

Minutes
DEFIANCE TOWNSHIP TRUSTEES
June 22nd, 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, June 22nd, 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, Steve Buchholtz 1615 South Clinton St. and Harry Railing 14951 Power Dam Rd., all of Defiance, Ohio.

Visitors present: None.

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 April 27th, 2021 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 –

- 1) The following financial reports provided to the Board were reviewed.
 - a) The Reconciliation for May - noted a primary checking reconciliation balance of \$372,086.26-- balance is minus the outstanding checks and Township investment funds & is taken from the Bank's monthly statement.
 - b) Receipt report:
 - i) Receipts for June (UAN software-) were \$19,514.70.
 - c) Payment reports:
 - i) Payments for June (UAN software-) were \$56,843.45.
 - d) The Cash fund summary through- June 21st, 2021, (UAN software) showed an "ending fund balance" of \$1,053,033.75.
 - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$590,778.96.
 - e) Appropriation Status showed that through June 21st, 2021 (UAN software), 13.8% 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 06-21-2021 was \$741,899.18.
 - g) June bills through the 21st, were then reviewed and signed by Trustees.
 - h) Payroll & May 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 June 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) June Monthly Zoning report -

- i) permits issued:
 - (1) 1946 Steve Chandler - home on Bowman road 1600 sf
- ii) Zoning issues:
 - (1) Conditional use hearing for Julie and Chris Stack – held June 22nd. Appeals Bd approved.
 - (2) received Conditional use hearing Application & Check from Ted Walbolt for July 27th meeting.
- iii) Nuisance violations:
 - (1) None
- iv) Site reviews:
 - (1) site review Ball Road Mark Janowiecki- Pole barn None
 - (2) Cher Raub Power Dam Road- room addition
- v) Misc :
 - (1) none

Respectfully submitted
 John Diemer, Twp. Zoning Inspector

- b) Zoning Bd. of Appeals met at 6p. 4-27
 - i) A request for a “conditional use” permit for the construction of a new home on parcel B11-0014-0-001-03, of approximately 5.4 acres of Defiance Township currently zoned “agricultural” had been made by Christopher and Julie Stack. The parcel is located in Def. Twp. section 14 – in the NE corner of the NE quarter section, Twp 3 North range 4 east split from parcel B11-1400-001-00 with an issued house number of 23870.
 - ii) The Zoning Bd approved the request.
- c) The fiscal officer reported that Theodore & Diana Walbolt of 12128 Fairway Winds Court, Fort Wayne, Indiana 46814 has requested a conditional use permit for the purpose of construction of a home on Def. Twp. Parcel B11-0016-0-015-2 split. The Appeals Bd will meet July 27th 6p – 500 Court St. 2nd floor conference room to decide the request.
- d) 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) Mr. Shaffer stated the Twp Operator Steve Buchholtz had stated that if the Trustees approved to put an insert dump bed on the 2019 GMC, this unit would be much more useful for Twp. Operations. It was noted that as presently configured the unit is limited to pulling a trailer, If an inserted dump bed was installed the unit could be used for other road work such as snow removal patching and berming.
 - ii) Buchholtz stated he had spoken with City personnel as the City has several similar trucks with inserted dump beds. All comments were positive.
 - iii) Buchholtz said the price would probably be around \$5k.

Mrs. Mayer moved that the Twp purchase an insert dump bed for the Twp's 2019 GMC 3 quarter ton truck.
 Mr. Peck seconded

The roll was called: YEA(s) 3 NAY(s) 0 Passed X Failed

The motion to purchase was approved.

- iv) The fiscal officer suggested that at least two quotes be acquired for Trustee review.
 - (1) Trustees agreed.

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) Discussion of June review:
 - (1) Mayer stated road looked good and crew was to continue mowing and berming as necessary.
 - (a) Railing was approved to mow roads as he sees when necessary.
 - (2) Railing was recognized and stated there were tree branches hanging over the road at Garman and Krouse.
 - (a) Buchholtz and Railing will check and determine if they can trim back. If not then Trustees will contact the Co. Engineer's for assistance on this issue.

- (3) Railing also noted that a hole at the end of Ball and Krouse road was patched with cold patch. He thought it might eventually reappear due to traffic and thinks a more permanent solution might be desired.
 - (a) Trustees stated that when this again is an issue they will contact the engineer for assistance.
- (4) Operators are to refer to the inspection report for July work.
 - ii) The July review is to be by Trustee Peck.

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 submitted an updated project cost estimate which was presented as Exhibit 6-1 dated 4-8-21, provided at the 4-27 session.
 - (1) The exhibit-cost updates included 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
(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: completed as of 5-25-21 – invoiced processed for 6-22 review:

(i) Singer –		
1. from St. Rt 111 to Hammersmith – 2 patches	\$1,500	\$1,498.03
(ii) Cromley -from St Rt 111 to dead end – 1 patches	\$ 700	\$ 677.10
(iii) Def-pau line #8 –		
1. from n of hammersmith to powers – 4 patches	\$4,800	\$4,933.73
2. From St Rt 66 to Holly rd – 2 patches	\$1,000	\$1,094.80
(iv) Parkview – from Power dam to dead end– 2 patched	\$2,000	\$2,615.65
(v) Karnes rd. – from Bowman to Watson – 1 patch	\$1,600	\$1,658.50
(vi) Wilhelm rd – from Watson to Garman – 2 patches	\$2,200	\$2,304.30
(vii) McCollister rd – f Wilhelm to dead end – 1 patch	\$1,200	\$1,224.50
(viii) Garman – Harding to Wilhelm – 1 patch	\$1,300	\$1,390.91
(ix) Carter-Ginter – city limit to St. rt 66 – 1 patch	<u>\$3,000</u>	<u>\$3,177.05</u>
(x) Estimated total patching exp -	\$19,300	\$20,572.57
1. Co. Engineer reports patching is underway.		

(c) Crack Seal- completed and invoiced as of June 22nd twp session

(i) Cromley- f st rt 111 to dead end – 4473'	\$2,800	\$2,106.43
(ii) Garman f harding to Wilhelm – 1346'	\$ 700	\$1,010.28
(iii) Lakeview f st rt 111 to end – 2645'	\$2,300	\$ 825.26
(iv) McCollister f Wilhelm to end – 2620'	\$1,500	\$2,105.97
(v) Parkview f powerdam to end – 2561'	\$ 1,000	\$1,958.81
(vi) Schroeder f Parkview to Parkview – 1183'	\$ 500	\$ 904.62
(vii) Wilhelm:		
1. Watson to Mccollister – 2640'	\$1,500	\$2,200.00
2. Mccollister to garman – 961'	<u>\$ 500</u>	<u>\$ 502.04</u>
(viii) Estimated total exp. crack seal	\$10,800	\$11,613.41

(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: - not yet started as of 6-21 per ph w engineer's office.**

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

a. 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' – completed and inv 5-25-21**

- a. **Estimate Actual cost**
- b. \$32,750 \$37,620.00

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

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

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

- (i) There was none.

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

i) The Chair asked if there were 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. See past agenda from Oct 2020 session forward for details.

(i) In April 2021 Trustees had hired A Cut Above tree service of Defiance to address the project.

(a) May update:

- (i) No work in May.

(b) June update:

- (i) No work in June.

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.

i) At the April 2021 Twp session the issue was brought forth from the table:

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.

(1) May updated?

- (a) There was none.

(2) June update?

- (a) There was none.

e) 2021 financial impact review by the fiscal officer:

i) The fiscal officer reported:

(1) Total road fund revenues year date are **\$123,721**

(2) Total road fund expenses year to date are **\$ 93,981**

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

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

(1) \$208,350 more or less

iii) 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.

iv) 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.
 - (c) Trustees are reminded that there is no longer a discount in effect from the Co. Engineer for work done on the Twp's behalf by Engineer staff.. Use of funds is 100%.
- 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 discussion if any?
 - (1) Trustees stated their intent to use OPWC grant funds for the Twp's portion of the Ginter rd project noted above.
- 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?
 - i) Steve Buchholtz stated there was a large dead tree in Taylor cemetery that needed trimmed of dead branches which might fall and damage tombstones.
 - (1) Buchholtz and Railing were assigned to attempt this effort if they thought they could.

ORDER OF BUSINESS NO. 8 – PERSONNEL

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

ORDER OF BUSINESS NO. 9 - Handouts.

- a) Monthly (June 21) GrassRoots clippings – **exhibit 9-a**
- b) **Exhibit 9-b** was from the Defiance County Farm bureau –
 - i) Notice of the Annual Policy Development breakfast;
 - ii) Trustees are invited to attend –
 - iii) Session is Tuesday June 29th, 7:30a at Def. City Council Chambers – 631 Perry St. Defiance, Ohio 43512
 - iv) Trustees must fill out the attached form and mail it in.

ORDER OF BUSINESS NO. 10 - Old Business

- a) The Chair asks if there is any old business to come before the Board?
 - i) There was none.

ORDER OF BUSINESS NO. 11 - New Business.

- a) The Chair asked if there is any new business to be discussed....
 - i) The fiscal officer stated that he was recently contacted by the Paulding Co. Auglaize Twp fiscal officer and asked if Def. Twp. had documentation of a maintenance agreement between Auglaize Twp. and Def; Twp. regarding the Twp section of Def. Co. Line Rd. 10.
 - (1) Def. Twp. has no such agreement on file.
 - (2) Railing stated he mows on the Def twp side of the road (north side).
 - (3) The fiscal officer stated that Trustees may be contacted by Auglaize Twp. to discuss this in the future.
 - 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, July 27th, 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 – June 22nd, 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