

*Minutes*  
**DEFIANCE TOWNSHIP TRUSTEES**  
**February 25<sup>th</sup>, 2020 MEETING**

The Defiance Township Trustees met in regular session at the Defiance County Commissioners building – 2<sup>nd</sup> Floor conference room, 500 Court Street, in Defiance Township, Defiance, Ohio, on Tuesday, February 25<sup>th</sup>, 2020 at 6:30 p.m. Answering as present were Dan Peck, & Jason Shaffer, Diana Mayer was excused due to illness. With two of three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employee(s) present were: Brian Grant 15168 & Steve Buchholtz 1615 S. Clinton St., - Defiance, Ohio.

Visitors present: Andy and Darla Bok 20503 Co. Rd. 424, Larry Plumber 21297 Kiser Rd., & JoEllen Houck 8 Deville drive, all from Defiance County - Defiance, Ohio.

**ORDER OF BUSINESS NO. 1**

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

Mr. Peck requested a motion for the approval of minutes from the January 28<sup>th</sup>, 2020 regular session.

Mr. Shaffer moved to approve the minutes as presented.

Mr. Peck 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 chair asked for citizen concerns from the floor.

a) Mr. Bok stated he believes the Twp is not meeting its obligation to maintain May Rd. (the Bok residence is at the dead end of May rd). Bok continued that there is a large area of the road, at its intersection with Co. Rd. 424, which has standing water over the road. The stone road should be shaped to drain water away. Bok also noted there are many pot holes in this road. Mrs. Bok stated she is concerned that her car will be destroyed before winter's end and she cannot get to there home without hitting multiple potholes.

i) Plummer was recognized he handed Trustees a sheet of paper which is designated as exhibit 2- of this session, the paper notes that Mr. Plummer believes the Twp has placed 150 tons of stone/grindings on this road and that amount would equal less then ¾" of an inch stone/grindings over the .75 mile length of the Road. Plummer stated he has never seen ¾" of aggregate on this road. Plummer noted he owns land along May rd and takes his tractor and equipment down the road. He stated there are many sections of the road where stone is so light as to seem to have none at all. Plummer stated he supports the Boks' opinion that the Twp is not meeting its obligation to maintain public roads (May). Plummer suggested the Trustees discuss this requirement with Judge Schmenk and Defiance Attorney Steve Hubbard in reference to Delaware Twp.

(1) Plummer did not elaborate on his comment regarding Delaware Twp.

ii) Plummer also stated the Twp is acquiring more funding with the 2019 passage of an additional 11 cents per gallon of gas tax.

iii) Twp operator Brain Grant stated he has bermed both sides of May rd and placed aggregate in the middle of the road to form a drive lane and fill potholes. However, during recent snow removal efforts much of this stone had been plowed off. Twp operators were instructed to lift the blade when plowing May to avoid this problem in the future.

iv) Trustees noted that conditions (melting and soft base of road) prohibit the Twp from cost effective application of additional aggregate at this time. The Twp fully intends to place additional aggregate when it will be cost effective. (drier)

v) Mr. Bok noted that the road is lower then the ditches and therefore water cannot drain from the road into the roadside ditch.

vi) Trustee Peck stated that "we are going to fix it – but it is a stone road and it will rut. Peck also stated – again our hands are tied at present with frost and freeze conditions and snow and rain events forecast over the next 7 days.

- vii) Mr. Plummer stated that he has seen the Co. Engineer's recommendations to the Trustees to repair May Rd., Plummer then asked what the Trustees were going to do and when.
- viii) Trustees stated they will re-drag the road as they had in the past and when conditions are right and will place additional stone on the road.
- ix) Mr. Bok suggested that the Twp should not plow May road with the heavy 2004 International which was last used and became stuck in the cul-de-sac. This truck per Mr. Bok is so heavy that it causes considerable rutting of the road when used to plow snow.
  - (1) Trustees agreed and have instructed their operators to use the F550 or the GMC for snow removal on May Rd.
- x) Trustees stated that as soon as weather breaks the Twp will work on May road.
- xi) Trustees noted they had reviewed an email (handed out at this session) from the Co. Engineer in response to Trustee Mayer's request for an assessment. See email from Co. Engineer dated 2-25-2020.

### **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 \$287,866.83-- 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 \$9,456.77.
  - c) Payment reports:
    - i) Payments for February (UAN software-) were \$26,699.86.
  - d) The Cash fund summary through February 23<sup>rd</sup>, 2020, (UAN software) showed an "ending fund balance" of \$996,927.19.
    - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$356,332.43.
  - e) Appropriation Status showed that through February 23<sup>rd</sup>, 2020 (UAN software), 2.7% 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 02-23-20 was \$737,076.27.
  - g) Trustees asked the Fiscal Officer to review gas tax revenues comparing revenue after the additional gas tax increase (11cents per gallon) passed the Ohio Legislature in July 2019.
    - i) See Jan. 2020 mins for initial review.
    - ii) 2020 comparisons posted to UAN – through the Feb. Twp meeting.
      - (1) Exhibit 3-g-1 is gas tax posted through Feb. 2019.
        - (a) was \$7,500 more or less
        - (b) Exhibit 3-g-2 is 2020 rev through Feb. 2020 - \$11,845.00 more or less –
        - (c) For the first two months of 2020 the increase is 4,300 more or less- 2,150 ave per month
      - (2) The Chair asked if there was any discussion.
        - (a) There was none.
  - h) February bills through the 28<sup>th</sup>, – were then reviewed & signed by Trustees.
  - i) Payroll & February time cards (time cards provided trustees prior to session) – were reviewed and signed by Trustees Review.
  - j) Mr. Peck requested a motion to accept the February financial reports.
    - MOTION by: Shaffer
    - SECOND by: Peck
    - 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) During the November 2019 session Trustees asked that the Twp expenses for mowing the nuisance issue of high grass and weeds on property owned by Larry Moore estate – 14036 St. Rte 111, be sent to the property care taker – Butler Realty of Defiance.
  - i) This was sent by the fiscal officer via email on 12-6-19.
  - ii) The check for mowing this parcel was received and deposited into the Twp. accounts – deposit date 2-11.
  - iii) This issue is complete and will be removed from future agendas.
- b) The fiscal officer stated he was contacted by the Def. Co. Comm. clerk on Feb 20<sup>th</sup> and informed that a property on co. rd 424 owned by James Hermiller was detached from the City of Defiance and is now solely

in Def. Twp. the information provided was forwarded to Trustees via email from the fiscal officer.

- i) Refer to emails from the fiscal officer regarding this issue:
  - ii) The fiscal officer noted that as this is a business – are there permits necessary? (probably a prosecutor question)
  - iii) It is assumed the zoning will be business.
  - iv) Discussion.
    - (1) Trustees accepted the documentation & will research the questions of permits and zoning.
- c) February Monthly Zoning report - was presented by Mr. Diemer.
- i) permits issued:
    - (1) No new issues in Feb.
  - ii) Zoning issues:
    - (1) No new issues in Feb.
  - iii) Nuisance violations:
    - (1) No new issues in Feb.
  - iv) Site reviews:
    - (1) None in Feb.

Respectfully submitted  
John Diemer, Twp. Zoning Inspector

- d) The Chair asked again if there were any other zoning issues to come before the Board.  
(1) There were none..

#### **ORDER OF BUSINESS NO. 5 -- Equipment;**

- a) Comments or concerns from Twp. employees on current or proposed new eq &/or safety items.
  - i) At the Jan. session - Trustee Peck thought that the Twp should purchase adjustable ice cleats and have these placed in each of the Twp. Trucks, for use by Twp. operators, during snow and ice removal operations.
    - (1) Trustees concurred.
    - (2) Mr. Grant was to purchase these and place 1 pair in each truck.
      - (a) Mr. Grant informed the fiscal officer that 3 pairs of ice cleats were purchased and placed in the Twp's three snow plow trucks. The bill is listed on the monthly payment report – refer to exhibit 3-c.
      - (b) This project is complete.
  - b) The Chair again asked if there were any other equipment issues to be discussed?
    - i) There was none.

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

- a) Trustee Report – Monthly Twp Rd inspection by Trustee Shaffer.
  - i) Crew to address when possible pot holes noted on report – various Twp roads.
  - ii) The March report is to be by Trustee Mayer.
- b) **2020 Road projects:**
  - i) Defiance County Engineer Warren Schlatter presented Trustees with the 2020 Twp Rd. maintenance program as prepared by his office at the Trustees Jan 28<sup>th</sup> business meeting. Refer to exhibit 6-b – of the Jan. Twp session.
  - ii) Trustees approved as presented:
    - (1) The projected total cost is \$60,257.00
    - (2) (this is the Twp. road maintenance program and 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.
    - (3) 2020 Def. Twp. rd. maintenance program from Eng. estimates dated Jan 28<sup>th</sup> :
      - (a) **Chipseal:**

	<b>Est.</b>	<b>Actual cost</b>
(i) Karnes – from Bowman to Watson- 5328'	\$9,759	
(ii) Keller – from Powers to Kiser – 2640'	\$2,667	

(iii) Sponseller – Def/Pau Co. line to Bowman – 5303'	<u>\$5,999</u>
(iv) Estimated total exp. of chip seals	<u>\$18,425</u>

**(b) Patching:**

(i) Bowman –	
1. from Campbell to Williams – 4 patches	\$5,447
2. from St. Rt 66 to Twp line – 2 patches	\$4,085
(ii) Carter Rd –from Ginter to St Rt 66 – 2 patches	\$2,931
(iii) Def-pau line #10 – from st rt 66 to Holly rd – 2 patches	\$2,118
(iv) Garman – from Harding to Wilhelm – 1 patch	\$1,059
(v) Ginter rd. – from Carter to Def. City limit – 2 patches	\$3,518
(vi) Keller rd – from Powers to Kiser – 1 patch	\$ 945
(vii) Kibble rd – from Canal to Winn – 1 patch	\$1,210
(viii) Kiser – f keller to canal – 3 patches	\$4,083
(ix) McCollister rd – f Wilhelm to dead end – 1 patch	\$ 983
(x) Singer rd – f St rt 111 to Hammersmith – 1 patch	\$1,059
(xi) Sponseller rd – f def/pau co line to Bowman – 3 patches	\$3,177
(xii) Wilhelm rd – f Watson to McCollister – 1 patch	\$1,588
1. From McCollister to Garmin – 1 patch	<u>\$1,059</u>
(xiii) Estimated total patching exp -	<b>\$33,270</b>

**(c) Crack Seal-**

(i) Def/Pau Co Line :	
1. f .5mile east of Campbell to Williams – 2640'	\$1,689
2. f Williams to St Rt 66 – 5306'	\$3,395
3. St. Rt 66 to Holly – 5359'	<u>\$2,857</u>
4. Estimated total exp. crack seal	<b>\$7,943</b>

**(d) Pavement Markings:**

(i) Karnes Rd – f Bowman to Waton – 5228'	<u>\$618.00</u>
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**(e) Total est and final expenses for 2020-**

**\$60,257**

iii) 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) In 2019:

(i) No construction work was done in 2019 due to bid scheduling and engineer's field personnel dedicated to other tasks (no prep work).

(b) In 2020:

(i) Co. Engineer Schlatter was informed (at the Jan session ) that the Trustees agreed to dedicate \$190k of its 2020 road funds towards this project.

(ii) Trustees agreed that the Engineer will manage the project at the Engineer's discretion based on the funding the Twp commits,.

(iii) To date in 2020:

1. The Engineer's office stated to the fiscal officer no activity as of the end of Feb. (winter)

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

i) The Chair asked if there were any proposed projects for the Twp staff or private contractors 2020?

**d) Re-build Ginter/Carter Rd.from Jefferson Ave. (St. Rt 66) to at Carter Rd to Ginter and Jefferson (St. Rt 66)**

- i) At the Jan 2020 session the City proposed a joint project with the Twp: the rebuild of Carter/Ginter road:
- ii) See mins of Jan session for details:
- iii) The effort also includes a use path (sidewalk).
- iv) The road will be rebuilt using cement stabilization, the walk way will be on the west side of the road (Boy Scout Camp side).
- v) The road will be widen.
- vi) Co Engineer Schlatter had prepared a project cost estimate:
  - (1) Road rebuild using cement stabilization with a 2" asphalt cover - \$550,000
  - (2) Use path (side walk) - \$100,000
  - (3) Each party would need a local contribution of approx. 130 to 150k
- vii) Schlatter stated the following time line and estimated costs for the Twp:
  - (1) If approved by the end of June 2020 – by both the city and Twp

- (2) A grant proposal and approval would be written in late summer – fall of 2020 and submitted. The grant is then reviewed and approved in 2021 for construction in 2022.
- (3) For the Twp portion (road only – 275k) – the OPWC grant could be used – if used this would take all the remaining grant funds the Twp would acquire in this grant cycle (next 5 years before law must be re-voted).
- (4) The Twp's actual cash outlay for this project would be 130k to 150k depending upon the bid pricing in 2022.

viii) Discussion...

- (1) Trustees agreed to wait until all three Trustees were present – the issue is to be brought forth at the March Twp meeting.

**e) 2020 financial impact review by the fiscal officer:**

i) The fiscal officer reported that total road expenses year to date are:

(2) Total road fund revenues year date are	<b>\$13,192</b>
(3) Total road fund expenses year to date are	<b>\$ 7,049</b>
(a) Road salt purchased winter 2019 – 2020 – total \$3,015.	

ii) Anticipated revenue for 2020 – based on the January 2nd, Twp amended certificate was:

- (1) \$181,850 more or less

iii) Anticipated expenses for 2020 – as of this session:

- (1) Regular twp. expenses for this report are anticipated to be for the year baring emergencies – the estimate for 2020 – based on historical review, is placed at between \$70,000 and \$100,000 – would include Twp projects listed above & also any work completed so far this year.:
- (2) \$60k as of this session for Co Eng work- in 2020 – refer to item 6-b-1 of the Jan 2020 agenda – (other than Bowman Rd. rebuild).
- (3) 190k - Bowman Rd. rebuild –
- (4) ??? - savings towards the Carter/Ginter rd project.

(a) Total projected expenses from Twp rd acc'ts for 2020 is based on the completion of all noted above.

**(i) \$350,000 + savings for Carter/Ginter**

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 01-16-2020 provided at the Jan. Co. Twp./Elected Officials session.

i) **See exhibit 6-e** of session dated 1-16-2020..

ii) the OPWC report from the County Engineer's office as of 01-16-2020 indicates that:

- (1) any grant work done in 2020 will be posted to Twp. fund lines as pass through money.
- (2) The Engineer's Office has posted to Def Twp. for 2020 –
  - (a) 0 expenses
- (3) The engineer's office has posted a 2020 grant of \$48,700 to the Def. Twp. grants line.
  - (a) the Twp. has \$66,353.35 in grant funds unspent from this and previous grants.

iii) The Engineer has 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 5 years or a total of \$125k remaining give or take.

iv) The fiscal officer learned at the recent (Feb.) OTA winter conference – that a ballot issue to renew the funding will be place before Ohio voters in 2 or 3 years. If approved the funding will be available for an additional 10 year period.

- (1) The Chair asked if there is any discussion?
- (2) There was 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) Cromley cemetery tree branches overhanging Twp. Road (Cromley) –

- (1) Refer to mins of April 2019 Twp session forward for details:

- (2) At the January 2020 Twp session update:
  - (a) Trustee Mayer asked that Mr. Peck or Mr. Shaffer again request the Co. Engineer's office to address this issue.
- (3) Feb. session update:
  - (a) There was no work on this issue.

- ii) During Feb. Caleb Turnbull of the Oberlin-Turnbull Funeral Home in Bryan, Ohio, contacted trustees and the fiscal officer.
  - (1) A Katherin Teschkey had passed away and family desires to bury cremated remains with her parents - Harvey and Addi Ball – they (the parents) were buried in the early 70's in the Twp's Cromley cemetery – section 35.
  - (2) The family does not have a deed and wishes to place the ashes over one of the parents in an urn.
    - (a) There are 2 burials in this section (Harvey and Addi). The section is 15' deep by 22' long (see cemetery map).
    - (b) The family does not have a deed.
    - (c) The Twp's records are incomplete – the twp only has the cemetery map. The fiscal officer has reviewed old records and cannot find any deeds.
    - (d) This info was emailed to Trustees Feb. 18<sup>th</sup>.
    - (e) Trustees concurred that:
      - (i) We do not know if there are other deeds issued for lots in this section.
      - (ii) The urn could be buried in one of the existing graves (over Harvey or Addi).
      - (iii) A Headstone could be placed just behind the existing grave (headstones mark where grave sites are located).
    - (f) Trustees asked the fiscal officer to prepare a policy which would allow for more than 1 interment in a grave site.
    - (g) The draft was prepared and submitted to the Prosecutor for approval as to form.
      - (i) The prosecutor had a number of questions which he desires the Trustees to consider.
    - (h) **Exhibit 7-ii** contains:
      - (i) Email to the Trustees from the fiscal officer
      - (ii) Email from the Prosecutor with questions (which was forwarded to Trustees via email)
      - (iii) A draft policy to allow multiple burials in a grave lot - as prepared by the fiscal officer – also emailed to Trustees
      - (iv) A copy of a policy from Hinckley Twp in Median County that allows for this practice. – also emailed to Trustees
    - (i) Discussion..
      - (i) Trustees determined to review this request when all three Trustees are present – this issue will be forwarded to the March meeting agenda.
      - (ii) Trustees asked the fiscal officer to incorporate elements of the Hinckley Twp policy into the Def. proposed draft policy as presently prepared. The amended draft will then be reviewed at the March Trustee session.
- b) The Chair asked if there were any other cemetery issues for discussion?
  - i) There were none.

#### **ORDER OF BUSINESS NO. 8 – PERSONNEL**

- a) The Chair asked if there was any personnel business to be discussed?
  - i) There was none.

#### **ORDER OF BUSINESS NO. 9 - Handouts were distributed as noted below:**

- a) Monthly (February 19) GrassRoots clippings – **exhibit 9a**
- b) **Exhibit 9-b** notice from Def. Co. Soil and Water of the annual Planning workshop:
  - i) 3-17-20
  - ii) 8a to 9:30a
  - iii) Def VFW post 3360 – 201 South Clinton st.
  - iv) Rsvp required
- c) **Exhibit 9-c** – notice from Stone co – price increase for certain grades of aggregate.
- d) **Exhibit 9-d** – Trustees invited to annual CIC session
  - i) 3-19
  - ii) Def. College – Hubbard banquet room - 701 N. Clinton St. Def. Ohio
  - iii) Rsvp required – 419 784 4471

- e) Handed out additional monthly road inspection forms w Haymaker on the list to supplement those handed out in Dec. 5 each.

#### **ORDER OF BUSINESS NO. 10- Old Business**

- 1) The Chair asked if there is any old business to come before the Board?
  - a) Dead Tree issue – Hammersmith Twp building from August 2017:
    - i) Litigation – issue:
      - (1) Jilene Richards, Attorney at Law – has filed a lawsuit naming the Defiance County Commissioners and the Def. Twp. Trustees as defendants – alleging property damage caused by Twp. snow and ice removal operations to property owned by Mary and Larry Mick on Hammersmith rd in Def. Twp.
      - (2) Trustees have hired Marc Warncke ESQ. of the Clemens, Korhn, Liming & Warncke Law Office, Defiance, Ohio, to represent the Twp.
      - (3) Update if any?
        - (a) An article in the Defiance Crescent news (Feb. 20<sup>th</sup>) noted that the Common Pleas court dismissed the suite with prejudice, (it cannot be refiled). The Court ruled the Twp was conducting official Twp business and therefore had immunity.
        - (b) Mr. Peck provided a copy of the Court’s ruling (judgement entry dated Feb. 13, 2020)- refer to exhibit 10-a.
          - (i) Plaintiffs have 30 days to file an appeal
          - (ii) The Judgement entry is to be filed with the Twp records.
        - (c) This issue will be removed from future agendas, unless there is an appeal.
  - b) Recommendations of OTARMA at Twp. maintenance building – refer to exhibit 10-d-2 of the Dec. 17, 2019 session:.
    - i) OTARMA’s Kim Arnold conducted a safety review of the Twp in July 2019.
    - ii) The fiscal officer received recommendation letters on November 21st, 2019
      - (1) Trustees instructed operators at the 12-17-19 session to modify the welding cart as recommended. Photo the modified cart and email to fiscal officer. The fiscal officer will email to OTARAMA.
      - (2) Project update:
        - (a) As of the feb. twp session this project is complete. Mr. Grant has emailed the fiscal officer a picture of the welding cart with the steel dividing the tanks. Documentation is on file in the Twp OTARMA June 2019 safety inspection file.
      - (3) This issue will be removed from future agendas.
  - c) The Chair asked if there was any other old business to be discussed....
    - i) There was none.

#### **ORDER OF BUSINESS NO. 11 - New Business.**

- 1) The Chair asked if there is any new business to be discussed....
  - a) Tree debris on Bowman Rd:
    - i) The fiscal officer was contacted by Rick Stark of Stark trucking Def. Twp (2-11).
      - (1) Stark noted there was large tree debris down along the road and wanted to cut it up for firewood.
        - (a) The fiscal officer emailed Trustees on feb. 11<sup>th</sup>.
    - ii) Mr. Stark then emailed trustees (2-11) and the fiscal officer with a request that certain trees have overhanging branches on Bowman rd and these are hitting his trucks when the traverse Bowman Rd. Stark asks that the Trustees have these branches cut back.
    - iii) Discussion.
      - (1) Trustees noted that more then 2/3rds of the down tree was on private property owned by Warren Schlatter.
      - (2) Trustees determined they did not have the authority to approve the removal of this tree by a private party, as such an effort would involve the need of access to the private property.
      - (3) Trustees asked the fiscal officer to email Mr. Stark informing him he needs to secure approval of the property owner. With such approval, Trustees do not object to Mr. Stark working on Twp right of way to remove the tree.
  - b) The fiscal officer requested permission to attend the 2020 local gov’t conference hosted by the State Auditor’s Office in Columbus, Ohio, April 7, 8 & 9, 2020. This conference is focused on fiscal training – attendance provides required ceu’s for the fiscal officer’s position under the “fiscal integrity act” which became effective in March 2015.

- i) The rule requires 12 hours of training in each term including 2 hrs for public records.
- ii) Discussion...
  - (1) Mr. Shaffer moved to approve the request of the fiscal officer to attend.
  - (2) Mr. Peck seconded
    - YEA(s) 2      NAY(s) 0      Passed X      Failed
    - The request to attend the 2020 Local Gov't conf. was approved.

- 2) The Chair again asked if there was any other new business.
  - a) There was none offered.

**ORDER OF BUSINESS NO. 12 - NEXT MEETING:**

- 1) The next regular session.

**Date:**                    **Tuesday, March 24<sup>th</sup>, 2020 regular business session.**  
**Time:**                    6:30 p.m.  
**Place:**                    Defiance County Commissioners building  
                                   2nd floor conference room  
                                   500 Court St.  
                                   Defiance, Ohio 43512

Mr. Peck noted he will be absent due to planned out of town travel. Trustees may post a meeting date change if it is desired that all three Trustees be present. The fiscal officer will be informed and if the meeting is rescheduled, will post the changed date to the Twp web page as soon as possible.

**ORDER OF BUSINESS NO. 13 – Adjournment:**

- 1) Mr. Peck requested a motion to adjourn the meeting of February 25<sup>th</sup>, 2020.
  - It was moved by:        Shaffer
  - SECOND by:                Peck

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