

Minutes
DEFIANCE TOWNSHIP TRUSTEES
March 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, March 23rd, 2021 at 6:30 p.m. Answering as present were Dan Peck & Jason Shaffer. Diane Mayer was excused – personal. 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: Patti Diemer 23361 Defiance County Line Rd. #10 & 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 February 23rd, 2021 regular session.

Mr. Peck moved to approve the minutes as presented.

Mr. Shaffer 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) There were none.

ORDER OF BUSINESS NO. 3 - FINANCES –

- 1) The following financial reports provided to the Board were reviewed.
 - a) The Reconciliation for February - noted a primary checking reconciliation balance of \$294,421.88-- 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 \$131,704.42.
 - c) Payment reports:
 - i) Payments for March (UAN software-) were \$26,736.43.
 - d) The Cash fund summary through March 22nd, 2021, (UAN software) showed an "ending fund balance" of \$1,133,946.86.
 - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$562,686.79.
 - e) Appropriation Status showed that through March 22nd, 2021 (UAN software), 4.8% 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 03-22-2021 was \$741,751.22.
 - g) March bills through the 22nd, were then reviewed and signed by Trustees.
 - h) Payroll & March 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 March financial reports.

MOTION by: Peck
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) March Monthly Zoning report -
 - i) permits issued:
 - (1) Jim Hoover - for Barn 24808 Watson Rd.
 - ii) Zoning issues:
 - (1) Conditional use application- Appeals Bd. hearing for Jim Hoover – home const – 24808 Watson Rd.
 - iii) Nuisance violations:
 - (1) None
 - iv) Site reviews:
 - (1) Site review for barn const. Lynn Keller
 - (2)Anthony Hug- for a home and pond
 - (3)Sarah Walbolt - for a home on Campbell Rd
 - v) Misc :
 - (1) None

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) Mr. Shaffer stated the 2020 Bob Cat skid steer was again down and that Bob Cat of Lima was sending personnel to effect repairs.
 - ii) The fiscal officer noted that the State Auditor’s Office had sent the new computer to the Twp. The fiscal officer is working with Arend Enterprises’ to change over the computer. (transfer data from old to new).
 - (1) The State has donated the old computer to the Twp. There is little value < less then \$100.
 - (2) How to dispose of the old unit.
 - (a) Mr. Diemer asked that the unit be given to him that he would use it in part for his Zoning work.

Mr. Peck moved to donate the unit to John Diemer.

Mr. Shaffer seconded

YEA(s) 2 NAY(s) 0 Passed X Failed

The motion to donate the old computer was approved.

- b) The Chair again asked if there were any other equipment issues to be discussed.
 - i) There were no other equipment issues noted.

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(Mayer was unavailable).
 - i) Discussion of March review:
 - (1) Shaffer noted roads that required some minor maintenance and that He would contact Delaware Twp to borrow a road grader to level May road.
 - (2) Operators are to refer to the inspection report for April work.
 - ii) The April review is to be by Trustee Peck.
- 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'	<u>\$ 525</u>
(viii) Estimated total exp. crack seal	\$10,757
(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) Mr. Shaffer reported that Co. Engineer personnel have started the widening effort.

(4) It was also noted that the Co. Engineer is now acquiring construction bids.

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

i) The Chair asked if there are any proposed projects for the Twp staff or private contractors for 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. – no work
- (c) March – no work.
- (2) Mr. Peck proposed to contract this out with a local tree removal service “cut above”.
 - (a) Mr. Shaffer agreed.
 - (b) Mr. Peck will contact A Cut Above tree service.
- (3) Trim back bushes 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.
 - (i) Project update...
 - (ii) Mr. Shaffer reported that this project was completed on March 11th, by Twp staff under his supervision.
- 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) March update if any?
 - (1) There was none.
- e) **2021 financial impact review by the fiscal officer:**
 - i) The fiscal officer reported:
 - (1) Total road fund revenues year date are **\$92,381**
 - (2) Total road fund expenses year to date are **\$15,199**
 - (a) Road salt purchased - 2021– total \$5,460
 - ii) Anticipated revenue for 2021 – based on the January 8th, 2021 1st Twp amended certificate was:
 - (1) \$208,350 more or less
 - iii) Anticipated expenses for 2021 – as of this session:
 - (1) Regular twp. expenses anticipated for the year, baring 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.
 - iv) 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) The Chair noted that there are some tree branches that need trimmed, operators should address if possible.
 - ii) There were no other issues brought forth.

ORDER OF BUSINESS NO. 8 – PERSONNEL

- a) The Chair asked if there are any personnel issues for discussion.
 - i) The fiscal officer reported that from the Feb. 2021 session, Trustees reviewed 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.
 - (1) The exhibit of the Feb session contained the Twp. policy regarding missed work and documentation of missed work in Feb. 2021.
 - (2) The Trustees determined that the Chair will review the information with the County Prosecutor and then discuss the options at the March Twp. session.
 - ii) The Prosecutor provided a email review of the policy presented as **exhibit 8-1** of this session.
 - (1) 3-22 Trustees review..
 - (a) Trustees determined to take no action at this time as the review of current data noted that Hall had worked and received a paycheck in Feb. and March.
 - (b) Trustees will continue to monitor.
- b) Trustees also accepted the resignation from Doug Fisher Twp. Operator.
 - i) A notice was sent by the fiscal office to Mr. Fisher –
 - (1) **Exhibit 8-2** is a copy of that letter.
 - ii) The Chair asked for discussion..
 - (1) There was none.
- c) The Chair asked if there is any other personnel business for discussion.
 - i) There was none.

ORDER OF BUSINESS NO. 9 - Handouts.

- a) Monthly (March 21) GrassRoots clippings – **exhibit 9-a**
- b) **Exhibit 9-b** was notice from OTARMA - the Twp's insurer - which reflects a description of the coverages for 2021. The full policy may be viewed on line at – <http://toolkit.bfgroup.com/zpools/DEF3214DEF.pdf>
 - ii) The Chair asked if there is any comment?
 - (1) There was none
- c) **Exhibit 9-c** was notice from the Defiance City Fire Dept of the 2021 Fire Combat contract quarterly payment schedule. Payments are based on the Twp's 2020 property values as prepared by the County Auditor's Office.
 - i) 2021 payments are \$16,090.29
 - ii) 2020 payments were \$15,812.98
 - iii) The chair asked if there were any questions.
 - (1) 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 was any New business?
 - i) There was none.
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ORDER OF BUSINESS NO. 12 - NEXT MEETING:

- 1) The next regular session.
 - a) The next session.

Date: Tuesday, April 27th, 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 March 23rd, 2021.

It was moved by: Peck

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