

*Minutes*  
***DEFIANCE TOWNSHIP TRUSTEES***  
***March 29<sup>th</sup>, 2022 MEETING***

The Defiance Township Trustees met in regular session at the Defiance County Commissioners building – 2<sup>nd</sup> Floor conference room, 500 Court Street, in Defiance Township, Defiance, Ohio, on Tuesday, March 29<sup>th</sup>, 2022 at 6:30 p.m. Answering as present were Dan Peck, Diane Mayer & Jason Shaffer, with all three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employee(s) present were: Steve Buchholz 1615 South Clinton St. Harry Railing 14951 Power Dam Rd. & John Diemer 23361 Defiance-Paulding Line Rd. all of Defiance, Ohio.

Visitors present: Patti Diemer 23361 Defiance-Paulding Line Rd. & JoEllen Houck 8 DeVille Dr. all of 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 22<sup>nd</sup>, 2022 regular session.

Mr. Peck moved to approve the minutes as presented.

Mrs. Mayer seconded.

The vote being   3   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 –**

- 1) The following financial reports provided to the Board were reviewed.
  - a) The Reconciliation for February - noted a primary checking reconciliation balance of \$421,752.06-- 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 \$141,359.00.
  - c) Payment reports:
    - i) Payments for March (UAN software-) were \$46,065.06.
  - d) The Cash fund summary through- March 27<sup>th</sup>, 2022 (UAN software) showed an "ending fund balance" of \$1,y253,485.11.
    - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$676,247.79.
  - e) Appropriation Status showed that through March 27<sup>th</sup>, 2022 (UAN software), 4.5% 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 03-27-2022 was \$742,361.32.
  - g) American Rescue Plan Act – Def. Twp application
    - i) OBM is managing the grants for many of Ohio's political subdivisions.
      - (1) The Def. Twp award is for \$176,505.54
      - (2) There will be two payments the first was for 88,252.77.
      - (3) The second payment will be processed by the Ohio Office of Budget and Management (OBM) in September of 2022.
      - (4) The Federal Government has issued a new final rule regarding use of the grant funds.
        - (a) All funds received by Defiance Township will be eligible for use for "general government services". (roads, equipment, fire, rescue etc.).

- (5) **Exhibit 3-g** is an email from Ohio Office of Budget and Management – notifying the Township of an additional disbursement of unclaimed American Rescue Plan Act grant funds a portion of which will be allotted to Def. Twp.
    - (a) Amount to be \$352.32.
    - (b) Questions?
      - (i) There were none.
  - (6) The fiscal officer will contact OBM to determine what is required for submittal to the OBM to proceed with the use of these funds.
- h) grant from ODOT “Twp Stimulus Program”. Funding provided by Federal government – part of covid relief to states. See mins of sessions from August 2021 forward for details.
- ii) On November 23<sup>rd</sup>, 2021, the County engineer prepared and submitted three applications for Def. Twp.
    - (a) 3-h 1 is for the Ginter Rd rebuild project (joint effort with City of Defiance).
    - (b) 3-h 2 Kiser Rd widening
    - (c) 3-h 3 Carter reconstruction and widened
  - (1) **Exhibit 3-h** of this session contains:
    - (a) An email from ODOT notifying Defiance Twp of an award of \$175k grant for the Ginter Rd widening project.
    - (b) An acknowledgement form for signatures of the Trustees and fiscal officer.
      - (i) This must be returned to ODOT by April 29<sup>th</sup>.
      - (ii) This packet was email to Trustees for their review on March 8<sup>th</sup>.
      - (iii) The form was signed by all Trustees and the fiscal officer.
        - 1. The fiscal officer will submit via email.
    - (2) Discussion if any...
      - (a) There were none.
  - i) Possible grant for Twp Road signs:
    - ii) **Exhibit 3-I** – was a notice from ODOT of the 2022 Twp Safety Sign upgrade grant program.
    - iii) Trustees may wish to discuss with the Co. Engineer as the Engineer is charged with maintenance of the Twp road signs via the required reflectivity signage agreement between the Co. Eng. And the Twp.
      - (1) Trustees asked that the application notice be forwarded to the County Engineer.
        - (a) The fiscal officer will forward the application via email.
  - j) March bills through the 28th, – Trustees Reviewed – Discussion and Signature.
  - k) Payroll & March time cards (time cards provided trustees prior to session) – Trustees Reviewed – Discussion and Signature.
  - l) Mr. Shaffer 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 financial reports were approved.

**ORDER OF BUSINESS NO. 4 – Zoning** - Status update on the following zoning Issues as of this session:

- a) February monthly Zoning report -
  - i) permits issued:
    - (1) James Hoover - Home Watson Road
  - ii) Zoning issues:
    - (1) none
  - iii) Nuisance violations:
    - (1) None
  - iv) Site reviews:
    - (1) Ron Burk- building- Rupp Rosebrock
    - (2) Wayne Newman- Garage
    - (3) David Musch- Pole barn
  - v) Misc :
    - (1) Signed land split- Dusty Dobbaleare- Bowman Road
    - (2) Got Address for Musch Variance for pole barn

Respectfully submitted  
 John Diemer, Twp. Zoning Inspector

- b) The Chair asked if there were any other zoning or nuisance issues to come before the Board.
  - (1) The Chair stated that Larry Couts contacted him and said that it appeared that trash was being disposed at 20455 Hammersmith rd.
  - (2) Mr. Diemer was instructed to investigate.
    - (a) Diemer said he thought this was c & dd being used to fill in a basement of an abandoned home, before it is covered with dirt. Diemer will investigate.

**ORDER OF BUSINESS NO. 5 -- Equipment;**

- a) Comments or concerns from Twp employees/Trustees on current or proposed new eq &/or safety items.
  - i) Buchholtz informed Trustees that the overhead door is again not working.
    - (1) Diemer was asked to check this out as he had recently worked to fix this issue in Feb.
  - ii) Buckholz informed Trustees that the 2004 International was serviced and repaired by Defiance Truck Sales and Service. The cost was \$1,200 more or less.
- b) The Chair again asked if there were any other equipment issues.
  - i) There was none.

**ORDER OF BUSINESS NO. 6 - Trustee Report – Monthly Twp. Rd inspection and road projects.**

- a) Trustee Monthly Road Report - Twp Rd inspection by Trustee Mayer.
  - i) The reported noted pot hole repairs and a breaking up of Haviland rd.
  - ii) The report is to be used by operators for prioritizing their April work.
  - iii) The April review is to be by Trustee Peck.
- b) 2022 Road projects:
  - i) Trustees should refer to **exhibit 6-b** of the March 29<sup>th</sup> session. This is the 2022 list of Trustee approved projects for the Co. Engineer.
    - (1) The road maintenance program does not include major reconstruction projects – i.e. Bowman Rd re-build, or other Twp road expenses assigned by Trustees to Twp personnel or other private contractors.
    - (2) Trustees approved the Co. Engineer proposals as follows for 2022:

	<b>Est.</b>	<b>Actual cost</b>
<b>(a) Paving:</b>		
<b>(i)</b> Link Rd. 1124' – from Power dam to Power Dam	<b>\$15,086</b>	
<b>(b) Chipseal:</b>		
(i) Kibble Road – from Canal to Winn - 2652'	\$4,701	
(ii) Winn Rd – from Kibble to dead end – 718'	<u>\$1,273</u>	
(iii) Estimated total exp. of chip seals	<b>\$5,975</b>	
<b>(c) Patching:</b>		
(i) Ball –		
1. from Krouse to Canal – 5 patches	\$2,961.62	
(ii) Bowman – from St. Rte 66 to Twp line – 1 patches	\$ 487	
(iii) Hammersmith rd – f Krouse to state rte 111 – 2 patches	\$7,695.44	
(iv) Karnes rd. – from Bowman to Watson – 3 patches	\$3,472.97	
(v) Sponseller rd – from def pauld co line to Bowman –		
1. 3 patches	<u>\$3,664.84</u>	
(vi) Estimated total patching exp -	<b>\$17,794.87</b>	
<b>(d) Crack Seal-</b>		
<b>(i)</b> None in 2022		
<b>(e) Pavement Markings:</b>		
<b>(i)</b> None in 2022		
<b>(f) Total est and final expenses for 2022-</b>	<b>\$38,856.49</b>	



- (1) In Oct 2021 Trustees asked the fiscal officer to prepare an agreement based on the Auglaize Twp agreement with Def. Trustees regarding Co. Line Rd. 10. That agreement was approved by Def. Twp at the Oct. 2021 session.
  - (a) A draft agreement proposal for shared maintenance of Ginter was submitted to the Co. Eng. For review on 2-21-22 and cc'd to Trustees.
  - (b) See **exhibit 6-d** of this session which is the Engineer's edited version of the proposed MEU.
  - (c) Discussion:
    - (i) Proposed agreement is to be sent to the City for their acceptance or edits. The fiscal officer will send via email.

e) **2022 financial impact review by the fiscal officer:**

- i) The fiscal officer reported:
 

(1) Total road fund revenues year date are	<b>\$83,894.78</b>
(2) Total road fund expenses year to date are	<b>\$15,182.25</b>

  - (a) Road salt purchased - 2022– total \$3,587.50
- ii) Anticipated road funds revenue for 2022 – based on the January 7th, 2022 1st Twp amended certificate was:
  - (1) \$227,450 more or less
- iii) Anticipated expenses for 2022 – as of this session:
  - (1) Regular twp. expenses anticipated for the year, barring emergencies. The estimate for 2022 – 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) 38 k Road maintenance program by Co. Engineer - has been estimated by fiscal officer - in 2022 – refer to proposal from Co. engineer – exhibit 6-B of the 3-29-22 Twp session.
  - (3) \$130k – estimated by fiscal officer for Bowman Rd rebuild in 2022 - exhibit 6-B of this session.
  - (4) savings towards the Ginter rd project- project cost to Twp is remaining OPWC grants and \$81,148.24 cash anticipated to be expended in 2023.
    - (a) The savings is being redirected to Carter rd build project – project date to be determined.
      - (i) it is anticipated that 40k per year will be earmarked in 2022 and 2023.
      - (i) ODOT grant (filed Nov 2021) may cover most or all of this cost.
    - (2) Estimated total exp for 2022 from twp is revised as of this session due to grant from ODOT for Ginter rd in 2023 to - \$270 to 300k. (no saving set aside for Ginter)
      - (a) There is also the question of a truck replacement – funding could come from road accounts or the ODOT “Twp Stimulus Program” funding.
        - (i) Trustees will continue to study their options.

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 01-06-2022 (**exhibit 6-f** of the Jan. 25<sup>th</sup> session).

- 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 3 years (2022, 23 & 24) or a total of \$75k remaining give or take.
  - (2) The 2022 grant of \$48,700.00 is posted to Twp grant as of 1-6-22.
    - (a) Grant fund balance as of 1-6-22 is \$73,444.92.
  - (3) –OPWC grant work for 2022-
    - (a) culvert/regrading of Bowman rd rebuild project area- \$27,585.50.
    - (b) Ginter Rd project \$79,000 +/-.
    - (c) Krouse rd - Tile or ditch work - unknown amount at this time. (per co. eng)
    - (d) 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%.
  - (4) Discussion
    - (a) There was no additional discussion.

g) The Chair asked if there is 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 asks if there are any cemetery issues for discussion?

- i) There were none.

## ORDER OF BUSINESS NO. 8 – PERSONNEL

- a) The Chair asked if there are any personnel issues for discussion.
  - i) CDL testing program with Def. Co. as administrator
    - (1) Twp operators with CDL must be in a testing program, the Twp is in the Co. Program.
    - (2) The Co. requested a list of twp operators that should be in the system (anyone with a cdl)
      - (a) The fiscal officer submitted the following names:
        - (i) Buchholtz
        - (ii) Railing
        - (iii) Hall
      - (b) Remaining listed operators are
        - (i) Diemer – not submitted works for ODOT and is in their program
        - (ii) Schlosser – not submitted work for Jewel elevator and would be in their program.
    - (3) Discussion:
      - (a) There was no additional discussion.

## ORDER OF BUSINESS NO. 9 - Handouts.

- a) Monthly (March 22) GrassRoots clippings – **exhibit 9-a**
- b) **Exhibit 9-b** was a notice from the law firm of Eastman & Smith of Toledo – representing the landowners of a Petition of Annexation of land from Def. Twp to the City of Def.
  - i) 52 acres +/- in section 36 – part of th east half of the sw quarter.
- c) **Exhibit 9-c** is notice from Ohio Twp Association that temporarily approves electronic meetings if certain criteria is met.
- d) **Exhibit 9-d** – was a notice from Maumee Valley Planning of several CDBG grant opportunities.
- e) **Exhibit 9-e** – was a notice from the Ohio Dept of Commerce – that all call c and d liquor permits will be up for renewal as of June 1<sup>st</sup>, 2022. If Trustees wish to contest they must comply with the process as noted in the handout.
- f) **Exhibit 9-f** – notice from Def. Twp. Association of 2<sup>nd</sup> qrt meeting:
  - i) April 21st
  - ii) 6p
  - iii) Jewell Community Center, 7900 Independence Rd., Def. Ohio
  - iv) Rsvp to : richlandtwpdefcty@hotmail.com by April 14th.
- v) Discussion:
  - (1) There was none.

## ORDER OF BUSINESS NO. 10 - Old Business

- a) The Chair asked if there was 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 to be discussed....
  - i) Trustees are invited to attend the Annual State of the County meeting hosted by the Defiance County Economic Development office.
    - (1) April 22<sup>nd</sup>, 2022
    - (2) 7:45a – breakfast provided
    - (3) VFW 201 Clinton St. – Defiance, Ohio
    - (a) Send your rsvp via email to: [erika@DefianceCountyED.com](mailto:erika@DefianceCountyED.com)

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## ORDER OF BUSINESS NO. 12 - NEXT MEETING:

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

**Date:** Tuesday, April 26<sup>th</sup>, 2022 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 29<sup>th</sup>, 2022.

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