00 – previous estimate was \$63,000.
 - (iii) Pavement markings - \$824.00
 - (iv) As of this session the project is complete and billing has been processed. Cost was \$59,806 posted to Twp rd accounts. The Twp awaits cost for pavement markings- which were placed in Oct. .

(2) Trustees approved during their April 2013 session to add floors to the salt bins.

- (a) Work is to be in 2014 – see mins from June forward of 2013 for details.
- (b) Trustees noted that the south side floor was completed Oct 25th.
 - (i) Mr. Diemer requested that the north side be addressed in spring of 2015 as the Twp should fill the salt bins for possible November winter weather.
 - (ii) Trustees concurred.

(3) In the March session Trustees approved the berming of Cromley Road to reduce or eliminate drop off.

- (a) Trustees assigned this to staff as soon as possible.

(4) In the March session Trustees instructed staff to complete the insulation of the maintenance building as directed in 2013.

- (a) Trustees directed staff to address in November with a not to exceed expense of \$3,000 for materials.

(5) Due to budget constraints all other road projects as presented on exhibit 6-b during the January regular Twp. session will be delayed at least one year and will be reviewed again for the 2015 construction year.

b) A financial impact review by the fiscal officer:

i) As of this session total anticipated cost of all approved projects for 2014 are \$146,000 more or less with the expense for Hammersmith rd., & Sponseller Rds. being billed to Twp. road funds.

ii) Trustees are reminded that:

(1) Regular twp. expenses are estimated – based on historical review, at between \$70,000 and \$100,000

(2) Anticipated 2014 revenues as noted in the 2014 amended certificate from the County Auditor for road work was \$159,092.00.

(3) Total road expenses year to date are \$137,181.00

(4) Total road fund revenues year date are \$154,608.19

- (a) Expenses exceeding income utilize Twp. road carry over funds.

(5) A recap of the OPWC grants – see minutes of previous sessions for history. The last update from the **Co Engineer's Office is dated 10-24-2014** and is presented at this session as **exhibit 6-c**. 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) Note: the 2014 OPWC grant of \$34,355.00 has been posted against the future grant amounts as

directed by the Trustees.

(c) Current status – the OPWC has utilized future grants in the amount of \$61,483.00 (reduced from the \$95,267.50.

- c) The Chair asks if there are any new proposed 2014 projects that are not now on the above project list:
 - i) None were presented.
- d) Trustees again noted the October work assignments for the Twp. crew are noted in the monthly road report.
- e) Twp cemeteries –
 - i) no issues were reported.

ORDER OF BUSINESS NO. 7 – Personnel:

- a) During the September Trustee meeting Trustees rec'd an application for part time employment – from Paul Pixler 622 Holgate Ave. Defiance.
- b) Trustees having reviewed the application interviewed Mr. Pixler:
 - i) Mr. Pixler provided documentation of the required cdl license.
 - ii) Trustees then offered Mr. Pixler the position of part time Twp Operator.
 - (1) Beginning pay to be \$11.60 as established by Twp resolution #2012-3.
 - (2) Probationary period is for 90 days.
 - (3) Pay rate will then become \$13.00.
 - iii) Mr. Pixler accepted the position.
 - iv) The fiscal officer informed the Trustees that Mr. Pixler must be signed up with OPERS and also the Twp must notify its insurance company “the Ohio Plan” before he can be assigned to work.
 - v) The fiscal officer will undertake these duties and upon completion notify the Chair.

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

- a) The monthly (October 14) GrassRoots clippings was distributed as exhibit 7a.

ORDER OF BUSINESS NO. 9 –Old Business

- a) The Fire – Rescue service contract for Def. Twp with the City of Defiance was modified per the City direction by the Twp during the July meeting. The cost for rescue services was increased by \$24k.
 - i) In response the Twp Trustees have placed a ballot issue before the voters of Twp precincts A & B where that service is rendered.
 - ii) See minutes from January 2014 forward to review history of a 2014 proposed fire-rescue service levy to be placed on the November 2014 ballot to cover the proposed City increase.
 - iii) As of October 28th:
 - (1) Trustees adopted resolution 2014-11 “DECLARING IT NECESSARY TO LEVY AN ADDITIONAL 1.1-MIL TAX LEVY AND REQUESTING THE COUNTY AUDITOR TO CERTIFY THE TOTAL CURRENT TAX VALUATION OF THE DEFIANCE TOWNSHIP AND THE DOLLAR AMOUNT OF THE REVENUE THAT WOULD BE GENERATED BY THAT LEVY”..
 - (2) The Certificate of Estimated property tax revenue as approved by the Co. Auditor (see resolution 2014-11 approved in the June Twp session.
 - (3) resolution 2014-12 (as drafted by the Prosecutor’s office), IN THE MATTER OF: SUBMITTING TO THE ELECTORS OF THE UNINCORPORATED AREAS OF DEFIANCE TOWNSHIP PURSUANT TO RC. 5705.19 THE QUESTION OF AN ADDITIONAL 1.1 MILL TAX LEVY FOR THE PURPOSE OF FIRE/EMS/AMULANCE SERVICES, was approved in July.
 - (4) proposed ballot language (as drafted by the Prosecutor’s office
 - (5) the “notice of Election on tax levy in excess of the ten mill limitations” as drafted by the prosecutor’s office; (to be provided to the Bd of Elections upon the adoption of the resolution); and
 - (6) a receipt letter that is to be signed by the Bd of Elections once the packet is taken to the Bd. Of Election.
 - (7) All items have been provided to the Elections Board and the issue will be on the November ballot.
 - (8) The Twp awaits the outcome of the election (November 4th) so as to decide whether to find another service provider due to the expense now being more then the revenue from the existing levy.

- b) Trustees in the August session voted to sell Twp property, said parcel being located at the corner of Harding and Garmin Roads - Parcel #b-110003000900.
 - i) The accepted sale price was \$6,500 from Doug Layne 22584 Garmin Rd., .
 - ii) The sale process is now completed.
 - iii) The check was deposited and cleared.
 - iv) Mr. Layne has acquired a deed to this property in his name.
 - v) this item will be removed from future agendas.
- 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 asked if there was any new business to come before the Board?
 - i) Mr. Peck stated he had been in contact with Laura Connor (via letter on file in meeting session file) requesting the Twp to pour a foundation for a grave marker in Cromlely cemetery.
 - (1) Ms. Connor provided photos of the current stone she wishes to replace. It does not set on a foundation.

Mr. Peck moved to have the foundation poured at Twp expense in the spring of 2015 when weather allows.

Mrs. Mayer seconded

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

The motion passed.

- b) The Chair asks if there is any other new business to come before the board?
 - i) There was none.

ORDER OF BUSINESS NO. 11 - NEXT MEETING:

Date: Tuesday – November 25th, 2014, - Regular scheduled session
 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 October 28th, 2014

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