

Minutes
DEFIANCE TOWNSHIP TRUSTEES
December 22nd, 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, December 22nd, 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: 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, Rhonda Shaffer State Rte 15, Penny Bakle 1204 Wayne Ave., Gary Plotts 15085 Power Dam Road, & JoEllen Houck 8 Deville Dr. all of Defiance, Ohio, also present was Jeremiah Marshall 321 Upton Street, Holgate, Ohio.

ORDER OF BUSINESS NO. 1

Reviewed and approved the minutes of the previous session(s).

Mr. Bakle requested a motion for the approval of minutes from the November 24th, 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.

Mr. Bakle requested a motion for the approval of minutes from the December 14th, special Township session – on hiring of additional staff.

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 November - noted a primary checking reconciliation balance of \$223,096.86-- balance is minus the outstanding checks and Township investment funds & is taken from the Bank's monthly statement.
- b) Receipt report:
 - i) Receipts for December (UAN software-) were \$19,804.33
- c) Payment reports:
 - i) Payments for December (UAN software-) were \$31,288.27.
- d) The Cash fund summary through December 21st, 2015, (UAN software) showed an "ending fund balance" of \$906,414.02.
 - i) The "cash available" for encumbrances (current reserve- UAN software) was \$253,962.45.
- e) Appropriation Status showed that through December 21st, 2015 (UAN software), 30.1% 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 12-21-15 was \$705,150.76.

g) Trustees reviewed and signed the December bills.

h) **Fiscal Officer reviewed “Then & Now” p.o. #26-2015.**

- (1) This p.o. covers the 4th quarter expense of the fire combat contract with the City of Defiance Fire department.
- (2) The tax levy passed in the spring 2015 primary to support fire/rescue expenses charged by the city does not begin to be collected until Jan 1, 2016. The Twp had a reserve of \$17k more or less in this fund (2111) – the reserve was exhausted by the multi year increases of the charges for these services by the City. The latest increase, as agreed to by Trustees, occurred in 2014. The current contract is for a 5 year period through 12-31-2019. See history of increasing charges by the city in minutes of Trustee sessions from 2011 through spring of 2015.
- (3) Trustees should note that the fiscal officer has reviewed the history of expenses v revenue for the general fund of the Twp. It is anticipated that if current exp v rev remains consistent with the last 3 years then it would take a decade to replenish this \$14k expense.
- (4) Depending on the Trustees desires to maintain a healthy cash reserve in the general fund (approximately 1 years expenses) it may be necessary to commit to reducing current expenses (most likely – it would be possible to charge some of the Trustees salaries to road accounts.
 - (a) The fiscal officer would need to research this possibility with UAN.

(5) Trustees took the question of reposting salary lines under advisement.

- i) The fiscal officer noted that the fiscal year 2015 is coming to a close (December 31st), per usual, the Twp accounts are now closed to new spending – (other then emergency)
 - i) REMINDER - After Dec. 31 - there should be no spending until the Trustees adopt the 2015 budget at their re-organizational session tentatively scheduled for Wednesday January 13th.
 - j) Payroll & December’s time cards (time cards provided trustees prior to session) – Trustees Review – Discussion and Signature.

Mr. Bakle requested a motion to accept the **December** 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) December report –
 - i) No building permits were issued for the month.
 - ii) I am still working on the junk motor vehicles that are parked at Parkview Drive.
 - iii) And the junk motor vehicles were removed from the SR66 address
 - iv) James Phillips at 2125GinterRd, has addressed the issue of putting up a cell tower. I will be mailing his papers this week, along with a copy of the ORC that Verizon has sent to me for their tower.

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) 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) There were no issues noted by Twp operators present at this session.
 - ii) Mistrs Shaffer and Diemer stated all equipment was operable to their knowledgae.

- 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 (December) 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) During the November Trustees determined that they will check on State Bids.
 - ii) At this session Trustees determined to continue to research and acquire quotes on both used and new. A purchase to be decided in 2016.
- d) The Chair asked 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 Peck.
 - i) Trustees noted that crews need to spot berm & cold patch spots on Krouse, Carter and the Twp part of Co. Line Rd #10.
- 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 12-22-15 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 12-22-15 are as follows- engineer's work is in bold – twp projects are not in bold:
 - (1) 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.
 - (b) In the Sept session 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.
 - (i) Trustees determined to acquire quotes from a contractor.
 - (ii) In the October session Mr. Peck reported:
 - 1. He contacted three contractors
 - a. Barth Builders of Def
 - b. Hoffman Const of Def
 - c. Richland Const of Def.
 - 2. Only Richland submitted a bid for this project - \$12,295
 - (iii) Trustees determined to award this project after the first of year. (early 2016)
 - (2) A water supply for the Twp maintenance building on Hammersmith rd.
 - (a) Trustees determined in the Sept session that they would seek quotes to acquire a water supply for this building.
 - (i) No progress was reported at the Oct session.
 - (ii) During the November session Trustees are soliciting informal quotes from Y2K Plumbing and from Tressler Plumbing, Mr. Peck to acquire a 3rd informal quote.
 - (iii) As of the December session the Trustees are awaiting a quote from Y 2K.
 - (3) Salt for 2015-2016 –
 - (a) Mixed \$57.80
 - (b) Pure \$72.66
 - (c) 500 tons are available for Def Twp.
 - (4) Jason Shaffer reported that he had as directed acquired a quote on a “cold storage” building. He

had quoted a building from Menards of Defiance.

(a) Trustees directed that two additional quotes be acquired.

(b) There were no additional quotes provided to Trustees at the December session. The project awaits the quotes.

ii) 2016- proposed projects:

(1) Trustees were emailed a letter from the Co Engineer on 12-19-15- the letter was dated 12-17 and requests a list of projects by the annual Co Elected Officials meeting on Jan 19th, 6 p.m. at the EMA building in Brunersburg.

(2) Trustees to contact the engineer's office – Trustees noted that Krouse rd needs maintenance. They will review this with the engineer's office.

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.)

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 \$72,000 (see note on regular twp expenses above) for an estimated total of \$233,028.

(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 **\$172,560.69**

(3) Total road fund revenues year date are **\$180,400.40**

(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 11-18-2015** and was presented to Trustees at the November 2015 session as part of the "amended certificate" packet. 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) In 2015 the OPWC grant funds used on Def Twp projects totaled \$900.00.

(c) Current status – the OPWC has utilized future grants in the amount of \$46,136.00.

(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 9 years or a total of \$225k remaining give or take.

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

e) 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:

f) Hiring of a part time equipment operator(s).

i) During a special session – 12-14-15 Trustees hired three part time operators.

(1) David Bulka

(2) Jeremiah Marshall

(3) Gary Plotts

(a) Due to December close out processes (last pay period of the year ended with this sessions payroll)

and the fiscal officer still needs paperwork from one of the new hires, the new hires are not eligible to start work until Jan 1, 2016.

(b) The fiscal officer will need a date when all three work their first day. This is their OPERS start date, per OPERS.

(4) Trustees determined to conduct a training session on January 5th for all three new hires. This is to be their OPERS start date. Notice of this training session once completed is to be provided to the fiscal officer.

g) Trustees discussed new responsibilities for a Twp Eq Operator and a possible pay increase commensurate with those responsibilities.

i) Trustees asked Brian Grant if he would take on the responsibility of scheduling operations and assigning personnel to complete those operations. Trustees would make Grant their point of contact and issue projects, Grant would then schedule the assessts and personnel to complete the tasks.

(1) Grant would be paid an additional \$1 per hour. (grant new pay rate would be \$14 per hour). The position and pay increase becomes effective January 1, 2016.

(2) Grant had stated to Trustees prior to the session that if offered he would accept the new assignment.

Mr. Bakle requested a motion to appoint Grant as "scheduler" for Twp work with a \$1 per hr pay increase (\$14 per hr). The fiscal officer to prepare a resolution for Trustees to adopt. (Resolution 2015-22).

MOTION by: Mayer

SECOND by: Peck

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

The motion was approved.

h) The Twp Zoning/Nuisance officer's position will be open as of Jan 1, 2016

i) The fiscal officer reported that as directed an ad has run in the local newspaper on 12-12-15. The Twp will accept applications through January 12th at 4:30p.m.

ii) Trustees to review application at their re-organizational session on Jan. 13th.

iii) There was no further discussion..

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

a) Monthly (December 15) GrassRoots clippings – **exhibit 8a**

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.

ORDER OF BUSINESS NO. 11 - NEXT MEETING:

a) The Township re-organizational "special" session.

Date: Wednesday – January 13th, 2016.

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 December 22nd, 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 Failed

MEETING ADJOURNED

Respectfully Submitted
Timothy J. Houck, Fiscal Officer-Clerk