

Minutes
DEFIANCE TOWNSHIP TRUSTEES
January 23rd, 2018 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 23rd, 2018 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: John Diemer 23361 Defiance-Paulding Co Line Rd 10, Steve Buchholtz 1615 South Clinton St. - Defiance, Ohio.

Visitors present: 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 9th, 2018, regular – re-organizational and 2018 budget 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 December - noted a primary checking reconciliation balance of \$159,955.95-- 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 \$63.00.
- c) Payment reports:
 - i) Payments for January (UAN software-) were \$12,324.57.
- d) The Cash fund summary through January 21st, 2018, (UAN software) showed an "ending fund balance" of \$846,629.73.
 - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$443,467.44.
- e) Appropriation Status showed that through January 21st, 2018 (UAN software), 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 01-21-18 was \$705,885.26.
- g) The fiscal officer reviewed the study of moving the Twp investments (money market) from the State Bank to Star Ohio.
 - i) Bank Depository for township funds is presently the State Bank and Trust.
 - ii) There is an agreement with the Township
 - iii) 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.
 - (2) The fiscal officer was planning to move the money market funds to Star Ohio or re-negotiate interest

rates paid on the money market with the State Bank.

- (3) As reported to Trustees in the Jan. 9th budget session, the State Bank has agreed to meet and maintain the Star Ohio rates.
 - (a) Bank official Kristen Nusbaum emailed the Twp fiscal office that the State Bank will take the average monthly rate from the Star Ohio web page (of the previous month) and post that rate to Twp accounts for the next month.
 - (i) Dec Star Ohio monthly average used for January.
 - (ii) This was agreeable with the Fiscal office.
- (4) Trustees concurred with this process at the Jan 9th 2018 session– all being desirous of keeping Twp money locally invested if fiscally reasonable.
- (5) The fiscal officer is now working on the renewal security of deposit document, which requires the State Bank to protect the funds of the Twp which exceed the FDIC maximum deposits for protection.
- (6) Exhibit 3g-6 was reviewed. This document is the Memorandum of agreement with the State Bank, requires Trustee signatures.
- (7) Exhibit 3g-7 was then reviewed. This document is notice from the Treasurer of State's Office that the State Bank will use the Ohio Pooled Collateral System for protection of the Twp's funds. The Twp has access to review.
- (8) The Chair asked if there were any Questions....
 - (a) There were none.

- h) Exhibit 3-h was then reviewed. This was from the Defiance City Fire Department.
 - i) This is a notice of the 2018 fees for the Fire Combat Contract – fees are based on property valuation of the Twp. The property valuations are provided by the County Auditor's Office.
 - (1) The quarterly fee for fire combat will be \$15,092.46 in 2018
 - (2) The quarter fee in 2017 was \$14,967.86
 - ii) The Chair asked if there were any questions...
 - (1) There were none.
- i) January bills were then reviewed by Trustees and Signed.
- j) 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: 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) January report
 - i) No Permits
 - ii) Site reviews:
 - (1) Reviewed 2 land splits and signed off –
 - (a) Greg Hahn- Cromley Road
 - (b) Randy Ordway -Kiser Road
 - iii) Talked with Russ Herman to acquire the legal definition of fence
- iv) nuisance issues
 - (1) none

Respectfully submitted

John Diemer, Twp Zoning Inspector

- b) Mr. Shaffer asked if there are any other zoning/nuisance issues to come before the Board?
 - i) The fiscal officer – also serving as zoning sec't – reminded the Bd that the alternate seat on the Appeals Bd – previously held by Robert Williamson, who had passed away, remains vacant.
 - ii) The fiscal officer also noted that the Zoning Commission vacancies remain.

- (1) Open seat on the Commission - via resignation
 - (a) Wayne Shaffer resigned as of 1-1-18 –
 - (b) Replacement - new term commencing 1-01-18 through 12-31-2020.
 - (2) Alternate seat open-
 - (a) Open seat via resignation:
 - (i) John Marcellus resigned as of 1-1-18
 - (b) Replacement - new term commencing 1-01-18 through 12-31-2020.
 - iii) Trustees need to make an appointment.
 - iv) Trustees determined to work on contacting potential appointments over the next several weeks.
 - v) Trustees will review this item again at the February 27th, session and meetings thereafter until the vacancy is filled.
- c) 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) At the Jan 9th budget session Trustee Shaffer proposed to acquire quotes via the DAS for a truck to replace the 2004 International.
 - (1) Shaffer suggested the International is costing too much to maintain as it is breaking down repeatedly.
 - (2) Shaffer proposed to purchase a truck of sufficient size to carry larger loads than the current 1 ton units the twp has available.
 - (3) Trustees agreed to review quotes from the DAS public bids list.
 - (4) Shaffer to acquire quotes for review by Trustees.
 - (5) 1-23-18 update.....
 - (a) Mr. Shaffer stated he will get a state bid (DAS) quote from Kalida Truck at the upcoming Ohio Township Winter Conference to be held Jan. 31st & Feb.1 in Columbus, Ohio. He will then review with Trustees at the Feb. 27th regular Twp session.
- b) The Chair asked if there are any other items to be discussed....
 - i) Due to changes in the Twp's part time staff – Trustees ordered that locks be changed on the Hammersmith building.
- 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 Report – Monthly Twp Rd inspection by Trustee Mayer.
 - i) Mrs. Mayer stated she did not have a report for January as winter conditions prevented a review.
 - ii) The February Rd review is to be by Trustee Shaffer.
- b) **2017 Road projects:**
 - i) At this session (January) Trustees and the County Engineer are reviewing the proposed 2018 project list.
 - ii) A proposed listing of projects is to be submitted by the Engineer to Trustees once Twp rds have been reviewed (next several days weather conditions permitting.).
- c) **Twp projects by Twp staff or other contractors for 2018:**
 - i) twp projects for 2018 :
 - (1) none were proposed at this time.
- d) **A 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 to date are	\$12,612.95
(2) Total road fund expenses year to date are	\$12,209.37
 - ii) Anticipated revenue for 2018 – based on the January 2nd, Twp amended certificate was:
 - (1) \$171,715.00 more or less
 - iii) Anticipated expenses for 2018 – 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:
 - (2) \$80,000 to 100,000 for Co Eng work- est by fiscal officer as we await Co Eng proj list and Trustee approval of same.
 - (3) \$140 to 180k for new truck to replace international. Est by fiscal officer – twp awaits quotes from DAS vendors being secured by Trustee Shaffer.
 - (4) Total anticipated expenses base on the above:
 - (a) from \$256k to 340k.
 - (b) The fiscal officer notes that the purchase of a truck as proposed would have a significant impact on Township funds depending on road projects.
- e) **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 1-16-2018 and is presented as exhibit 6-e of this session. That update includes the posting of the 2018 OPWC grant funds of Def Twp.
- i) Current status – the OPWC report from the County Engineer's office as of 1-16-2018 indicates that:
 - (1) The Def Twp has posted to its grant line for 2018 \$43,455. (money is with the Co Eng – any used in 2018 will be posted to Twp fund lines as pass through money and an amended certificate will be required to account for the expenditure of these funds on behalf of the Twp. Said amended certificate is generally applied for in November of each year to account for grant funds are used by the co eng on the Twp's behalf in the construction season of the year (2018).
 - (2) the Twp has \$10,924.32 of current grant dollars available for use and expenses beyond that amount would be using future year's grants.
 - (3) There are no future grant dollars used as of this session.
 - 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 7 years or a total of \$175k remaining give or take.
- f) The Chair asked if there was any other discussion regarding the fiscal impact report.
- i) There was none.
- g) The Chair asked if there are were any cemetery issues for discussion...
- i) There was none.

ORDER OF BUSINESS NO. 7 Personnel

- a) The fiscal officer reviewed the bonds for re-elected Trustees Peck and Mayer – terms are from Jan. 1, 2018 to December 31, 2022.
 - i) Bonds have been signed and emailed in pdf format to be on file with Co Auditor as required.
 - ii) Emailed 1-21-18.

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

- a) Monthly (January 17) GrassRoots clippings – was distributed as exhibit 8a.
- b) Exhibit 8-b was a pamphlet from Def. Co. Soil and water which details services it provides to our Twp for zoning etc.
 - i) The Twp is contracted with Soil and Water for these services. Trustees signed a check for service renewal at this session.
- c) Exhibit 8-c was a notice that applications for 2018 consideration of CDBG grants for implementation in 2019 are due by Feb. 12, 2018.
 - i) A first public hearing will be held 1-29-18 10:30a at the Co Comm Office – 500 Court St.
- d) Exhibit 8-d was a notice from the County Commissioners office seeking applications for project for the 2018 co-wide demolition program.
 - i) This program is designed to assist local gov entities with financial assistance to demolition abandoned dilapidated residential structures.
 - ii) There is a limit of 1 structure per entity.
 - iii) Trustees provided the form to Mr. Diemer as Twp Nuisance Officer – to acquire property owner signatures if such property meets the criteria in Def. Twp.
- e) Exhibit 8-e – was a revised Twp Personnel directory – issued with revisions made by Trustees at the 1-9

ORDER OF BUSINESS NO. 9- Old Business

- a) The Chair asked if there was any old business to come before the Board?
- i) from the November 2017 session – Trustees had reviewed a notice of from the Ohio Plan (Twp ins carrier) – of proposed safety – operational items from the Ohio Plan annual review of Twp procedures which may impact insurance rates etc..
 - (1) Proposals are:
 - (a) Review annually the driving records of twp employees. &;
 - (b) Adopt a public records plan...
 - (i) Currently the twp has a policy in place to facilitate public access to twp records (see policy #08). The Twp does not have a records destruction policy all records are stored at the Twp storage building at Hammersmith rd.
 - (c) Trustees asked the fiscal officer to contact the Co. to acquire information on how to implement an annual driver's license check of Twp operators.
 - (d) This item will be a further agenda item until the annual check is implemented by the Twp.
 - (i) The fiscal officer reports that he is working to acquire the records with Ohio Plan reps.
 - (ii) This should be completed by the Feb 27 reg Twp session.....
 - ii) At the 1-9 budget session Trustee Mayer desired to acquire outdoor winter gear (Carhart jackets) for Twp operators.
 - (1) Trustees agreed and were to get prices for review at this session.
 - (2) Trustees noted they are still acquiring prices. These are to be presented at the Feb. Twp session.
 - iii) Dead Tree issue – Hammersmith Twp building from August 2017:
 - (1) At the Jan 9th budget session Trustee Peck stated that Mary Mick owner of property abutting Co. property, which abuts Twp, leased ground from the Co. where the Twp maintenance building is located on Hammersmith rd., has again contacted him with a request for reparations for dead trees.
 - (2) Mick believes that at least some of the dead trees are on her property and that the trees are dead due to salt water runoff from the Twp's salt bins.
 - (3) Trustees noted they will again discuss this with the Co. Prosecutor's Office and will review the possibility with the Prosecutor's Office of turning the issue over to the Twp's insurance carrier.
 - (4) Ohio Plan rep Conrad Beck was present to review...
 - (a) Mr. Beck stated that with Trustee approval he will turn the matter over to the Ohio Plan's Claim division. Beck noted that Trustees should always first have their insurer review the issue. Beck noted that as this issue has some environmental impact there is a possibility that the insurance would not handle this. The policy (he said all insurance policies of this type have such a clause) has an exclusion clause if the issue is environmental.. Beck continued that if insurance does not cover this; then Trustees should probably turn the matter over to the County Prosecutor to ensure the Trustees of legal protection.
- 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) The Ohio Plan 2018 Ins renewal; was reviewed. The plan was provided as exhibit 10-I of this session.
 - (1) Trustees were emailed the renewal packet and an explanation of cost increase letter on 1-19-18.
 - ii) A check for renewal was part of the checks to be signed at this session.
 - iii) Mr. Beck thanked the Trustees for their business. Beck stated the Twp continues to receive a discount for its good claim history.
- b) Trustees then reviewed exhibit 10-b is an authorization form designating Twp employees eligible to use the Twp's charge at Menards for 2018.

- i) Trustees designated those authorized to charge. The fiscal officer was asked to submit the completed form to Menards.
- 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 27th, 2018 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 23rd, 2017.

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