

Minutes
DEFIANCE TOWNSHIP TRUSTEES
March 28th, 2023 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 28th, 2023 at 6:30 p.m. Answering as present were Diana Mayer, Dan Peck, & Jason Shaffer. With three (3) of three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employee(s) present were: Steve Buchholz 1615 S Clinton St., & John Diemer 23361 Defiance-Paulding Line Rd. all of Defiance, Ohio.

Visitors present: Patti Diemer 23361 Defiance-Paulding Co. Line Rd., 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 28th, 2023 regular session.

Mr. Shaffer 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 –

- 1) The following financial reports provided to the Board were reviewed.
 - a) The Reconciliation for February - noted a primary checking reconciliation balance of \$317,801.06 - 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 \$146,879.84.
 - c) Payment reports:
 - i) Payments for March (UAN software-) were \$8,471.80.
 - d) The Cash fund summary through- March 26th, 2023 (UAN software) showed an "ending fund balance" of \$1,574,210.86.
 - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$979,993.46.
 - e) Appropriation Status showed that through March 26th, 2023 (UAN software), 3.6% 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 03-26-2023 was \$1,168,496.92.
 - g) American Rescue Plan Act – Def. Twp – refer to mins of Twp sessions from July 2021 forward for details.
 - i) The Ohio Office of Budget Management (OBM) is managing the grants for many of Ohio's political subdivisions.
 - (1) As of this session the Def. Twp award is for \$176,505.54 + \$353.32 from OBM received in March 2022.
 - (a) Total expended to date is \$158,703.95. per resolution 10-2022 on the Bowman Rd rebuild 3rd mile segment.
 - (2) In the January 17th, 2023, Twp session Trustees approved resolution 10-2023 which designates use of the remaining grant funds on the 2023 Bowman Rd rebuild project – 4th mile segment.
 - (a) Remaining funds in this fund line is \$32,154.00.
 - (3) The chair asks if there are any questions?
 - (a) The fiscal officer notes there is a required fiscal report due April 30th on this grant to the US

Department of Treasury. The report is being prepared as of this session.

(b) The fiscal officer also noted that once the funds have been expended the grant will be closed out.

- h) ODOT grant "Twp Stimulus Program". Funding provided by Federal government – part of covid relief to states. See mins of sessions from August 2021 forward for details.
 - i) On November 23rd, 2021, the County engineer prepared grant applications:
 - (1) The Twp was awarded a grant of \$175k for the reconstruction of Ginter Rd. (joint project with the City of Defiance).
 - (a) The fund line in the UAN system has been set up and the award/grant has been posted to the fund.
 - ii) As of this session:
 - (1) The money is appropriated as the project is to take place in 2023.
 - (2) The Trustees are utilizing the County Engineer as project coordinator.
 - (3) The County Engineer is working with the City of Defiance preparing bid specs.
 - (4) The chair asked for any discussion?
 - (a) There was none.
- i) March bills through the 27th, – Trustees Review – Discussion and Signature.
- j) Payroll & March time cards - Trustees Review – Discussion and Signature.
- k) Mr. Peck requested a motion to accept the March financial reports.

MOTION by: Shaffer

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 monthly Zoning report -
 - i) permits issued:
 - (1) none
 - ii) Zoning issues:
 - (1) Talked to Dennis Collins about house permit
 - (a) Have site review for Dennis Collins
 - iii) Nuisance violations:
 - (1) Received email from Rachel Cochran on Lakeview Dr. about a noise complaint
 - (a) Referred to law enforcement
 - iv) Site reviews:
 - (1) None
 - v) Misc :
 - (1) Talked to Caitlin Ford about zoning
 - (a) wrong township she is in Highland Township

Respectfully submitted

John Diemer, Twp. Zoning Inspector

- b) The Chair again asked if there were any other zoning or nuisance issues to come before the Board.
 - (1) It was noted that cars, tires, junk, litter & garbage are on properties 21296 and 21338 on Parkview Drive. Trustee Peck will contact the Health dept due to the litter and garbage that is present, which may be a health hazard.
 - (a) Depending on the finding of the Co. Health Dept. the Twp zoning/nuance officer will then address the issue if necessary.

ORDER OF BUSINESS NO. 5 -- Equipment;

- a) Comments or concerns from Twp employees/Trustees on current or proposed new eq &/or safety items.
 - i) Possible new truck to replace 2005 F550 – refer to mins from July 2022 Twp session forward for details.
 - (a) As of this session we have received a copy of the bid specs from Stykemain's Paulding store - The sales rep is Brian Davis – brian@stykemainchevy.com.
 - (i) The fiscal officer is again requesting the bid spec document to be in word formatting.

- (ii) Said specs must be modified to allow for other brands to bid.
- (iii) Update if any?
 1. **Exhibit 5-1** is the email with bid specs from stykemain's. This email was part of an email from the fiscal officer to Stykemain's cc'd to the Trustees on 3-26 - again requesting the specs in word format.
 2. Discussion
 - a. The fiscal Officer reported that the City of Defiance and Def. Co. uses Sourcewell for vehicle purchases. Both the City and Co stated that Sourcewell is approved by the State of Ohio for vehicle purchases. (vehicles are specked and bid by this company.)
 - b. Trustees asked the fiscal officer to contact the company and ascertain participation requirements.
 - c. The Twp would then have the options of using Sourcewell and/or DAS. Both are dependant on dealer participation.
- ii) Steve Buchholz stated that Twp operator's replaced an electronic eye on one of the security lights at the Twp's maintenance building on Hammersmith rd. They have all lights working properly now.
- iii) The Chair asked if there are any other equipment or safety concerns.
 - (1) 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 Peck.
 - i) Peck noted the trash issue on Parkview, berm needed parts of Hammersmith & sticks need picked up in the cemeteries.
 - (1) The inspection report is to be used as a work order for Twp staff.
 - (2) The April review is to be by Trustee Shaffer.
- b) 2023 Road projects:
 - i) Trustees are to refer to exhibit 6-b of the 2-28-23 session which was an update to the original project list dated 1-20-23 from the Co. Engineer's office. This is the 2023 list of proposed projects for the Co. Engineer & now includes the estimates of expenses for the 2023 4th mile of the Bowman Rd rebuild project.
 - ii) The road maintenance program is tracked separately in this agenda from the Bowman Rd rebuild or other Twp road expenses assigned by Trustees to Twp personnel or other private contractors.

(1) Co. Engineer road maintenance proposals as follows for 2023:

	Est.	Actual cost
(a) Paving: - no paving projects for 2023.		
(i) Total paving	\$0	
(b) Chipseal:		
(i) Kiser Road – from Krouse to Keller - 5325'	\$12,072.86	\$
(ii) Kiser Road – from Keller to Canal – 5,316'	\$12,053.83	\$
(iii) Parkview Drive – 2,560'	\$ 3,102.99	\$
(iv) Schroeder Street – 1,182'	\$ 1,433.13	\$
(v) Estimated total exp. of chip seals	\$28,662.81	\$
(c) Patching: for 2023 –		
(i) none proposed.		
(d) Crack Seal- none in 2023		
(e) Pavement Markings:		
(i) Kiser rd – Krouse to Canal – 10,641;	\$5,694.94	
(f) Total est and final expenses for 2023-	\$34,357.75	
(g) There was no work in March.		

- iii) Re-build and widen 4 miles of Twp's portion of Bowman Rd. – see mins from Feb. 2018 for history.
 - (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:
- (c) Approximately 1 mile of the 4 mile project was completed in 2021.
- (d) Approximately 1 mile of the 4 mile project was completed in 2022.
- (e) TOTAL ESTIMATED ON BOWMAN PROJECT IN 2023 is \$156,746.50
- (f) Mike Weihrauch of the Co Eng Office provided this est in a 1-23-23 email.
- (g) Proposed 2023 effort is the final mile of this project - 5448' or approximately the 4th mile.- Campbell to Power Dam

(i) **Prep work by Co Eng.** Warren est. 30k +/- will be posted to OPWC

a. Est. cost	Actual cost
i. 30k +/-	\$

(ii) **PAVING: -**

a. Est. cost	Actual cost
i. \$112,195.92	\$

(iii) **Pavement Markings: -**

a. Estimate	Actual cost
i. \$2,910.58	\$

(iv) **WIDENING: -**

a. Estimate	Actual cost
i. \$41,640	\$

(v) TOTAL CASH ESTIMATED ON BOWMAN PROJECT IN 2023 is \$156,746.50

- 1. Trustees have determined to dedicate the Twp's remaining American Rescue Plan grant to this project. Refer to item 3-g above.

(2) Per past practice, the County Engineer's Office will coordinate all activity.

(a) There was no work in March.

iv) Twp projects by Twp staff or other contractors for 2023:

(1) The Chair asks if there are any proposed or in progress projects for the Twp staff or private contractors for 2023?

(a) Twp operators were approved to place millrun stone on May Rd.

(2) Re-build Ginter Rd. from Jefferson Ave. (St. Rt 66) to Carter Rd - see mins from Jan 2020 forward for details.

(a) Trustees and the City agreed to a rebuild project. An agreement is on file and prints out a summary of the work to be performed.

(i) Estimated project cost is: \$162,296.49.

(ii) this is for road reconstruction only – the City has agreed to pay for the proposed sidewalk-bike path.

(iii) As of 03-29-22 an ODOT stimulus grant written by Co. Eng. Schlatter on the Twp's behalf was approved for funding this project.

1. The grant award is for \$175k

(iv) This grant has been posted to Twp fund lines as of this session.

(b) This project is scheduled for 2023.

(c) The County Engineer and the City of Def are working on a bid spec packet as of this session.

(d) Discussion:

(i) None.

(3) Rebuild of Carter Rd. refer to mins of 8-24-21 Twp session.

(a) Trustees to determine timeframe based on available road dollars in the Twp road funds:

(b) Discussion:

(i) None.

c) **2023 financial impact review by the fiscal officer:**

i) The fiscal officer reported:

(1) Total road fund revenues year date are **\$ 86,985.27**

(2) Total road fund expenses year to date are **\$ 8,990.19**

(a) These figures are tracking road tax revenues regularly received and expended by the Twp.

(b) **These figures do not include the grant money- American Rescue Plan or ODOT stimulus.**

(c) Road salt purchased - 2023– total \$0

- ii) Anticipated road funds revenue (tax receipts) for 2023 – based on the January 6th, 2023 1st Twp amended certificate was:
 - (1) \$227,400 more or less
- iii) Anticipated expenses for 2023 – as of this session:
 - (1) Regular twp. expenses anticipated for the year, barring emergencies. The estimate for 2023 – 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) 35k +/- Road maintenance program by Co. Engineer - has been estimated by Co Engineer refer to item 6-b of this agenda - proposal from Co. engineer.
 - (3) \$160k – estimated for Bowman Rd rebuild in 2023 – refer to exhibit 6-B of this session.
 - (a) To be funded in part by American Rescue Plan grant per Trustee resolution 10-2023.
 - (4) 40k savings towards Carter rd rebuild - project - unless Trustees determine another project.
 - (a) 40k was earmark in the 2022 budget so at end of 2023 80k should be available.
 - (5) Possible truck purchase to replaces F550 – set aside is \$165k
- ii) Total est. exp for 2023 is between \$380 and \$500k –
- iv) Discussion;
 - (1) None.
- d) **A recap of the OPWC grants (LTIP & Issue 2)**– see minutes of previous sessions for history. An update was last received from the Co Engineer’s Office dated 2-8-23- refer to **exhibit 6-d** of the February 28th meeting.
 - i) Current status as reported by the fiscal officer
 - (1) 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 2 years (2023 & 24) or a total of \$50k remaining give or take.
 - (2) The 2023 grant of \$18,000.00 is posted to Twp grant as of 2-8-23 as noted on the 2-8-23 exhibit.
 - (a) Grant fund balance as of 02-08-23 is minus (\$9,910.73) as noted on the exhibit.
 - (3) –OPWC grant work anticipated for 2023
 - (4) Prep by co eng staff on final mile of the Bowman rd rebuild project.
 - (a) Trustees are reminded that there is no longer a discount in effect from the Co. Engineer for work done on the Twp’s behalf by Engineer staff.. Use of funds is 100%.
 - (5) Discussion:
 - (a) None.
 - e) **Exhibit 6-e** – is an email from the Co. Commissioners w attached co res 23-03-109 approving the abandonment of a portion of Ashwood road in Def. Twp. see exhibit for details.
 - i) Trustees sought the abandonment per the Co. Engineer at the 2-28-23 Twp session.
 - ii) The Chair asks for discussion;
 - (1) None.
 - f) 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) As noted above – sticks need picked up.
 - ii) There were no other issues reported.

ORDER OF BUSINESS NO. 8 – PERSONNEL

- a) The Chair asked if there are any personnel issues for discussion.
- b) Zoning Commission – appoint regular Bd. member to fill unexpired term of Richard Wagner who has passed away.

i) ZONING COMMISSION

Randy Wilde	14726 St Rte 111- Defiance	419-393-2897	jjyold@artelco.com	12-31-25
Sam Bok	11310 Krouse Rd - Defiance	419-782-0012	jawscows@defnet.com	12-31-25

Ed Steffel	15829 State Rt. 111 Defiance, Ohio 43512	419 393 2357 home		12-31-23
Tom Mick	21389 Hammersmith Road - Defiance		twmick@defnet.com	12-31-23
Richard Wagner	15530 Power Dam Defiance	419 393 2543	rkwags@bright.net	12-31-24
ALTERNATES				
Donald Gorrell	15656 South St. Rt. 66 – Defiance, Ohio 43512	419 399 7699 cell 419 393 2076 home	Gorrell1155@gmail.com	12-31-23
Patti Diemer	23361 Def. Paulding Co. Line Rd 10 – Defiance, Ohio 43512	419-439-3181 cell 419-393-2009 home	Pdiemer1961@gmail.com	12-31-24

ii) Discussion

(1) Trustees asked Patti Diemer if she would serve in the open zoning commission position. Diemer said she would. Trustees then adopted resolution 13-2023 appointing alternate committee member Patti Diemer to the open regular member position.

(2) Mr. Peck asked if there were any recommendations to fill the now open alternate position. There was no recommendation made. Trustees will try to find someone to fill this zoning commission opening.

iii) Mr. Peck asked if there were any other personnel issues.

(1) There were none.

ORDER OF BUSINESS NO. 9 - Handouts.

a) Monthly (March 23) GrassRoots clippings – **exhibit 9-a**

i) Discussion.

(1) There was none.

ORDER OF BUSINESS NO. 10 - Old Business

1) The Chair asked if there was any old business to come before the Board?

a) OTARMA conducted its annual “risk management” review on 11-02.

i) The Twp has completed its review of OTARMA proposals and has adopted

(1) A sexual/harassment policy – twp policy 016

(2) The Twp has modified as recommended its personnel drivers policy

(3) The Twp believes it is in compliance with all required safety regulations.

(4) discussion?

(a) Trustees deemed the actions meet OTARMA’s recommendations. This item will be removed from future agendas.

b) Defiance Twp is to host the 3rd quarter Defiance Co. Township Association meeting- July 20th..

i) 3rd qrt session –Trustee Peck is to find a location?

ii) Food?

iii) Trustees should coordinate with Association President Ted Penner – 419-576-9726 – email noble43512@yahoo.com.

iv) Discussion..

(1) Trustee Peck is determining the menu and searching for a location.

c) The Chair asked if there was any other 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 to be discussed....

i) Exhibit 11-1 was topographic maps from soil and water – drainage issue twp roads Bryant and Lowel property Jordan Saylor flood complaints.

ii) Trustees noted the flooding occurred after a very heavy rain event. Trustees will conduct a site review in April.

- b) The Chair asked if there was any other old business to come before the Board.
 - 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 25th, 2023 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. Peck requested a motion to adjourn this meeting of – March 28th, 2023.
 - It was moved by: Mayer
 - SECOND by: Shaffer

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