

Minutes
DEFIANCE TOWNSHIP TRUSTEES
February 22nd, 2022 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, 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 25th, 2022 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 January - noted a primary checking reconciliation balance of \$418,425.53-- balance is minus the outstanding checks and Township investment funds & is taken from the Bank's monthly statement.
 - b) Receipt report:
 - i) Receipts for February (UAN software-) were \$19,617.52.
 - c) Payment reports:
 - i) Payments for February (UAN software-) were \$14,109.36.
 - d) The Cash fund summary through- February 21st, 2022 (UAN software) showed an "ending fund balance" of \$1,158,191.17.
 - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$558,627.96.
 - e) Appropriation Status showed that through February 21st, 2022 (UAN software), 1.5% 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 02-21-2022 was \$742,292.58.
 - 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.
 - (3) The second payment will be processed by the Ohio Office of Budget and Management (OBM) in September of 2022.
 - (4) The Federal Government has issued a new final rule regarding use of the grant funds.
 - (a) All funds received by Defiance Township will be eligible for use for "general government services". (roads, equipment, fire, rescue etc.).
 - (5) Filing of required reports: as of Feb. 2022
 - (a) A report is required which contains the Twp's application, Twp documentation of compliance with

- Title vi requirements, and documentation of fiscal requirements to allow the Twp to expend the funds. (designated via an amended certificate).
- (b) All reports are available, the fiscal officer as administrator of the grant has been approved by the US Treasury to submit the reports.
- (c) The reports were submitted by the fiscal officer on 2-17-22.
- (d) The Twp awaits notice from the US Treasury that the report was received.
- (6) 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 23rd, 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) There was none.

i) February bills through the 20th, – Trustees Review – Discussion and Signature.

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

k) Mr. Shaffer requested a motion to accept the February 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) February monthly Zoning report -

- i) permits issued:

- (1) Chris Stack - Pond permit on Bowman Road

- ii) Zoning issues:

- (1) none

- iii) Nuisance violations:

- (1) Tim Font - property is being filled with for removal of house 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) Buchholtz informed Trustees that the auger for salt spreading on the f550 Ford was broke and being repaired.

- ii) Buchholtz also stated that the north garage door on the Twp maintenance building was serviced by John Diemer Twp zoning inspector and eq operator.

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 Shaffer.
 - i) Mr. Shaffer reported there were some potholes on Krouse and stone needed to be added to May road. All roads other roads appeared to be in good shape.
 - ii) The March review is to be by Trustee Mayer.
- b) 2022 Road projects:
 - i) Trustees should refer to exhibit 6-b of the January 25th session. This is the 2022 list of proposed projects from the Co. Engineer.
 - ii) Trustees approved the list with the following changes: as of this session (2-22-22).
 - (1) A 1 +/- mile rebuild of Bowman Rd.
 - (a) The proposed widening of the 2nd mile was removed and will be part of the 2023 rebuilding project.
 - (2) Total by Co. Eng. Is reduced from \$206k to \$172k with Link being paved.**
 - iii) 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 +/-).
 - iv) 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 \$15k –
 - (a) Trustees were debating whether to pave or chip seal in 2022. At this session 2-22-22 Trustees approved the paving of Link road.

- (3) Trustees approved the Co. Engineer proposals as follows for 2022:

	Est.	Actual cost
(a) Paving:		
(i) Link Rd. 1124' – from Power dam to Power Dam	\$15,086	
(b) Chipseal:		
(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	\$5,975	
(c) Patching:		
(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 -	\$20,486	
(d) Crack Seal-		
(i) None in 2022		
(e) Pavement Markings:		
(i) None in 2022		
(f) Total est and final expenses for 2022-	\$42,000	

- v) 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 mile project was completed in 2021.
 - (d) Proposed 2022 effort is 5280' or approximately the 3rd mile.- Williams to Campbell

- (i) **PAVING: -**
 - 1. 1 mile to be determined per mile – 5280’ est cost \$93,500

a. Est. cost	Actual cost
i. \$93,500	
- (ii) **Pavement Markings: - Williams to Campbell 5321’**
 - a. **\$2,500**
- (iii) **WIDENING: - Williams to Campbell – 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) The County Engineer’s office was informed by the fiscal officer that as of Jan 25 Twp session:

(a) Trustees determined to do the 3rd mile in 2022 and the final (4th mile including widening 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 22nd 2021, session it was noted by Railing that tree branches were hanging over McCollister road.

- (a) See mins of June 22nd 2021 session forward for details;
- (b) As of the Jan 2022 session – There had been no work on this project.
- (c) Contact Jeff Timbrook at Hwy Garage – 419-658-2309
- (d) 2-22-22 Update:
 - (i) Trustee Shaffer will call Jeff Timbrook to have the county do this for the Twp.

(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 was to be submitted 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) The Twp awaits notice from ODOT.
- (d) 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. 23rd, 2021) for funding of this project – refer exhibit 3-h-3 above.
- (b) Discussion:
 - (i) There was none.

(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 in their Jan 25, 2022 session that this will be part of the rebuild currently underway.
 - 2. This item will be removed from future agendas unless or until Trustees determined to revisit the issue.

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

i) Feb. 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) A draft agreement proposal was submitted to the Co. Eng. For review on 2-21-22 and cc'd to Trustees. See **exhibit 6-d** of this session.

(b) Trustees await commit from the County Engineer.

e) **2022 financial impact review by the fiscal officer:**

i) The fiscal officer reported:

(1) Total road fund revenues year date are **\$25,310.32**

(2) Total road fund expenses year to date are **\$ 7,316.13**

(a) Road salt purchased - 2022– total \$2,957.50

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, barring 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 the 1-25-22 Twp 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.

(2) Estimated total without Ginter ODOT grant is \$300 to 350k.

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. 25th 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) At the Jan 2022 session the Trustees instructed the fiscal officer to place an ad in the Crescent news seeking a part time operator for the Twp. No CDL was required.

ii) The Ad was placed and ran on Jan. 29th. The ad was also posted to the C/N web page for the month of Feb.

iii) As of this session (Feb. 22nd Twp meeting) no one has contacted the fiscal officer for an application.

iv) Discussion:

(1) There was none.

b) Trustee bonds:

- i) Trustees Peck and Mayer (**exhibits 8-b-1 and 8-b-2**) have new bonds issued to cover the new terms per the Nov 2021 elections.
 - (1) Bonds need to be signed and notarized and the originals need to be provided to the fiscal officer for filing.
 - (2) These were also emailed to Trustees Mayer and Peck on Feb. 4th, 2022.
 - (3) The fiscal officer was asked to take the bonds to the Def. County Municipal Court for the Judges signature.

ORDER OF BUSINESS NO. 9 - Handouts.

- a) Monthly (February 22) GrassRoots clippings – **exhibit 9-a**
- b) **Exhibit 9-b** is notice from Shelly Company (Stone co) of price increases.
- c) **Exhibit 9-c** is notice from City of Defiance regarding the 2022 charges for the Fire Combat contract for Twp fire protection by the City.
 - i) Quarterly charge will be \$17,903.90 the charge in 2021 was \$16,080.29.
 - (1) Price is based on Twp property valuation.
 - ii) Discussion:
 - (1) There was none.

ORDER OF BUSINESS NO. 10 - Old Business

- a) The Chair asked if there was any old business to come before the Board?
 - i) There was none.

ORDER OF BUSINESS NO. 11 - New Business.

- a) The Chair asked if there was any new business to be discussed....
 - i) Trustee Shaffer stated that Heather Rodrigues a resident of Powers road a issued a complaint that construction debris was being dumped on the old Hoffman property on Powers road.
 - (1) Diemer was assigned to investigate.

ORDER OF BUSINESS NO. 12 - NEXT MEETING:

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

Date: **Tuesday, March 29th, 2022 regular business session.** (moved from regular scheduled date of March 22nd due to Trustees scheduling conflicts.) the move will be posted to the Twp web page per past practice.

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 – February 22nd, 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