

Minutes
DEFIANCE TOWNSHIP TRUSTEES
May 26th, 2015 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, May 26th, 2015 at 7:00 p.m. Following the Pledge of Allegiance the Chair instructed the clerk to call the roll. Answering as present were Dan Peck, Diana Mayer, & Charles A. Bakle Jr., also present was Tim Houck, Township fiscal officer. With all three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employees present were: John Diemer 23361 Def.-Paulding Co. Line Rd. & Jason Shaffer 13386 State Rte 15, Defiance, Ohio.

Visitors present: Patti Diemer 23361 Def.-Paulding Co. Line Rd., Penny Bakle 1204 Wayne Ave., & JoEllen Houck, 8 Deville Drive, Defiance, Ohio.

ORDER OF BUSINESS NO. 1

Reviewed and approved the minutes of the previous session.

Mr. Bakle requested a motion for the approval of minutes from the April 28th, 2015, regular Township 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 \$301,301.73-- 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 \$26,479.56
- c) Payment reports:
 - i) Payments for May (UAN software-) were \$26,498.26.
- d) The Cash fund summary through May 25th, 2015, (UAN software) showed an "ending fund balance" of \$981,414.60.
 - i) The "cash available" for encumbrances (current reserve- UAN software) was \$453,188.07.
- e) Appropriation Status showed that through May 25th, 2015 (UAN software), 9.7% 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 05-25-15 was \$704,944.09.
- g) Trustees reviewed and signed the May bills.
- h) Audit of Twp records – regarding the audit of the Twp's accounts for 2013 and 2014 done in 2015.
 - i) The audit is complete –
 - ii) The Twp rec'ed a packet of information regarding the audit.
 - (1) The Twp's letter accepting the findings of the audit (summary of unadjust differences) to be signed by the Trustee Chair & the Fiscal Officer.
 - (a) A signed copy will be emailed to Trustees.

- (b) An official acknowledgement of the Trustees waiver of an exit audit review to be signed by the Trustee Chair & the Fiscal Officer. Trustees did not desire an exit audit meeting with the Auditor.
- (c) A signed copy will be emailed to Trustees.
- (2) A Township acknowledgement of an adjustment to Twp fund posting regarding the posting of the revenue from the sale of the Garmin Rd property - to be signed by the Trustee Chair & the Fiscal Officer..
 - (a) A signed copy will be emailed to Trustees..
- iii) Payroll & May's time cards (time cards provided trustees prior to session) – Trustees Reviewed & signed the time cards.

Mr. Bakle 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) Building permit packets were given to the following:
 - (1) John Karnes SR 111 for a Garage. Pending Maumee Valley
 - (2) Nolan Killion Power Dam Rd for a Addition. Pending Maumee Valley
 - (3) Sheila Vincent on Hammersmith Rd for a Pole Barn.
 - ii) Received a complaint reference high grass at the DAV Hall. Started mowing the lot. Waiting to see if they finish.
 - (1) If they do not finish within a couple of days. I will refer them to Defiance County Municipal Court.
 - iii) Setting up a meeting with the new County Municipal Court Attorney Carson Slade in reference to how she would like to handle Twp issues.

Jason Shaffer
 Defiance Township[Zoning Inspector
 Defiance, Ohio 43512

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

ORDER OF BUSINESS NO. 5 -- Equipment;

- a) The Chair asked if there were any comments or concerns on current or proposed new eq.
 - i) Trustees noted that the tires on the john deere tractor (used for roadside mowing) were rubbing. Mike Daniels will assess upon his return from vacation.
 - ii) Trustees noted that the john deere garden tractor mower was down due to an accident while it was being used to mow a Twp cemetery.
 - iii) All mowing is behind due to equipment issues at this time.
 - iv) The International dump truck has brake issues to be addressed.
 - v) The skid loader has an issue with hydraulics – left lift arm.
 - vi) The backhoe has a radiator issue.
 - vii) All items to be addressed as soon as possible.
 - viii) Trustees to study the possibility of replacing certain items.
 - ix) There were no other eq issues noted.

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

- a) The monthly road inspection report –from Trustee Bakle was reviewed.
 - i) It was noted there were pot holes on various roads due to the winter conditions which need to be filled.
 - ii) Mr. Bakle was approved to contact the County Engineer and have the County dura patch spots on Krouse and Def. Co. Line rd 8 as pointed out by Trustees.
 - iii) Trustees noted that Def. Co. Line rd 10 had potholes and a culvert that appears to need replaced. This is a 14" inch culvert.

Trustee Mayer moved to have Don Benedele address the culvert.

Trustee Peck seconded

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

The motion to hire Benedele to address the culvert on Co. Line Rd 10 was approved.

iv) Shaffer and Diemer noted that there is a flooding problem at the corner of Bowman and Sponseller. They indicated that during hard rain events the storm water overflows the ditch over the road.

- (1) Mr. Bakle stated he has addressed this issue with property owners in the past. This is a ditch issue and Soil and Water is the agency that would address this issue.
- (2) Trustees to determine which resident most recently raised this concern and will inform them to contact Soil & Water.

v) The June Rd review will be by Trustee Peck.

b) 2015 Road projects: During the January 2015 session Trustees were provided a proposed list of projects for 2015 presented as exhibit 6-c – from the Engineer's office.

i) As of the 5-25-15 Trustee session the proposed work list is as follows with an anticipated expenditure totaling \$123,028 more or less.

ii) Proposed projects as of 05-26-15 are as follows- engineer's work is in bold – twp projects are not in bold - Mr. Bakle reported that as of the 5-26 session all hot mix patching has been completed:

(1) Bowman Road:

- (a) **Chipseal:** from Power Dam to Twp line - \$40,818
- (b) **Hot mix patch:** from Power Dam to Twp line - \$16,776 – completed as of 5-26.
- (c) **Pavement markings:** from Power Dam to Twp line - \$3,051
- (d) Trustees noted a slight adjustment to this project at their March session:
 - (i) 1/3 of the road will have a fog sealant applied to the chip/seal, 1/3 a micro sealant, and 1/3 with just the chip/seal.
 - (ii) This is to test the longevity of the various applications related to the cost per lane mile to determine the most cost efficient process.
 - (iii) The additional project cost was estimated by Mr. Bakle at \$5,000.

(2) Karnes Road:

- (a) **Chipseal:** from Bowman to Watson- \$11,044
- (b) **Hot mix patch:** from Bowman to Watson - \$1,432 – completed as of 5-26.
- (c) **Pavement markings:** from Bowman to Watson - \$342.00

(3) Keller:

- (a) **Chipseal:** from Powers to Kiser- \$4,252.00
- (b) **Hot mix patch:** from Powers to Kiser - \$767.00– completed as of 5-26.

(4) Singer:

- (a) **Chipseal:** from State Rte 111 to Hammersmith - \$4,806

(5) Sponseller:

- (a) **Chipseal:** from Paulding Co Line rd to Bowman – \$9,722.00

(6) Defiance – Paulding Co Line Rd #10

- (a) **Hot mix patch:** from State Rte 66 west to Twp line - \$4,910.00– completed as of 5-26.

(7) Defiance – Paulding Co Line Rd #8

- (a) **Hot mix patch:** from S. of Hammersmith for 2,025'- \$6,245.00– completed as of 5-26.

(8) Defiance – Paulding Co Line Rd #8

- (a) **Hot mix patch:** from Hammersmith to Powers - \$818.00– completed as of 5-26.

(9) Pour cement floors in Twp salt bins at Hammersmith rd:

- (a) Trustees approved during their April 2013 session to add floors to the salt bins.
- (b) see mins from April 2013 forward for details.
- (c) the south side floor was completed Oct 25th, 2014.
 - (i) Trustees approved the Twp staff to do the north side in spring of 2015 due to winter weather.
 - (ii) Not addressed in May.

(10) In the March 2014 session Trustees approved the berming of Cromley Road to reduce or eliminate drop off.

- (a) Trustees assigned this to staff as soon as possible.
- (b) Not addressed in May.

(11) In the March session Trustees instructed staff to complete the insulation of the maintenance building as directed in 2013.

- (a) Trustees had previously directed staff to address in November, December etc with a not to exceed expense of \$3,000 for materials.
 - (i) There has been no progress due to winter conditions and required effort on snow – ice removal.
 - (ii) Not addressed in May.

b) A financial impact review by the fiscal officer:

i) As of this session total anticipated cost of all proposed and approved projects for 2015 are estimated to be \$141,000 more or less (\$128,028 f eng report plus items 11, 12 and 13- estimated \$13,000 + estimated \$5k for various sealants on the Bowman rd project.

ii) Trustees are reminded that:

- (1) Regular twp. expenses are estimated – based on historical review, at between \$70,000 and \$100,000 – would include projects 9, 10, & 11 – salaries, mowing, snow removal etc. which are not part of the engineer's projects list.

iii) Total road expenses anticipated for 2015 would be \$141,000 plus \$87,000 for an estimated total of \$226,000.

- (1) Anticipated 2015 revenues as noted in the 2015 amended certificate from the County Auditor for road work was \$165,615.00.

(2) Total road expenses year to date are \$33,002.18

(3) Total road fund revenues year date are \$80,434.85

(4) A recap of the OPWC grants – see minutes of previous sessions for history. The last update from the **Co Engineer's Office is dated 4-30-2015** and was presented to Trustees at the May 2015 session as exhibit 6-b. The update includes expenditures from future OPWC grants that the Twp. might receive.

(a) (See minutes from 2011 forward thru December 2013 for history).

(b) The amount of future grant funds posted in April 2015 was \$420 for dura-patching on Krouse Rd.

(c) Current status – the OPWC has utilized future grants in the amount of \$45,836.00.

(d) The Engineer has 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 9 years or a total of \$225k give or take.

iv) The Chair asked if there were any new proposed 2015 projects that are not now on the above project list:

- (1) None were proposed at this time.

v) Trustees again noted the May work assignments for the Twp. crew are noted in the monthly road report.

vi) Twp cemeteries –

- (1) Trustees wish to order a new sign for Tuttle Cemetery. "Tuttle Cemetery".

ORDER OF BUSINESS NO. 7 – Personnel:

- a) Fraud reporting procedure forms for Twp employees – Rivers, Fisher and S. Mckibben were discussed. Trustees need to acquire signatures on the acknowledgement of receipt form and return to the fiscal officer for filing.
 - i) These were provided to Mr. Bakle in the March 15 session...
 - (1) No yet completed.

ORDER OF BUSINESS NO. 8 - Handouts were distributed as noted below:

- a) Monthly (May 14) GrassRoots clippings – exhibit 8a was distributed.
- b) Exhibit 8-b was reviewed. A notice from the Defiance, Fulton, Williams Co Farm Bureau of a meeting June 13th.
- c) Exhibit 8-c – was a notice from the Defiance, Fulton, Williams Co Farm Bureau of their annual meeting and a trip to Shipshewana, Indiana, on Sept 15th. RSVP and \$25 cost is required.

ORDER OF BUSINESS NO. 9 – Old Business

- a) The Fire – Rescue service contract for Def. Twp with the City of Defiance was modified per the City and Trustees as required approved the modification during the Twp’s July 2014 meeting. The cost for rescue services was increased by \$24k.
 - i) In response the Twp Trustees placed a ballot issue before the voters (November 2014) of Twp precincts A & B where that service is rendered.
 - ii) See minutes from January 2014 forward to review history of a 2014 proposed fire-rescue service levy to be placed on the November 2014 ballot to cover the proposed City increase.
 - iii) As of May 28th, 2015:
 - (1) A November 2014 ballot issue was defeated.
 - (a) 276 votes for – 318 against.
 - (2) Trustee’s in November 2014 voted to place the issue before the voters again in the May 2015 primary.
 - (3) The May 2015 ballot issue was approved by voters.
 - (a) 90 votes for – 54 – against.
 - (4) The new contract with the City of Defiance may now be signed and is presented at the May 2015 Twp session as exhibit 9-a along with the adopting resolution 2015-15.
 - (5) Trustees signed the contract and adopted the resolution.
 - (a) The Contract will be forwarded onto the City for their signatures and an fully executed contract will be provided to Trustees when it is returned to the Twp.
- b) During the May 2015 session Trustees reviewed a request from State Treasurer Josh Mandel for the Twp to participate in a new initiative called “Ohio Checkbook” the state treasurer will without charge post the Twp’s accounts online.
 - i) Trustees tabled the issue until the fiscal officer determines what types of reports would be submitted.
 - (1) The chair asked for discussion.... There was none.
- c) The Chair asked if there was any other additional old business to come before the Board?
 - i) There was none.

ORDER OF BUSINESS NO. 10 - New Business.

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

ORDER OF BUSINESS NO. 11 - NEXT MEETING:

- a) Regular scheduled session.

Date: Tuesday – June 23rd, 2015.

Time: 7:00 p.m.

Place: 2nd floor of the Defiance County Commissioners building – conf room EMOC
500 Court Street - Defiance, Ohio

ORDER OF BUSINESS NO. 12 – Adjournment:

Mr. Bakle requested a motion to adjourn the meeting of May 26th, 2015

It was moved by: Peck

SECOND by: Mayer

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