

Minutes
DEFIANCE TOWNSHIP TRUSTEES
JUNE 29TH, 2010 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 29th, 2010 at 7:30 p.m. Following the Pledge of Allegiance the Chair instructed the clerk to call the roll. Answering as present were Daniel Peck, Charles A. Bakle Jr. and Diana Mayer; also present was Tim Houck, Township fiscal officer -Clerk. All three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employees present were: James Schlegel (equipment operator and zoning inspector) – 220 Pinewood Ave., Ed Young - 23013 Watson Rd., Joe Kolb 16492 Cullen rd. Ruth Ann Schofield Twp Zoning Commission & Jason Shaffer -13386 St Rte 15.

Visitors present: Penny Bakle 1204 Wayne Ave, & JoEllen Houck 8 Deville Drive – all of Defiance, Ohio.

ORDER OF BUSINESS NO. 1

Review and approval of minutes of the previous session.

Chairman Bakle requested a motion for the approval of minutes from the May 25th, 2010 session as amended..

Peck moved to approve.
Mayer seconded.

The vote being 3 Yea(s) 0 Nea(s)
The MINUTE'S for the May 25th, session were approved.

ORDER OF BUSINESS NO. 2 - Citizen concerns:

- a) The chair asked for citizen concerns from the floor.
- i) 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 \$116,632.30 balance is minus the outstanding checks and Township investment funds.
- b) Receipt & Payment reports
 - i) Receipts for June 2010 were \$16,975.67. Payments for June (bills & payroll) totaled \$59,458.48.
- c) The Cash fund summary through June 30th, 2010, showed an “ending cash balance” of \$774,432.69.
- d) The unencumbered cash balance “cash available” was \$481,336.05 which is the balance after encumbrances are subtracted from the cash balance.
- e) Appropriation Status showed that through June 30th, 2010, 15% of the years' appropriations had been expended. All reports will be on file in the Fiscal Officer's office.
- f) The fund status report showed:
 - i) The money market investment fund balance as of 06-30-10 was \$701,868.51.
- g) Trustees reviewed and signed the June bills without comment.
- h) Trustees reviewed and signed the June payroll without comment.

Mr. Bakle requested a motion to accept the June financial reports.

MOTION by: Dan Peck

SECOND by: Diana Mayer

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

The June financial reports were approved.

ORDER OF BUSINESS NO. 4 – Zoning - Status update on the following zoning Issues as of this session:

- a) The Chair asked for the Monthly Zoning report - Inspector's Report - Mr. Jim Schlegel provided the following electronic copy of this report.
 - i) June 2010
 - (1) Two complaints of high grass on Indian Bridge Lane. Both were successfully mowed.
 - (2) High grass complaint on Watson Rd. After numerous contacts grass was mowed.
 - (3) Certificate of Occupancy was issued for a new home on Harding Rd. Communication with Russ Herman Defiance County Assistant Prosecutor proved eventful. He explained the legal limitation of this permit.
 - (4) High grass complaint on Power Dam Rd. A Notice of Zoning Violation was posted at this residence. A certified letter of zoning violation was sent as well 6/21/10. I spoke to one of the owners Friday. She advised she will have it mowed this weekend. Backyard grass is at least 3 ft high. Received certified receipt. Owner signed for it 6/24/10. As of 6/29/10 nothing mowed.
 - (5) Site review on Indian Bridge Lane for a new porch.
 - ii) Schlegel requested direction on a nuisance issue. This issue is high weeds and grass on a property owned by Shane and Christy Johnson located at 14748 Power Dam road. Schlegel reported that he has followed the procedures of notice with no results.
 - iii) Trustees determined to assign the mowing of this property to the Twp crew and to place the expense on the property tax.

(1) This requires a resolution which will be prepared by the fiscal officer for Trustee signatures.

It was moved by Mayer to create the resolution that the Twp crew will mow the property and place the expense(per past formula) on the property tax.

It was seconded by Peck

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

The motion was approved.

- b) Trustees then reviewed the Twp effort to update the Zoning Plan. The fiscal officer(clerk to Zoning Commission) reported that the Zoning Commission had completed its task of reviewing and editing the Twp's Zoning Plan. This effort included review and edits to the text, and to the Twp Zoning Map and the Twp land use(planning) map. The edits were submitted to the County Prosecutor for review and the Twp awaits comments from that review. Trustees received exhibit 4-b which is a copy of the information submitted to the Prosecutor's Office.
 - i) Once the Prosecutor's comments are received – they and the proposed changes will be submitted to the Trustees for final review and approval or denial.
- c) Mr. Bakle asked if there are any other zoning issues to come before the Board?
 - i) There were none.

ORDER OF BUSINESS NO. 5 -- Equipment;

- a) The Chair asked if there were any comments or concerns from Twp employees on current or proposed new eq.
 - i) Ed Young Twp operator, asked Trustees for approval to purchase a bolt bin for the Twp maintenance building.
 - (1) Trustees decided to approve the purchase of a 40 hole bolt bin from Koharts of Paulding and to purchase the bolts from Koharts as well.
 - (2) Estimated cost is \$109 for the bin and between \$300 and \$400 for the bolts, nuts etc.

Peck moved to purchase as noted above.

Mayer seconded.

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

The proposed purchase was approved.

- b) Bakle inquired of the Twp operators about the current lawn tractor's condition. It had been reported in the past that this unit is experiencing many breakdowns due to age. The unit is a 2006 Sears lawn tractor.
 - i) Twp operators stated they have worked to get the unit running, however, it continues to need constant work. It now needs new blades.
 - ii) The Crew thinks the unit will get through this mowing season.
 - iii) Bakle recommended acquiring a John Deere zero turn unit possibly from Lowes or Menards in Defiance when the current unit fails.
 - (1) Jason Shaffer said he had gotten some quotes:
 - (a) A Snapper from Arps in Defiance – 42" cut for \$1799
 - (b) A Titan from McCabes in Defiance – 42" cut for \$3591
 - (c) A Timecutter from McCabes in Defiance – 42" cut for \$2015
 - (d) There were be an additional \$75 for a mulching unit kit.
 - (2) Trustees directed Shaffer to confirm if these units were zero turn.
 - iv) Trustees, after some discussion, agreed that the crew and the Trustees will acquire prices from local vendors for a replacement mower. These prices will be reviewed in the July Trustee session.
- c) The Chair asked if there was any other equipment discussion....
 - i) There was no other equipment discussion at this time.

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

- a) The Trustee Monthly Twp Rd inspection report, exhibit 6-a as completed by Trustee Peck was reviewed.
 - i) Trustees reviewed the report with the Twp staff and instructed the Twp crew to address the work noted on the inspection report.
 - ii) Twp employees present were provided a copy of the report.
 - iii) The July - Rd review is to be done by Trustee Mayer.
- b) The 2010 Twp Project(s) list was then reviewed. Trustees were updated on existing projects:
 - i) The 2010 Project list of work to be done for the Twp by the Co Engineer's office was finalized in the April 2010 session. For a history see agendas from Feb 09 through April 10.
 - (1) The 2010 project list cost is now \$91,655.29
 - (a) Projects are;
 - 1. Cement stabilization – Krouse rd –
 - a. Bakle noted that the County Engineer informed him that this would be done by Sept 1.
 - 2. Berming – kibble & def Paulding co line
 - 3. Pavement markings – bowman, ashwood, kibble
 - 4. Hot mix patching – ashwood, hammersmith & winn
 - 5. Chipseal – ashwood, kibble & winn
 - a. Bakle noted that the winn rd portion of the chip seal work was cancelled for 2010 due to the Def City effort to construct docks at the city reservoir. Heavy truck traffic for the dock project would have a negative impact on the chip seal work. Winn road is located just north of the reservoir.
 - 6. Crackseal – kibble.
 - (2) Exhibit 6-b was reviewed by the Trustees. This is a letter from the County Engineer's office noting that the engineer's office will be addressing the chip seal portion of the Def Twp road work starting in late June. The exhibit also notes those items which have already been completed and the actual cost per item vs the estimated.
 - (a) Expenses to date total \$41,292.31
 - (b) Remaining work exp totals \$48,503.16
 - (c) Project is on schedule to come in under budget by \$1,859.82
 - ii) The fiscal officer also provided information noting that the Twp's normal road maintenance expenses averaged between \$70,000 and \$100,000. This amount includes eq maintenance and purchases/payments on eq debt and work crew salary & benefits.

- (1) Estimated rd revenues for 2010 are approx \$235,000.
 - (2) Estimated expenses for 2010
 - (a) \$91,655 co eng work
 - (b) \$ 8,000 Indian bridge lane –project did not successfully acquire CDBG funing in 2010 by Commissioners
 - (i) Mayer noted her disappointment with this decision as these funds are to be used for projects in low income areas. She noted that some cdbg funding is being applied to the courthouse renovation project.
 - (ii) Bakle concurred.
 - (c) \$ 20,000 (estimated by Bakle) Hammersmith rd – re-build (acquire set back right of way and const drainage ditches).
 - (i) As of the June session all right of way property has been acquired expect for two parcels. The engineer’s office continues to work on this effort.
 - (d) \$100,000 – normal twp road work, eq, road crew salaries etc.
 - (e) Total anticipated expenditures as of the June Trustee session is \$211,655 minus the expense of the chip seal for Winn road.
 1. Year to date expenditures on all road projects \$81,643.18 through June 30th.
 2. The Chair asked for any additional comments
 - a. There were none.
- iii) It was noted in the Sept 09 Trustee session – there is a need to trim overhanging tree branches along McCollister rd. This project was to be completed by the Boy Scout Camp Lakota maintenance dept on a volunteer basis.
- (1) Bakle noted that the Co Engineer’s office will do this in the fall and bill the Twp.
- iv) Mayer is working on Twp long range planning with Dr. Philip Russo, PhD of the Department of Political Science Miami University, Oxford, Ohio, as approved by the Twp Trustees in the Feb 2010 session:
- (1) The source books arrived and were provided to Mrs. Mayer in April 2010:
 - (2) Mayer said the project will take some time and she continues to review the source books to prepare an action plan.
- c) Other possible projects –
- i) The Chair asked if there were any other projects to be discussed.
 - (a) Ruth Ann Schofield was recognized. She said that a local phone company was doing work on Campbell and Bowman roads (working on fiber optic cables). During this work the company had removed the road name signs and when they put them back up, they were put up incorrectly.
 - (i) Trustees instructed the road crew to check this out and correct the problem.
 - (2) Ed Young was recognized and stated that the berm is washing out where Carter road meets Ginter.
 - (a) Bakle recommends using hot mix to replace the berm at this problem area. If that fails then to call in Benedele excavating to create drainage ditches.
 - (i) Trustees agreed.
 - (3) Jim Schlegel was recognized and stated there is a Twp sign on St rte 66 just south of Carter road which is tilted and bent. The sign notes “Def Twp is Zoned”.
 - (a) Trustees instructed the road crew to fix the sign.
 - ii) The chair asked if there were any other projects to be discussed.
 - (1) There were no further issues raised.
- d) Twp cemeteries –
- i) The chair asked for any discussion.
 - (a) There was no discussion.

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

- a) The monthly (June 10) GrassRoots clippings was distributed as exhibit 7a
- b) The Chair asked if there is any discussion or comments – there were none.

ORDER OF BUSINESS NO. 8 – Old Business

- a) Mr. Bakle asked if there is any old business?
 - i) Trustees ordered the purchase of 100 tons of road salt through the Co engineer's office in early 2010. The fiscal officer reported that the engineer's office had contacted the fiscal officer and noted the salt was ordered. Billing to follow. 100 tons purchased.
- b) A new storage facility for Twp records was discussed. It was noted that the twp is again paying a penalty (see bill in this month's packet).
 - i) Twp is attempting to acquire a storage out building to be set at the Twp Maintenance building on Hammersmith rd.
 - (1) The Chair ask for any discussion....
 - (a) Peck noted he had contacted a city resident who would sell the Twp a storage unit. He also contacted a person to move this unit to the Twp maintenance building property. That contact has not gotten back with him. The project is on hold.
 - (b) Mayer suggested that the fiscal officer call the current storage rental provider (B & B Store and Lock) and have them bill the Twp for 2 months there by creating a situation where the Twp is paying 1 month in advance. This will avoid the late payments until an new storage unit can be put in place near the Twp maintenance building on Hammersmith rd.
 - ii) The chair asked if there was any other old business for discussion.
 - (a) There was none brought forth.

ORDER OF BUSINESS NO. 9 -- New Business.

- a) The Chair asked if there is any new business to come before the board?
 - i) The fiscal officer stated he will be on Vacation July 9th through the 18th.
- b) Mayer asked for expenses for attending the August 13th OTA summer session.
 - i) Trustees approved the request.
- c) The Chair asks if there is any new business to come before the board?
 - i) There was none.

ORDER OF BUSINESS NO. 10 - NEXT MEETING:

Date: Tuesday, June 28th, 2010
Time: 7:30 p.m.
Place: 2nd floor of the Defiance County Commissioners building – conf room EMOC
500 Court Street - Defiance, Ohio

Mr. Bakle then requested a motion to adjourn the meeting of June 29th, 2010.

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