

Minutes
DEFIANCE TOWNSHIP TRUSTEES
June 27th, 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, June 27th, 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: Ned Speiser 603 North Clinton St & JoEllen Houck 8 Deville Dr., 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 May 22nd, 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 May - noted a primary checking reconciliation balance of \$218,707.60-- 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 \$9,742.30.
- c) Payment reports:
 - i) Payments for June (UAN software-) were \$111,646.49.
- d) The Cash fund summary through June 24th, 2017, (UAN software) showed an "ending fund balance" of \$816,097.65.
 - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$473,148.54.
- e) Appropriation Status showed that through June 24th, 2017 (UAN software), 17.2% 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 06-24-17 was \$705,680.29.
- g) The State Auditor's Office is conducting the audit (agreed upon procedure) of the Twp fiscal year's 2015-2016.
 - i) The Twp awaits the audit results.
 - ii) The fiscal officer estimated the audit to cost between \$3 & 4K saving the Twp approximately 2k.
 - iii) There was no further discussion of this issue.
- h) June bills were then reviewed by Trustees and Signed.
- i) Payroll & June time cards (time cards provided trustees prior to session) – Trustees Reviewed & Signed.

Mr. Peck requested a motion to accept the June 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) June report
 - i) Permits issued –
 - (1) Scott Sanford- room addition
 - (2) Mike Andrews- pole barn
 - (3) Mike Relyea- pole barn
 - (4) Emily Wagner- Nichols- pond permit
 - ii) Permit pending -
 - (1) Ramon Macias - 2 outbuildings
 - iii) Nuisance-
 - (1) G Kent- high grass - State Route 15
 - (2) 10 lakeview- High Grass
 - iv) Denied land split for Tim Nally- less than 1 acre – Through Ian Weber(ESQ) Office –
 - v) Jason Flory- building on property on Power Dam

Respectfully submitted
John Diemer, Twp Zoning Inspector

- b) The Chair asked if there were any Zoning issues to be discussed by the Trustees.
 - i) During the May 2017 session (refer to mins of session) Trustees approved Twp employees to mow two properties that were to be cited for weed/high grass nuisance violations per the Twp's zoning codes. The nuisance officer (John Diemer) was to certify mail the notices of violation. The deadline would be 7 days after receipt of the notice.
 - ii) Twp employees mowed one of the properties – 10 Lakeview Dr. on June 9th over 10 days after the deadline.
 - iii) A bill has been prepared (exhibit 4-b) which is to be submitted to the property owner – City Mortgage of O'fallan Missouri.
 - (1) Discussion if any...
 - (a) Trustees approved the bill as presented (\$326.20) and directed that the bill be sent to City Mortgage.
 - iv) Diemer was recognized and noted that a nuisance violation for high weeds at 13864 State Rte 15, Def. Ohio, was sent to G. Kent on June 18th.
 - (1) If issue has not been addressed by June 28th Twp staff will mow the property and the landowner will be billed.
 - (2) A copy of the violation is on file with the fiscal officer.
- c) The Chair asked if there were any other Zoning/nuisance issues to be discussed.
 - i) There were none.

ORDER OF BUSINESS NO. 5 -- Equipment;

- a) Comments or concerns from Twp employees on current or proposed new eq &/or safety items.
 - i) No issues reported 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. 27-2017 approved by Trustees covers this expense. See resolution 10-2017.
 - ii) As of the June 2017 Twp meeting the truck is at the dealership. A check for the full amount was signed by Trustees and the truck will be picked up by the Twp in the next several days.
 - iii) Trustees agreed to have the truck stenciled with Def Twp decals by TK Prints of Paulding, Ohio, for \$50.
 - iv) All paper work is on file with the fiscal officer.
 - v) This project is complete and will be removed from future agendas.

- c) 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.
 - i) 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) As of this session Kalida Truck has notified the Twp (fiscal officer) that the above items are in. They await the truck to install the items.
 - ii) There was no further discussion.
- d) The 2017 Twp budget for these purchases is \$60k.
- e) Sale of 1986 Ford Twp backhoe – purchased from ODOT in 2012.
 - i) Trustees approved an effort to sell this item at their Jan. 2017 session.
 - ii) In the May 2017 Twp reg session, Trustees approved an ad that solicits bids on this item to be opened at the June Twp session.
 - iii) At this session (June 27th) there was one bid received.
 - (1) Bid was from Ned Speiser – Mulligan Sales – 603 Clinton St. Def. Ohio, in the amount of \$4,050.
 - (2) Trustees took the bid under advisement.
- f) Sale of 1997 Twp John Deere tractor –
 - i) during the Feb. 2017 session Trustees desire to sell this unit.
 - ii) In the May 2017 Twp reg session, Trustees approved an ad that solicits bids on this item to be opened at the June Twp session.
 - iii) At this session (June 27th) there was one bid received.
 - (1) Bid was from Ned Speiser – Mulligan Sales – 603 Clinton St. Def. Ohio, in the amount of \$4,050.
 - (2) Trustees took the bid under advisement.
- g) As noted in the May session the State Auditor’s UAN have delivered a new computer to the fiscal officer. This unit will have all data from the current UAN computer transferred as soon as practicable.
 - i) The fiscal officer was approved by Trustees to ask UAN to provide a service tech to transfer data from the current computer to the new one once it is delivered.
 - ii) There was no further discussion
- h) The Chair asked if there are any other equipment issues to be discussed..
 - i) There were none.

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

- a) Trustee Report (exhibit 6-a) – Monthly Twp Rd inspection by Trustee Peck was reviewed..
 - i) It was noted that only Ball rd and Cromley and Tuttle cemeteries need mowed.
 - ii) A pot hole on Bowman near Part Star (starks) trucking needs addressed.
 - iii) Crews are to be instructed to use the report as their work assignment list for July.
 - iv) The July Rd review is to be by Trustee Mayer.
- b) **2017 Road projects:**
 - i) At this session (June) 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:**

| | |
|--|-------------------|
| (a) Ashwood rd .5 miles north of dead end to 424 - 4023’ | \$6,775.41 |
| (b) Parkview Drive (entrance) 1304’ | \$1,357.00 |
| (c) Parkview loop 1,237’ | \$1,288.00 |
| (d) Schroeder Street 1178.8’ | \$1,227.00 |
| (e) Kiser rd from Krouse to keller – 5,326’ | \$8,969.00 |
| (f) Kiser rd from keller to Canal – 5,317’ | <u>\$8,954.00</u> |
| (i) Subtotal | \$28,704.41 |
 - (ii) Above items remain to be addressed – per co eng (June 2017) will be completed in by end of

Sept.

(2) **Hot mix patching:**

- (a) Bowman f Campbell to Williams – 1- 100' –completed as of 6-27 – \$1,475
- (b) Cromley 475' – completed as of 6-27 \$6,225
- (c) Def/Pau co Line rd #8 – f Hammersmith to Powers – 4 patches \$11,198
 - (i) Was inadvertently missed and will be addressed in 2018 per co. eng.
- (d) Karnes rd f Bowman to Watson 1 patch - 138' – completed as of 6-27 \$1,809
- (e) Kiser f Keller to canal – 5 patches – 756' - completed as of 6-27 \$9,495
- (f) Kiser f Keller to canal – 1 patch – 243' - completed as of 6-27 \$2,190
- (g) Sponseller rd f co line to Bowman 2 patches – 200' - completed as of 6-27 \$2,294
- (h) Lakeview – drive – 9 patches – 727' - completed as of 6-27 \$8,338
- (i) Parkview dr – 6 patches – 611' – completed as of 6-27 \$5,005
- (j) Singer rd – added per invoice 170020 – completed as of 6-27 \$2,041
 - (i) See invoice this session total patching was \$44,338.60
 - (ii) All items completed and paid will be removed from future agendas.

(3) **Paving:**

- (a) Added per invoice 170014
- (b) Def/Paulding Co Line Rd #8 – completed as of 6-27 \$29,152.77
 - (i) 50% paid via OPWC future grants and 50% cash from Twp.
 - 1. Twp cost \$14,576.39 – see invoice this session.
 - (ii) All items completed and paid will be removed from future agendas.

(4) **Total estimated expenses for these projects** **\$76,500** more or less
depending on actual quotes from contractors.

(5) The chair asks for discussion

(a) There was none.

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.

(i) June 2017 session update... Trustees reported this project is still on hold.

(2) The Chair asks if there are any new projects/issues to be addressed?

(a) The Chair stated that Mary Mick 21389 Hammersmith rd – called and stated that trees in her woods along the property line dividing the Twp property east side of garage (Hammersmith rd) are dying. She believes it is the salt from when trucks are loaded in the winter for salt ops on Twp roads.

(b) Mr. Peck concurred with her proposal to mark the dead and or dying trees. Then Twp trustees will review.

c) **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 **\$89,485.13**
- (2) Total road fund expenses year to date are **\$100,822.00**

ii) Anticipated revenue for 2017 – based on the January 6th 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 to 86,620 for Co Eng work
- (3) \$44,000 for truck and plow/spreader purchase.
- (4) Total **\$220,500 to \$240,00** 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 06/07/2017** and was presented to Trustees as **invoice 170014** of this session (June 27th, 2017). The update included expenditures from future OPWC grants that the Twp. might receive.
 - i) A revised update – dated 6/27/17 was received via mail on the 26th and was presented to Trustees as **exhibit 6-d**.
 - (a) Current status – the OPWC report of 06-26-17 indicates that the Twp had used in 2017 a total of \$17,270.64 of future grant funding bringing the total of future funds used now totals \$32,170.68.
 - (b) The Engineer has 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 asks if there is any other discussion regarding the fiscal impact report.
 - i) There was none.
- f) Twp cemeteries –
 - i) The Chair asks if there are any cemetery issues to be discussed.
 - (1) Cromley cemetery civil war veteran James Clark headstone placement. This effort is being addressed with the Def. Co Veteran’s Office. See mins of Twp sessions of Jan thru April 2017 for details.
 - (2) As of this session – June 2017:
 - (i) Twp operators have poured the base.
 - (ii) The Twp awaits the head stone and will be contacted by the Veteran’s Office when it arrives.
 - (3) The Chair asks if there are any other cemetery issues for discussion...
 - (a) There was none.

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

- a) Monthly (May17) GrassRoots clippings – exhibit 7a was distributed.

ORDER OF BUSINESS NO. 9- Old Business

- b) 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 new business to come before the board?
 - i) There was none.

ORDER OF BUSINESS NO. 11 - NEXT MEETING:

- a) The next regular session.
 - Date: Tuesday – July 25th, 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 June 27th, 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