

*Minutes*  
**DEFIANCE TOWNSHIP TRUSTEES**  
**January 25<sup>th</sup>, 2022 MEETING**

The Defiance Township Trustees met in regular session at the Defiance County Commissioners building – 2<sup>nd</sup> Floor conference room, 500 Court Street, in Defiance Township, Defiance, Ohio, on Tuesday, January 25<sup>th</sup>, 2022 at 6:30 p.m. Answering as present were Dan Peck, Diane Mayer & Jason Shaffer, with all three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employee(s) present were: Steve Buchholtz 1615 South Clinton St. & John Diemer 23361 Defiance-Paulding Line Rd. all of Defiance, Ohio.

Visitors present: JoEllen Houck 8 DeVille Dr. all of Defiance, Ohio.

**ORDER OF BUSINESS NO. 1**

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

The Chair requested a motion for the approval of minutes from the January 11<sup>th</sup>, 2022 reorganizational, budget and regular 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 –**

- 1) The following financial reports provided to the Board were reviewed.
  - a) The Reconciliation for December - noted a primary checking reconciliation balance of \$408,804.95-- 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 \$19,242.92.
  - c) Payment reports:
    - i) Payments for January (UAN software-) were \$10,277.72.
  - d) The Cash fund summary through- January 25<sup>th</sup>, 2022 (UAN software) showed an "ending fund balance" of \$1,152,748.17.
    - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$548,716.06.
  - e) Appropriation Status showed that through January 25<sup>th</sup>, 2022 (UAN software), .6% 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 01-25-2022 was \$742,233.20.
  - g) American Rescue Plan Act – Def. Twp application
    - i) OBM is managing the grants for many of Ohio's political subdivisions.
      - (1) The Def. Twp award is for \$176,505.54
      - (2) There will be two payments the first was for 88,252.77 (Sept. 2021).
      - (3) The second payment will be processed by the Ohio Office of Budget and Management (OBM) in September of 2022.
      - (4) **Exhibit 3-g** is an email provided to Trustees on January 14<sup>th</sup>, 2022, from the fiscal officer. This is a forwarded email which was sent to the fiscal officer from the OBM American Rescue Plan grant Administrator.
        - (a) The Federal Government has issued a new final rule regarding use of this grant funds.

(b) All funds received by Defiance Township will be eligible for use for “general government services” (roads, equipment, fire, rescue etc.).

(5) The fiscal officer will contact OBM to determine what is required for submittal to the OBM to proceed with the use of these funds.

ii) The Chair asked for discussion...

(1) There was none.

h) Possible grant from ODOT “Twp Stimulus Program”. Funding provided by Federal government – part of covid relief to states. See mins of sessions from August 2021 forward for details.

iii) On November 23<sup>rd</sup>, 2021, the County engineer prepared and submitted three applications for Def. Twp.

(a) 3-h 1 is for the Ginter Rd rebuild project (joint effort with City of Defiance).

(b) 3-h 2 Kiser Rd widening

(c) 3-h 3 Carter reconstruction and widened

(1) The awards are to be announced in 2022.

(2) Discussion if any...

(a) Trustees were informed by the fiscal officer that they could/should pick one of the projects as their primary or the ODOT review group would prioritize the first submittal.

(b) Trustees agreed that the first submittal 3-h-1 is their priority. No further action by the Trustees was taken.

i) January bills through the 25th, – Trustees Review – Discussion and Signature.

j) Payroll & January time cards (time cards provided trustees prior to session) – Trustees Reviewed – Discussion and Signature.

k) 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 monthly Zoning report -

i) permits issued:

(1) Dave Brown - garage on Ball Road

(2) Chris Stack - pole barn on Bowman Road

(3) Elmer Garn - pole barn on Parkview Dr

ii) Zoning issues:

(1) none

iii) Nuisance violations:

(1) none:

iv) Site reviews:

(1) None

v) Misc :

(1) None

Respectfully submitted

John Diemer, Twp. Zoning Inspector

b) The Chair asked if there were any other zoning issues to come before the Board.

(1) None were presented.

#### **ORDER OF BUSINESS NO. 5 -- Equipment;**

a) Comments or concerns from Twp employees/Trustees on current or proposed new eq &/or safety items.

i) Trustees agreed to sell the Twp’s 2003 dodge half pick up through the Co. Comm. Office on Govdeals.com. See mins from August 2021 session forward for details.

ii) As of this session:

(1) The unit has sold to Richard Buick gmc of Beavercreek, Ohio, and has been picked up by the buyer.

- (2) The Twp received \$4037.50 after the County retained its 5% admin fee. The amount was posted to Twp acct 4301-951-0000 sale of fixed assets on 1-25-22.
- (3) the funds are restricted for use to eq purchases and an amended certificate must be approved to authorize use of these funds.
- (4) This project is completed and will be removed from future agendas.
- (5) Discussion if any
  - (a) There was none.
- b) The Chair again asked if there were any other equipment issues.
  - i) There was none.

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

- a) Trustee Monthly Road Report - Twp Rd inspection by Trustee Peck.
  - i) Mr. Peck reported all roads are snow covered –
  - ii) The February review is to be by Trustee Shaffer.
- b) 2022 Road projects:
  - i) **Exhibit 6-b** is the 2022 list of proposed projects from the Co. Engineer. The list included 1 +/- mile rebuild of Bowman Rd. and to widen the remaining mile and the regular Twp road maintenance program projects.
    - (1) Total by Co. Eng. \$206k**

- ii) Re-build and widen 4 miles of Twp’s portion of Bowman Rd. – see mins from Feb. 2018 for history.
  - (1) 2 miles of the 4 mile project remain to be completed:
  - (2) In 2022 the Twp will rebuild 1 +/- mile. (expected to be 130k +/-.
  - (3) Trustees asked that the widening of the remaining mile is to be postponed until 2023.

- iii) 2022 Def. Twp. rd. maintenance program by County Engineer:
  - (1) The road maintenance program does not include major reconstruction projects – i.e. Bowman Rd rebuild, or other Twp road expenses assigned by Trustees to Twp personnel or other private contractors.
  - (2) Will include paving Link Rd estimated at \$25k – (error – the eng estimate is 15k more or less).
    - (a) Trustees wish to study the possibility of a chip seal in 2022 as they believe the road is in good condition. Engineers wanted to pave as the Engineers are paving Power Dam and Link is connected at the end of the County and is slightly less than one quarter mile in length.
  - (3) Trustees approved the remaining Co. Engineer proposals ect for paving:

	<b>Est.</b>	<b>Actual cost</b>
<b>(a) Paving:</b>		
<b>(i)</b> Link Rd. 1124’ – from Power dam to Power Dam	<b>\$15,086</b>	
<b>(b) Chipseal:</b>		
(i) Kibble Road – from Canal to Winn - 2652’	\$4,701	
(ii) Winn Rd – from Kibble to dead end – 718’	<u>\$1,273</u>	
(iii) Estimated total exp. of chip seals	<b>\$5,975</b>	
<b>(c) Patching:</b>		
(i) Ball –		
1. from Krouse to Canal – 5 patches	\$7,317	
(ii) Bowman – from St. Rte 66 to Twp line – 1 patches	\$ 487	
(iii) Hammersmith rd – f Krouse to state rte 111 – 2 patches	\$2,926	
(iv) Karnes rd. – from Bowman to Watson – 3 patches	\$3,902	
(v) Sponseller rd – from def pauld co line to Bowman –		
1. 3 patches	<u>\$4,552</u>	
(vi) Estimated total patching exp -	<b>\$20,486</b>	
<b>(d) Crack Seal-</b>		
(i) None in 2022		
<b>(e) Pavement Markings:</b>		
(i) None in 2022		
<b>(f) Total est and final expenses for 2022-</b>	<b>\$42,000</b>	

- iv) Re-build and widen 4 miles of Twp’s portion of Bowman Rd. – see mins from Feb. 2018 for history.

- (1) As of this session:
  - (a) There was no construction work done in 2019 due to scheduling issues.
  - (b) Approximately 1 mile of the 4 mile project was completed in 2020:
  - (c) Approximately 1 mile of the 4 milr project was completed in 2021.
  - (d) Proposed 2022 effort is 5280' or approximately the 3<sup>rd</sup> mile.

**(i) PAVING: -**

1. 1 mile to be determined per mike – 5280' est cost \$93,500

**a. Est. cost                      Actual cost**

- i. \$93,500

**(ii) Pavement Markings: - Williams to st rt 66 5321'**

- a. **\$2,500**

**(iii) WIDENING: - f Williams to St rt 66 – 5317'**

**a. Estimate                      Actual cost**

- b. \$34,000

(iv) TOTAL ESTIMATED ON BOWMAN PROJECT IN 2022 is \$130,000

**(2)** Per past practice, the County Engineer's Office will coordinate all activity.

**(3)** Discussion:

- (a) Trustees determined to do the 3<sup>rd</sup> mile in 2022 and the final (4<sup>th</sup> mile in 2023)

c) Twp projects by Twp staff or other contractors for 2022:

- i) The Chair asked if there are any proposed or in progress projects for the Twp staff or private contractors for 2022?

(1) At the June 22<sup>nd</sup> 2021, session it was noted by Railing that tree branches were hanging over McCollister road.

- (a) See mins of June 22<sup>nd</sup> 2021 session forward for details;
- (b) As of this session – There had been no work on this project.

(2) Re-build Ginter Rd. from Jefferson Ave. (St. Rt 66) to at Carter Rd to Ginter and Jefferson (St. Rt 66)- see mins from Jan 2020 forward for details.

- (a) Trustees and the City agreed to a rebuild project. The Twp agreed to commit its remaining OPWC funds and \$81,148.24 in cash from Twp Rd funds.

**(i)** this is for road reconstruction only – the City has agreed to pay for the proposed sidewalk-bike path.

**(ii)** An agreement is on file and prints out a summary of the work to be performed.

**(iii)** Schlatter has informed Trustees that the OPWC grant application will be made in 2021, the award will be made in 2022 and the construction will begin in 2023.

**(b)** The Co. Engineer has submitted an additional grant application to ODOT for funding of this project – refer to exhibit 3-h-1 above.

(c) Discussion:

- (i) There was none.

(3) Rebuild of Carter Rd. refer to mins of 8-24-21 Twp session.

**(a)** The Co. Engineer has submitted a grant application to ODOT (Nov. 23<sup>rd</sup>, 2021) for funding of this project – refer exhibit 3-h-3 above.

(b) There was no further discussion.

(4) Collapsed tile on Bowman Rd west of Campbell. Refer to mins from Sept 2021 session forward.

(a) Trustees have requested Co. Engineer to address:

(i) January update

1. Trustees noted this will be part of the rebuild currently underway.

d) A City of Def and Def. Twp road share Maintenance Agreement –see mins from August 2021 session:

**i)** Jan update:

(1) In Oct 2021 Trustees asked the fiscal officer to prepare an agreement based on the Auglaize Twp agreement which Def. Trustees approved at their Oct. 2021 session.

**(a)** This is in process as of this session.

e) **2021 financial impact review by the fiscal officer:**

- i) The fiscal officer reported:
  - (1) Total road fund revenues year date are **\$12,177.60**
  - (2) Total road fund expenses year to date are **\$ 1,600.82**
    - (a) Road salt purchased - 2022– total \$1,365.00
- ii) Anticipated road funds revenue for 2022 – based on the January 7th, 2022 1st Twp amended certificate was:
  - (1) \$227,450 more or less
- iii) Anticipated expenses for 2022 – as of this session:
  - (1) Regular twp. expenses anticipated for the year, baring emergencies. The estimate for 2022 – based on historical review, is placed at between \$70,000 and \$100,000 – would include Twp projects estimated or completed so far this year.:
  - (2) 42 k Road maintenance program by Co. Engineer - has been estimated by fiscal officer - in 2022 – refer to proposal from Co. engineer – exhibit 6-B of this session.
  - (3) \$130k – estimated by fiscal officer for Bowman Rd rebuild in 2022 - exhibit 6-B of this session.
  - (4) savings towards the Ginter rd project- project cost to Twp is remaining OPWC grants and \$81,148.24 cash anticipated to be expended in 2023.
    - (i) it is anticipated that 40k per year will be earmarked in 2022 and 2023.
    - (a) As of the Nov 2021 session there is now a possibility of:
      - (i) ODOT grant (filed Nov 2021) to cover part or all of one or more of the above projects.
- f) **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 01-06-2022 (**exhibit 6-f** of the Jan. 25<sup>th</sup> session).
  - i) Current status as reported by the fiscal officer
    - (1) The Engineer had 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 3 years (2022, 23 & 24) or a total of \$75k remaining give or take.
    - (2) The 2022 grant of \$48,700.00 is posted to Twp grant as of 1-6-22.
      - (a) Grant fund balance as of 1-6-22 is \$73,444.92.
    - (3) –OPWC grant work for 2022-
      - (a) culvert/regrading of Bowman rd rebuild project area- \$27,585.50.
      - (b) Ginter Rd project \$79,000 +/-.
      - (c) Krouse rd - Tile or ditch work - unknown amount at this time. (per co. eng)
      - (d) Trustees are reminded that there is no longer a discount in effect from the Co. Engineer for work done on the Twp’s behalf by Engineer staff.. Use of funds is 100%.
    - (4) Discussion
      - (a) There was none.
- g) The Chair asked if there is any other discussion regarding the fiscal impact report or other road issues?
  - i) There was none.

**ORDER OF BUSINESS NO. 7 - Cemetery issues for discussion.**

- a) The Chair asks if there are any cemetery issues for discussion?
  - i) There were none.

**ORDER OF BUSINESS NO. 8 – PERSONNEL**

- a) The Chair asked if there are any personnel issues for discussion.
  - i) Exhibit 8-a is the 1-25-22 Twp Directory -
  - ii) The Chair noted that only Mr. Buchholtz appears to be regularly available to plow snow. The Chair suggested that the Twp advertise for another eq. operator and dispense with the requirement for a CDL.
    - (1) Trustees agreed and asked the fiscal officer to run an ad for a part time operator. No CDL required.
    - (2) The fiscal officer will place the ad and provide applications as requested.

**ORDER OF BUSINESS NO. 9 - Handouts.**

- a) Monthly (January 22) GrassRoots clippings – **exhibit 9-a**
- b) **Exhibit 9-b** is notice from the Defiance co. Engineer of the 2021 Twp mileage certification – 22.875 miles
  - i) Trustees to sign and return to Co. Engineer by Feb. 14th.
- c) **Exhibit 9-c** is notice from Werlor’s of a price increase for 2022.

**ORDER OF BUSINESS NO. 10 - Old Business**

- a) The Chair asked if there was any old business to come before the Board?

- i) Resolution 08-2022 Appointing-Reappointing zoning boards members.
  - (1) Zoning Commission:
    - (a) Richard Wagner elevated from alternate to regular Commission seat – replaces Schofield
    - (b) Leaves an alternate position open.
  - (2) Zoning Bd. of Appeals
    - (a) Tom Webb elevated from alternate to regular Board seat – replaces Plummer
    - (b) Lana Shingledecker appointed as alternate to fill the Webb seat.
    - (c) All Appeals Bd positions are now filled.
  - (3) Discussion –
    - (a) Trustees approved the resolution as presented.
  
- b) Trustee reminder – the 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. 11 - New Business.**

- a) The Chair asked if there was any new business to be discussed....
    - i) there was none presented.
- 

**ORDER OF BUSINESS NO. 12 - NEXT MEETING:**

- 1) The next regular session.
  - a) The next session.

**Date:** Tuesday, February 22<sup>nd</sup>, 2022 regular business session.  
**Time:** 6:30 p.m.  
**Place:** Defiance County Commissioners building  
 2nd floor conference room  
 500 Court St.  
 Defiance, Ohio 43512

**ORDER OF BUSINESS NO. 13 – Adjournment:**

- 1) Mr. Shaffer requested a motion to adjourn this meeting of – January 25<sup>th</sup>, 2022.
  - 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