

Minutes
DEFIANCE TOWNSHIP TRUSTEES
March 18th, 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, March 18th, 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: John Diemer 23361 Defiance-Paulding Co Line Rd., Jason Shaffer 13386 State Rte 15, Defiance, Ohio.

Visitors present: Patty Diemer 23361 Defiance-Paulding Co Line 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 February 25th, 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 February – noted a primary checking reconciliation balance of \$218,230.03-- balance is minus the outstanding checks and Township investment funds & is taken from the Bank's monthly statement.
- b) Receipt report:
 - i) Receipts for March (UAN software-) were \$6,846.12.
- c) Payment reports:
 - i) Payments for March (UAN software-) were \$29,241.49.
- d) The Cash fund summary through March 16, 2014, (UAN software) showed an "ending fund balance" of \$887,464.88.
 - i) The "cash available" for encumbrances (current reserve- UAN software) was \$522,927.69.
- e) Appropriation Status showed that through March 16th, 2014 (UAN software), 6.3% 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 03-16-14 was \$704,532.84.
- g) Trustees reviewed and signed the March bills.
- h) Payroll & March time cards (time cards provided trustees prior to session) were reviewed without comment.
- i) Resolution 2014-10 was presented for discussion – approves if adopted the use of Twp funds for payment of membership dues for the Ohio Twp Association and the Defiance Co. Twp Association. An annual resolution authorizing the use of Twp funds for these due payments is required by the ORC.

Chairman Bakle requested a motion for the approval resolution 2014-10 as defined above.

Mr. Peck moved to approve the resolution.

Mrs. Mayer seconded.

The vote being 3 Yea(s) 0 Nea(s)

The resolution was approved.

Mr. Bakle requested a motion to accept the March financial reports.

MOTION by: Peck

SECOND by: Mayer

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

The March 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) The Zoning Inspector stated there was no activity since the last session.

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) There was none.

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

- a) The monthly road review was reviewed. Mr. Peck noted that there were potholes as noted on the report that should be addressed when conditions allow. Road work remains limited due to snow accumulations.
 - i) The April Rd review will be by Trustee Mayer.

- b) Trustees continued their review of the proposed 2014 projects.
 - i) The proposed project list was prepared by the Defiance County Engineer's Office for the Trustees. The project list was presented at the January 28th session as **exhibit 6-b** 2014 Def Twp preliminary estimate.

- 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 03-18-14 this list is as follows:

(1) **Hammersmith rd re-build project: Resurfacing:**

- (a) A .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.
 - (ii) In 2014 – resurface of Hammersmith from Singer to State rt 111 with asphalt – estimated cost \$63,000.
 - (iii) 2014 work was approved at the Jan 28th session.

- (2) During the Feb 2014 session Trustees 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.
 - (4) 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.
- 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.
 - ii) Trustees are reminded that:
 - (1) Regular twp expenses are estimated – based on historical review, at between \$70,000 and \$100,000
 - (2) Anticipated 2014 revenues as noted in the 2014 amended certificate from the County Auditor for road work was \$159,092.00.
 - (3) Total road expenses year to date are **\$37,739.34**
 - (4) Total road fund revenues year date are **\$21,404.20**
 - (a) Expenses exceeding income utilize Twp road carry over funds.
 - (5) 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.
 - (vi) Mr. Peck reported that the engineer will post the 2014 funds against the Twp debt obligation and will notify the Twp so that the dollar amount can be posted to Twp funds as required by law..
- d) The Chair asked for any proposed 2014 projects that are not now on the above project list:
- (1) Trustees determined to instructed staff berm Cromley Road to reduce or eliminate drop off.
 - (2) Trustees determined to instructed staff to complete the insulation of the maintenance building as directed in 2013.

(a) It was noted that the severe winter weather delayed this project.

- e) Trustees again noted the March work assignments for the Twp crew – are noted in the monthly road report.
 - i) Trustees instructed 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.
- f) Twp cemeteries –
 - i) No issues were reported.

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

- a) The monthly (March 14) GrassRoots clippings was distributed as exhibit 7a.

ORDER OF BUSINESS NO. 8 –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) It has been reported that the City intends to increase the charge for standby rescue service from the present \$30k to \$54K (+\$24k)
 - iii) The current twp fire levy produces approximately \$72,500. Other sources (city collected insurance on runs in Def Twp which are paid into the Def Twp account and reimbursed to the City dollar for dollar) produced approx. \$15,000 per the 2014, see the Twp's amended certificate.
 - iv) The property tax levy 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.
 - (1) The Chair asked if there was any discussion –
 - (2) It was noted that the city has not yet moved to increase the current contract to the Twp. Trustees believe there is ongoing debate on this within the City. Trustees will wait for confirmation of an increase before placing a levy before Twp voters.
 - (3) Mr. Peck continues to represent the Twp in this matter and will maintain contact with the City.
- 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. 9 – New Business.

- a) The Chair asks if there is any new business to come before the board?
 - i) Exhibit 9-a was reviewed which was a notice from Ottawa Oil concerning fuel tanks. Ottawa Oil will no longer provide tanks to their customers due to the high cost of liability and new spill control regulations.
 - ii) There are two tanks (1 diesel 1 gas) that are located at the Twp Maintenance building. As these tanks have been on site before the current fiscal officer -- the records researched did not find where the Twp owns the tanks and the accessories.
 - iii) the Trustees determined to proceed with the purchase of the tanks for \$1 as proposed by Ottawa Oil.

Mr. Peck moved to purchase for \$1

Mrs. Mayer seconded

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

The purchase was approved.

- 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 – April 22nd, 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 March 18th, 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