

Minutes
DEFIANCE TOWNSHIP TRUSTEES
March 24th, 2015 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 24th, 2015 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, & Charles A. Bakle Jr., Trustee Peck was excused, also present was Tim Houck, Township fiscal officer. With two (2) of three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employees present were: Mike Daniels 21786 State Rte 637, from Defiance, Ohio.

Visitors present: JoEllen Houck, 8 Deville Drive, Defiance, Ohio.

ORDER OF BUSINESS NO. 1

Reviewed and approved the minutes of the previous session. Due to laryngitis Chairman Bakle asked Mrs. Mayer to chair the session.

Mrs. Mayer requested a motion for the approval of minutes from the February 24th, 2015, regular Township session.

Mr. Bakle moved to approve the minutes as presented.

Mrs. Mayer seconded.

The vote being 2 Yea(s) 0 Nae(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 \$243,105.78-- 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 \$92,206.62
- c) Payment reports:
 - i) Payments for March (UAN software-) were \$31,357.32.
- d) The Cash fund summary through March 23rd, 2015, (UAN software) showed an "ending fund balance" of \$973,127.32.
 - i) The "cash available" for encumbrances (current reserve- UAN software) was \$482,700.01.
- e) Appropriation Status showed that through March 23rd, 2015 (UAN software), 6.4% 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 03-23-15 was \$704,884.22.
- g) Trustees reviewed and signed the March bills.
- h) The Audit of Twp records –
 - i) The fiscal officer reported that the audit by the State Auditor's office of the Twp's accounts for 2013 and 2014 in 2015 is complete.
 - ii) Their Management Letter will note the following:
 - (1) The twp should acquire in their monthly bank statement a copy of both sides of the checks that are

deposited into the County's account at the state bank.

(a) We acquire the monthly statement via the web site and the bank had not provided copies of both sides only the front. This has always been the custom. I do not know why this has not been an issue in past audits.

(2) The personnel files of the newest Twp employees (fisher, rivers and s mckibben) do not have the sign off form relative their having received a copy of HB 66 (fraud reporting procedure). State law requires all public employees to have this data. It is part of our personnel packet that is handed out. I didn't follow up to get the sign off form. These will be provided to Trustee Bakle at the March session so he can get these employees to sign and return the sign off sheet to me.

(3) A mis-posting to the proper revenue line of the funds rec'd by the Twp for the sale of the Garmin rd property.

(a) These funds were posted to the general fund – misc income line. They should have been posted to the general fund – sale of capital assets – line.

(b) There is no required reposting or move of funds as the money was correctly posted to the general fund.

iii) The fiscal officer had emailed Trustees regarding the Trustees desire for an exit audit meeting. The auditors need to know if the Trustee(s) desire same.

(1) There was no request for an exit audit by the Trustees.

(2) Discussion..

i) There was no further discussion regarding this issue.

i) Payroll & March's time cards (time cards provided trustees prior to session) – Trustees Review – Discussion and Signature.

j) Mrs. Mayer then requested a motion to accept the March financial reports.

MOTION by: Bakle

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) March Zoning report –

i) Jason Shaffer had prior to the session contacted the fiscal officer and noted he was unable to attend this session. Shaffer had just completed a 17 hour shift at his regular position as an ODOT snow plow driver.

ii) Report was emailed to the fiscal officer:

(1) Building Permit was issued to:

(a) Kenny Moninger, Power Dam Road, Pole Barn.

Jason Shaffer

Defiance Township[Zoning Inspector

Defiance, Ohio 43512

b) The Chair asked if there were any Zoning issues to be discussed by the Trustees.

i) There were 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) Mike Daniels noted he was working on mowers in preparation for the upcoming mowing season.

ii) Mr. Bakle noted that the f550 had the plow removed. Trustees determined to have the plow put back on as the possibility for snow still existed.

iii) There were no other eq issues noted.

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

- a) The monthly road inspection report –from Trustee Peck was reviewed.
 - i) It noted there were pot holes on various roads as noted due to the winter conditions.
 - (1) Crews are expected to address when/if conditions allow.
 - ii) Trustee Bakle stated that the Twp will be placing grindings on May road and this will be coordinated with the County Engineer's office.
 - iii) The April Rd review will be by Trustee Mayer.

- b) **2015 Road projects:** During the January session Trustees were provided a proposed list of projects for 2015 presented as exhibit 6-c – from the Engineer's office.
 - i) Total proposed expenditures for 2015 were \$113,987.
 - ii) In the February session Trustee Bakle provided a revised project list from the Engineer's office.
 - iii) The proposed expenditures for 2015 were reduced to \$85,436.00
 - (1) After debate the Trustees voted to approve the following list – with an anticipated expenditure totaling \$107,028.00, plus a fog seal of Bowman rd not to exceed \$15,000.
 - (2) That list is attached as **exhibit 6-b** to this agenda(March session). The list is dated 3-18-2015. The projections raised the fog seal of Bowman to \$16,000. The 2015 engineer's projects are now estimated at \$123,028. The list is as follows:

- i) Proposed projects as of 03-24-15 are as follows- engineer's work is in bold – twp projects are not in bold:
 - (1) **Bowman Road:**
 - (a) **Chipseal:** from Power Dam to Twp line - \$40,818
 - (b) **Hot mix patch:** from Power Dam to Twp line - \$16,776
 - (c) **Pavement markings:** from Power Dam to Twp line - \$3,051
 - (d) **Fog seal** - from Power Dam to Twp line - \$16,000 (approved in Feb session)
 - (e) Trustees noted a slight adjustment to this project at their March session:
 - (i) 1/3 of the road will have a fog sealant applied to the chip/seal, 1/3 a micro sealant, and 1/3 with just the chip/seal.
 - (ii) This is to test the longevity of the various applications related to the cost per lane mile to determine the most cost efficient process.
 - (iii) The additional project cost was estimated by Mr. Bakle at \$5,000.

 - (2) **Karnes Road:**
 - (a) **Chipseal:** from Bowman to Watson- \$11,044
 - (b) **Hot mix patch:** from Bowman to Watson - \$1,432
 - (c) **Pavement markings:** from Bowman to Watson - \$342.00

 - (3) **Keller:**
 - (a) **Chipseal:** from Powers to Kiser- \$4,252.00
 - (b) **Hot mix patch:** from Powers to Kiser - \$767.00

 - (4) **Singer:**
 - (a) **Chipseal:** from State Rte 111 to Hammersmith - \$4,806

 - (5) **Sponseller:**
 - (a) **Chipseal:** from Paulding Co Line rd to Bowman – \$9,722.00

 - (6) **Defiance – Paulding Co Line Rd #10**
 - (a) **Hot mix patch:** from State Rte 66 west to Twp line - \$4,910.00

 - (7) **Defiance – Paulding Co Line Rd #8**
 - (a) **Hot mix patch:** from S. of Hammersmith for 2,025'- \$6,245.00

 - (8) **Defiance – Paulding Co Line Rd #8**
 - (a) **Hot mix patch:** from Hammersmith to Powers - \$818.00

 - (9) Trustees approved during their April 2013 session to add floors to the salt bins.
 - (a) see mins from April 2013 forward for details.

- (b) the south side floor was completed Oct 25th, 2014.
 - (i) Trustees approved the Twp staff to do the north side in spring of 2015 due to winter weather.
- (10) In the March 2014 session Trustees approved the berming of Cromley Road to reduce or eliminate drop off.
 - (a) Trustees assigned this to staff as soon as possible.
- (11) In the March session Trustees instructed staff to complete the insulation of the maintenance building as directed in 2013.
 - (a) Trustees directed staff to address in November with a not to exceed expense of \$3,000 for materials.
 - (i) Crew was unable to address this task in November.
 - (ii) Trustees directed that this be a priority in December.
 - (iii) There was no progress due to winter conditions and required effort on snow – ice removal.
- c) A financial impact review by the fiscal officer:
 - i) As of this session total anticipated cost of all proposed and approved projects for 2015 are estimated to be \$141,000 more or less (\$128,028 f eng report plus items 11, 12 and 13- estimated \$13,000 + estimated \$5k for various sealants on the Bowman rd project.
 - ii) Trustees are reminded that:
 - (1) Regular twp. expenses are estimated – based on historical review, at between \$70,000 and \$100,000 – would include projects 11,12, 13 – salaries, mowing, snow removal etc. which are not part of the engineer’s projects list.
 - iii) Total road expenses anticipated for 2015 would be \$141,000 plus \$87,000 for an estimated total of \$226,000.
 - (1) Anticipated 2015 revenues as noted in the 2015 amended certificate from the County Auditor for road work was \$165,615.00.
 - (2) Total road expenses year to date are **\$26,765.57**
 - (3) Total road fund revenues year date are **\$58,462.43**
 - (4) A recap of the OPWC grants – see minutes of previous sessions for history. The last update from the **Co Engineer’s Office is dated 11-18-2014** and was presented to Trustees at the November session. The update includes expenditures from future OPWC grants that the Twp. might receive.
 - (a) (See minutes from 2011 forward thru December 2013 for history).
 - (b) Current status – the OPWC has utilized future grants in the amount of \$61,483.00
 - (c) The Engineer has informed the Trustees that the grants are promised by law with the passage of issue 1 several years ago. The average annual grant for Def Twp is \$25k for the next 10 years or a total of \$250k give or take.
 - iv) The Chair asks if there are any new proposed 2015 projects that are not now on the above project list:
 - (1) There was none proposed as this time.
 - v) Trustees again noted the March work assignments for the Twp. crew are noted in the monthly road report.
 - vi) Twp cemeteries –
 - (1) no issues were reported.

ORDER OF BUSINESS NO. 7 – Personnel:

- a) Fraud reporting procedure forms for Twp employees – Rivers, Fisher and S. Mckibben. Trustees need to acquire signatures on the acknowledgement of receipt form and return to the fiscal officer for filing. (this action addresses the audit notation reference in the financial section of this meeting.
- b) Doug Fisher’s probationary period ended Feb. 28th. Per his hire in resolution (2014-20) Trustees are to approve his probationary work effort and if deemed acceptable increase his pay from the probationary rate of

- \$11.60 to the standard operator's rate of \$13.00 per hour effective March 1st.
i) Resolution 2015-12 adopting the pay increase was reviewed as exhibit 7-b.

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

- a) Monthly (March 15) GrassRoots clippings – exhibit 7a was distributed.

ORDER OF BUSINESS NO. 9 – New Business

- a) The Fire – Rescue service contract for Def. Twp with the City of Defiance was modified per the City and Trustees as required approved the modification during the Twp's July 2014 meeting. The cost for rescue services was increased by \$24k.
- i) In response the Twp Trustees placed a ballot issue before the voters (November 2014) of Twp precincts A & B where that service is rendered.
- ii) See minutes from January 2014 forward to review history of a 2014 proposed fire-rescue service levy to be placed on the November 2014 ballot to cover the proposed City increase.
- iii) As of March 24th 2015:
- (1) The ballot issue was defeated in November 2014.
(a) 276 votes for – 318 against.
- (2) Trustee's in November 2014 voted to place the issue before the voters again in the May 2015 primary.
- (3) All required resolutions have been adopted and the required documents have been provided to the Defiance County Board of Election.
- (4) Exhibit 9-4 of this session(March 2015) was a notice from the Board of Elections regarding the change of a polling location for residents of precinct b of Def. Township.
- (5) The new contract with the City of Defiance does not have to be signed until the results of the primary are known.
- (6) The chair asked for any discussion...there was none.
- b) The Chair asked if there was any other additional old business to come before the Board?
- i) Trustees reviewed a packet from the Defiance County Commissioners office regarding a Trustee voter/parcel irregularity between Def and Noble Twp's.
- (1) The issue is that there are some voters, voting on Def. Twp issues that should be voting on Noble Twp issues and some Noble Twp voters that should be voting on Deft Twp. (parcels are listed in the wrong tpw. This error was discovered recently by the Board of Elections and the Co. Engineer's. The error existed since the mid 1940's.
- (2) A meeting is being hosted by the County Commissioners on April 6th to education the representatives of both Twp's as to the proposed fix and impact.
(a) The session will be held in the Commissioner's Office at 9:30 a.m.
- c) Mrs. Mayer again, asked if there was any other new business –
- i) There was none.

ORDER OF BUSINESS NO. 10 - NEXT MEETING:

- a) Regular scheduled session.

Date: Tuesday – April 28, 2015.
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:

Mrs. Mayer requested a motion to adjourn the meeting of March 24th, 2015

It was moved by: Bakle

SECOND bv: Maver

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