

Minutes
DEFIANCE TOWNSHIP TRUSTEES
April 27th, 2021 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, April 27th, 2021 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: John Diemer 23361 Defiance County Paulding County Line Rd #10, Defiance, Ohio.

Visitors present: Rhonda Shaffer 13386 State Rte15 & JoEllen Houck 8 DeVille Dr., all from 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 March 23rd, 2021 regular session.

Mr. Peck 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 March - noted a primary checking reconciliation balance of \$392,695.70-- 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 \$6,020.21.
 - c) Payment reports:
 - i) Payments for April (UAN software-) were \$10,688.73.
 - d) The Cash fund summary through- April 24th, 2021, (UAN software) showed an "ending fund balance" of \$1,126,847.11.
 - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$559,200.73.
 - e) Appropriation Status showed that through April 24th, 2021 (UAN software), 5.5% 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 04-24-2021 was \$741,804.87.
 - g) April bills through the 23rd, were then reviewed and signed by Trustees.
 - h) Payroll & April time cards (time cards provided trustees prior to session) – Trustees Reviewed & signed
 - i) There was no discussion.
 - i) Mr. Shaffer requested a motion to accept the April 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) April Monthly Zoning report -

- i) permits issued:
 - (1) Tim Walters 2 permits- Pond and Pole barn- Hammersmith Road
 - (2) Carr- Pond Bowman Road
 - (3) Behringer -Pole barn- State Route 111
 - (4) Mark Lampert- Pole barn State Route 15
- ii) Zoning issues:
- iii) Nuisance violations:
 - (1) None
- iv) Site reviews:
 - (1) Site review for barn const. Lynn Keller
 - (2)Anthony Hug- for a home and pond
 - (3)Sarah Walbolt - for a home on Campbell Rd
- v) Misc :
 - (1) Went to Napoleon- signed land split for Walbolt- Campbell Road
Amber Niese attorney
 - (2) Met with Adam Hug discussed set backs for pond and home- Kiser Road

Respectfully submitted
John Diemer, Twp. Zoning Inspector

- b) Zoning Bd. of Appeals met at 6p. 4-27
 - i) James Hoover requested a “conditional use” permit for the construction of a new home on a portion of “split” parcel B11-0012-0-001-00. The approximately 2.1 acres more or less - of land in Defiance Township - is zoned “agricultural” and has a temporary parcel # of B1100 1200 4820. The parcel is located in Def. Twp. section 12 – 3n, range 4 east, also being part of a 132.093 acre tract recorded in Official Record Volume 405 on page 1181, in the NE quarter of section 12, with an issued house number of 24808 Watson Rd.
 - ii) The Appeals Bd approved the request.
- c) The Chair asked if there were any other zoning issues to come before the Board.
 - i) None were presented.

ORDER OF BUSINESS NO. 5 -- Equipment;

- a) Comments or concerns from Twp employees/Trustees on current or proposed new eq &/or safety items.
 - i) Update on repairs to Twp Bob Cat by Bob Cat of Lima, Ohio – noted by Mr. Shaffer at the March session..
 - (1) Mr. Shaffer stated the unit has been repaired – under warranty.
 - ii) The fiscal officer reported that the State Auditor’s issued computer replacement for the Township has been updated.
 - iii) The old computer – per Trustee action at the March 21 session has been prepared (all data erased) and provided to John Diemer.
 - (1) The computer change out process is completed.
 - (2) However, we continue to discuss – with consultants – an appropriate back up methodology (cloud based vs external hard drive.)
- b) The Chair again asked if there were any other equipment issues to be discussed.
 - i) There were no other equipment issues noted.

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) Discussion of April review:
 - (1) Peck noted that mowing should begin soon.
 - (2) Operators are to refer to the inspection report for May work.
 - ii) The May review is to be by Trustee Shaffer.
- b) **2021 Road projects:**
 - i) Trustees approved the 2021 Twp. Rd maintenance program as provided by the County Engineer’s Office at the Trustees’ Jan. 26th session. Refer to exhibit 6-b – of the Jan. Twp session.
 - ii) The Engineer’s office has submitted an updated project cost estimate which was presented as Exhibit 6-1 dated 4-8-21, provided that the 4-27 session.

- (1) The exhibit-proposal includes the 2021 Bowman rd rebuild section.
- (2) 1-26-21 projected total cost for all projects is \$168,430.89
- (3) 4-26-21 projected total cost for all projects is \$168,550.00

iii) 2021 Def. Twp. rd. maintenance program by County Engineer- from 4-8 estimate.

- (1) The road maintenance program does not include major reconstruction projects – i.e. Bowman Rd rebuild, or other Twp road expenses assigned by Trustees to Twp personnel or other private contractors.

(a) **Chipseal:**

	Est.	Actual cost
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- | | | |
|---|-----------------|--|
| (i) Singer – from St. Rt 111 to Hammersmith - 2639' | \$4,100 | |
| (ii) Garman – from Harding to Wilhelm – 2639' | \$4,100 | |
| (iii) McCollister – Wilhelm to dead end – 2619' | \$4,400 | |
| (iv) Wilhelm – from McCollister to Garman -961' | \$4,100 | |
| (v) <u>Wilhelm – from Watson to McCollister – 2640'</u> | <u>\$1,500</u> | |
| (vi) Estimated total exp. of chip seals | \$18,200 | |

(b) **Patching:**

- | | | |
|--|-----------------|--|
| (i) Singer – | | |
| 1. from St. Rt 111 to Hammersmith – 2 patches | \$1,500 | |
| (ii) Cromley -from St Rt 111 to dead end – 1 patches | \$ 700 | |
| (iii) Def-pau line #8 – | | |
| 1. from n of hammersmith to powers – 4 patches | \$4,800 | |
| 2. From St Rt 66 to Holly rd – 2 patches | \$1,000 | |
| (iv) Parkview – from Power dam to dead end– 2 patched | \$2,000 | |
| (v) Karnes rd. – from Bowman to Watson – 1 patch | \$1,600 | |
| (vi) Wilhelm rd – from Watson to Garman – 2 patches | \$2,200 | |
| (vii) McCollister rd – f Wilhelm to dead end – 1 patch | \$1,200 | |
| (viii) Garman – Harding to Wilhelm – 1 patch | \$1,300 | |
| (ix) Carter-Ginter – city limit to St. rt 66 – 1 patch | <u>\$3,000</u> | |
| (x) Estimated total patching exp - | \$19,300 | |
| 1. Co. Engineer reports patching is underway. | | |

(c) **Crack Seal-**

- | | | |
|---|-----------------|--|
| (i) Cromley- f st rt 111 to dead end – 4473' | \$2,800 | |
| (ii) Garman f harding to Wilhelm – 1346' | \$ 700 | |
| (iii) Lakeview f st rt 111 to end – 2645' | \$2,300 | |
| (iv) McCollister f Wilhelm to end – 2620' | \$1,500 | |
| (v) Parkview f powerdam to end – 2561' | \$ 1,000 | |
| (vi) Schroeder f Parkview to Parkview – 1183' | \$ 500 | |
| (vii) Wilhelm: | | |
| 1. Watson to Mccollister – 2640' | \$1,500 | |
| 2. Mccollister to garman – 961' | <u>\$ 500</u> | |
| (viii) Estimated total exp. crack seal | \$10,800 | |

(d) **Pavement Markings:**

- (i) None in 2021

(e) **Total est and final expenses for 2021-** **\$48,300**

iv) Re-build and widen 4 miles of Twp's portion of Bowman Rd. – see mins from Feb. 2018 for history.

- (1) In 2021 as of this session – 3 miles of the 4 mile project remain to be completed:

(a) Proposed 2021 effort is 5317' or approximately the 2nd mile.

(i) **PAVING:** -

- 1. Williams to karnes – 2655' est cost \$42,500
- 2. Karnes to st rt 66 – 2666' est cost \$42,500

	Est. cost	Actual cost
i. \$85,000		

(ii) **Pavement Markings:** - Williams to st rt 66 5321'

a. **\$2,500**

(iii) **WIDENING:** - f Williams to St rt 66 – 5317'

	Estimate	Actual cost
b. \$32,750		

(iv) TOTAL ESTIMATED ON BOWMAN PROJECT IN 2021 is \$120,250

(b) Co. Eng. Reports the widening component is complete as of April 26th, Prep for paving is underway.

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

(3) The Chair asked if there was any discussion?

(a) There was none.

c) Twp projects by Twp staff or other contractors for 2021:

i) The Chair asked if there are any proposed projects for the Twp staff or private contractors for 2021?

(1) Trustees in past sessions have noted that trees along Cromley need trimmed and or removed. Twp staff has not been able to address this issue. Trustees had asked that Mr. Peck will contact the Co. Engineer to ask them to address this issue which will be billed to the Twp.

(a) Jan – no work.

(b) Feb. – no work

(c) March – no work.

(i) Mr. Peck proposed to contract this out with a local tree removal service "cut above".

(ii) Mr. Shaffer agreed.

(iii) Mr. Peck will contact A Cut Above tree service.

(d) April update:

(i) A Cut Above has been contracted to address the project. No work in April.

d) Re-build Ginter/Carter Rd. from Jefferson Ave. (St. Rt 66) to at Carter Rd to Ginter and Jefferson (St. Rt 66)- see mins from Jan 2020 forward for details. Trustees tabled this project during the April 2020 session.

i) April update if any?

ii) Mr. Peck reported that the City will soon be forthcoming with a proposal for a joint venture to widen and add a sidewalk to this road which will include that portion of the road that belongs to the Twp.

e) 2021 financial impact review by the fiscal officer:

i) The fiscal officer reported:

(1) Total road fund revenues year date are

\$92,817

(2) Total road fund expenses year to date are

\$17,069

(a) Road salt purchased - 2021– total \$5,460

i) Anticipated revenue for 2021 – based on the January 8th, 2021 1st Twp amended certificate was:

(1) \$208,350 more or less

ii) Anticipated expenses for 2021 – as of this session:

(1) Regular twp. expenses anticipated for the year, baring emergencies. The estimate for 2021 – 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) \$48k as of this session for Co Eng work- in 2021 – refer to item 6-1 of the April 2021 agenda – (other than Bowman Rd. rebuild).

(3) \$120,250 – refer to exhibit 6-1 of this session - Bowman Rd. rebuild –

(4) ??? - savings towards the Carter/Ginter rd project.

ii) Total estimated expenses from Twp rd acc'ts for 2021 - \$230k to \$269 if projects currently proposed are completed and Twp reg expense is 100k.

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 01-07-2021 (exhibit 6-f) part of annual public officials meeting held in Feb.

i) Current status as reported by the fiscal officer

(1) –OPWC grant work for 2021- no known activity as of this session.

(a) The amount of OPWC grant funds spent on the Twp's behalf in 2021 –none as of this session.

(b) The amount of funds for Twp. use is \$52,332.42 plus remaining grants over the next 4 years.

ii) 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 4 years or a total of \$100k remaining give or take.

iii) The Chair asked for questions?

(1) There were none.

g) 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 asks if there are any cemetery issues for discussion?
- b) Mr. Peck stated that Merle “Joe” Butler – a surveyor that had previously surveyed and marked out available grave sites in Taylor cemetery; has agreed to grid out the remainder of Taylor cemetery.
 - i) Trustees noted their approval.

ORDER OF BUSINESS NO. 8 – PERSONNEL

- a) The Chair asked if there are any personnel issues for discussion.
 - i) There were none.

ORDER OF BUSINESS NO. 9 - Handouts.

- b) Monthly (April 21) GrassRoots clippings – **exhibit 9-a**

ORDER OF BUSINESS NO. 10 - Old Business

- a) The Chair asks if there is any old business to come before the Board?

ORDER OF BUSINESS NO. 11 - New Business.

- a) The Chair asked if there is any new business to be discussed....
 - i) The fiscal officer reported that a Sophia Lopez - Sophia Lopez <sophialopez.house@gmail.com> 440-457-8556 – believed to be from Ft. Wayne, Indiana, had via email requested a public records release. She asked for all incidents of high grass and weed issues in 2020 that resulted in Def. Twp. having to mow and bill the property owner.
 - (1) There were none. This information was provided via email by the fiscal officer.
- b) The Chair again asked for any other new business.
 - i) There was none.

ORDER OF BUSINESS NO. 12 - NEXT MEETING:

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

Date: Tuesday, May 25th, 2021 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 April 27th, 2021.

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