

Minutes
DEFIANCE TOWNSHIP TRUSTEES
January 22nd, 2019 MEETING

The Defiance Township Trustees met in regular session at the offices of Northwest Realty – 618 South Clinton Street, in Defiance Township, Defiance, Ohio, on Tuesday, January 22nd, 2019 at 6:30 p.m. Answering as present were Diana Mayer, Dan Peck & Jason Shaffer, with three of three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employees present were: Harry Railing 14951 Power Dam Rd., & Steve Buchholtz 1615 South Clinton St. - Defiance, Ohio.

Visitors present: Conrad Beck 120 N. Defiance St., Archbold, Ohio, sales representative for the Ohio Plan Insurance Group, Craig Hibner – 6500 Taylor Rd., Blacklick, Ohio, sales representative for the Ohio Township Risk Management Association (OTRMA) insurance group, Patti Diemer 23361 Defiance-Paulding Co. Line Rd 10 & JoEllen Houck 8 Deville Dr., Defiance, Ohio.

ORDER OF BUSINESS NO. 1

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

Mr. Shaffer requested a motion for the approval of minutes from the January 10th, 2019, regular – re-organizational/budget session.

Mr. Peck moved to approve the minutes as presented.

Mrs. Mayer seconded.

The vote being 3 Yea(s) 0 Nae(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 December - noted a primary checking reconciliation balance of \$193,678.62-- balance is minus the outstanding checks and Township investment funds & is taken from the Bank's monthly statement.
- b) Receipt report:
 - i) Receipts for January (UAN software-) were \$19.50.
- c) Payment reports:
 - i) Payments for January (UAN software-) were \$6,738.11.
- d) The Cash fund summary through January 20th, 2019, (UAN software) showed an "ending fund balance" of \$903,168.05.
 - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$278,530.48.
- e) Appropriation Status showed that through January 20th, 2019 (UAN software), .5% 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 01-20-19 was \$718,881.87.
- g) Trustees and Signed then reviewed January bills.
- h) Payroll & January time cards (time cards provided trustees prior to session) – Trustees Reviewed & Signed.

Mr. Shaffer requested a motion to accept the January financial reports.

MOTION by: Mayer

SECOND by: Peck
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) January report
 - i) No Permits
 - ii) Site reviews:
 - (1) No site reviews
 - iii) Signed a land split for Randy Ordway on Kiser Rd. – this was done at Ordway’s attorney’s office (Jeff Horvath 306 Clinton St. in Defiance)
 - iv) nuisance issues
 - (1) none

Respectfully submitted
John Diemer, Twp. Zoning Inspector

- b) The Chair asked if there were any other Zoning/nuisance issues to be discussed.
 - 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) Operators noted there is a vacuum issue in the fuel system. The unit was repaired at Gary’s Auto in Defiance.
 - ii) All Twp. trucks and equipment are reported to be ready for use.
- b) The Chair again asked if there are any other equipment issues to be discussed.
 - i) There were none.

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

- a) **Trustee Monthly Twp. Rd** report - inspection by Trustee Mayer.
 - i) Mrs. Mayer stated that ice and snow cover exists on Twp. roads. Cold Patch is needed on spots on Singer road.
 - ii) Operators are to use the report as a work order in Feb. when conditions allow for berming or cold patch application.
 - iii) The February Rd review is to be by Trustee Shaffer.
- b) **2019 Road projects:**
 - i) As of the Jan. 22nd session the Trustees are awaiting a road review and maintenance/repair recommendation list from the Co. Engineer’s.
 - (1) Mike Weiharuch – from the Engineer’s Office will make his annual review and recommendations when weather and road conditions allow.
 - ii) Re-build of 4 miles of Twp.’s portion of Bowman Rd. – see mins from Feb. 2018 for history.
 - (1) Trustees have confirmed with the Co. Engineer as of the Annual Co. Trustees Assoc. – Elected Officials meeting of Jan. 17th, 2019, that the Engineer’s Office will manage a rebuild of up to 1 mile of Bowman Rd. of the four (4) miles of Twp responsibility; or what the Engineer can accomplish in 2019.
 - (2) The Co. Engineer provided the following information and cost estimates (from fall of 2018):
 - (a) There is no need to acquire right of way.
 - (b) The Engineer’s office will send out construction notices (Jan./Feb. 2019) to all residents of Bowman Rd. along the 4 miles of Twp. responsibility. –confirmed at Co. Elected Officials session of Jan. 17th, 2019.
 - (c) Grading and seeding will cost approximately \$30k per mile and can be done in sections.
 - (d) Widening of the road will cost an estimated \$55k per mile –
 - (i) Engineer noted that the Twp. could break this down 1 side at a time.
 - (e) Paving and striping is estimated to cost \$55k per mile –
 - (i) Again, this can be broken into sections.
 - (3) The engineer is aware of the dollar limit set by the Trustees via an email from the fiscal officer on Jan.

- 18th, 2019, to the Engineer and Trustees documenting the Trustees' desires and budgeted funds.
- (4) Trustees will budget as funds allow to rebuild all four miles over a yet to be determined number of years dependent upon available funds.
 - (5) The Chair asked for any additional comments;
 - (a) There was none.
- iii) The Co. Engineer has applied a patch to Kiser road on Jan. 7th. The cost for this patch was posted to the OPWC grant of Def. Twp. (\$600.00)-
- iv) From past 2018 sessions, Trustees had approved the Co Engineer to do the following:
- (1) Repair street drain covers in the Lakeview addition.
 - (a) No cost estimate provided.
 - (i) Trustees reported no activity as of the Dec. Twp. meeting.
 - (ii) Mr. Shaffer was to discuss with co. Eng.
 - (iii) Jan. update.....
 1. No activity due to weather.
 - (b) Some storm water drains (twp. catch basins) are filled with leaves - Shaffer has asked the Co. Engineer to use the jet vac to remove this debris.
 - (i) It was agreed that the work would be done in Oct. or early Nov. after the leaves have fallen.
 - (ii) No cost estimated provided.
 - (iii) Trustees reported no activity as of the Dec. Twp. meeting.
 - (iv) Mr. Shaffer was to discuss with Co. Eng.
 - (v) Jan. update....
 1. No activity due to weather
 - (c) Dura Patching is needed on Wilhelm Rd – about 500' south of McAlistar and on Co. Line Rd 10 east of 66 and again 100' further west.
 - (i) No cost estimates acquired.
 - (ii) As this item was not completed in Oct, the project will be moved to 2019 due to weather conditions.
 - (iii) Discussion if any....
 1. No activity due to weather
 - (d) Nov. 2018 session - Mr. Shaffer noted that he had been contacted by a Twp. resident on Garmin Rd. with a complaint that tree branches overhang onto the road and need trimmed back.
 - (i) Mr. Shaffer stated he confirmed this during his Nov. road inspection.
 1. The tree branches overhanging are too high up in the tree for Twp. operators. Shaffer will asked the Co. Engineer to address.
 - a. Trustees concurred.
 - b. Jan. update....
 - i. No activity due to weather.
- (e) Total est . expenses for co Eng. work on twp. behalf in 2019 as of this session is \$140k + awaited project list from the Co. Engineer.**
- v) Twp. projects by Twp. staff or other contractors for 2019:
- (1) Trustees have previously noted that Karnes Rd was damaged by contractors working to replace the Watson Rd Bridge.
 - (a) The contractor acknowledges the damage per Trustee Shaffer and the contractor is to repair the road.
 - (i) There is no cost to the Twp.
 - (ii) There was no work on this in Dec..
 - (iii) Jan. update....
 1. No activity due to weather.
- vi) The Chair asked if there were any other projects.
- (1) None was offered.

c) 2019 financial impact review by the fiscal officer:

i) The fiscal officer reported that total road expenses year to date are:

(1) Total road fund revenues year date are	\$8,855.16
(2) Total road fund expenses year to date are	\$15,994.81

ii) Anticipated revenue for 2019 – based on the January 2nd, Twp. amended certificate was:

(1) \$177,700.00 more or less

iii) Anticipated expenses for 2019 – as of this session:

(1) Regular twp. expenses are estimated – based on historical review, at between \$70,000 and \$100,000 – would include Twp. projects listed above & completed so far this year.

(2) \$unknown as of this session for Co Eng. work- in 2019 – (other than Bowman Rd. rebuild).

(3) Bowman Rd. rebuild - \$140,000

(4) Salt purchases (in 2019) to-date:

(a) \$00

(i) Salt price for the fall – winter (2018 – 19) is \$62 per mixed ton.

(5) Total anticipated road fund(s) expenses based on the above:

(a) from \$210,000 to 240,000k if there are no additional projects added from the Eng. rd. review which the Trustees await as of this session.

d) **A recap of the OPWC grants** – see minutes of previous sessions for history. An update was last received from the Co Engineer's Office dated 01-17-2019 provided at the Jan. 2019 session as **exhibit 6-e**.

i) Current status – the OPWC report from the County Engineer's office as of 01-17-2019 indicates that:

(1) The Engineer's Office had posted to Def Twp. grant – the Twp.'s 2019 (former LTIP) grant of \$18,000. (money is with the Co Eng. – any used in 2019 will be posted to Twp. fund lines as pass through money.

(a) In Jan. (1-7-19) the Engineer's posted \$600.00 against the Twp. grant line.

(i) Total grant dollars used by the Co. Eng. on behalf of the Twp. to date (Jan. 22nd) in 2019 is \$600.00.

(b) As of (1-7-2019) the Twp. has \$19,819.32 grant funds unspent from previous grants.

(c) An amended certificate will be needed in the fall of 2019 to account for the expenditures of these and any additional grant funds used on behalf of the Twp.

ii) The Engineer has previously informed the Trustees that with the passage of issue 1 several years ago the law promises the grants. The average annual grant for Def Twp. is \$25k for the next 6 years or a total of \$150k remaining give or take.

e) The Chair asked if there is any other discussion regarding the fiscal impact report?

i) There was none.

f) The Chair asked if there were any **cemetery issues** for discussion

i) Trustees noted that during the August 2018 session Trustees were requested to sell burial lots in Taylor cemetery. Trustees adopted lot fees passing resolution 14-2018. This resolution established lot sale prices for all Twp. cemeteries.

ii) Rhonda Caster made the request for lot purchases in Taylor in August.

(a) Merle Butler of Defiance - a licensed surveyor – & Mike Brubaker have surveyed a portion of Taylor cemetery and has provided a map noting lots for sale.

(i) Each lot has a designation number.

(b) The Trustees may now sell these lots.

(c) A Deed should accompany the invoice.

(d) The fiscal officer is inquiring with the Prosecutor's Office how a deed is to be prepared.

(e) Once a deed format is set – then the fiscal officer can prepare an invoice.

(f) **Exhibit 6-g** was a copy of the map of that portion of Taylor cemetery that is plotted for grave lot sale.

(g) The chair asked if there is any other discussion regarding this issue.

(i) There was none.

g) The Chair asked if there were any other cemetery issues for discussion...

i) There was none.

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

- a) Monthly (January 19) GrassRoots clippings – was distributed as 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) Insurance coverage for Twp. operations & Equipment for 2019.
 - (1) At the Dec. 18 Twp. meeting, Trustees desired two quotes:
 - ii) At this session (Jan. 22nd):
 - (1) Mr. Conrad Beck – representing the Ohio Plan – through Beck Ins. Group of 120 N Defiance St, Archbold, OH 43502.
 - (a) Presentation:
 - (i) Beck stated that if a government entity leaves OTARMA that entity is no longer covered for the year(s) it was under OTARMA. This exposes the entity to risks for work or decisions made in those years.
 - 1. Beck continued that for the years that Defiance Twp. has been with the Ohio Plan the Ohio Plan maintains covered for actions and decisions made by the Twp. i.e. the Ohio Plan maintains coverage for all years that an entity was an Ohio Plan customer.
 - (ii) Beck reviewed the Ohio Plan proposed 2019 coverage(s) in a handout provided (as **exhibit 8-a – document on file with the Twp.**) which also contained the quote for 2019 coverage which becomes effective 2-1-2019.
 - (iii) Quote was \$3,747 for \$2 million per incident – cost was \$4,297 for \$3 million per incident.
 - (2) Mr. Craig Hibner – representing OTARMA –(Ohio twp. association risk management authority) through the Burnham & Flowers Ins. Group of 6500 Taylor Rd., Blacklick, Ohio, is present to present an explanation of coverages and a quote.
 - (a) Presentation:
 - (i) Hibner reviewed the OTARMA Plan proposal for 2019 coverages in a handout provided (as exhibit 8-b- document on file with the Twp.) which also contained the quote for 2019 coverage which would become effective 2-1-2019.
 - 1. Hibner noted that OTARMA is an Ohio Twp. group self-insurance pool. OTARMA offers \$3 million per incident coverage at the quoted price.
 - 2. OTARMA provides free property appraisals.
 - 3. OTARMA has best pool ratings and offers its governmental customers a “Moore grant of \$500 annually”, and capital distribution grants.
 - a. Entities must meet eligibility and submit applications as noted in the proposal (exhibit 8-b).
 - 4. 7 of 12 Def. Co. Twp. are members of OTARMA.
 - (ii) Quote of OTARMA for 2019 was \$3,530.
 - (3) Trustees thanked both representatives for their presentations.

Trustee Peck moved to table the issue – for further consideration.
Trustee Mayer seconded

YEA(s) 3 NAY(s) 0 Passed X Failed
The issued was tabled.

- b) The Chair asked if there was any other old business to be discussed....
 - i) There was none.

ORDER OF BUSINESS NO. 10 - New Business.

- a) The Chair asked if there is any new business to be discussed....
 - i) Co. Commissioners have provided information soliciting abandoned properties for demolition. This is an annual program. Exhibit 9-a was a notice from the Commissioner’s office explaining the program and a form for Trustees to fill out if there is a property in the Twp. that meets the qualification requirements.
 - (1) Trustees will review with the Twp.’s Zoning and Nuisance Inspector – John Diemer. If a property meets the qualifications, the form will be filled out and reviewed by Trustees at the Feb. session.
 - ii) Exhibit 9-b – was a notice from the Maumee Valley Planning Organization that they will accept

applications in 2019 for the Community Development Block grant (CDBG). This program is for low-income areas.

(1) See handout for details.

(2) Trustees noted that if a project can be found that meets the criteria they will submit an application and review at an upcoming Twp. session.

iii) Exhibit 9-c was reviewed. This was a request from the fiscal officer for permission to attend the 2019 local gov't conference hosted by the State Auditor's Office in Columbus, Ohio, March 7 & 8, 2019. This conference is focused on fiscal training – attendance provides required ceu's for the fiscal officer's position under the "fiscal integrity act" which became effective in March 2015.

(1) The rule requires 12 hours of training in each term including 2 hrs for public records.

Trustee Mayer moved to approve the fiscal officer to attend the 2019 Auditor of State's Local Gov't conference.

Trustee Peck seconded

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

The request was approved.

b) The Chair asks if there was any other new business to be discussed....

i) Mr. Peck stated that he wished to discuss the insurance proposals that were presented at this session.

(1) He stated that as the OTARMA plan premium is \$800 less than the Ohio Plan premium, and that if the Twp. applies for and receives the \$500 Moore grant the Twp. The premium amount is over \$1,300 less than the Ohio Plan. In his opinion, the Twp. should accept the OTARMA quote.

(2) Trustees Mayer and Shaffer both concurred.

Mr. Peck then moved to accept the OTARMA quote of a premium of \$3, 530 for insurance for the Twp. for 2019.

Mrs. Mayer seconded.

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

The motion to purchase insurance for the Twp. from OTARMA for 2019 was approved.

b) Again, the Chair asked if there was any other new business to be brought before the Board.

i) There was none.

ORDER OF BUSINESS NO. 11 - NEXT MEETING:

a) The next regular session.

Date: **Tuesday – February 26th, 2019 regular session.**

Time: 6:30 p.m.

Place: Northwest Ohio Real Estate Services - 618 S Clinton St, Defiance, OH 43512

ORDER OF BUSINESS NO. 11 – Adjournment:

Mr. Shaffer requested a motion to adjourn the meeting of January 22nd, 2019.

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