

Minutes
DEFIANCE TOWNSHIP TRUSTEES
February 22nd, 2011 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 February 22nd, 2011 at 7:30 p.m. Following the Pledge of Allegiance the Chair instructed the clerk to call the roll. Answering as present were Daniel Peck, Charles A. Bakle Jr. and Diana Mayer; also present was Tim Houck, Township fiscal officer -Clerk. All three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employees present were: Jason Shaffer (equipment operator and zoning inspector) – 13386 St Rte 15, Ed Young - 23013 Watson Rd. eq operator, & Joe Kolb 16492 Cullen rd. eq operator.

Visitors present: JoEllen Houck 8 Deville Drive – all of Defiance, Ohio.

ORDER OF BUSINESS NO. 1

Reviewed and approved the minutes of the previous session.

Chairman Bakle requested a motion for the approval of minutes from the January 25th, 2011, regular session.

Peck moved to approve.

Mayer seconded.

The vote being 3 Yea(s) 0 Nea(s)

The MINUTE'S for the January 25th, session were approved.

ORDER OF BUSINESS NO. 2 - Citizen concerns:

- a) The chair asked for citizen concerns from the floor.
 - i) There were none.

ORDER OF BUSINESS NO.3 - FINANCES –

The following financial reports provided to the Board were reviewed.

- a) The Reconciliation for January – noted a primary checking reconciliation balance of \$103,407.44 balance is minus the outstanding checks and Township investment funds.
- b) Receipt & Payment reports
 - i) Receipts for February 2011 were \$10,127.26. Payments for February (bills & payroll) totaled \$18,745.13.
- c) The Cash fund summary through February 28th, 2011, showed an “ending cash balance” of \$790,816.84.
- d) The unencumbered cash balance “cash available” was \$409,655.15 which is the balance after encumbrances are subtracted from the cash balance.
- e) Appropriation Status showed that through February 28th, 2011, 3% of the years' appropriations had been expended. All reports will be on file in the Fiscal Officer's office.
- f) The fund status report showed:
 - i) The money market investment fund balance as of 02-28-11 was \$702,556.70.
- g) Trustees reviewed and signed the February bills without comment.
- h) Trustees reviewed and signed the February payroll without comment.

- i) Mr. Bakle requested a motion to accept the February financial reports.

MOTION by: Dan Peck

SECOND by: Diana Mayer

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

The February financial reports were approved.

- j) **Audit of Township accounts:**

- i) The fiscal officer stated that he and the State Auditor continue to work on this project. This is a regular

scheduled audit of the Twp accounts and covers 2009 and 2010.

- (1) The fiscal officer noted that there is a possibility the Twp may not be eligible for an "Agreed Upon Procedure" (AUP) audit which the Trustees approved in the January session.
- (2) The rule is that an entity cannot have a budget of more than \$1 million. Our budget exceeded that figure in both years, however, the expenditures are in the \$500K range. The State auditor in charge – Steve Flickenger is checking with the Col office to determine if Def Twp could be eligible for the AUP. If not they will have to perform a regular audit
 - (a) Est cost is \$4k instead of \$2,400.
- (3) Trustees did not offer further comment.

ORDER OF BUSINESS NO. 4 – Zoning - Status update on the following zoning Issues as of this session:

- a) The Chair asked for the Monthly Zoning report - Inspector's Report - Mr. Jason Shaffer provided the following electronic copy of this report.
 - i) February 2011
 - (1) Permit was issued to Jonathon Rath- 923 Wilhelm St. for a pond that will be dug at 20557 Power Dam Rd.
 - (2) I sent Charles Clemens a letter on 2/4/2011, reference his unlicensed vehicles at 20989 Co. Rd. #10, Defiance, Ohio. I did receive a call from the complainant, stating that Mr. Clemens did move vehicles around to the back of the garage, and did license his vehicles. I did speak with Deputy Moser, and Legal advisement (Russ) on giving him an adequate time frame. I did take pictures of before, and after the letter was sent.
- b) The fiscal officer noted that Twp's revisions to its Zoning Plan – completed by the Zoning Commission in 2010 and approved by the Trustees in their July 27th, 2010 session have now been posted to the Twp web page and all Zoning boards have been provided updated materials. Trustees were provided updated material at this session. This project is now deemed complete.
- c) Mr. Bakle asked if there are any other zoning issues to come before the Board?
 - i) There were none.

ORDER OF BUSINESS NO. 5 -- Equipment;

- a) The Chair asked if there were any comments or concerns from Twp employees on current or proposed new eq.
 - i) Township equipment operator Ed Young noted that there is a flat tire on the F550 which he had patched. The damage is to the side wall and he suggested the tire be replaced. He also stated this unit had no spare.
 - (1) Trustees instructed that two new tires should be purchased and to use the one tire that was not damaged as a spare.
- b) The fiscal officer noted that vehicle insurance cards provided from the Ohio Plan were provided to Twp operator Young to be placed in all licensed Twp units.
- c) The Chair asked if there were any other equipment issues to be discussed.
 - i) There were none.

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

- a) The Trustee Monthly Twp Rd inspection report, exhibit 6-a as completed by Trustee Bakle was reviewed.
 - i) Twp employees present were provided a copy of the monthly road report and instructed to use as a work order. When possible there were a number of potholes and berming areas to be addressed.
 - (1) The March- Rd review is to be done by Trustee Peck.
- b) Trustees then discussed exhibit 6-b a report on the salt usage during this winter's snow removal efforts on Twp roads. Due to the many snow events the Twp has used most of its salt/grit mix that was purchased or agreed to be purchased from the County Engineer's office in 2009 and 2010.
 - i) Trustees instructed the crew to refill the Twp salt bins with the remaining salt mix. It was noted by the fiscal officer that the Engineer's office had stated they would continue to sell the Twp salt over and above the Twp's pre-winter purchased amount at last summer's bid prices so long as the Engineer's salt

- reserves could sustain such purchases.
- ii) The Engineer's office thought that they had sufficient reserves to get through the remainder of this winter.
 - iii) Trustees –then determined to purchase 200 tons of salt + mix for a total of 300 tons for the 2011-2012 winter season. The Engineer's will make this purchase in late spring or early summer as part of their 2011 purchase.
 - iv) The Twp and Engineer's office will follow the current agreement which is to bill the Twp when the salt/mixed is picked up by the Twp road crews. The Co Engineer's stores the bulk of the salt mix for the Twp at the County's facility.

Mr. Bakle requested a motion to purchase 200 tons of salt plus the 100 tons of mix through the County Engineer's office when the Co makes their 2011 purchase in the spring – early summer of 2011 at the rate at which the engineer's acquire during this bid process.

MOTION by: Diana Mayer

SECOND by: Dan Peck

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

The motion to purchase salt in 2011 was approved.

- c) Exhibit 6-c – the annual Twp mileage certification from the Co Engineer's office was then reviewed by Trustees.
 - i) The Twp has 23.147 miles.
 - (1) The Engineer's office requested the Trustees signature and return of the certification sheet for submittal to ODOT.
 - (2) All Trustees signed off on the certification certificate.
- d) Exhibit 6-d was discussed. This exhibit contained pre- trip forms for trucks and equipment. Chairman Bakle proposed that these forms be used to track truck and equipment use and safety checks prior to unit use. Mr. Bakle noted this is very important especially for the CDL operated units. Failing to have such documentation may place the Twp in legal jeopardy should there be an accident/incident involving a Twp truck.

It was moved by Mr. Peck to adopt the use of these proposed forms.

Seconded by Mrs. Mayer

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

The motion to require Twp operators to use the pre-trip inspection forms was approved.

Copies were provided to Twp operators.

- e) Project(s) review: – Up-date on existing projects:
 - i) The 2011 Project list – exhibit 6-b-1 of work to be done for the Twp by the Co Engineer's office(revised version distributed at 1-20-11 Twp Association meeting w Co Eng) approved by the Trustees was discussed.
 - (1) Co Engineer's had proposed a work list estimated to cost \$121,926.
 - ii) Trustees had reduced this project list due to budget issues.
 - iii) Also it was noted by the fiscal officer that the Twp's normal annual road maintenance expenses average between \$70,000 and \$100,000. This amount includes eq maintenance, purchases and work crew salary & benefits.
 - (1) The current approved list of projects by the Twp provided the Co Engineer as of the Twp 1-25-11 session is:
 - (a) The list:
 - (i) Hammersmith road – ditch work – estimated cost \$20k
 - (ii) Lakeview Drive – with micro surfacing – \$29,284
 - (iii) Indian Bridge lane:
 - 1. Full project \$64k – Twp would be required to match any CDBG grant funds.
 - 2. A partial project may also be possible:
 - a. Full drainage portion only is estimated at \$18,000 – Twp pays half with CDBG or \$9k
 - b. A 2/3rd drainage project on east side of road – full cost borne by Twp or \$9k
 - c. Trustees agreed that the 2/3rd project would be a minimum effort that would be done in 2011.
 - 3. During this session the Trustees agreed to apply for a 2011 CDBG grant for the full

drainage portion of this project. Should that grant be denied Trustees would use future Ohio Public Works Commission grant funds for a 2/3rds drainage project on the east side of the road which was assessed by the County Engineer to address the most significant part of the drainage problem.

- (b) Total for agreed upon projects by Co Engineer as of 1-24-11 was estimated to be \$52,000 more or less plus regular Twp road work expenses as noted above.
- (c) As of this session the Twp agrees to Co Engineer work totaling a minimum of \$58,284
- (d) Regular twp expenses were estimated at \$100,000

(2) total projected rd work expense in 2011 now stands at \$158,284

(3) Anticipated revenues as noted in the 2011 amended certificate from the County Auditor for road work is \$159,345.00

- f) The chair asked if there were any other projects to be discussed.
 - i) There were none..

ORDER OF BUSINESS NO. 7 – Handouts were distributed as noted below:

- a) The monthly (February 11) GrassRoots clippings – exhibit 7a

ORDER OF BUSINESS NO. 8 – Old Business

- a) The effort to acquire a new storage facility for Twp records was discussed.
 - i) The Twp Trustees approved this purchase in their Jan 2011 session. We await weather conditions to improve to have the unit built and placed at the Twp's Hammersmith rd maintenance building property. Trustees to direct location of structure at that time.
 - ii) The purchase was awarded to Dave's Lawn Barns of Oakwood, Ohio, for \$3,575 to include set up. The building would be 12 x 16
 - iii) Trustees instructed the crew to prepare the cement pad on which the unit will be set, when conditions allow.
- b) Trustee Peck then was called upon to up-date the Board on the "Fire-Rescue" regionalization discussion by Twp's and the City of Defiance. Mr. Peck represents Defiance Twp.
 - i) Mr. Peck stated there was no update at this time. The City and their fire department have reached agreement on a new contract and Mr. Peck feels this probably has an impact on this issue.
- c) The Chair asked if there was any other old business
 - i) There were none.

ORDER OF BUSINESS NO. 9 New Business.

- a) Exhibit 9 –a was a request from Mrs. Mayer to attend the final required classes for the OTA's "Leadership Academy" coarse. This session is to be held in Washington D.C.
 - i) Mr. Bakle asked that an estimate of expense be provided for this session.

Mr. Peck moved to approve this travel-training upon review of the estimate of expenses.
Mr. Bakle seconded

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

The motion to approve travel and training for the Ohio Twp Association "leadership" program was approved.

- b) The Chair asked if there was any other new business to come before the board?
 - i) There was none.

ORDER OF BUSINESS NO. 10 - NEXT MEETING:

Date: Tuesday – March 22nd, 2011 – moved from regular meeting date of the last Tuesday in March per request of Trustee Mayer – notice will be posted on the Public bulletin boards of the Commissioners building and Courthouse per Twp policy.
Time: 7:30 p.m.
Place: 2nd floor of the Defiance County Commissioners building – conf room EMOC
500 Court Street - Defiance, Ohio

ORDER OF BUSINESS NO. 11 – Adjournment:

Mr. Bakle requested a motion to adjourn the meeting of February 22nd, 2011

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