

Minutes
DEFIANCE TOWNSHIP TRUSTEES
February 25th, 2014 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 25th, 2014 at 7:00 p.m. Following the Pledge of Allegiance the Chair instructed the clerk to call the roll. Answering as present were Diana Mayer, Daniel Peck, & Charles A. Bakle Jr., also present was Tim Houck, Township fiscal officer. All three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employees present were: Mike Daniels 21786 St Rte 637(Twp mechanic), Joe Kolb 16492 Cullen Rd, Ed Young 23013 Watson Rd., Jason Shaffer 13386 State Rte 15, Defiance, Ohio.

Visitors present: Harry Railing 14951 Power Dam Rd., Rhonda Shaffer 13386 State Rte 15., Dave Mick 19444 Hammersmith rd., Andy Bok 20503 County Rd 424 (May Rd) & JoEllen Houck 8 Deville Drive, - 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 28th, 2014 regular Township 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 –

The following financial reports provided to the Board were reviewed.

- a) The Reconciliation for January – noted a primary checking reconciliation balance of \$224,654.09-- 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- through 01-26-14) were \$10,753.85.
- c) Payment reports:
 - i) Payments for February (UAN software- through 01-26-14) were \$17,784.02.
- d) The Cash fund summary through February 23, 2014, (UAN software) showed an "ending fund balance" of \$912,007.08.
 - i) The "cash available" for encumbrances (current reserve- UAN software) was \$546,071.68.
- e) Appropriation Status showed that through February 23rd, 2014 (UAN software), 3.8% 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 02-23-14 was \$704,505.82.
- g) Trustees reviewed and signed the February bills.
- h) Payroll & February time cards (time cards provided trustees prior to session) were reviewed without comment.

Mr. Bakle 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 February financial reports were approved.

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 -
 - i) Building Permit packets were received by the following:
 - (1) City of Defiance, for a sidewalk around the reservoir, and into the city, pending grant money.

Jason A. Shaffer
Zoning Inspector
Defiance Township
Defiance, Ohio 43512

- b) The Chair asked if there were any other Zoning issues to be discussed.
 - i) There was none.

ORDER OF BUSINESS NO. 5 -- Equipment;

- a) The Chair asked if there were any comments or concerns on current or proposed new eq.
 - i) Mr. Peck noted that the F550 needs the plow fixed.
 - (1) Mike Daniel stated the plow needs rebuilt. He intends to address this after the winter season. At present he is going to weld the plow to get it through the remainder of the winter. He believes he can have the unit operable by the week end.
 - (2) Daniel also reported that the backhoe needs a clutch and that the plowing lights on the f550 need replaced.
- b) The Chair asked if there were any other equipment issues or concerns.
 - i) None were offered.

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

- a) The monthly road review was to be reviewed. Mr. Bakle noted a pothole needs addressed on Co Line Rd #10 near the William Webb residence. Road work is limited due to snow accumulations.
 - i) The March Rd review will be by Trustee Peck.
- b) Trustees review of the proposed 2014 projects as of this session.
 - i) The proposed project list was prepared by the Defiance County Engineer's Office for the Trustees. The project list was presented as exhibit 6-b 2014 Def Twp preliminary proposals.
 - ii) purchase orders of 2014 that will fund the projects listed are:
 - (a) P.O.'s 9-2014, &
 - (b) B.C.'s 36-2014
 - (c) P.o.s total \$225,000
 - (d) Expenses exceeding this amount with the Co Eng will require transfers and new p.o.s
 - iii) As of 02-25-14 this list is as follows: In the January session Trustees approved the-
 - (1) The resurfacing of .7 mile rebuild of Hammersmith from Singer to State Route 111- Trustees were reminded to review the minutes from 2011 forward for history:
 - (i) This rebuild project was designed to be financed over a three year period starting in 2012.
 - (b) During this session - Mr. Bakle reported that as agreed in the January Twp session, he had spoken to the County Engineer and the asphalt resurfacing will be reduced from 2" to 1.5". This reduces the anticipated cost from \$83,686 to \$63,000 more or less. The resurfacing of Hammersmith in 2014 will be from Singer to State rt 111.
 - (2) Trustees also agreed to the hot mix patching of Sponseller rd from Co. line to Bowman at an estimated cost \$8,922.
 - (3) Trustees approved during their April 2013 session to add floors to the salt bins.

- (a) Work is to be in 2014 – see mins from June forward of 2013 for details.
- ii) Due to budget constraints all other road projects as presented on exhibit 6-b during the January regular Twp session will be delayed at least one year and will be reviewed again for the 2015 construction year.
 - (1) Projects to be tabled for review until 2015 are:
 - (a) Defiance-Paulding Co line rd #8 – south of Hammersmith 4540' – with asphalt resurface – estimated cost \$37,766.
 - (2) **Chip seal projects:**
 - (a) Bowman from Power dam to Twp line – estimated cost \$41,498.
 - (b) Defiance. Paulding Co line #10 from State Rt 66 to east 1 mile – estimated cost \$8,626.
 - (c) Kibble Rd from Canal to Winn – estimated cost \$5,413.
 - (d) Link Rd from Power Dam to Power Dam – estimated cost \$1,923
 - (e) Winn Rd from Kibble to West end of Winn – estimated cost \$1,656
 - (3) **Hot Mix Patching:**
 - (a) Bowman – from State Rt 66 to Twp line – estimated cost \$3,537
 - (b) Def. Paulding Co line rd #10 from State Rt 66 easterly for 1 mile – estimated cost \$8,290
 - (c) Indian Bridge Lane exit drive – estimated cost \$1,275
 - (i) This project would be accomplished with a CDBG grant. Trustees also noted that the City of Defiance may be annexing this road in 2014 or 2015.
 - (ii) Trustees determined to table any effort in 2014.
 - (4) **Crackseal:**
 - (a) Bowman – from Power Dam to Twp line – estimated cost \$6,600
 - (b) Link Rd – from Power Dam to power dam – estimated cost \$825.
 - (5) **Durapatch:**
 - (a) Bowman Rd – from Power Dam to Twp line – estimated cost \$3,600
 - (b) Link Rd – from Power Dam to Power Dam – estimated cost \$300
 - (6) Total proposed expenditures for 2014 by the Co Engineer is \$213,917.00
 - c) A financial impact review by the fiscal officer was heard:
 - i) As of this session total anticipated cost of all approved projects for 2014 are \$77,000 more or less – (Hammersmith rd, Sponseller Rd, Kiser Rd patching completed in late 2013 to be billed, and cement floors in the Twp salt shed.
 - (1) Trustees are reminded that:
 - (a) Regular twp expenses are estimated – based on historical review, at between \$70,000 and \$100,000
 - (b) Anticipated 2014 revenues as noted in the 2014 amended certificate from the County Auditor for road work was \$159,092.00.
 - (c) Total road expenses year to date are **\$27,596.15**
 - (d) Total road fund revenues year date are **\$15,621.57**
 - (i) Expenses exceeding income utilize Twp road carry over funds.
 - (2) A recap of the OPWC grants - this report update came from the Co Engineer's Office –updated 11-22-13. The update includes expenditures from future OPWC grants that the Twp might receive. If the Twp fails to receive such grants the twp road funds will be accountable. (see minutes from 2011 forward thru December 2013 for history).

- (a) 2013 OPWC postings –
 - (i) Hammersmith rd const (ditch work) posted 9-10 \$23,271.02
 - (ii) Singer Road drainage project – 30" tile posted 10-9 \$ 3,536.22
 - (iii) Total grant dollars posted in 2013 \$26,807.24
 - (iv) Actual value posted to Twp fund lines in 2013 was \$33,509.05
 - 1. The engineer reduces amount charged to grant per agreement by an applicable percentage.
 - 2. The full amount (\$33,509.05) must be posted to the Twp accounts by law.
- (b) Current status – the OPWC has utilized future grants in the amount of \$(95,267.50)
 - (i) Trustees determined in their 2014 Re-organizational session to not post any addition future grant funds to this amount.
 - (ii) Trustees will apply future grants to reduce the amount (\$95k).
 - (iii) Trustees set a max cap on the use of future grant funds at \$50k. This is to reduce the Twp's liability against future road tax revenue should the OPWC grant program end and the Engineer calls for payment of the posted future grant dollars.
 - (iv) Mr. Peck was assigned to meet with the County Engineer to determine the method most advantageous to the Township for applying the 2014 OPWC grant towards the current Twp grant debt obligation. The anticipated 2014 grant is estimated at \$34,355 more or less.
 - (v) If applied dollar for dollar the Twp obligation would be reduced to \$60,912.50.

ii) The Chair asked if there were any other 2014 projects to be discussed.

- (1) Mr. Peck asked how much road salt mix had been used this winter and the cost.
 - (a) The fiscal officer noted that the Twp has acquired over 300 tons (384 records check for the mins) as of this session and cost for salt is \$19,400 plus cost of personnel. (to date personnel cost for snow removal is \$9,000- records check for the mins).
 - (b) Total to date \$28,000 more or less.
- (2) Mr. Peck asked how much salt has the County used.
 - (a) It was estimated by the fiscal officer, based on conversations he had with the County earlier in Feb that the County had used slightly more than 400 plus or minus tons this year. (the actual amount use by the Engineer's – confirmed by the engineer's as of 2-28 was 600+ tons)
 - (b) Mr. Peck asked if this was a wise use of Twp resources given the Co has 300 miles of road and the Twp has 23 miles.
 - (c) Trustee Mayer responded she supports the effort that has taken place, she does not want to see a school bus accident on Twp roads due to a lack of effort by the Twp.
 - (i) Mr. Bakle concurred.
 - (d) Mr. Peck stated no one wants to experience such an incident, however, none of the other Twps or the County are applying salt in such quantities and there hasn't been any such incidents elsewhere. The money being spend on salting roads could be used towards other road repair and maintenance projects.
 - (e) Trustees Bakle and Mayer indicated they intend to pursue the current effort.

- d) Trustees again noted that the March work assignments for the Twp crew – are noted in the monthly road report.
 - i) Trustees instruct Twp operators to use the monthly road inspection report as their work assignments. Each operator's name is assigned to a Twp road and work that needs done is noted on the report.
- e) Twp cemeteries –
 - i) No issues were reported.

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

- a) The monthly (February 14) GrassRoots clippings was distributed as exhibit 7a.
- b) Exhibit 7-b was a notice from the Defiance County Health Dept of its District's Advisory Board's Annual Meeting. The session will take place at Def Co East – 1300 East Second St, Defiance, Ohio, at 7:p.m. in the upstairs conference room on March 11th.

ORDER OF BUSINESS NO. 8 – Personnel

- a) Trustees discussed the draft job description for a Twp "Mechanic". This was presented as exhibit 8-a.

- i) Trustees determined to add the requirement that the Twp Mechanic must have at a minimum 5 Automotive Service Technician certifications and must acquire 10 continuing education hours per year in order to be employed by the Township in this position.

Mr. Bakle requested a motion to adopt the Job Description as amended.

MOTION by: Peck

SECOND by: Mayer

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

The job description was adopted.

- b) Trustees then discussed a salary for this position. It was determined that the position would be funded at \$20 per hour and that this rate would apply as of March 1, 2014.

MOTION by: Peck

SECOND by: Mayer

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

The pay rate was established at \$20 per hour beginning March 1, 2014.

2) ORDER OF BUSINESS NO. 9 – Old Business

- a) Fire – Rescue service contract for Def. Twp – Trustees in Jan 2014 discussed the possibility of placing a levy on the November 2014 general ballot to support the cost of this service which is being increased again in 2014 by the City. (see mins of Jan 2014 session for details.
 - i) Trustees must determine the millage to be requested and the type of levy. The prosecutor's office will write the ballot language based on those decisions.
 - ii) The fiscal officer had reported that in 2013 for the first time and after 3 consecutive years of cost increase the Twp expended \$94,922.98 and rec'd revenue of \$79,809.31.
 - iii) It has been reported that the City intends to increase the charge for standby rescue service from the present \$30k to \$54K (+\$24k)
 - iv) The current twp fire levy produces approximately \$72,500. Other sources (taxes from state and local collections other than the levy) produces approx. \$15,000 per the 2014 Twp's amended certificate. These taxes pays for both the fire combat and rescue services which now total approximately \$110,000.
 - v) Previous year carryovers have a total of \$149,991 available in the fire fund account.
 - vi) Trustees could put a replacement levy before voters or write a new additional levy. An additional levy if passed would augment the current levy in place.
 - (1) A renewal levy allows for inflationary increases, but must be renewed via a ballot by the citizens, while a permanent has a fixed non-inflationary rate.
 - (2) A 1.4 mill additional levy should generate approximately \$24,000 annually. This amount combined with the current permanent levy revenue of \$79,000 more or less will fund the new contract amount.
 - vii) It is projected that without a new funding source the fire fund line will not have enough funds to pay the contracted amount from the fire fund in 2017.
 - viii) Mr. Peck reported that as of this session the City has not yet adopted the indicated rate increase. He will meet with City officials to explain the Twp needs to know how much and when the increase is to take effect for budgeting purposes and to ensure the correct millage is placed on the November ballot.
- b) The Chair asked if there is any other additional old business to come before the Board?
 - i) There was none.

ORDER OF BUSINESS NO. 10 – New Business.

- a) The Chair asks if there is any new business to come before the board?
 - i) Trustees reviewed exhibit 9-a is notice of a proposed annexation of Twp parcels into the City of Defiance.
 - ii) This is the Indian Bridge lane area – (legal description) west half of the northeast quarter of section 28, Twp 4 North, range 4 east, Defiance Township, Defiance County. Lots 1 through 30 being known as the Green Acres subdivision and Green Acres subdivision extension. (see plat drawing attached as part of the exhibit) The parcel is approximately 17.893 acres.
 - iii) Mr. Peck stated that he was informed that the petition is being challenged. Several of the residents of Indian Bridge Lane object to annexation.

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

ORDER OF BUSINESS NO. 11 - NEXT MEETING:

Date: Tuesday – March 25th, 2014, - Regular scheduled session
Time: 7:00 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 25th, 2014

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