

*Minutes*  
***DEFIANCE TOWNSHIP TRUSTEES***  
***June 28<sup>th</sup>, 2022 MEETING***

The Defiance Township Trustees met in regular session at the Defiance County Commissioners building – 2<sup>nd</sup> Floor conference room, 500 Court Street, in Defiance Township, Defiance, Ohio, on Tuesday, June 28<sup>th</sup>, 2022 at 6:30 p.m. Answering as present were Dan Peck, Diane Mayer and Jason Shaffer, with three (3) of three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employee(s) present were: Steve Buchholz 1615 South Clinton St., Harry Railing 14951 Power Dam Road & John Diemer 23361 Defiance-Paulding Line Rd. all of Defiance, Ohio.

Visitors present: Patti Diemer 23361 Defiance-Paulding Line Rd., 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 May 24<sup>th</sup>, 2022 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 May - noted a primary checking reconciliation balance of \$691,887.41-- 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 \$24,020.17.
  - c) Payment reports:
    - i) Payments for June (UAN software-) were \$69,477.98.
  - d) The Cash fund summary through- June 26<sup>th</sup>, 2022 (UAN software) showed an "ending fund balance" of \$1,383,259.12.
    - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$900,569.84.
  - e) Appropriation Status showed that through June 26<sup>th</sup>, 2022 (UAN software), 12% 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 06-26-2022 was \$743,142.72.
  - g) American Rescue Plan Act – Def. Twp – refer to mins of Twp sessions from July 2021 forward for details.
    - i) The Ohio Office of Budget Management (OBM) is managing the grants for many of Ohio's political subdivisions.
      - (1) As of this session the Def. Twp award is for \$176,505.54 + \$353.32 from OBM received in March 2022.
      - (2) There will be two payments the first was for 88,252.77. The second payment will be processed by the Ohio Office of Budget and Management (OBM) in September of 2022.
      - (3) In April 2022's Twp session Trustees approved resolution 10-2022 which designates use of these funds on the 2022 Bowman Rd rebuild.
        - (a) The fiscal officer was to contact Ohio Office of Budget Management (OBM) to determine what is required for submittal to the OBM to proceed with the use of these funds. (funds are from the Federal Gov't passed through the State to local political subdivisions classified as NEU's - non-

entitlement units of local government.

- (b) The fiscal officer phoned & emailed OBM 6-28 and is awaiting their input.
- (c) Once OBM provides direction, the fiscal officer will contact the County Engineer and provide a copy of the resolution authorizing use of these funds for the project along with a copy of the "Uniform Guidance Procurement Policy for the use of the American Rescue Plan Act funds".

(4) Discussion...

- (a) There was none.

h) grant from ODOT "Twp Stimulus Program". Funding provided by Federal government – part of covid relief to states. See mins of sessions from August 2021 forward for details.

i) On November 23<sup>rd</sup>, 2021, the County engineer prepared grant applications:

(1) The Twp was awarded a grant of \$175k for the reconstruction of Ginter Rd. (joint project with the City of Defiance).

(2) As of this session:

(a) The award has been deposited in the Twp's checking account.

(b) The fund line in the UAN system has been set up and the award has been posted to the fund. The State Auditor's Office provided guidance on the required use of fund line.

(c) The money is not appropriated at this time as it is not needed until 2023.

(d) The fiscal officer submitted the 2<sup>nd</sup> qrt project update report to ODOT via email on 6-27-22.

(e) The Chair asked if there were any questions?

(i) There were none.

i) June bills through the 27<sup>th</sup>, – Trustees Review – Discussion and Signature.

j) Payroll & June time cards (time cards provided trustees prior to session) – Trustees Review – Discussion and Signature.

k) Mr. Shaffer requested a motion to accept the June 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) June monthly Zoning report -

i) permits issued:

(1) none

ii) Zoning issues:

(1) None

iii) Nuisance violations:

(1) None

iv) Site reviews:

(1) None

v) Misc :

(1) Talked to Will Farber- cell towers at the boy scout camp

Respectfully submitted

John Diemer, Twp. Zoning Inspector

b) The Chair asked if there were any other zoning or nuisance issues to come before the Board.

i) There were none.

#### **ORDER OF BUSINESS NO. 5 -- Equipment;**

a) Comments or concerns from Twp employees/Trustees on current or proposed new eq &/or safety items.

i) There were none.

#### **ORDER OF BUSINESS NO. 6 - Trustee Report – Monthly Twp. Rd inspection and road projects.**

a) Trustee Monthly Road Report - Twp Rd inspection by Trustee Mayer.

i) The report noted:

- (1) Need to replace Yield sign on Lake; and
- (2) Link had small potholes that should be filled.
- ii) The July review is to be by Trustee Peck.
- iii) Trustees asked that the road inspection form be altered. The employee column is to be removed. Employees are no longer individually assigned to a specific road.

b) 2022 Road projects:

- i) Trustees should refer to **exhibit 6-b** dated March 31<sup>st</sup>, 2022, from the Co. Engineer presented at the April 26<sup>th</sup> session. This is the 2022 list of Trustee approved projects for the Co. Engineer.

- (1) The road maintenance program is tracked separately in this agenda from the Bowman Rd rebuild or other Twp road expenses assigned by Trustees to Twp personnel or other private contractors.

- (2) Trustees approved the Co. Engineer proposals as follows for 2022:

	<b>Est.</b>	<b>Actual cost</b>
<b>(a) Paving:</b>		
<b>(i) Link Rd. 1124' – from Power dam to Power Dam</b>	<b>\$16,864</b>	
<b>(b) Chipseal:</b>		
(i) Kibble Road – from Canal to Winn - 2652'	\$5,078	
(ii) Winn Rd – from Kibble to dead end – 718'	\$1,388	
(iii) Estimated total exp. of chip seals	<b>\$6,466</b>	
<b>(c) Patching: for 2022 completed and pd as of 5-24-22.</b>		
(i) Estimated total patching exp -	<b>\$12,891</b>	<b>\$14,067.20</b>
<b>(d) Crack Seal-</b>		
(i) None in 2022		
<b>(e) Pavement Markings:</b>		
(i) None in 2022		
<b>(f) Total est and final expenses for 2022-</b>	<b>\$36,221</b>	

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

- (1) As of this session:

- (a) There was no construction work done in 2019 due to scheduling issues.
- (b) Approximately 1 mile of the 4 mile project was completed in 2020:
- (c) Approximately 1 mile of the 4 mile project was completed in 2021.
- (d) Proposed 2022 effort is 5280' or approximately the 3<sup>rd</sup> mile.- Williams to Campbell

- (i) PAVING: -**

- 1. 1 mile to be determined per mike – 5280'

- a. Est. cost                      Actual cost**

- i. \$97,894

- (ii) Pavement Markings: - Williams to Campbell 5321'**

- i. \$2,995

- (iii) WIDENING: - f Williams to Campbell – 5317' completed and paid as of 6-28 session.**

- a. Estimate                      Actual cost**

- i. \$34,431                      \$40,858.00

- (iv) TOTAL ESTIMATED ON BOWMAN PROJECT IN 2022 is \$135,320**

- 1. Trustees have determine to dedicate the Twp's American Rescue Plan grant to this project. Refer to item 3-g above.

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

- i) Twp projects by Twp staff or other contractors for 2022:

- (1) The Chair asked if there were any proposed or in progress projects for the Twp staff or private contractors for 2022?

- (a) Def. Paulding Co. Line Rd. 10.

- (i) Refer to mins of 4-26-22 session:

- (ii) Auglaize Twp Trustees had request a guard rail on the curve based on recent accidents.

- (iii) Def. Twp. Trustees determined curve warning signage would be appropriate.
    - 1. Trustees stated there are two signs on hand and Twp staff will place them asap.
  - (iv) As of this session -
    - a. Mr. Peck stated that there are at least two signs posted both east and west sides of the curve warning drivers to reduce speed due to a sharp curve ahead.
    - b. All Trustees concur that there is sufficient signage in place and instructed the fiscal officer to remove this item from future agendas.
- (2) Re-build Ginter Rd. from Jefferson Ave. (St. Rt 66) to Carter Rd - see mins from Jan 2020 forward for details.
- (a) Trustees and the City agreed to a rebuild project. An agreement is on file and prints out a summary of the work to be performed.
    - (i) Estimated project cost is: \$162,296.49. The Twp agreed to commit its remaining OPWC funds and \$81,148.24 in cash from Twp Rd funds.
    - (ii) this is for road reconstruction only – the City has agreed to pay for the proposed sidewalk-bike path.
    - (iii) As of 03-29-22 an ODOT stimulus grant written by Co. Eng. Schlatter on the Twp’s behalf was approved for funding this project.
      - 1. The grant award is for \$175k
    - (iv) This grant has been posted to Twp fund lines as of this session.
    - (v) The co engineer was email 6-27-22 the information and was requested to confirm the Twp’s planned use of the grant which frees previously saved funds for this project.
  - (vi) Ref to item 3-h above.
  - (b) Discussion:
    - (i) There was none.
- (3) Rebuild of Carter Rd. refer to mins of 8-24-21 Twp session.
- (a) Trustees to determine timeframe based on available road dollars in the Twp road funds:
  - (b) Discussion:
- c) A City of Def and Def. Twp road share Maintenance Agreement –see mins from August 2021 session:
- (1) the fiscal officer emailed the draft MEU to the City Administrator on April 2<sup>nd</sup>, Trustees were cc’d
    - (a) A second email asking for comments on the proposal was sent 6-27-22.
  - (2) as of this session the Twp awaits the City’s response.
  - (3) Discussion:
    - (a) There was none.
- d) Trustees stated they were contacted by a citizen living on Bowman road regarding flooding onto his front yard. The residence is located approximately 300 yards west of State route 15.
- i) Trustee Shaffer was assigned to discuss the issue with the County Engineer to determine who has responsibility (property owner or Township) and to have the Engineer address the issue on the Twp’s behalf if the Twp is responsible for the drainage issue.
  - ii) Mr. Shaffer will report back at the July session.
- e) **2022 financial impact review by the fiscal officer:**
- i) The fiscal officer reported:
 

(1) Total road fund revenues year date are	<b>\$128,452.19</b>
(2) Total road fund expenses year to date are	<b>\$ 78,259.90</b>

    - (a) These figures are tracking road tax revenues regularly received and expended by the Twp.
    - (b) **These figures do not include the grant money- American Rescue Plan or ODOT stimulus.**
    - (c) Road salt purchased - 2022– total \$3,587.50
  - ii) Anticipated road funds revenue (tax receipts) for 2022 – based on the January 7th, 2022 1st Twp amended certificate was:
    - (1) \$227,450 more or less
  - iii) Anticipated expenses for 2022 – as of this session:
    - (1) Regular twp. expenses anticipated for the year, baring emergencies. The estimate for 2022 – 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) 36 k Road maintenance program by Co. Engineer - has been estimated by fiscal officer - in 2022 –

refer to proposal from Co. engineer – exhibit 6-B of the 3-29-22 Twp session.

(3) \$136k – estimated by fiscal officer for Bowman Rd rebuild in 2022 - exhibit 6-B of this session.

(a) To be funded by American Rescue Plan grant per Trustee resolution.

(4) savings towards Carter rd rebuild - project construction is expended in 2023. (unless Trustees determine another project.)

(i) it is anticipated that 40k per year will be earmarked in 2022 and 2023.

(1) Estimated total road fund exp for 2022 - \$70 to 180k – not including grant dollars.

(a) There is also the question of a truck replacement – funding would be from regular road fund lines and possibly the General fund.

ii) Discussion;

(1) There was none.

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 01-06-2022 (exhibit 6-f of the Jan. 25<sup>th</sup> session).

i) Current status as reported by the fiscal officer

(1) 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 3 years (2022, 23 & 24) or a total of \$75k remaining give or take.

(2) The 2022 grant of \$48,700.00 is posted to Twp grant as of 1-6-22.

(a) Grant fund balance as of 1-6-22 is \$73,444.92.

(3) –OPWC grant work anticipated for 2022 -

(a) culvert/regrading of Bowman rd rebuild project area- \$27,585.50.

(b) Ginter Rd project – twp rd fund portion ?? – stimulus grant ODOT +/-.

(c) Krouse rd - Tile or ditch work - unknown amount at this time. (per co. eng)

(d) 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%.

(4) Discussion:

(a) There was 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 asked if there are any cemetery issues for discussion?

(1) There were none.

#### **ORDER OF BUSINESS NO. 8 – PERSONNEL**

a) The Chair asked if there are any personnel issues for discussion.

(a) There were none.

#### **ORDER OF BUSINESS NO. 9 - Handouts.**

a) Monthly (June 22) GrassRoots clippings – **exhibit 9-a**

b) Emailed –

i) Def Co Farm Bureau breakfast notice sent 6-7

ii) Quarterly Co. Twp Association meeting – sent 6-27

iii) Discussion:

(1) There was none.

#### **ORDER OF BUSINESS NO. 10 - Old Business**

a) The Chair asked if there was 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 was any new business to be discussed....

i) The fiscal officer asked Trustees to consider moving the July session from July 26<sup>th</sup> to the 28<sup>th</sup> as the fiscal officer will be out of town from July 17<sup>th</sup> to the 26<sup>th</sup> and would like the additional two days to prepare for the meeting.

ii) Trustees concurred – the fiscal officer will per Twp policy post the meeting change on the Twp web page.

**ORDER OF BUSINESS NO. 12 - NEXT MEETING:**

- 1) The next regular session.
  - a) The next session. – see item 11 i above.

**Date:** Thursday July 28<sup>th</sup>, 2022 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 28<sup>th</sup>, 2022.
  - 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