

Minutes
DEFIANCE TOWNSHIP TRUSTEES
February 27th, 2018 MEETING

The Defiance Township Trustees met in regular session at the offices of Northwest Realty – 618 South Clinton Street, in Defiance Township, Defiance, Ohio, on Tuesday, February 27th, 2018 at 6:30 p.m. Answering as present were Diana Mayer, Dan Peck & Jason Shaffer, with three of three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employees present were: John Diemer 23361 Defiance-Paulding Co Line Rd 10, Steve Buchholz 1615 South Clinton St. & Harry Railing 14951 Power Dam Rd. - Defiance, Ohio.

Visitors present: Patti Diemer 23361 Defiance-Paulding Co. Line Rd 10 & JoEllen Houck 8 Deville Dr., Defiance, Ohio.

ORDER OF BUSINESS NO. 1

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

Mr. Shaffer requested a motion for the approval of minutes from the January 23rd, 2018, regular session.

Mrs. Mayer moved to approve the minutes as presented.

Mr. Peck 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 \$163,266.96-- 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 \$22,978.29.
- c) Payment reports:
 - i) Payments for February (UAN software-) were \$30,241.95.
- d) The Cash fund summary through February 25th, 2018, (UAN software) showed an "ending fund balance" of \$839,286.07.
 - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$404,130.36.
- e) Appropriation Status showed that through February 25th, 2018 (UAN software), 3.5% 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 02-25-18 was \$706,689.38.
- g) The fiscal officer updated Trustees on the Township's progress to renew the Bank Depository agreement with the State Bank and Trust Company of Defiance.
 - i) It was noted that the township funds are presently with the State Bank and Trust.
 - ii) See mins from Nov. 2017 forward for details.
 - iii) Agreement is being renewed. As of this session the Twp awaits new paper work from the bank.
- h) Trustees then reviewed exhibit 3-g. This was the Fiscal officer's analysis of impact on Twp funds if a new truck is purchased in 2018.
 - i) Trustees determined to repair the 2005 International and to delay the purchase of a replacement truck until further notice.

- i) February bills through the 25th were then reviewed by Trustees and Signed.
- j) Payroll & February time cards (time cards provided trustees prior to session) – Trustees Reviewed & Signed.

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 report
 - i) No Permits
 - ii) No Site reviews:
 - iii) No nuisance issues

Respectfully submitted
 John Diemer, Twp Zoning Inspector

- b) Mr. Shaffer asked if there are any other zoning/nuisance issues to come before the Board?
 - i) The fiscal officer – also serving as zoning sec't – reminded the Bd that the alternate seat on the Appeals Bd – previously held by Robert Williamson, who had passed away, remains vacant.
 - ii) The fiscal officer also noted that the Zoning Commission vacancies remain.
 - (1) Open seat on the Commission - via resignation
 - (a) Wayne Shaffer resigned as of 1-1-18 –
 - (b) Replacement - new term commencing 1-01-18 through 12-31-2020.
 - (2) Alternate seat open-
 - (a) Open seat via resignation:
 - (i) John Marcellus resigned as of 1-1-18
 - (b) Replacement - new term commencing 1-01-18 through 12-31-2020.
 - iii) Trustees need to make an appointment.
 - iv) Trustees will review this item again at the March 22nd, session and meetings thereafter until the vacancy is filled.
- c) The Chair asked if there were any other Zoning/nuisance issues to be discussed.
 - i) John Diemer – Zoning Inspector, asked that Trustees purchase and post signage noting that Defiance Township is Zoned.
 - (1) Trustees stated that there are three signs at the Township building on Hammersmith Rd. if more are needed they can be purchased.
 - (2) Trustees will have staff replace the old worn signs with the new ones.
- d) The Chair asked if there were any other Zoning/nuisance issues to be discussed.
 - i) 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 9th budget session Trustee Shaffer proposed to acquire quotes via the DAS for a truck to replace the 2004 International.
 - (1) Mr. Shaffer was to check on DAS pricing and research trucks at the OTA conference in Columbus (Jan 31 to Feb2, 2018).
 - (2) Refer to fiscal officer's analysis of purchase impact on Twp budget – exhibit 3-g of this session.
 - (3) Trustees will repair the 2004 International and postpone the replacement purchase.
 - (a) Operators to get quotes for a bed liner from Kalida Truck.
 - ii) Exhibit 5-a was then reviewed. This item is a flyer from S & S volvo noting trucks, salt spreaders and plows for sale.
 - (1) No action was taken.

- b) The Chair asked if there are any other items to be discussed....
 - i) Trustees ordered that a new security light to replace the current malfunctioning light at the Hammersmith Twp building.
 - ii) Trustees also order that another remote be purchased for the 3rd overhead door at the Hammersmith building.
 - iii) The Hammersmith building was cleaned and cleared of much debris and waste during February.
 - iv) At the direction of Trustees – Twp operator’s purchased replacement and new tools for use to maintain minor issues of Twp equipment and trucks.
 - (1) Trustees noted that sufficient tools have been purchased as of this session.
- b) The Chair again asked if there are any other equipment issues to be discussed.
 - i) There were none.

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) Berming and pothole repairs were noted. These are to be addressed weather permitting in March.
 - ii) The March Rd review is to be by Trustee Peck.

b) 2017 Road projects:

- i) At this session (February) Trustees and the County Engineer are reviewing the proposed 2018 project list.
- ii) A proposed listing of projects were attached as exhibit 6-b- dated 2-6-2018.

	cost estimates
(1) Chipseal	
(a) Link Rd – Powerdam to Powerdam – 1,126’	\$1,732.94
(b) Ball rd – Krouse to Canal – 5,338’	\$9,221.97
(2) Crackseal	
(a) Hammermsith rd – krouse to singer – 5,217’	\$2,500.00
(b) Hammersmith rd – singer to krouse – 4,224’	\$2,500.00
(c) Kiser rd – krouse to keller – 5,346’	\$2,500.00
(d) Kiser rd – keller to canal – 5,317’	\$2,500.00
(e) Ball rd – krouse to canal – 5,338’	\$2,500.00
(3) Hot Mix Patching	
(a) Ball rd – over replaced culvert – 200’	\$2,325.43
(b) Bowman rd – Campbell to Williams – 200’ 1 patch	\$2,462.22
(c) Bowman rd – campbell to Williams – 200’ 1 patch	\$2,462.00
(d) Bowman rd - Karnes to st rt 66 – 1 patch	\$2,462.22
(e) Bowman rd – st rt 66 totwp line – 1 patch	\$2,462.22
(f) Cromley rd – st rt 111 to dead end – 2 patches – 1	\$2,188.64
(i) 2 nd patch	\$2,188.64
(g) Karnes rd – Bowman to Watson – 2 patches – 1 st	\$2,188.64
(i) 2 nd patch	\$2,188.64
(h) Keller rd – kiser to powers – 1 patch	\$1,709.88
(i) Kiser rd – krouse to keller 3 patches – 1 st	\$1,551.20
(i) 2 nd patch	\$1,846.67
(ii) 3 rd patch	\$2,462.22
(j) Kiser rd – keller to canal – 3 patchces – 1 st	\$1,846.67
(i) 2 nd patch	\$2,462.22
(ii) 3 rd patch	\$2,462.22
(4) Paving	
(a) Lakeview drive – 2,645.28’	\$29,273.21

(5) Total estimated expenses for co work on twp behalf in 2018 \$87,998.07

- (6) The chair asks for discussion.
 - (a) Trustees agreed to this proposed project list and Mr. Peck will email the affirmation to the Defiance County Engineer.
 - (b) Trustees also will discuss with the County Engineer the continued flooding issues after heavy rain events along Hammersmith Rd.
 - (i) Storm water is also collecting around the Twp maintenance building on Hammersmith rd.
 - (ii) Again, Mr. Peck is to contact the Co. Engineer.

- (7) Trustees noted that the Ohio Dept. of Transportation desires to stage road repair materials (stone, aggregate etc. at the Hammersmith rd Twp building site for the 2018 construction season.

Mr. Shaffer requested a motion to approve the ODOT request.

MOTION by: Peck
SECOND by: Mayer

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

The request for ODOT to stage const. materials at the Hammersmith rd twp building site was approved.

c) Twp projects by Twp staff or other contractors for 2018:

- ii) twp projects for 2018 :
(1) none were proposed at this session.

d) The Chair asked for proposed future projects to determine anticipated costs and need of Twp to save funding for such major projects.

- iii) The Board proposed to discuss with the County Engineer the following projects:
- (1) 2019 repave & widen if determined necessary of Carter Road:
 - (a) Trustees estimated \$40k for prep and purchase of right of way and 190k for the project.
 - (b) The fiscal officer noted that as with the Hammersmith rd project this would need to be broken down over at least two and maybe three years depending on cash available.
 - (c) Project years 2019 through 2021.
 - (2) 2022 – prep and purchase of right of way if necessary for the rebuild of Bowman Rd.
 - (a) Again, this would be over several years with the project beginning in 2022 dependent upon available cash.

e) A financial impact review by the fiscal officer:

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

(1) Total road fund revenues year date are	\$12,612.95
(2) Total road fund expenses year to date are	\$12,209.37

- ii) Anticipated revenue for 2018 – based on the January 2nd, Twp amended certificate was:

- (1) \$171,715.00 more or less

- iii) Anticipated expenses for 2018 – as of this session:

- (1) Regular twp. expenses are estimated – based on historical review, at between \$70,000 and \$100,000 – would include Twp projects listed above:
- (2) \$87,998.07 for Co Eng work- see co eng. est cost for twp wrk in 2018 dated 2-6-18 by Co Eng proj list.
- (3) \$140 to 180k for new truck to replace international.
 - (a) Trustees removed this item as of this session.
- (4) Total anticipated expenses base on the above:
 - (a) from \$150,000 to 190,000k if there are no major Twp projects undertaken.

- 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 1-16-2018 and is presented as exhibit 6-e of this session. That update includes the posting of the 2018 OPWC grant funds of Def Twp.
- i) Current status – the OPWC report from the County Engineer's office as of 1-16-2018 indicates that:
- (1) The Def Twp has posted to its grant line for 2018 \$43,455. (money is with the Co Eng – any used in 2018 will be posted to Twp fund lines as pass through money and an amended certificate will be required to account for the expenditure of these funds on behalf of the Twp. Said amended certificate is generally applied for in November of each year that grant funds are used by the co eng on the Twp's behalf.
 - (2) the Twp has \$10,924.32 of current grant dollars available for use.
 - (3) There are no future grant dollars used as of this session.
- ii) 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 7 years or a total

of \$175k remaining give or take.

- g) The Chair asked if there was any other discussion regarding the fiscal impact report.
 - i) There was none.
- h) The Chair asked if there are were any cemetery issues for discussion...
 - i) There was none.

ORDER OF BUSINESS NO. 7 Personnel

- a) Purchase of winter gear for Twp equipment operators.
 - i) Trustees have been considering the purchase of winter clothing for Twp operators that conduct snow removal – work on twp eq ect. During winter months.
 - (1) The prosecutor’s office recommends that if Trustees proceed with this purchase a resolution should be adopted to approve this expenditure.
 - (2) **Resolution 10-2018** adopting the expenditure of Twp funds to purchase winter clothing for Twp operators was presented for review and approval.
 - (3) Dan Peck moved to approve resolution 1-2018 approving expenditures of Twp funds for the purchase of winter clothing for Twp Opeators.
 - (4) Diana Mayer – seconded

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

Resolution 10-2018 was adopted and signed.

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

ORDER OF BUSINESS NO. 8 Handouts were distributed as noted below:

- a) Monthly (February 17) GrassRoots clippings –was distributed as exhibit 8a
- b) Exhibit 8-b was a notice of Defiance County Soil & Water of the annual Planning and local work group meeting for the district.
- i) The breakfast session is to be held Thursday, March 15, 2018 – 8a.m. to 9:15a.m. at the Defiance Eagles Club – 711 West Second st, Defiance, Ohio.
 - (1) Any Trustees planning to attend are to rsvp – ph 419 782 1794

ORDER OF BUSINESS NO. 9- Old Business

- a) The Chair asked if there was any old business to come before the Board?
 - i) from the November 2017 session – Trustees had reviewed a notice of from the Ohio Plan (Twp ins carrier) – of proposed safety – operational items from the Ohio Plan annual review of Twp procedures which may impact insurance rates etc..
 - (1) Proposals are:
 - (a) Review annually the driving records of twp employees. &;
 - (b) Adopt a public records plan...
 - (i) Currently the twp has a policy in place to facilitate public access to twp records (see policy #08). The Twp does not have a records destruction policy all records are stored at the Twp storage building at Hammersmith rd.
 - (c) Trustees asked the fiscal officer to contact the Co. to acquire information on how to implement an annual driver’s license check of Twp operators.
 - (d) This item will be a further agenda item until the annual check is implemented by the Twp.
 - (i) The fiscal officer reports that he is working to acquire the records with Ohio Plan reps.
 - (ii) This should be completed by the Feb 27 reg Twp session.....
 - (iii) – as of this session 2-27-18 - the fiscal officer needs permission to contract with a private firm to secure the records.

MOTION by: Peck to authorized the fiscal officer to expend Twp funds to secure a private firm to acquire license checks of Twp operators/
SECOND by: Mayer

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

The request to approve expenditures of Twp funds to secure driver license checks was approved.

- b) Dead Tree issue – Hammersmith Twp building from August 2017:
 - i) At the Jan 9th budget session Trustee Peck stated that Mary Mick owner of property abutting Co. property, which abuts Twp, leased ground from the Co. where the Twp maintenance building is located on Hammersmith rd., has again contacted him with a request for reparations for dead trees.
 - ii) Mick believes that at least some of the dead trees are on her property and that the trees are dead due to salt water runoff from the Twp's salt bins.
 - iii) At the Jan 23, 2018, session Trustees turned the issue over to the Ohio Plan.
 - iv) During the month- the Ohio Plan determined the ins does not cover this incident as the issue contains environmental impact caused by the Twp.
 - v) Trustees to review with the Co. Prosecutor's Office.
 - vi) Discussion....
 - (1) Trustees determined to have Mr. Peck review this issue with the Prosecutor and solicit the Prosecutor to advise and represent the Twp in this matter.
- c) Trustees discussed the two incidents regarding Twp operators entangling equipment with cable tv lines and phone lines.
 - i) It was noted that Harry Railing was involved in an incident on Dec. 28th, 2017 in the Lakeview addition.
 - ii) Steve Buchholz was involved in an incident on Jan.8th, 2018, on Power Dam road.
 - iii) The Sherriff's Office had been called to both incidents and had investigated.
 - iv) The fiscal officer is to acquire copies of the S.O.'s reports for forward those to the Twp Insurance carrier – Ohio Plan representative Conrad Beck.
- d) The Chair asked if there was any other old business to be discussed....
 - i) There was none.

ORDER OF BUSINESS NO. 10 - New Business.

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

ORDER OF BUSINESS NO. 11 - NEXT MEETING:

- a) The next regular session.
- b) Due to Trustees vacations scheduled in March – Trustee Mayer moved to have the March regular session moved to March 22nd, same time and location.

Trustee Peck seconded.

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

The request to approve the March regular Twp session be moved to the 22nd, was approved. Notice of the change is to be posted on the Twp's web page.

Date: **Thursday – March 22nd, 2018 regular session.**
Time: 6:30 p.m.
Place: Northwest Ohio Real Estate Services - 618 S Clinton St, Defiance, OH 43512

ORDER OF BUSINESS NO. 12 – Adjournment:

Mr. Shaffer requested a motion to adjourn the meeting of January 23rd, 2017.

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