

Minutes
DEFIANCE TOWNSHIP TRUSTEES
May 22nd, 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, May 22nd, 2018 at 6:30 p.m. Answering as present were Diana Mayer, Dan Peck & 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: Harry Railing 14951 Power Dam Rd, Brian Grant 15168 Williams Rd. John Diemer 23361 Defiance Paulding co line #10 & Steve Buchholtz 1615 S. Clinton St., all of Defiance, Ohio.

Visitors present: Stan Strausbaugh of the Defiance Co. Sheriff's Office & Patti Diemer 23361 Defiance-Paulding Co. Line Rd 10, all from 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 April 24th, 2018, regular session.

Mrs. Mayer moved to approve the minutes as presented.

Mr. Peck 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 April - noted a primary checking reconciliation balance of \$261,527.92 - balance is minus the outstanding checks and Township investment funds & is taken from the Bank's monthly statement.
- b) Receipt report:
 - i) Receipts for May (UAN software-) were \$17,880.38.
- c) Payment reports:
 - i) Payments for May (UAN software-) were \$27,139.68.
- d) The Cash fund summary through May 21st, 2018, (UAN software) showed an "ending fund balance" of \$939,127.81.
 - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$390,891.91.
- e) Appropriation Status showed that through May 21st, 2018 (UAN software), 9% 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 05-21-18 was \$709,224.84.
- g) Trustees reviewed and signed bills through the 22nd.
- h) Payroll & May time cards (time cards provided trustees prior to session) – Trustees Reviewed & Signed.

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

MOTION by: Mayer

SECOND by: Peck

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) May report
 - i) Permits issued
 - (1) Joe Boggess- pole barn on Canal Road
 - ii) No Site reviews:
 - (1) Talk to Herr realtor for land splits to sell lots on Watson road
 - iii) Nuisance issues
 - (1) DAV and Scotty's- high grass
 - (2) Jaunita Fisher- Parkview- trash

 - (3) Okeefe and Schlegel properties were cleaned up

Respectfully submitted
John Diemer, Twp Zoning Inspector

- b) 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) During the April 2018 session – trustees determined to sell a Twp trailer.
 - (1) the Twp has a small trailer that Twp personnel reported in the April 2018 session, is no longer used.
 - (2) This unit was purchased in 2006 for \$648.48. The unit is 5' x 8'.
 - (3) Update by fiscal officer:....
 - (a) The fiscal officer reported that the ad was not run in time for this session.
 - (b) It was suggested that perhaps as the value purchased was below \$700 and an ad would cost \$100 perhaps the unit might be kept for future possible use if it was not taking up too much space in the maintenance building or causing another concern.
 - (c) Operator's present said they were not using it at this time and that they could find a space to store the unit in the advent that it might be used in the future.
 - (d) Trustees concurred.
- b) Mr. Shaffer stated that he acquired two quotes for a new bed liner for the 2004 International dump truck.
 - i) A quote from Kalida Truck was presented as exhibit 5-b-1- \$3,200.
 - ii) A quote from American Made Liner Systems – verbalized at \$1,700.
 - iii) Trustees noted the Kalida Truck quote was for a steel liner v a polymer liner.

Mr. Peck moved to accept the Kalida Truck bid based on the belief that steel would be better long term than a polymer insert.

Mrs. Mayer seconded

The roll was called:

YEA(s) 3 NAY(s) 0 Passed X Failed

The motion to accept the Kalida Truck bid was approved.

- c) It was noted that the blades on the bat wing of the JD mower were bent and had to be replaced. Operators were instructed to be careful & vigilante when mowing as any object that would destroy these blades had to be large.
- d) Mr. Shaffer suggested that Trustees put gates on the salt bin shed. Twp eq is presently parked in the bins from late spring to early fall - and gates would secure this equipment.
 - i) Trustees instructed operators to acquire quotes for "farm gates".
- e) Trustee Shaffer also noted that the street drain covers in the Lakeview addition need repaired.
 - i) Trustees approved Shaffer to discuss with the County Engineer.
- f) Operators noted that the Ford F550 needs mud flaps replaced.
 - i) Trustees inquired as to cost – operators stated both flaps for \$120.

- ii) Trustees approved the purchase.

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 Shaffer.
 - i) Trustee Shaffer stated mowing is needed as indicated on the report.
 - ii) He noted a culvert needs attention on Ball rd. – Shaffer believes that the Co. Engineer should address this.
 - (1) Trustees concurred and Shaffer will review this project with the Co. Engineer.
 - (2) berming and pothole repair needs were noted. These are to be addressed in June by the Twp’s operators.
 - iii) The June Rd review is to be by Trustee Peck.

b) 2017 Road projects:

- i) At the February 2018 session Trustees approved the County Engineer’s 2018 project list.
- ii) At the April 2018 session an amended estimate was provided dated 4-6-18 – as **exhibit 6-b.**

(1) Chipseal	cost estimates	old	revised
(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) Hammersmith 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) 2nd patch		\$2,188.64	2,300.00
(g) Karnes rd – Bowman to Watson – 2 patches – 1st		\$2,188.64	2,300.00
(i) 2nd 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 – 1st		\$1,551.20	1,630.00
(i) 2nd patch		\$1,846.67	1,940.00
(ii) 3rd patch		\$2,462.22	2,585.00
(j) Kiser rd – keller to canal – 3 patches – 1st		\$1,846.67	1,940.00
(i) 2nd patch		\$2,462.22	2,585.00
(ii) 3rd patch		\$2,462.22	2,585.00

(4) Paving

(a) ~~Lakeview drive – 2,645.28’~~ ~~\$29,273.21~~ ~~34,575.00~~

(5) per trustees all hot mix & paving projs are complete as of the May session - The Twp awaits billing. Projects completed are crossed out and will be removed from the agenda once the bill is processed.

(a) Brian Grant stated that hot mix patches are needed on Wilhelm Rd – about 500’ south of McAlistar and on Co. Line Rd 10 east of 66 and again 100’ further west.

- (i) Trustee Shaffer will discuss with Co. Engineer to see if this is still possible in 2018 as the Hotmix patch work appears to have been completed for Def. Twp as of this session (May).

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

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

- i) Discussion...if any twp projects for 2018 :
 - (1) 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(s) will be implemented over several years, which will allow the Twp to save toward funding for such major projects.

- ii) See agendas from Feb 2018 forward for details:
 - (1) The Board is discussing with the County Engineer the following projects:
 - (2) rebuild of Bowman Rd – initially planned to start in 2019.
 - (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 construction project beginning in 2021 dependent upon available cash.
 - (c) As this road is several miles long the cost will be much greater.
 - (d) Trustees noted they would need a plan from the Co. Engineer to break this project down with cost estimates.
 - (e) Trustees will then determine when to proceed.
 - (3) 2022 repave & widen if determined necessary of Carter Road:
 - (i) Due to the large costs and time needed for the Bowman rd project, Trustees determined to remove this project from the agenda until the Bowman project is complete and a review of finances available can be made.
 - (b) Trustees estimated \$40k for preparation and purchase of right of way and 190k for the project.
 - (c) 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.
 - (d) Anticipate project years 2022 through 2024.

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	\$95,088.99
(2) Total road fund expenses year to date are	\$70,707.51

- 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:
 - (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) There was none.

- h) The Chair asked if there are were any cemetery issues for discussion...

- i) There were none.

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

- a) Monthly (May 17) Township State Association newsletter "GrassRoots clippings" – **exhibit 7a**

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) Update:
 - (i) License checks have been completed:
 - (ii) Trustees reviewed these at their April 2018 session.
 - (iii) No Twp operator's report noted an ODOT unacceptable rating.
 - 1. Trustees asked the Fiscal officer to acquire a draft policy should there be issues from future annual checks.
 - 2. **Exhibit 8-a** was acquired by the fiscal officer from the Ohio Plan. The exhibit contained suggested articles to be incorporated into a Twp policy.
 - 3. A draft policy will be prepared for Trustee review – edit and approval.
 - 4. Said policy to be reviewed at the June Twp meeting.
 - (c) 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.
 - 1. Item C will be removed from future agendas.
 - 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 22018 trustees contracted for agent applications to mitigate saline from the soils in question.
 - vii) During May the Co. Prosecutor wrote a letter (dated 5-2-18) to Mick's attorney's (Richards & Walker, LTD group of Bryan, Ohio), noting the efforts the Twp Trustees have taken to date to address the issue.
 - (1) The letter was emailed by Trustee Peck to all Trustees on May 7th.
 - (2) See exhibit 8-b-1 of this session.
 - viii) Update..
 - (1) Exhibit 8-b-2 is a tree replacement plan from Kreative Solutions of Def.
 - (a) Shane Kramer – owner of Kreative Solutions was present and asked to review his plan.
 - (b) Shane stated as per the plan – this is a 4 year project.
 - (c) The affected area will be chemically treated to neutralize the saline in the soils.
 - (d) Trees will be removed and stumps ground out.
 - (e) Replant 38 – 6 to 8' trees.
 - (f) See plan for greater detail.
 - (g) Estimated cost as proposed is between 45 and 50k.
 - (2) Trustee Peck noted that the Twp could purchase the affected area – for far less money – given the cost per acre when the ground was acquired by the current owner from the Co. in 2016.
 - (a) Peck reminded Trustees that the sales agreement noted the land was being sold as is and that most of the trees were already dead at the time of the sale..
 - (3) Trustees will review options with the Prosecutor's Office.
- b) 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) **Exhibit 9-a** was an email from Maumee Valley Planning soliciting proposed long range projects that Maumee Valley Planning might be able to help fund via grants.
 - (1) This email was forwarded to Trustees on May 20th, 2018.
 - (2) Trustees will study and determine if any projects are eligible.
 - ii) 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 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.
 - (2) Trustees to find a location and caterer.
 - iii) Trustees noted that the Sherriff's Office has assigned Deputy Stan Strausbaugh to Def. twp. as the departments liaison with the Trustees.
 - (1) Deputy Strausbaugh invited Trustees to contact him any time they had questions concerns or issues regarding law enforcement.
 - (2) Trustee thanked Deputy Strausbaugh and asked that when possible to have officers drive by Taylor cemetery. Twp mowing operations have discovered what is believed to be discarded drug paraphernalia.
- 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 – June 26th, 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 May 22nd, 2018.

It was moved by: Mayer

SECOND by: Peck

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