

Minutes
DEFIANCE TOWNSHIP TRUSTEES
April 24th, 2018 MEETING

The Defiance Township Trustees met in regular session at the offices of Northwest Realty – 618 South Clinton Street, in Defiance Township, Defiance, Ohio, on Tuesday, April 24th, 2018 at 6:30 p.m. Answering as present were Diana Mayer, & Jason Shaffer, - Dan Peck was excused – personal- with two of three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employee(s) present were: Steve Buchholtz 1615 S. Clinton St., Defiance, Ohio.

Visitors present: Patti Diemer 23361 Defiance-Paulding Co. Line Rd 10, & JoEllen Houck 8 Deville Dr., Defiance, Ohio.

ORDER OF BUSINESS NO. 1

Reviewed and approved the minutes of the previous session(s).

Mr. Shaffer requested a motion for the approval of minutes from the March 22nd, 2018, regular session.

Mrs. Mayer 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 –

The following financial reports provided to the Board were reviewed.

- a) The Reconciliation for March - noted a primary checking reconciliation balance of \$243,052.16 - balance is minus the outstanding checks and Township investment funds & is taken from the Bank's monthly statement.
- b) Receipt report:
 - i) Receipts for April (UAN software-) were \$24,755.32.
- c) Payment reports:
 - i) Payments for April (UAN software-) were \$12,464.19.
- d) The Cash fund summary through April 23rd, 2018, (UAN software) showed an "ending fund balance" of \$948,387.11.
 - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$410,803.95.
- e) Appropriation Status showed that through April 23rd, 2018 (UAN software), 7% 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 04-23-18 was \$708,286.42.
- g) Bank Depository for township funds is presently the State Bank and Trust.
 - i) See mins from Nov. 2017 forward for details.
 - ii) All work to renew is completed. Collateralized reports are being downloaded by fiscal officer monthly.
 - iii) Fiscal officer will continue to monitor interest rates and will move funds to Star Ohio if rates are not met as agreed upon.
 - iv) This item will be removed from future agendas unless an issue arises.
- h) Trustees reviewed and signed April bills through the 23rd.
- i) Payroll & April time cards (time cards provided trustees prior to session) – Trustees Reviewed & Signed.

Mr. Shaffer requested a motion to accept the April financial reports.

MOTION by: Mayer
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) April report
 - i) No Permits issued
 - (1) Ed Wisda for home construction on St RT 111
 - (2) Kevin Koeffler home construction on Bowman Road
 - ii) No Site reviews:
 - (1) Talk to Herr realtor for land splits to sell lots on Watson road
 - iii) Nuisance issues
 - (1) Letters sent to Pete Schlegel = Sponseller Road – trash- (this issue is resolved as of this session).
 - (2) Susan O keefen = Parkview Dr- trash
 - (3) Juanita Fisher = Parkview Dr - trash

Respectfully submitted
John Diemer, Twp Zoning Inspector

- b) The clerk for the Zoning Bds, Tim Houck, reported that the Zoning Commission and Appeals Bd members have been provided with a form noting that they are not OPERS eligible. This form also contains contact data for their personnel record with the Twp.
 - i) The clerk will send out OPERS form to all Bd members (Appeals and Commission).
 - ii) The clerk noted that all Board positions are now filled.
 - iii) This item will be removed from future agendas unless an issue arises.
- c) Mr. Shaffer asked if there are any other zoning/nuisance issues to come before the Board?
 - i) None were offered.

ORDER OF BUSINESS NO. 5 -- Equipment;

- a) Comments or concerns from Twp employees on current or proposed new eq &/or safety items.
 - i) Steve Buchholtz was recognized.
 - (1) Buchholtz noted that with Trustee approval – Twp operators will do service on the 2004 international in lieu of taking unit to a shop for said annual service. This would save Twp money.
 - (2) Trustees agreed.
 - ii) Buchholtz also noted that the Twp has a small trailer that is no longer used. This unit was purchased in 2006 for \$648.48. The unit is 5' x 8'.
 - (1) Trustees agreed to sell the unit. The fiscal officer was asked to place an ad in the paper soliciting quotes. Trustees to review and accept or reject bids at a future session. (probably May or June).
 - iii) Buchholtz then stated that the gas tank on the 2004 International appears to be at its end of life. He stated it is not yet leaking but appears to be rusting out. He suggested a replacement tank be purchased noting that Def. Truck Sales will do this for approximately \$1,000.
 - (1) Trustees agreed to have the gas tank replaced.

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 Mayer.
 - i) Trustee Mayer stated berming and pothole repair needs were noted. These are to be addressed in May.
 - ii) The May Rd review is to be by Trustee Shaffer.
- b) **2017 Road projects:**
 - i) At the February session Trustees approved the County Engineer's 2018 project list.
 - ii) The proposed listing of projects was attached as exhibit 6-b- dated 2-6-2018.
 - iii) At this session an amended estimate is being provided dated 4-6-18 – as **exhibit 6-b.**

(1) Chipseal	cost estimates	old	revised
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(a) Link Rd – Powerdam to Powerdam – 1,126'	\$1,732.94	\$1,870.00
(b) Ball rd – Krouse to Canal – 5,338'	\$9,221.97	9,965.00
(2) Crackseal		
(a) Hammermsith rd – krouse to singer – 5,217'	\$2,500.00	2,545.00
(b) Hammersmith rd – singer to krouse – 4,224'	\$2,500.00	2,060.00
(c) Kiser rd – krouse to keller – 5,346'	\$2,500.00	2,600.00
(d) Kiser rd – keller to canal – 5,317'	\$2,500.00	2,600.00
(e) Ball rd – krouse to canal – 5,338'	\$2,500.00	2,610.00
(3) Hot Mix Patching		
(a) Ball rd – over replaced culvert – 200'	\$2,325.43	2,445.00
(b) Bowman rd – Campbell to Williams – 200' 1 patch	\$2,462.22	2,585.00
(c) Bowman rd – campbell to Williams – 200' 1 patch	\$2,462.00	2,585.00
(d) Bowman rd - Karnes to st rt 66 – 1 patch	\$2,462.22	2,585.00
(e) Bowman rd – st rt 66 totwp line – 1 patch	\$2,462.22	2,585.00
(f) Cromley rd – st rt 111 to dead end – 2 patches – 1	\$2,188.64	2,300.00
(i) 2 nd patch	\$2,188.64	2,300.00
(g) Karnes rd – Bowman to Watson – 2 patches – 1 st	\$2,188.64	2,300.00
(i) 2 nd patch	\$2,188.64	2,300.00
(h) Keller rd – kiser to powers – 1 patch	\$1,709.88	1,795.00
(i) Kiser rd – krouse to keller 3 patches – 1 st	\$1,551.20	1,630.00
(i) 2 nd patch	\$1,846.67	1,940.00
(ii) 3 rd patch	\$2,462.22	2,585.00
(j) Kiser rd – keller to canal – 3 patchces – 1 st	\$1,846.67	1,940.00
(i) 2 nd patch	\$2,462.22	2,585.00
(ii) 3 rd patch	\$2,462.22	2,585.00
(4) Paving		
(a) Lakeview drive – 2,645.28'	\$29,273.21	34,575.00

(5) **Total est expenses for co work on twp behalf in 2018 -~~\$87,998.07~~ -- \$95,870.00**

(6) The chair asks for discussion.

(a) None was offered.

c) Twp projects by Twp staff or other contractors for 2018:

- i) Discussion...if any twp projects for 2018 :
- ii) None were offered at this session.

d) Future major Twp road projects – first discussed at the Feb. 2018 session.

- i) Due to expenses these project will be implemented over several years, which will allow the Twp to save toward funding for such major projects.
- iii) See agendas from Feb 2018 forward for details:
 - (1) The Board is discussing with the County Engineer the following projects:
 - (2) 2019 – rebuild of Bowman Rd: (start changed at March 2018 Twp session).
 - (a) prep and purchase of right of way if necessary for the rebuild of Bowman Rd.
 - (b) this would be over several years with the project beginning in 2021 dependent upon available cash.
 - (3) 2022 repave & widen if determined necessary of Carter Road: (date changed 3-18 session)
 - (a) Trustees estimated \$40k for preparation and purchase of right of way and 190k for the project.
 - (b) The fiscal officer noted that as with this expensive of a project the work would need to be broken down over at least two and maybe three years depending on cash available.
 - (c) Anticipate project years 2022 through 2024.
- iv) Update
 - (1) None at this session.

e) A financial impact review by the fiscal officer:

- i) The fiscal officer reported that total road expenses year to date are:

(1) Total road fund revenues year date are	\$79,698.08
(2) Total road fund expenses year to date are	\$22,696.91

- ii) Anticipated revenue for 2018 – based on the January 2nd, Twp amended certificate was:
 - (1) \$171,715.00 more or less
- iii) Anticipated expenses for 2018 – as of this session:
 - (1) Regular twp. expenses are estimated – based on historical review, at between \$70,000 and \$100,000 – would include Twp projects listed above:
 - (2) \$95,870.00 for Co Eng work- see co eng. est cost for twp wrk in 2018 dated 4-6-18 by Co Eng proj list.
 - (3) Total anticipated expenses base on the above: (revised +10k from previous est due to eng increase)
 - (a) from \$150,000 to 200,000k if there are no major Twp projects undertaken.
- 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 1-16-2018. That update includes the posting of the 2018 OPWC grant funds of Def Twp.
 - i) Current status – the OPWC report from the County Engineer’s office as of 1-16-2018 indicates that:
 - (1) The Def Twp has posted to its grant line for 2018 \$43,455. (money is with the Co Eng – any used in 2018 will be posted to Twp fund lines as pass through money and an amended certificate will be required to account for the expenditure of these funds on behalf of the Twp. Said amended certificate is generally applied for in November of each year that grant funds are used by the co eng on the Twp’s behalf.
 - (2) the Twp has \$10,924.32 of current grant dollars available for use.
 - (3) There are no future grant dollars used as of this session.
 - ii) The Engineer has 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 7 years or a total of \$175k remaining give or take.
- g) The Chair asked if there was any other discussion regarding the fiscal impact report.
 - i) None was offered.
- h) The Chair asked if there are were any cemetery issues for discussion...
 - i) Trustees noted cemeteries should be mowed as soon as practicable.
 - ii) The Chair asked if there are were any other cemetery issues for discussion...
 - (1) There was none.

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

- a) Monthly (May 17) GrassRoots clippings – **exhibit 7a**
- b) **Exhibit 7-b** was a notice from Ohio Dept of Commerce –that rd projects meeting certain criteria must pay workers of contractor’s prevailing wages.
 - i) Each Trustee was provided a packet from the Dept of Commerce.
 - ii) The Chair asked if there was any discussion...
 - (1) There was none.

ORDER OF BUSINESS NO. 8- Old Business

- a) The Chair asked if there was any old business to come before the Board?
 - i) from the November 2017 session – Trustees had reviewed a notice of from the Ohio Plan (Twp ins carrier) – of proposed safety – operational items from the Ohio Plan annual review of Twp procedures which may impact insurance rates etc..
 - (1) Proposals are:
 - (a) Review annually the driving records of twp employees. &;
 - (b) Adopt a public records plan...
 - (i) Currently the twp has a policy in place to facilitate public access to twp records (see policy #08). The Twp does not have a records destruction policy all records are stored at the Twp storage building at Hammersmith rd.
 - (c) Trustees asked the fiscal officer to contact the Co. to acquire information on how to implement an annual driver’s license check of Twp operators.

- (d) Update:
 - (i) License checks have been completed:
 - (ii) Trustees reviewed **exhibit 8- (a)-** the individual reports.
 - (iii) The chair asked for discussion...
 - 1. It was noted that should issues be noted on the reports there is presently no policy on record that notes what action Trustees may take.
 - 2. Trustees asked the Fiscal officer to acquire a draft policy and present it to Trustees for review at the next session.

- b) Dead Tree issue – Hammersmith Twp building from August 2017:
 - i) At the Jan 9th 2018- budget session Trustee Peck stated that Mary Mick owner of property abutting Co. property, which abuts Twp, leased ground from the Co. where the Twp maintenance building is located on Hammersmith rd., has again contacted him with a request for reparations for dead trees.
 - ii) Mick believes that at least some of the dead trees are on her property and that the trees are dead due to salt water runoff from the Twp's salt bins.
 - iii) At the Jan 23, 2018, session Trustees turned the issue over to the Ohio Plan.
 - iv) the Ohio Plan determined the ins does not cover this incident.
 - v) Trustees to review with the Co. Prosecutor's Office.
 - vi) During April trustees contracted for agent applications to mitigate saline from the soils in question.
 - vii) Update..
 - (1) There was none at this session.
- c) The Chair asked if there was any other old business to be discussed....
 - i) There was none.

ORDER OF BUSINESS NO. 9 - New Business.

- a) The Chair asked if there is any new business to be discussed....
 - i) The fiscal officer reported that Trustee Mayer had requested the fiscal officer to contact the Def. Co. Twp Association to ascertain when Def. Twp was to host the quarterly session.
 - (1) The fiscal officer noted he had phoned and emailed the Association President Ted Penner and had not yet rec'd a response.
 - (2) The fiscal officer reported that via an email response from the Association sec't – the Defiance Twp Trustees are hosting the Oct. 2018 3rd qrt session of the Association.
 - (3) Trustees to find a location and caterer.
 - ii) Trustees noted that the Sherriff's Office has assigned Deputy Stan Strausbaugh to Def. twp.
- b) The Chair asked if there was any other new business to come before the Board.
 - i) There was none.

ORDER OF BUSINESS NO. 10 - NEXT MEETING:

- a) The next regular session.

Date: Tuesday – May 22nd, 2018 regular session.
Time: 6:30 p.m.
Place: Northwest Ohio Real Estate Services - 618 S Clinton St, Defiance, OH 43512

ORDER OF BUSINESS NO. 11 – Adjournment:

Mr. Shaffer requested a motion to adjourn the meeting of April 24th, 2018.

It was moved by: Mayer

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