

Minutes
DEFIANCE TOWNSHIP TRUSTEES
January 26th, 2021 MEETING

The Defiance Township Trustees met in regular session at the Defiance County Commissioners building – 2nd Floor conference room, 500 Court Street, in Defiance Township, Defiance, Ohio, on Tuesday, January 26th, 2021 at 6:30 p.m. Answering as present were Dan Peck, & Diana Mayer. Jason Shaffer was excused due to a work assignment (ODOT snow removal). With two (2) of three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employee(s) present were: John Diemer 23361 Defiance County Paulding County Line Rd #10, Defiance, Ohio.

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

ORDER OF BUSINESS NO. 1

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

Mrs. Mayer requested a motion for the approval of minutes from the January 12th, 2021 re-organizational – budget – regular session.

Mr. Peck moved to approve the minutes as presented.

Mrs. Mayer seconded.

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

The minutes for the session were approved.

ORDER OF BUSINESS NO. 2 - Citizen concerns:

- 1) The vice 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 \$300,047.35-- 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 \$13,415.73.
 - c) Payment reports:
 - i) Payments for January (UAN software-) were \$8,474.53.
 - d) The Cash fund summary through January 24th, 2021, (UAN software) showed an "ending fund balance" of \$1,022,549.89.
 - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$425,960.01.
 - e) Appropriation Status showed that through January 24th, 2021 (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 01-24-2021 was \$741,635.19.
 - g) January bills through the 26th, were then reviewed and signed by Trustees.
 - h) Payroll & January time cards (time cards provided trustees prior to session) – Trustees Reviewed & signed
 - i) There was no discussion.
 - i) Mr. Peck requested a motion to accept the January financial reports.

MOTION by: Peck
SECOND by: Mayer
YEA(s) 2 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) none
 - ii) Zoning issues:
 - (1) None
 - iii) Nuisance violations:
 - (1) None
 - iv) Site reviews:
 - (1) Mark Lampert – St. Rt 15 for a pole barn
- v) Misc :
 - (1) None

Respectfully submitted
John Diemer, Twp. Zoning Inspector

- b) The Vice Chair asked again if there were any other zoning issues to come before the Board.
 - (1) Mr. Peck stated he was contacted by a Mark Rau a resident on Parkview Drive in the Schollser addition.
 - (a) Mr. Rau complained of neighbors discharging weapons (guns) and barking dogs.
 - (b) Mr. Peck suggested that Mr. Rau contact the Sheriff's Office regarding the weapons discharges and the Dog Warden for the barking concerns as these two offices have responsibility for those issues.

ORDER OF BUSINESS NO. 5 -- Equipment;

- a) Comments or concerns from Twp employees/Trustees on current or proposed new eq &/or safety items.
 - i) There were none presented.

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

- a) Trustee Report (**exhibit 6-a**) – Monthly Twp Rd inspection by Trustee Peck.
 - i) Mr. Peck stated he received call form a resident of Kiser Rd., complaining about ruts. Mr. Peck reported that he checked and didn't find any. Mr. Peck noted all roads looked good at this time.
 - ii) The February review is to be by Trustee Shaffer.
- b) **2021 Road projects:**
 - i) Defiance County Engineer's office presented Trustees with the 2021 Twp Rd. maintenance program as prepared for the Trustees Jan 26th business meeting. Refer to exhibit 6-b – of the Jan. Twp session.
 - (1) The exhibit-proposal includes the 2021 Bowman rd rebuild section.
 - (2) The projected total cost for all projects is \$168,430.89
 - (3) Proposed 2021 Def. Twp. rd. maintenance program.
 - (a) The road maintenance program does not include major reconstruction projects – i.e. Bowman Rd re-build, or other Twp road expenses assigned by Trustees to Twp personnel or other private contractors.
 - (b) **Chipseal:**

	Est.	Actual cost
(i) Singer – from St. Rt 111 to Hammersmith - 2639'	\$3,864	
(ii) Garman – from Harding to Wilhelm – 2639'	\$3,864	
(iii) McCollister – Wilhelm to dead end – 2619'	\$4,104	
(iv) <u>Wilhelm – from Watson to McCollister – 2640'</u>	<u>\$1,406</u>	
(v) Estimated total exp. of chip seals	\$17,105	
 - (c) **Patching:**

(i) Singer – <ul style="list-style-type: none">1. from St. Rt 111 to Hammersmith – 2 patches	\$1,817	
(ii) Cromley -from St Rt 111 to dead end – 1 patches	\$1,211	
(iii) Def-pau line #8 – <ul style="list-style-type: none">1. from n of hammersmith to powers – 4 patches2. From St Rt 66 to Holly rd – 2 patches	\$4,692	
(iv) Parkview – from Power dam to dead end– 2 patched	\$1,014	
(v) Karnes rd. – from Bowman to Watson – 1 patch	\$1,211	
(vi) Wilhelm rd – from Watson to Garman – 2 patches	\$2,120	

(vii) McCollister rd – f Wilhelm to dead end – 1 patch	\$1,136
(viii) Garman – Harding to Wilhelm – 1 patch	\$1,060
(ix) Carter-Genter – city limit to St. rt 66 – 1 patch	\$2,247
(x) Estimated total patching exp -	\$18,253
(d) Crack Seal-	
(i) Cromley- f st rt 111 to dead end – 4473'	\$2,791
(ii) Garman f harding to Wilhelm – 1346'	\$ 735
(iii) Lakeview f st rt 111 to end – 2645'	\$2,270
(iv) McCollister f Wilhelm to end – 2620'	\$1,532
(v) Parkview f powerdam to end – 2561'	\$ 998
(vi) Schroeder f Parkview to Parkview – 1183'	\$ 461
(vii) Wilhelm:	
1. Watson to Mccollister – 2640'	\$1,441
2. Mccollister to garman – 961'	\$ 525
(viii) Estimated total exp. crack seal	\$10,757
(e) Pavement Markings:	
(i) None in 2021	
(f) Total est and final expenses for 2021-	\$46,115

- ii) 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:
- There was no construction work done in 2019 due to scheduling issues.
 - Approximately 1 mile of the 4 mile project was completed in 2020: see mins from Jan 2020 session forward for details.
 - Proposed 2021 effort is 5317' or approximately the 2nd mile.
 - PAVING: -**
 - Williams to karnes – 2655' est cost \$44,107
 - Karnes to st rt 66 – 2666' est cost \$44,277

a. Est. cost	Actual cost
i. \$88,385	
 - Pavement Markings: - Williams to st rt 66 5321'**
 - \$2,360**
 - WIDENING: - f Williams to St rt 66 – 5317'**
 - Estimate** **Actual cost**
 - \$31,570
 - TOTAL ESTIMATED ON BOWMAN PROJECT IN 2021 was \$122,315
 - Total spent in 2020 – mile 1 was \$109,758.23 cash paid plus \$11,047.79 in OPWC grant funds= \$120,805.**

iii) Mr. Peck moved to approve the Engineer's proposals as presented.

iv) Mrs. Mayer seconded

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

The proposed road maintenance and construction program for 2021 was approved.

c) Twp projects by Twp staff or other contractors for 2020:

- The Vice Chair asked if there were any proposed projects for the Twp staff or private contractors 2021?
 - Trustees in past sessions have noted that trees along Cromley need trimmed and or removed. Twp staff has not been able to address this issue. Trustees had asked that Mr. Peck will contact the Co. Engineer to ask them to address this issue which will be billed to the Twp.
 - Dec. session update:
 - Mr. Peck stated that the Engineer's will address this as time permits.
 - Jan. Update?
 - There was no work done on this in January.

d) Re-build Ginter/Carter 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. Trustees tabled this project during the April 2020 session.

- Jan. update if any.
- There was no updated.

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

- i) The fiscal officer reported:
 - (1) Total road fund revenues year date are \$13,396
 - (2) Total road fund expenses year to date are \$ 594
 - (a) Road salt purchased - 2021– total \$0.
 - ii) Anticipated revenue for 2021 – based on the January 8th, 2021 1st Twp amended certificate was:
 - (1) \$208,350 more or less
 - iii) Anticipated expenses for 2021 – as of this session:
 - (1) Regular twp. expenses anticipated for the year, barring emergencies. The estimate for 2021 – 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) \$47k as of this session for Co Eng work- in 2021 – refer to item 6-b of the Jan 2021 agenda – (other than Bowman Rd. rebuild).
 - (3) \$122,315 – refer to exhibit 6-b of this session - Bowman Rd. rebuild –
 - (4) ??? - savings towards the Carter/Ginter rd project.
 - iv) Total estimated expenses from Twp rd acc'ts for 2021 - \$230k to \$269 if projects currently proposed are completed and Twp reg expense is 100k.
- 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 08-5-2020- refer to exhibit 6-f of the August session.
- i) Current status as reported by the fiscal officer
 - (1) –OPWC grant work for 2021- no known activity as of this session.
 - (a) The amount of OPWC grant funds spent on the Twp's behalf in 2021 – unknown as of this session.
 - (i) The Vice Chair asked if there are any questions?
 - (ii) There were none.
 - ii) 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 4 years or a total of \$100k remaining give or take.
 - iii) The Vice Chair asked if there was any discussion regarding the OPWC grant?
 - (1) There was none.
- g) The Vice Chair asked if there was 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 Vice Chair asked if there are any cemetery issues for discussion?
 - i) There was none.

ORDER OF BUSINESS NO. 8 – PERSONNEL

- a) The Vice Chair asked Trustees if there are any issues for discussion?
 - i) Trustees reviewed the application for part time equipment operator submitted by Nicholas Schlosser of 1940 Redwood Dr. Defiance, Ohio.
 - ii) Trustees determined to approve the application pending a drivers license check. If there are no issues regarding the check, Trustees determined to have Schlosser begin the 120 day Twp probationary period on Feb. 1, 2021 and ending March 31, 2021. Per Twp policy the probationary rate of pay is \$11.60 per hr. Upon successfully completing the probationary period the pay rate becomes \$17 per hour.
 - iii) Trustees then adopted hiring resolution 10-2021.
- b) The Vice Chair asked if there was any other personnel business for discussion.
 - i) There was none.

ORDER OF BUSINESS NO. 9 - Handouts.

- a) Monthly (December 20) GrassRoots clippings – **exhibit 9a**
- b) Monthly (January 21) GrassRoots clippings – **exhibit 9-b**
- c) **Exhibit 9-c** is notice from the Defiance co. Engineer of the 2020 Twp mileage certification –
 - i) **22.875 miles**
 - i) Trustees to sign and return to Co. Engineer by Feb. 8th.
 - (1) Trustees signed the certification and asked the fiscal officer to provide the document to the Co.

engineer's office.

ORDER OF BUSINESS NO. 10 - Old Business

- a) The Vice Chair asked if there is any old business to come before the Board?
- i) **Exhibit 10-a** was reviewed. This was the updated Twp Directory, which contains the current and proposed roster of zoning board members.
 - ii) The appointment of and renewal of zoning appeals and commission members whose terms expired in 12-31-2020.
 - (1) The Vice Chair asked for discussion
 - (2) Trustees approved resolution #08-2021 appointing the proposed Zoning Board candidates for terms to expire on 12-31-23.

Zoning Board of Appeals

Name	Address	Phone	email	Term Expires
Lynn Keller	21734 Hammersmith Rd. Defiance, Ohio 43512	419-393-2781 home	lbkeller@artelco.net	12-31-23
Denny Batt	15395 Power Dam Rd. Defiance, Ohio 43512	419-393-2202 res 419-789-2933 cell	batt401@gmail.com	12-31-23

Alternate(s) with new three (3) terms with end dates are: none this year

ALTERNATE				

Zoning Board of Commission members to be appointed with new three (3) terms end dates are:

Ed Steffel	15829 State Rt 111 Defiance, Ohio 43512	419-393-2357 res		12-31-23
Tom Mick	21389 Hammersmith Rd. Defiance, Ohio 43512			12-31-23

Alternate(s) with new three (3) terms end dates are:

ALTERNATE				
Donald Gorrell		419 399 7699 cell 419 393 2076 home	Gorrell1155@gmail.com	12-31-23

- b) The Vice Chair asked if there was any other old business?
- i) There was none.

ORDER OF BUSINESS NO. 11 - New Business.

- a) The Chair asked if there is any new business to be discussed....
- i) Menards wishes the Twp to update the list of Twp employees that can use the Twp charge system at Menards in Defiance. – **exhibit 11-a**
 - (1) Trustees approved
 - (a) Peck
 - (b) Mayer
 - (c) Shaffer
 - (d) Grant
 - (e) Buchholtz &
 - (f) Houck
 - (2) The fiscal officer will email the approvals to Menards.

- a) The vice chair asked if there was any other New business?
- i) There was none.

ORDER OF BUSINESS NO. 12 - NEXT MEETING:

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

Date: Tuesday, February 23rd, 2021 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) Mrs. Mayer requested a motion to adjourn the meeting of January 26th, 2021.

It was moved by: Peck
SECOND by: Mayer

The roll was called and the vote was:

YEA(s) 2 NAY(s) 0 The motion: Passed X Failed

MEETING ADJOURNED

Respectfully Submitted

Timothy J. Houck, Fiscal Officer-Clerk