

***Minutes***  
***DEFIANCE TOWNSHIP TRUSTEES***  
***April 25<sup>th</sup>, 2017 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 25<sup>th</sup>, 2017 at 6:30 p.m. Answering as present were Dan Peck, Jason Shaffer & Diana Mayer. Also present was Tim Houck, Township fiscal officer. With all two of three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employees present were: Harry Railing 14951 Power Dam Rd. & John Diemer 23361 Defiance-Paulding Co Line Rd 10- Defiance, Ohio.

Visitors present: Patti Diemer 23361 Defiance-County Line Rd 10, Jason Roehrig of Def. Co. Soil & Water & JoEllen Houck 8 Deville Dr., all of Defiance, Ohio.

**ORDER OF BUSINESS NO. 1**

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

Mr. Peck requested a motion for the approval of minutes from the March 28<sup>th</sup>, 2017, 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 –**

The following financial reports provided to the Board were reviewed.

- a) The Reconciliation for March- noted a primary checking reconciliation balance of \$223,410.85-- 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 \$27,279.83.
- c) Payment reports:
  - i) Payments for April (UAN software-) were \$11,287.43.
- d) The Cash fund summary through April 22<sup>nd</sup>, 2017, (UAN software) showed an "ending fund balance" of \$922,541.47.
  - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$463,299.17.
- e) Appropriation Status showed that through April 22<sup>nd</sup>, 2017 (UAN software), 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 04-22-17 was \$705,621.33.
- g) April bills were then reviewed by Trustees and Signed.
- h) Payroll & April time cards (time cards provided trustees prior to session) – Trustees Reviewed & Signed.

Mr. Peck requested a motion to accept the April 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) April report
  - i) Permits issued:
    - (1) none
  - ii) Zoning issues:
    - (1) none.
  - iii) no nuisance issues

Respectfully submitted  
John Diemer, Twp Zoning Inspector

- b) The Chair asked if there were any Zoning issues to be discussed by the Trustees.
  - (1) There were none.

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

- a) The chair asked for comments or concerns from Twp employees on current or proposed new eq &/or safety items.
  - i) Trustees noted that the re-claimer was repaired.
  - ii) There were no other equipment issues as of this session.
- b) The Twp has purchased a 2017 1 ton truck. See meeting minutes from November 2016 forward for project details.
  - i) As of this session (March 2017) the truck has been ordered. Trustees approved the gov't discounted bid of Stykemain's of Def. in the amount of \$30,782.66. P.O. 28-2017 approved by Trustees covers this expense. See resolution 10-2017.
  - ii) We await delivery and final billing.
  - iii) All paper work is on file with the fiscal officer.
  - iv) Trustees discussed a email from the fiscal officer dated 4-24-17 which noted that Mr. Peck had explained that he had discussed the purchase with the Prosecutor's office and that the Prosecutor's office had informed him that the purchase did not conflict with Ohio law.
    - (1) Trustees had contacted the Prosecutor's office to check on the question of a potential issue with the purchase with regards to the fact that the vendor employed a relative of Trustee Shaffer. Mr. Shaffer had excused himself from the vote.
  - v) There was no further discussion....
  - vi) Kalida Truck – a snow plow and spreader was also approved for purchase for the above noted truck. Refer to p.o. 28-2017 in the amount of \$13,300. See resolution 11-2017.
  - vii) Trustees approved:
    - (1) \$6,700.00 for the plow – Boss v and;
    - (2) \$5,700.00 for the salt spreader – Swenson
    - (3) \$900 for light bar and safety lights..
    - (4) The Twp awaits delivery and billing.
  - viii) The 2017 Twp budget for these purchases is \$60k.
- c) Sale of 1986 Ford Twp backhoe – purchased from ODOT in 2012. Trustees approved an effort to sell this item at their Jan. 2017 session.
  - i) The fiscal officer provided information with regards to procedures to use gov deals.
    - (1) The gov deals keeps 7% of the sale
    - (2) If the county acts on behalf of the Twp, the County keeps 5% for admin work.
  - ii) Trustees decided to sell the unit directly. The fiscal officer is to cease the effort to place the unit on Gov. Deals.
- d) Sale of 1997 Twp John Deere tractor – during the Feb. 2017 session Trustees desire to sell this unit.
  - i) Trustees decided to sell the unit directly. The fiscal officer is to cease the effort to place the unit on Gov. Deals.

- e) The Chair asks if there are any other equipment issues to be discussed..
  - i) There was none.

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

- a) The Road Report for April.
  - i) Trustee Mayer noted a concern with:
    - (1) vegetation growing on Link rd.
    - (2) Pot holes needed filled.
  - ii) Twp staff will be provided a copy of the report for work to be done in May.
  - iii) The May Rd review is to be by Trustee Shaffer.

**b) 2017 Road projects:**

i) At this session (April) the proposed 2017 project list is as follows approved by Trustees at their Feb. 2017 session. Projects are to be managed or completed by the Defiance County Engineer's office on the Township's behalf.

**(1) Chipseal:**

<b>(a)</b> Ashwood rd .5 miles north of dead end to 424 - 4023'	\$6,775.41
<b>(b)</b> Parkview Drive (entrance) 1304'	\$1,357.00
<b>(c)</b> Parkview loop 1,237'	\$1,288.00
<b>(d)</b> Schroeder Street 1178.8'	\$1,227.00
<b>(e)</b> Kiser rd from Krouse to keller – 5,326'	\$8,969.00
<b>(f)</b> Kiser rd from keller to Canal – 5,317'	\$8,954.00

**(2) Hot mix patching:**

<b>(a)</b> Bowman f Campbell to Williams – 1- 100'	\$1,475
<b>(b)</b> Cromley 475'	\$6,225
<b>(c)</b> Def/Pau co Line rd #8 – f Hammersmith to Powers – 4 patches	\$11,198
<b>(d)</b> Karnes rd f bowman to Watson 1 patch - 138'	\$1,809
<b>(e)</b> Kiser f keller to canal – 5 patches – 756'	\$9,495
<b>(f)</b> Kiser f Keller to canal – 1 patch – 243'	\$2,190
<b>(g)</b> Sponseller rd f co line to bowman 2 patches – 200'	\$2,294
<b>(h)</b> Lakeview – drive – 9 patches – 727'	\$8,338
<b>(i)</b> Parkview dr – 6 patches – 611'	\$5,005

**(3) Total estimated expenses for these projects**

**\$76,500** more or less.

- (4) Exhibit 6-b-4 was a letter dated 3-30-17 from the Co Engineer providing the Trustees with a breakdown of the projects which included amounts of material to be used on these projects for this construction season.
- (5) Per email dated 3-9 (forwarded to Trustees) from the County Engineer the above projects are not OPWC grant eligible.
- (6) The Chair asked if there was any additional comments.
  - (a) None were offered.

**ii) Twp projects by Twp staff or other contractors for 2017:**

(1) During the May 2016 Trustees session – Trustees determined to purchase 1 or 2 catch basins/grates and replace tile on Krouse road south of Hammersmith.

- (a) In the Dec. 2016 session Trustees determined to address this project in the spring of 2017. Material was purchased in 2016.
- (b) Project awaiting weather conditions.
- (c) April session update.....
  - (i) Project on hold – awaiting eq (backhoe or excavator)

(2) During the May 2016 session Mr. Shaffer was approved to contact County Engineer Warren Schlatter to have the County repair a road issue at Ginter and Carter – storm water collection and ruts in road pavement.

- (a) In the December 2016 session Trustees determined this item is to be addressed in 2017 under Co Engineer's work.
  - (i) In Feb. Trustee Shaffer stated the project is on the Co. Engineer's list.
  - (ii) Awaiting Engineer's work.

- (iii) April session update.....
  - 1. Trustees were informed by the Co Eng. that right of way needs to be acquired to facilitate a permanent repair.
  - 2. Until right of way is acquired Twp personnel will fill in the ruts and grade & patch as necessary
- (3) Tree branches over hanging Carter Rd. near Boy Scout camp - issue raised by Trustees at the Jan 12<sup>th</sup> re-org session.
  - (a) Trustees instructed crew to address in April.
  - (b) April session update.....
    - (i) Project was completed during April.
- (4) Trustees noted that a sink hole had developed on Bowman Rd between Campbell and Williams.
  - (a) As of Jan 24<sup>th</sup> session, Trustees were to contact the Co. Engineer to determine the best repair.
  - (b) In Feb. Trustee Shaffer is to review with Co Eng and report at the March session.
    - (i) Trustees instructed crew to purchase cones and mark the area.
  - (c) April session update.....
    - (i) Area was marked as directed.
- (5) Storm water issues on Hammersmith Rd. the area of concern is on the north side of the road beginning Myers resident at the west end and ending at the east end at resident of Tom Mick.
  - (a) Def. Co. Soil and Water's Jason Roehrig presented Trustees with a review of his study of the issue.
  - (b) Primary problem area is a drive pipe at the Tim Wiseman property. This pipe is to high in elevation and is stilted nearly full and partially crushed.
  - (c) Most drive pipes of these residents have similar issues in varing degrees.
  - (d) Soil and Water suggests Trustees inform residents to replace and or reset drive pipes. Then if the ditch needs graded the Trustees can proceed. Grading would not help until the drive pipe issues are addressed.
  - (e) Trustees noted that drive pipes are the responsibility of the land owners/residents.
  - (f) Trustees will send a notice to residents.
  - (g) Soil and Water presented Trustees a ditch profile with an aerial of the area and with pictures of several of the drive pipes.
  - (h) This issue will be reviewed at the next Trustee session in May.
- (6) The Chair asks if there were any other new projects...
  - (a) None were presented.

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

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

(1) 2017- Salt purchased in March: 2 loads – 18 tons.	\$972.00
(2) Total road fund revenues year date are	<b>\$72,719.13</b>
<b>(3) Total road fund expenses year to date are</b>	<b>\$ 8,344.40</b>
- ii) Anticipated revenue for 2017 – based on the January 6<sup>th</sup> Twp amended certificate is:
  - (1) \$167,715 more or less
- iii) Anticipated expenses for 2017 – 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) \$76,500 for Co Eng work
  - (3) \$44,000 for truck and plow/spreader purchase.
  - (4) Total **\$220,500** worst case scenario.

- d)** A recap of the OPWC grants – see minutes of previous sessions for history. An update was received from the Co Engineer's Office **dated 01/13/2017** and was presented to Trustees as exhibit 6-d of the January 2017 agenda. The update included expenditures from future OPWC grants that the Twp. might receive.

- (a) Current status – the OPWC report of 01-13-17 indicates that the Twp had used in 2016 a total of \$3,898.80 of future grant funding bringing the total of future funds used to \$14,900.04.
- (b) The Engineer had previously 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 7 years or a total of \$175k remaining give or take.
- e) The Chair asked if there was any other discussion regarding the fiscal impact report.
  - i) None was offered.
- f) Twp cemeteries –
  - i) The Chair asked if there are any cemetery issues to be discussed.
    - (1) The Def Co. Veterans office had contacted the Twp – letter dated 2-17-17 with a follow up request for assistance in replacing a head stone for a civil war veteran buried in Cromley cemetery.
      - (a) Trustees had approved this previously – original request in letter f Vets office (Oct. 2013)
      - (b) At the Twp’s March 2017 session Trustees were informed by the fiscal officer that he had – at the request of Trustees -contacted the Veterans Office & Homier Monuments of Defiance. Refer to emails forward to Trustees dated March 9<sup>th</sup>.
      - (c) Twp expense for this project per that email is \$700 more or less.
      - (d) At the March 2017 session the Chair stated it was the intent of the Twp to set the stone and pour the base with Twp staff.
      - (e) Mr. Peck was to contact both the Veteran’s Office and Homier Monuments informing them that the Twp will set the stone and pour the base.
      - (f) Project update ...
        - (i) Mr. Peck contacted both the Veteran’s office and Homier Monument.
        - (ii) The Trustees personnel will pour the pad and set the stone.
        - (iii) The Twp awaits the head stone and will be contacted by the Veteran’s Office when it arrives.
    - (2) The Chair asked if there were any other cemetery issues for discussion...
      - (a) There were none.

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

- a) Monthly (March17) GrassRoots clippings – exhibit 7a.
- b) Exhibit 7-b was a notice from the Ohio Dept. of Commerce that all liquor permits in the twp will expire June 1, 2017. Should Trustees object to any renewal trustees will need to contact the Ohio Dept of Commerce with the reason for the objection in order to set a public hearing.
- i) The above items were received without comment.

**ORDER OF BUSINESS NO. 8- Personnel**

- a) Trustees are concerned that the part time staff is not available when Trustees need them for work.
- b) Trustees noted that Mr. Grant is the coordinator and staff needs to be mindful of Grant’s role.
- c) Trustees will contact the staff to determine if they wish to continue.

**ORDER OF BUSINESS NO. 9- Old Business**

- a) At the Feb 2017 session Trustees received from the Def. Co Commissioners office of the 2017 county wide demolition program form.
  - i) Residential homes abandoned to be demolished – form is an application to be filled out and submitted to the Co.
    - (1) Trustees instructed John Diemer to acquire information and fill out the form on a possible property in Defiance township.
    - (2) Diemer is to get the filled out form to the fiscal officer who will email it to the County Commissioners.
    - (3) An email was sent to Trustees and Mr. Diemer by the fiscal officer on 4-22 which contained a letter from the Co. Commissioners (exhibit 8-a of this session) noting that the “consent to demolition” form was not filled out. The Commissioner’s asked that this form be filled out and submitted. The project may then be taken under advisement for a future date.
    - (4) Mr. Diemer will get the additional information and provide to the fiscal officer for submittal to the Commissioner’s Office.

- c) Ohio Treasure's Open Checkbook program.
  - i) Trustees had previously approved the fiscal officer to participate beginning with the 2016 fiscal year.
  - ii) The fiscal officer submitted the data at the close of the 2016 fiscal year.
  - iii) The Treasurer of State's office informed the Def. Twp fiscal officer that the data would be on line within the next three weeks ( by end of May 2017).
- d) The Chair asked if there was any other old business to come before the Board?
  - i) There was none.

**ORDER OF BUSINESS NO. 10 - New Business.**

- a) The Chair asks if there was any other new business to come before the board?
  - i) There was none.

**ORDER OF BUSINESS NO. 11 - NEXT MEETING:**

- a) The fiscal officer noted he can not attend the regular session scheduled for May 23rd, due to another commitment which takes him out of town on this date.
- b) Trustees determined to move the May session from the 23rd to the 22nd.
- c) The change of date will be posted on the Twp's web site per Twp procedure.
- d) The next regular session.

**Date: Monday May 22<sup>nd</sup>, 2017.**

**Time: 6:30 p.m.**

**Place: Northwest Ohio Real Estate Services - 618 S Clinton St, Defiance, OH 43512**

**ORDER OF BUSINESS NO. 12 – Adjournment:**

- a) Mr. Peck requested a motion to adjourn the meeting of April 25<sup>th</sup>, 2017.

It was moved by: Shaffer

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