

Minutes
DEFIANCE TOWNSHIP TRUSTEES
February 23rd, 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, February 23rd, 2021 at 6:30 p.m. Answering as present were Diana Mayer & Jason Shaffer. Dan Peck was excused due to a death in the family. 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).

The Chair requested a motion for the approval of minutes from the January 26th, 2021 regular session.

Mrs. Mayer moved to approve the minutes as presented.

Mr. Shaffer seconded.

The vote being 2 Yea(s) 0 Nae(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 \$303,184.17-- 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 \$38,628.77.
 - c) Payment reports:
 - i) Payments for February (UAN software-) were \$32,199.79.
 - d) The Cash fund summary through February 22nd, 2021, (UAN software) showed an "ending fund balance" of \$1,028,978.87.
 - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$438,078.67.
 - e) Appropriation Status showed that through February 22nd, 2021 (UAN software), 2.8% 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 02-22-2021 was \$741,700.01.
 - g) February bills through the 22nd, were then reviewed and signed by Trustees.
 - h) Payroll & February time cards (time cards provided trustees prior to session) – Trustees Reviewed & signed
 - i) There was no discussion.
 - i) Mr. Shaffer requested a motion to accept the February financial reports.

MOTION by: Mayer
SECOND by: Shaffer
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) February Monthly Zoning report -
 - i) permits issued:
 - (1) Chad Shirey- for pole barn St Rt 111
 - ii) Zoning issues:
 - iii) Nuisance violations:
 - (1) None
 - iv) Site reviews:
 - (1) Site review for Sarah Walbolt- called in
 - (2) Talked to Julie Stack about a home on Dobbleare property
 - v) Misc :
 - (1) Signed land split for Dusty Dobbleare for 5+ acres

Respectfully submitted
John Diemer, Twp. Zoning Inspector

- b) The Chair asked again 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) 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 Shaffer.
 - i) Discussion of Feb. review??
 - (1) Shaffer noted roads were snow covered & Twp crews did a good job of plowing during the past weeks winter storm events.
 - ii) The March review is to be by Trustee Mayer.

b) 2021 Road projects:

- i) Trustees approved the 2021 Twp. Rd maintenance program as provided by the County Engineer’s Office at the Trustees’ Jan. 26th session. Refer to exhibit 6-b – of the Jan. Twp session.
- ii) The exhibit-proposal includes the 2021 Bowman rd rebuild section.
- iii) The projected total cost for all projects is \$168,430.89
- iv) 2021 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.

(a) 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	

(b) Patching:		
(i) Singer –		
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 –		
1. from n of hammersmith to powers – 4 patches	\$4,692	
2. From St Rt 66 to Holly rd – 2 patches	\$1,136	
(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-Ginter – city limit to St. rt 66 – 1 patch	<u>\$2,247</u>	
(x) Estimated total patching exp -	\$18,253	

(c) 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	<u>\$10,757</u>

(d) Pavement Markings:

(i) None in 2021

(e) Total est and final expenses for 2021- \$46,115

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: see mins from Jan 2020 session forward for details.

(c) Proposed 2021 effort is 5317' or approximately the 2nd mile.

(i) PAVING: -

1. Williams to karnes – 2655' est cost \$44,107

2. Karnes to st rt 66 – 2666' est cost \$44,277

a. Est. cost Actual cost

i. \$88,385

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

a. \$2,360

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

a. Estimate Actual cost

b. \$31,570

(iv) TOTAL ESTIMATED ON BOWMAN PROJECT IN 2021 is \$122,315

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

(3) No work as of this session.

c) Twp projects by Twp staff or other contractors for 2021:

i) The Chair asked if there were any proposed projects for the Twp staff or private contractors 2021?

(1) 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.

(a) Jan – no work.

(b) Feb. – update?

(i) No work

(2) Trim back bush overhanging Co. Line Rd between St. Rt 66 and Highland Twp.

(a) Request was from Dianne Nartker 567 239 5966 – who stated her parents live on this road and the bush scratches cars when passing each other at the bush location.

(b) Mr. Shaffer to check with Co. Engineer & report back at the March Twp. session.

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.

i) Feb. update if any.

(1) none

e) 2021 financial impact review by the fiscal officer:

i) The fiscal officer reported:

(1) Total road fund revenues year date are \$37,576

(2) Total road fund expenses year to date are \$ 9,155

(a) Road salt purchased - 2021– total \$5,460

i) Anticipated revenue for 2021 – based on the January 8th, 2021 1st Twp amended certificate was:

(1) \$208,350 more or less

ii) 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.
- ii) 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 01-07-2021 (exhibit 6-f) part of annual public officials meeting held in Feb.
 - 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 –none as of this session.
 - (b) The amount of funds for Twp. use is \$52,332.42 plus remaining grants over the next 4 years.
 - 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 Chair asked for questions?
 - (1) There were none.
 - g) The 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 Chair asked if there are any cemetery issues for discussion?
 - i) There was none.

ORDER OF BUSINESS NO. 8 – PERSONNEL

- a) The Chair asked Trustees to review **exhibit 8-a** – a request of scheduler Brian Grant to remove Twp. employee Mark Hall from Twp. employment as Hall has failed to comply with Twp. Policy 14 - miss work call outs.
 - i) The exhibit contains the Twp. policy regarding missed work and documentation of missed work in Feb. 2021.
 - ii) The Trustees determined that the Chair will review the information with the County Prosecutor and then discuss the options at the March Twp. session.
- b) **Exhibit 8-b** – is a resignation via text message from Doug Fisher Twp. Operator and the attached request from the Scheduler Brian Grant requesting Fisher's removal.
 - i) Discussion.
 - MOTION by: Mayer to accept the resignation provided.
 - SECOND by: Shaffer
 - YEA(s) 2 NAY(s) 0 Passed X Failed
 - The fiscal officer will prepare a letter for Fisher documenting their acceptance.
- c) **Exhibit 8-c** – is documentation of a jobsite injury to Twp. Operator Steve Buchholtz.
 - i) Working assigned to snow & ice removal operations on Feb. 10th, 2021.
 - ii) Finger caught in salt auger of Twp truck.
 - iii) Exhibit contains first report of injury & notice from BWC of their notification of the injury and a claim number – 21-111401.
 - iv) The fiscal officer provided all data to Sedgwick \ Careworks - the Twp's worker comp claim manager.
 - v) Discussion.
 - (1) There was none.
- d) The Chair asked if there was any other personnel business for discussion.
 - i) There was none.

ORDER OF BUSINESS NO. 9 - Handouts.

- a) Monthly (February 21) GrassRoots clippings – **exhibit 9-a**
- b) **Exhibit 9-b** is notice from the Twp's BWC consultant – Careworks.

- i) Careworks and Compmanagement have merged and the new company is Sedgwick.
- c) **Exhibit 9-c** – is from Stoneco – it is the new price list noting increases on aggregate for 2021.
- d) The Chair asked if there is any comment?
 - i) There was none.

ORDER OF BUSINESS NO. 10 - Old Business

- a) The Chair asked if there is 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 is any new business to be discussed....
 - i) **Exhibit 11-1** was a notice from the Joint Four County Solid Waste district (defiance, fulton, Paulding, & Williams) that the required solid waste management plan 5 year update was approved by the SWD's policy committee on Feb. 11th, 2021.
 - ii) The SWD Plan must now be approved by the Districts' political subdivisions. Defiance Twp. is requested to approve resolution 11-2021 attached to this agenda. If passed the resolution supports the swd plan as revised.
 - (1) Discussion.
 - (a) MOTION by: Mayer to approve resolution 11-2021 accepting the SWD's plan re-write as described in the exhibit.
 - (b) Second by: Shaffer
 - (i) YEA(s) 2 NAY(s) 0 Passed X Failed
 - The resolution was approved.
 - iii) **Exhibit 11-2** was from the Maumee Valley Planning Organization regarding a requirement to vote new 3 year terms District 5 Ohio Public Works Commission Integrating Committee. 1 ballot per Twp. Trustees need to agree to the candidates and the fiscal officer will email the ballot link to the Chair for submittal.
 - (1) Discussion.
 - (a) Trustees agreed to support the Twp candidates presented on the ballot.
 - (b) The fiscal officer is to forward the web link provided to the Chair so that the ballot may be cast.
- b) The 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, March 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) Mr. Shaffer requested a motion to adjourn this meeting of February 23rd, 2021.
 - It was moved by: Mayer
 - SECOND by: Shaffer
- 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