

Minutes
DEFIANCE TOWNSHIP TRUSTEES
JANUARY 13TH, 2016 RE-ORGANIZATIONAL
MEETING

The Defiance Township Trustees met in special session at the Defiance County Commissioners building – 2nd Floor conference room, 500 Court Street, in Defiance Township, Defiance, Ohio, on Wednesday January 13th, 2015 at 7:00 p.m. Following the Pledge of Allegiance the Chair instructed the clerk to call the roll. Answering as present were Daniel Peck, and Diana Mayer; also present was Tim Houck, Township fiscal officer -Clerk. Trustee Jason Shaffer was excused as his position with ODOT required him to be at work for a winter storm event. With two (2) of three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employees present were: John Diemer 23361 Def.-Paulding Co. Line Rd. from Defiance, Ohio.

Visitors present: Patti Diemer 23361 Def. – Paulding Co. Line Rd. & JoEllen Houck of 8 Deville Drive, of Defiance, Ohio.

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

Vice-Chairman Peck requested a motion for the approval of minutes from the December 22nd, 2015 regular session.

Mrs. Mayer moved to approve.

Mr. Peck seconded

The vote being 2 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 –

- a) Mr. Peck 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) Mrs. Mayer nominated Mr. Peck.
 - (2) Mr. Peck seconded.
 - (3) The fiscal officer then called for the vote on the question of electing Mr. Peck to the Chairman's position for 2016:

MOTION by: Mrs. Mayer

SECOND by: Mr. Peck

Mr. Peck-yea; Mrs. Mayer - yea

The vote being 2 Yea(s) 0 Nea(s)

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

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

c) Chairman Peck then called for a vote to elect Mr. Shaffer Vice-Chair for 2016.

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

Mr. Peck-yea; Mrs. Mayer - yea

The vote being _2_ Yea(s) ___0___Nea(s)

Mr. Shaffer was elected Vice – Chair

ORDER OF BUSINESS NO. 3 -- 2016 Twp budget

a) The fiscal officer reported that the Bank Depository for township funds is presently at the State Bank and Trust.

i) There is an agreement with the Township

ii) Said agreement was renewed by the Trustees in January 2013 and is in effect from November 25th, 2012 to November 24th, 2017.

(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

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

(a) The primary checking account – as of 12-31-15 was \$198,678.30

(i) 14 was \$230,861.49

(ii) 13 was \$229,973.57

(iii) 12 was \$264,322.26

(iv) 11 was \$234,890.76

(b) The money market account - 12-31-15 was \$705,180.70

(i) 14 – was \$704,861.21

(ii) 13 – was \$704,828.21

(iii) 12 – was \$704,073.62

(iv) 11- was \$703,390.17

(2) The decrease in the checking account is due to additional expenses, per a review, the road expenses are up and the fire contract increase was paid for the full year of 2015.

(3) The increase in the money market is simply the earnings from the year on our money market account. (very low interest less the 1%).

(4) A report titled Fund Status states Twp funds as of the start of year as noted above. This report was presented as exhibit 3 –a and is on file.

b) Adoption of the 2016 township Appropriations & budget

i) Exhibits # 3-b-1 – “Approved Amended Certificate of Estimated Resources” from the County Auditor was reviewed. The fiscal officer noted the amounts for the past several years:

(1) \$1,274,073.90 for 2016

(2) \$1,248,904.70 for 2015

(3) \$1,243,337.93 for 2014

(4) \$1,281,462.88 for 2013

(5) \$1,235,447.93 for 2012

ii) exhibit 3-b-2 the “appropriation status report” - which is the proposed 2016 budget by object code was reviewed: break out by fund level – object code: - allows for transfers by fiscal officer within the code.

	16	15	14
iii) General fund (fund # 1000)	\$505,842.32	\$515,160.95	\$451,899.66
iv) Special funds			
(1) Motor Vehicle License (fund # 2011)	\$ 47,683.84	\$ 41,988.38	\$ 32,506.36
(2) Gasoline Tax (fund # 2021)	\$319,187.49	\$284,214.49	\$220,284.76
(3) Road & Bridge (fund # 2031)	\$193,400.15	\$226,725.81	\$272,337.43
(4) Permissive Tax (fund # 2231)	\$ 57,985.70	\$ 55,941.85	\$ 56,018.21
(5) Fire levy (fund # 2111)	\$149,974.40	\$124,873.22	\$149,991.51

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

- c) Trustees then turned to address the Township employees pay for 2016. Trustees choose not to go into executive session for the purpose of discussing salaries for Twp employees
 - i) In 2014 Trustees determined that due to their increasing concern with reductions from state funds and increasing expenses in Fire-safety and road projects that salaries will be frozen at the present \$13 per hour rate for Twp employees not in probationary status.
 - ii) Employees had received an .11 cent per hour increase at the beginning of 2012 taking non probationary employees to the present \$13 per hour.
 - iii) The probationary rate for new hires remains at \$11.60 per hour for the 90 day probationary period, after which Trustees will review and determine if the probationer is to be moved to the regular operator's rate of \$13 per hour.
 - iv) Trustees determined 2016 pay as follows:
 - (1) John Diemer \$13.00 w cdl (a) as of Jan 10, 2012 – to \$13.50 retroactive to Jan. 1, 2016.
 - (a) Posted to Road & Bridge 2031-330-190
 - (b) General fund – cemetery - 1000-410-190
 - (c) Posted to Road & Bridge 2031-330-190
 - (d) General fund –zoning - 1000-130-190 (salary see item ii below)
 - (2) Scott McKibben - \$13.00 w cdl (a) as of April 28, 2015 – to to \$13.50 retroactive to Jan. 1, 2016.
 - (a) Posted to Road & Bridge 2031-330-190
 - (b) Posted to Road & Bridge 2031-330-190
 - (c) General fund – cemetery - 1000-410-190
 - (3) Mike Daniels- mechanic –
 - (a) The mechanic classification was created by Trustees in Feb. 2014 – the pay rate for this classification was established at \$20 per hours as of March 1, 2014. – to \$20.50 retroactive to Jan. 1, 2016.
 - (i) Posted to Road & Bridge 2031-330-190
 - (ii) Posted to Road & Bridge 2031-330-190
 - (iii) General fund – cemetery - 1000-410-190
 - (4) Brian Grant \$14.00 w/cdl (a) as of January 1, 2016 by resolution 2015-22 assigned scheduler duties – to to \$14.50 retroactive to Jan. 1, 2016.
 - (a) Posted to Road & Bridge 2031-330-190
 - (b) Posted to Road & Bridge 2031-330-190
 - (c) General fund – cemetery - 1000-410-190
 - (5) Michael McKibben w cdl (a) \$13.00 as of Nov 27, 2012 – to to \$13.50 retroactive to Jan. 1, 2016.
 - (a) Posted to Road & Bridge 2031-330-190
 - (b) Posted to Road & Bridge 2031-330-190
 - (c) General fund – cemetery - 1000-410-190
 - (6) John River \$13.00 w cdl (a) as of May 1, 2015 to \$13.50 retroactive to Jan. 1, 2016.
 - (a) Posted to Road & Bridge 2031-330-190
 - (b) Posted to Road & Bridge 2031-330-190
 - (c) General fund – cemetery - 1000-410-190
 - (7) Doug Fisher w cdl (a)\$13.00 as of March 1, 2015 to \$13.50 retroactive to Jan. 1, 2016.
 - (a) Posted to Road & Bridge 2031-330-190
 - (b) Posted to Road & Bridge 2031-330-190
 - (c) General fund – cemetery - 1000-410-190
 - (8) Jeremiah Marshall w cdl (b) \$11.60 in probationary period – hired 12-14-2015 ends March 31, 2016- no change as of this session.
 - (9) David Bulka w cdl (a)\$11.60 in probationary period – hired 12-14-2015 ends March 31, 2016 – no change as of this session.
 - (10) Gary Plotts \$11.60 in probationary period – hired 12-14-2015 ends March 31, 2016- no

change as of this session.

- (11) Zoning Inspector (last increase to base rate in this position was Jan 10, 2012). As of January 10th 2012 Trustees approved increasing this salary from \$479 per month to \$500 per month.
- (a) Salary for 2016 to remain at \$500 per month.
 - (b) Posted to General fund –zoning - 1000-130-190

Chairman Peck requested approval of resolution #2016-3 to set the wages of the Township's non-elected employees for 2016 as noted above.

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

YEA(s) 2 NAY(s) 0 Passed x Failed

The motion to approve resolution #2016-3 setting the non-elected Twp employees pay for 2016 was approved.

- d) Trustees then reviewed the remuneration set for the Township's Zoning Board of Appeals and Zoning Commission
 - i) Trustees determined that the current pay for both the Zoning Appeals Board and the Zoning Commission is to be retained.
 - ii) Pay for members serving on the Twp Zoning Boards is \$20 per item per meeting and was established in 2008.

Chairman Peck requested approval of resolution #2016-04 to set the wages of the Township's Zoning Bd of Appeals and Zoning Commission for 2016 at \$20.00 per item per meeting.

MOTION by: Mrs. Mayer
SECOND by: Mr Peck

YEA(s) 2 NAY(s) 0 Passed x Failed

The motion to approve resolution #2016-4 setting the Township's Zoning Bd of Appeals and Zoning Commission for 2016 at \$20.00 per item per meeting was approved.

ORDER OF BUSINESS NO. 5 -- Expense reimbursements for 2016

- a) Trustees reviewed the allowance for meal reimbursement when Twp personnel are on assignment for the Twp
 - i) The Chair asked for a recommendation.
 - ii) The Trustees agreed maintain the meal reimbursement rate at its present \$45 per day with proper documentation.

Chairman Peck requested approval of resolution #2016-05 setting reimbursement allowance for meals in 2016 at \$45 per day.

MOTION by: Mrs. Mayer
SECOND by: Mr Peck

YEA(s) 2 NAY(s) 0 Passed x Failed

The motion to approve resolution #2016-05 setting reimbursement allowance for meals in 2016 at \$45 per day was approved.

- b) The mileage reimbursement for 2016 was discussed.
 - i) Defiance Township has traditionally set reimbursement per the allowable IRS rate.
 - ii) the allowable IRS rate for 2016 as of this session is .54 cents per mile as noted in an IRS web page.
 - (1) Trustees verbally noted that mileage is paid for travel on Township business at the discretion of the Trustees.

Chairman Peck requested approval of resolution #2016-06 setting reimbursement for mileage @ .54 cents per mile.

MOTION by: Mrs. Mayer
SECOND by: Mr Peck

YEA(s) 2 NAY(s) 0 Passed x Failed

The motion to approve resolution #2016-06 setting mileage reimbursement was approved.

- c) Resolution #2016-07 addressing the use of the UAN traveling Clerk in 2016 was discussed.
- i) The Trustees heard a request from the fiscal officer for the continued use (on an as needed basis at the fiscal officer's discretion) of a UAN traveling Clerk in 2016
 - ii) The fiscal officer noted that the state auditor's office, through the UAN division has established this opportunity in order to assist fiscal officers in their requirements relative to maintaining the accounting requirements as established by the ORC.
 - (1) The rate of pay is \$22 per hour.
 - iii) The expense is minimal. In 2015 the total was less than \$200.

Chairman Peck requested approval of resolution #2016-07 authorizing the use of the UAN traveling clerk as necessary in 2016.

MOTION by: Mrs. Mayer
SECOND by: Mr Peck

YEA(s) 2 NAY(s) 0 Passed x Failed

Resolution #2016-07 was adopted.

ORDER OF BUSINESS NO. 6 – Zoning

- a) Trustees then moved to address the review and approval of a resolution for the appointment of Zoning Board of Appeals and Zoning Commission members whose terms expired 12-31-15.
- i) **Zoning Bd of Appeals.**
 - (1) Scott McKibben - regular board member-new term commencing 1-01-16 through 12-31-18
 - (2) Serving as alternates:
 - (a) Robert Williamson – new term commencing 1-01-16 through 12-21-18
 - (b) Roger Ray - new term commencing 1-01-16 through 12-21-18.
 - ii) **Zoning Commission**
 - (1) Ruth Ann Schofield -new term commencing 1-01-16 through 12-31-18
 - (2) Serving as Alternate
 - (a) Richard Wagner – new term commencing 1-01-16 through 12-31-18
 - iii) The chair asked if there was any discussion.
 - iv) Trustees determined to reappoint for a term as noted above.
 - v) The fiscal officer is to send a notice of reappointment to each member. If a member wishes to reject the appointment they are to notify a Trustee.
 - vi) The Chair asked if there were any other comments or discussion. There was none.

Chairman Peck requested approval of resolution #2016-08 reappointing members of the Twp zoning board of appeal and commission whose terms expired 12-31-15.

MOTION by: Mrs. Mayer

SECOND by: Mr. Peck

YEA(s) 2 NAY(s) 0 Passed x Failed

Resolution #2016-08 was adopted.

ORDER OF BUSINESS NO. 7 – payment of dues from the Twp's general funds for participation in the Ohio Twp Association and the Defiance County Twp Association in 2016.

- a) Resolution 2016-09 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 state purpose.

Chairman Peck requested approval of resolution #2016-09 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 2016.

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

YEA(s) 2 NAY(s) 0 Passed x Failed

Resolution #2016-09 was adopted.

ORDER OF BUSINESS NO. 8 – Purchase orders for 2016

- a) Trustees reviewed and signed the purchase orders. This action activated spending for calendar year 2016.

ORDER OF BUSINESS NO. 9 - Travel Training upcoming

- a) Reminder - Co Twp Association and Engineer's annual meeting..1-19-16 – 6 p.m. co ema
 - i) Tjh called in all twp reservations
 - ii) Cost is at your expense at the door is \$10 per person.
- b) Reminder of the Annual Ohio Twp Association session in Columbus, Ohio, Jan 27,28 & 29.
 - i) Trustees Mayer and Shaffer, Zoning inspector Diemer and Tim Houck are registered to attend.
 - ii) The fiscal officer emailed room reservations to each on 1-7-16 –
 - iii) Exhibit 9-b- is trustees event registration
 - iv) Mrs. Mayer asked that her reservation be cancelled due to a family event. The fiscal officer will contact OTA to request cancellation and a return of the registration fee.

ORDER OF BUSINESS NO. 10 – Handouts

- a) The Twp directory for 2016 – exhibit 10a was distributed.
 - i) There was one phone number change (Mrs. Mayer). The change will be made and the directory will be provided to Twp employees and posted on the Twp web page.
- b) The Defiance County Engineer's 2016-17 Twp road proposed project list was distributed.
 - i) Trustees will study and invite the County Engineer to attend the Twp's regular January session on the 26th to select the 2016 projects.

ORDER OF BUSINESS NO. 11 – Twp meeting date and times for 2016

- a) The Chair noted that currently the regular scheduled sessions are the fourth Tuesday of each month at 7:00 p.m.
 - i) The chair called for discussion.
 - (1) Trustees determined to continue the established regular monthly meeting date of the fourth Tuesday of each month with a start time of 7:00 p.m. Twp sessions will continue to be held in the Defiance County Commissioners Building – 2nd Floor Conference Room - 500 Court Street - Defiance, Ohio

It was so moved by Trustee Mayer
Seconded by Trustee Peck

YEA(s) 2 NAY(s) 0 Passed x Failed

The motion was adopted.

A public notice will be posted on the Public bulletin board in the County Annex and if allowed by the Commissioners on the Commissioners public bulletin board in the hallway of the Commissioners building near the north entrance door. The schedule will also be posted to the Twp web page.

ORDER OF BUSINESS NO. 12 –

- a) December bills –
 - i) Trustees then reviewed and sign those bills and checks that were incurred in December as an emergency and need to be posted to December activity for accounting purposes after the December

session of 12-22.

ORDER OF BUSINESS NO. 13 – Personnel

- a) The Township’s Zoning inspector’s position was reviewed.
- b) With the election of Mr. Shaffer to Twp Trustee (Shaffer is currently the zoning inspector for the Twp) this position is open.
- c) The Trustees posted a public notice soliciting applicants for the position in the Defiance Crescent news in Dec. with applications due into the Twp’s fiscal office by January 12th close of the work day.
- d) Two applications were received.
- e) The Trustees determined to offer the position to John Diemer current Twp eq operator. Mr. Diemer would continue to be available as an operator. The Trustees as noted above set the zoning-nuisance salary at \$500 per month.
 - i) Mr. Diemer accepted the position. The position becomes effective as of February 1, 2016.

Chairman Peck asked for a approval of resolution 2016-10 – appointing John Diemer as the Township’s Zoning and nuisance officer as of Feb. 1, 2016 at a monthly salary of \$500.00

It was so moved by Mrs. Mayer
Seconded by Mr. Peck

YEA(s) 2 NAY(s) 0 Passed x Failed

The resolution was adopted.

Trustees noted that Twp equipment operator Steve Buchholtz verbally resigned his position with the Twp effective immediately. Mr. Buchholtz had made this announcement in December to Trustees Peck and Mayer.

The Chair asked for a motion to accept the verbal resignation of Mr. Buchholtz.

Mrs. Mayer moved to accept the resignation.
Mr. Peck – seconded.

YEA(s) 2 NAY(s) 0 Passed x Failed

The motion to accept the resignation was adopted.

ORDER OF BUSINESS NO. 14 – Old Business –

The Chair asked if there was any old business to be brought before the board.

- a) There was none.

ORDER OF BUSINESS NO. 15 – New Business –

The Chair asked if there was any new business to be brought before the board.

- b) There was none.

ORDER OF BUSINESS NO. 15 – Next session:

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

Date: Tuesday January 26th, 2016 -
 Time: 7:00 p.m.
 Place: Defiance County Commissioners Building – 2nd Floor Conference Room 500
 Court Street - Defiance, Ohio

Chairman Peck requested a motion to adjourn this special “annual re-organizational” meeting of January 13th, 2016.

Motion: Mrs. Mayer
Second: Mr. Peck

YEA(s) 2 NAY(s) 0 Passed x Failed _____

MEETING ADJOURNED

Respectfully Submitted

Timothy J. Houck, Fiscal Officer