

Minutes
DEFIANCE TOWNSHIP TRUSTEES
JANUARY 11TH, 2022 RE-
ORGANIZATIONAL/BUDGET AND REGULAR
MEETING

The Defiance Township Trustees met in special session (2022 budget, re-organization of the Board and general Township items) at the Defiance County Commissioners building – 500 Court St., 2nd floor conference room, in Defiance Township, Defiance, Ohio, on Tuesday January 11th, 2022 at 6:30 p.m.

The Chair instructed the clerk to call the roll. Answering as present were Daniel Peck, Diana Mayer, and Jason Shaffer; also present was Tim Houck, Township fiscal officer -Clerk. With all three members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employees present were: none.

Visitors present: JoEllen Houck of 8 Deville Drive, Defiance, Ohio.

ORDER OF BUSINESS NO. 1 Review and approval of minutes of the previous session.

Chairman Shaffer requested a motion for the approval of minutes from the December 21st, 2021 regular session.

Mr. Peck moved to approve.
Mrs. Mayer seconded

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

The MINUTE'S for the session were approved.

ORDER OF BUSINESS NO. 2 Election of the Chair and Vice - Chair for 2022–

- a) Mr. Shaffer turned the meeting over to the Fiscal Officer to conduct the election process for the Chair
 - i) Mr. Houck then called for nominations for Chairman.
 - (1) Mr. Peck nominated Mr. Shaffer
 - (2) Mrs. Mayer seconded.
 - (3) The fiscal officer then called for the vote on the question of electing Mr. Shaffer to the Chairman's position for 2022:

MOTION by: Mr. Peck
SECOND by: Mrs. Mayer

Mr. Peck-yea; Mrs. Mayer – yea Mr. Shaffer - yea

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

Mr. Shaffer was elected Chair. The fiscal officer then turned the meeting over to the newly elected Chair.

- b) Chairman Shaffer then called for nominations for Vice-Chair
 - i) Mrs. Mayer nominated Mr. Peck
 - ii) Mr. Shaffer seconded and there were no further nominations.

c) Chairman Shaffer then called for a vote to elect Mr. Peck Vice-Chair for 2022.

MOTION by: Mr;s. Mayer
SECOND by: Mr. Shaffer

Mr. Peck-yea; Mrs. Mayer – yea Mr. Shaffer - yea

The vote being _3_ Yea(s) ___0___Nea(s)

Mr. Peck was elected Vice – Chair

ORDER OF BUSINESS NO. 3 - 2022 Twp budget – fiscal officer

a) Bank Depository for township funds is presently the State Bank and Trust.

i) There is an agreement with the Township

ii) Said agreement was renewed by the Trustees on January 23rd, 2018 and is in effect from November 24th, 2017 to November 25th, 2022.

(1) The agreement pledges the bank's assets to cover the Twp funds which are on deposit at this institution.

iii) Twp investment status as of this session –exhibit 3-a-1- a review of year end carryover.

(1) Note – Township funds are invested in two accounts at the State Bank & Trust

(a) The primary checking account – as of 12-31-21 was \$401,549.77

(i) 20 was \$275,973.50

(ii) 19 was \$273,908.10

(iii) 18 was \$191,004.79

(iv) 17 was \$153,006.04

(b) The money market account - as of 12-31-21 was \$742,233.20

(i) 20- was \$741,635.19

(ii) 19- was \$735,919.98

(iii) 18- was \$718,881.87

(iv) 17- was \$705,885.26

(2) The fiscal officer notes that the increase in available funds is attributed to; the increase in revenues vs the anticipated revenue approved by the Budget Commission in our amended certificates, the use of 27k in opwc grant dollars and 88k of American Rescue Plan grant dollars (covid federal money).

(a) Budget commission anticipated income from first amended certificate was \$431,450.00

(b) Actual revenue was \$605,259.68 for 2021.

(i) The Twp also received bills on two of the elements of the Bowman Rd rebuild in 2021 that were less then was estimated. Trustees had budgeted \$180k and cash expenditures were \$120 more or less.

(c) Trustees are reminded that the ems rescue contract with the City of Defiance has expired as of 12-31-2019.

(d) The Township is presently awaiting a renewal proposal from the City.

(e) Current Twp commitments

(i) 88k to Ginter Rd rebuild with City in 2023

(ii) 130k for rebuild of 3rd mile of Bowman rd

(iii) 60k to road maintenance

(iv) 100k for general twp rd expenses

(f) The general fund decreased slightly – less than \$3k.

(g) The fire fund increased slightly – 4k +/-.

(3) The money market increased 1k +/- . The increase in the money market is simply the earnings from the year on our money market account. Now paying, per the agreement, a Star Ohio rate.

(4) Report – Cash Fund Summary start of 2022 fiscal year carry over funds - **exhibit 3 –a-2**

(a) This shows the Twp cash position as of the 1st, of January, 2022, prior to the approved 2022 amended certificate. The amended certificate includes anticipated revenue.

- b) Adoption of the 2022 township Appropriations & budget
 - i) **Exhibits # 3-b-1** – “Approved Amended Certificate of Estimated Resources” from the County Auditor
 - (1) **\$1,683,485.74 for 2022**
 - (2) \$1,449,058.69 for 2021
 - (3) \$1,417,778.08 for 2020
 - (4) \$1,300,886.66 for 2019
 - (5) \$1,232,706.30 for 2018

ii) exhibit 3-b-2 “appropriation status report” - your 2022 budget by object code:

- c) break out by fund level – object code: - allows for transfers by fiscal officer within the code. This chart contains information regarding the year’s 1st amended certificate.

		22	21	20
i) General fund	(fund # 1000)	\$545,954.41	\$548,107.50	\$545,038.73
ii) Special funds				
(1) Motor Vehicle License	(fund # 2011)	\$ 58,521.24	\$ 55,954.73	\$ 47,362.95
(2) Gasoline Tax	(fund # 2021)	\$412,316.90	\$396,737.30	\$351,462.88
(3) Road & Bridge	(fund # 2031)	\$240,978.84	\$213,042.17	\$230,675.71
(4) Permissive Tax	(fund # 2231)	\$ 73,331.29	\$ 67,107.20	\$ 63,895.65
(5) Fire levy	(fund # 2111)	\$175,877.52	\$168,109.79	\$179,342.16
(6) American Rescue Plan	(fund #2272)	\$176,505.54	\$ 88,252.77	0
TOTAL		\$1,683,485.74	\$1,449,058.69	\$1,417,778.08

- d) Discussion – the fiscal officer noted that:

- i) As of the beginning of 2022 – Trustees should refer to explanation under agenda item “township investment status” above.
- ii) The road funds are being utilized as planned. With the continued use of OPWC grants (not to exceed the remaining 3 (2022-2024) year program average of \$25k per year. The Township has committed 83k of opwc funds for the Ginter rd project to be done in 2023.
- iii) The proposed 2022 budget contains funding to:
 - (1) Fund the 2022 amount for Bowman rd at \$130k- 1 mile section
 - (2) Continue the twp’s road maintenance program with the Co. Eng. at an anticipated 60k- based on past history and discussion with the Engineer’s office, and;
 - (3) allows for the continued normal twp annual road expenses of up to 100k.
 - (4) Partial funding has been designated for a truck replacement in 2023.

Chairman Shaffer requested approval of **resolution # 1** (01-2022) to adopt the 2022 Township Budget by fund line – object code in the amount of \$1,683,485.74. Resolution will allow the Fiscal Officer to move funds within fund account line’s object code areas as he deems necessary in order to expedite payment. However, per the 07 state audit, Trustees must (as soon a practicable) move to accept the transfers within the lines between object codes at a regular scheduled Twp meeting.

MOTION by: Mr. Peck
 SECOND by: Mrs. Mayer

Mr. Peck-yea; Mrs. Mayer – yea Mr. Shaffer - yea

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

The 2022 Township budget is adopted.
 (1) The exhibits are on file in the fiscal officer’s office.

ORDER OF BUSINESS NO. 4 - Wages for 2022

- a) Elected Officials
 - i) Pay is set by the State of Ohio by the Ohio Revised Code. The pay schedule for 2022 is as noted in the Ohio Twp Association’s January 2022 newsletter. The ORC has all Trustees paid the same. As all

Trustees have been elected since the last legislation applicable to public officials became effective. Refer to chart from OTA titled "2022 Compensation Charts (updated May 26, 2021)."

- (1) In 2022 Trustees will earn \$13,374.00 per annum. Trustee salaries will be divided over the twelve months of 2022 in equal portion.
- (2) The Fiscal Officer will earn a salary of \$23,406.00 beginning January 1, 2022. The Fiscal Officer salary will be divided over the twelve months of 2022 in equal portion.
- ii) All salaries are based on an annual Township budget of between \$1,500,000.01 and \$3,500,000.00, per the ORC §§505.24 and 507.09 .
 - (1) Our 2022 budget continues to post all elected salaries to the general fund.
 - (a) With the resolution is the pay schedule as published in the Ohio Township Association's newsletter "Grassroots" January 2022 issue.
 - (b) Discussion....
 - (i) There was none.

Chairman Shaffer requested approval of **resolution #2** (02-2022) wages of the Township's elected officers.

MOTION by: Mr. Peck
SECOND by: Mrs Mayer

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

The resolution to set salary as pay for elected officials (Trustees & Fiscal Officer) passed

- b) Township employees pay – for 2022.
 - i) Defiance Twp appointed employees are in three (3) pay classes.
 - (1) Operators
 - (2) Scheduler
 - (3) Zoning/nuisance inspector
 - ii) During the January 12th, 2021 Re-organizational session Trustees increased pay for all positions except for the probationary position.
 - (1) **Operators:**
 - (a) **\$17 per hour.**
 - (2) **Scheduler position was increased to \$21.00 and in August 2021 to \$25**
 - (3) **Zoning/nuisance inspector was increased to \$625.00 monthly**
 - iii) At present(Jan. 1, 2022) individual Twp staffing pay is as follows:
 - (1) Pay raises if approved would be retroactive to the end of the last pay period (Dec. 2021).
 - (2) Buchholtz, Steve – Scheduler - \$25.00 w cdl (a) no increase – remains **\$25.00**
 - (a) Posted to Road & Bridge 2031-330-190
 - (b) Posted to Gas tax account 2021-330-190
 - (c) General fund – cemetery - 1000-410-190
 - (3) Diemer, John \$17.00 w cdl (a) – no increase **\$17.00**
 - (a) Posted to Road & Bridge 2031-330-190
 - (b) Posted to Gas tax account 2021-330-190
 - (c) General fund – cemetery - 1000-410-190
 - (d) General fund –zoning - 1000-130-190
 - (i) Salary – see resolution 03-2020
 - (4) Hall, Mark - \$17.00 no cdl (a) – no increase **\$17.00**
 - (a) Posted to Road & Bridge 2031-330-190
 - (b) Posted to Gas tax account 2021-330-190
 - (c) General fund – cemetery - 1000-410-190
 - (5) Railing, Harry –w/cdl \$17.00 - no increase **\$17.00**
 - (a) Posted to Gas tax account 2021-330-190
 - (b) Posted to Road & Bridge Account 2031-330-190
 - (c) General fund – cemetery - 1000-410-190

- (6) Schlosser, Nicholas – w/cdl \$17.00 – no increase \$17.00
 - (a) Posted to Gas tax account 2021-330-190
 - (b) Posted to Road & Bridge Account 2031-330-190
 - (c) General fund – cemetery - 1000-410-190
 - (7) Twp's probationary period (hire in wage) is presently \$11.60 per hour established in 2010. The Township currently has no one in the probationary period.
 - (a) Current rate \$11.60 to \$13.00 in 2022.
 - (8) Zoning Inspector (presently held by John Diemer) - (last increase to base rate in this position was Jan 12th, 2020)
 - (a) current salary is \$625.00.
 - (b) Salary for 2022 increased to \$650.00
 - (c) Posted to General fund –zoning - 1000-130-190
- iv) Per the resolution, all salary rates adopted will be paid retroactively to end of the last pay period. (Dec 2021.)

Chairman Shaffer requested approval of the **resolution #3** to set the wages of the Township's employees.

MOTION by: Mrs. Mayer
 SECOND by: Mr. Peck
 YEA(s) 3 NAY(s) 0 Passed x Failed

The motion to approve resolution #03-2022 setting the non-elected Twp employees pay for 2022 was approved.

- c) Zoning Board of Appeals and Zoning Commission
 - i) Present pay is \$25 per item per meeting for each member in attendance – rate was established in in 2020 and had been raised from \$20.
 - ii) Trustees agreed to maintain the stipends rate at \$25 per item heard.

Chairman Shaffer requested approval of the **resolution #4** to set the wages of the Township's Zoning Bd of Appeals and Zoning Commission for 2022.

MOTION by: Mrs. Mayer
 SECOND by: Mr. Peck
 YEA(s) 3 NAY(s) 0 Passed x Failed

The motion to approve resolution #04-2022 setting the Township's Zoning Bd of Appeals and Zoning Commission for 2022 at the continued rate of \$25.00 per item per meeting was approved.

ORDER OF BUSINESS NO. 5 -- Expense reimbursements for 2022

- a) Allowance for meals (presently \$45 per day) while on assignment for the Twp
 - i) discussion...
 - (1) Trustees agreed to maintain the reimbursement rate of \$45 per day with documentation as defined in the resolution.

Chairman Shaffer requested approval of resolution #05-2022 setting reimbursement allowance for meals in 2022 at \$45 per day.

MOTION by: Mrs. Mayer
 SECOND by: Mr. Peck
 YEA(s) 3 NAY(s) 0 Passed x Failed

The motion to approve resolution #05-2022 setting reimbursement allowance for meals in 2022 at \$45 per day was approved.

- b) mileage is proposed per allowable federal amount of 58.5 cents per mile – increased 2.5 cents from 2021 rate of 56 cents.
 - i) With the resolution is an attachment printed from the IRS web page noting the current approved mileage reimbursement amount approved by the IRS for 2022.

- ii) discussion.....
 - (1) Trustees agreed to adopt the IRS rate for 2022.

Chairman Shaffer requested approval of resolution #06-2022 setting reimbursement for mileage @ .585 cents per mile.

MOTION by: Mrs. Mayer
SECOND by: Mr. Peck
YEA(s) 3 NAY(s) 0 Passed x Failed

The motion to approve resolution #06-2022 setting mileage reimbursement was approved.

ORDER OF BUSINESS NO. 6 -- Use of UAN traveling Clerk in 2022

- a) The clerk/fiscal officer requested the continued authority to utilize the UAN traveling clerk as necessary in the performance of his duties. UAN has established this opportunity in order to assist clerks (fiscal officers) in their requirements relative to keeping with the accounting requirements as established by the ORC. This consultant's rate would be \$25.00 per hour. There were no payments made in 2021 for this service.
 - i) Discussion...
 - (1) Trustees agreed to the fiscal officer's request.

Chairman Shaffer requested approval of resolution #07-2022 authorizing the use of the UAN traveling clerk as necessary in 2022.

MOTION by: Mrs Mayer
SECOND by: Mr. Peck
YEA(s) 3 NAY(s) 0 Passed x Failed

Resolution #07-2022 was adopted.

ORDER OF BUSINESS NO. 7 – Zoning Boards appointments/re-appointments

- a) Review and approval of resolution for the appointment of Zoning Board of Appeals and Zoning Commission members & alternates whose terms expired 12-31-21
 - i) **Zoning Bd of Appeals.**
 - (1) Scott McKibbern - regular board member-new term commencing 1-01-22 through 12-31-24.
 - (a) Trustees approved the reappointment.
 - (2) Replacement for Larry Plummer – deceased -regular board member – new term commencing 1-01-22 through 12-31-24.
 - (a) Trustees appointed alternate member Tom Webb to this seat - new term commencing 1-01-22 through 12-31-24.
 - (3) Alternates –
 - (a) Tom Webb - alternate – new term commencing 1-01-22 through 12-31-24.
 - (i) Webb was moved to the Plummer position.
 - (ii) Lana Shingledecker – 14124 St. Rte 66 – Def. Ohio, will replace Webb as an alternate.
 - (b) Roger Ray – alternate – new term commencing 1-01-22 through 12-31-24.
 - (i) Trustees approved the reappointment.
 - ii) **Zoning Commission**
 - (1) Replacement for Ruth Ann Schofield regular commission member – deceased - new term commencing 1-01-22 through 12-31-24.
 - (a) Trustees will search for a replacement for this position.
 - (2) Alternates-
 - (a) Richard Wagner – new term commencing 1-01-22 through 12-31-24.
 - (i) Trustees approved the reappointment.
 - iii) Trustees agreed to wait until appointments are made to fill out of all positions on both zoning boards before adopting the appointing resolution (resolution #8-2022).

ORDER OF BUSINESS NO. 8 – payment of dues from the Twp’s general funds for participation in the Ohio Twp Association and the Defiance County Twp Association in 2022.

- a) Resolution 09-2022 would allow the use of Twp funds from the General fund line for the purpose of payment of dues so that elected officials of the Twp can participate in these two organizations. The resolution is a requirement of law in order for the use of Twp funds for the stated purpose.

Chairman Shaffer requested approval of resolution #09-2022 authorizing Defiance Township funds to be used for payment of membership dues; members to be in the Defiance County Township Association and the Ohio Township Association for 2022.

MOTION by: Mrs. Mayer

SECOND by: Mr. Peck

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

Resolution #09-2022 was adopted.

ORDER OF BUSINESS NO. 9 - Trustees review and sign 2022 bills processed after the 12-21-2021 meeting.

ORDER OF BUSINESS NO. 10 - Purchase orders for 2022

- a) Trustees reviewed and signed –
- b) This activates twp spending for 2022.

ORDER OF BUSINESS NO. 11 - Travel Training upcoming

- a) Reminder - Co Twp Association and Engineer’s annual meeting..
 - i) Jan 20th @ Co. Senior Center 6 p.m.
- b) Reminder Annual Ohio Twp Association session in Columbus, Ohio, for 2022.
 - i) Jan 26 th through 28th
 - ii) Trustee Shaffer is registered to attend.

ORDER OF BUSINESS NO. 12 – Handouts

- a) Twp directory for 2022 – **exhibit 12a**
 - i) This directory will be updated when Zoning boards are complete.

ORDER OF BUSINESS NO. 13- Twp meeting date and times for 2022

- a) Currently regular schedule session is the fourth Tuesday of each month at 6:30 p.m.
 - i) All changes will be posted to the Twp web page <http://www.defiance-county.com/townships/defiance.php> or published in the Def. Crescent Newspaper.
 - ii) Discussion-
 - (1) There was none

Chairman Shaffer requested a motion to schedule of meeting on the **fourth** Tuesday of each month at 6:30 **p.m.** at the:

Defiance County Commissioners building
2nd floor conference room
500 Court St.
Defiance, Ohio 43512

It was so moved by Trustee Peck
Seconded by Trustee Mayer

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

The motion was adopted.

- i) The meeting time and location is presently posted on the Twp’s web page. Any changes in dates and times will also be posted on the web page. <http://www.defiance-county.com/townships/defiance.php>

ORDER OF BUSINESS NO. 14 – Other Business –

- a) The Chair asked if there is any other business to come before the board at this time.....
 - i) There was none.

ORDER OF BUSINESS NO. 15 – Next session:

The Chair noted that the NEXT regular scheduled MEETING will be:

Date: Tuesday January 25th, 2022 -

Time: 6:30 p.m.

Place: Defiance County Commissioners building - 2nd floor conference room-
500 Court St.- Defiance, Ohio 43512

ORDER OF BUSINESS NO. 16 – Adjournment:

Chairman Shaffer requested a motion to adjourn this “budget/annual re-organizational” meeting of January 11th, 2022.

Motion: Mr. Peck

Second: Mrs. Mayer

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

MEETING ADJOURNED

Respectfully Submitted

Timothy J. Houck, Fiscal Officer