

*Minutes*  
**DEFIANCE TOWNSHIP TRUSTEES**  
**July 28<sup>th</sup>, 2020 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, July 28<sup>th</sup>, 2020 at 6:30 p.m. Answering as present were Dan Peck, Diana 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-Paulding Co. Line rd 10.

Visitors present: Patti Diemer 23361 Defiance-Paulding Co. Line Rd 10, & Rhonda Shaffer 13386 St. Rt. 15, all from 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 June 23<sup>rd</sup>, 2020 regular session.

Mrs. Mayer moved to approve the minutes as presented.

Mr. Shaffer 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 June - noted a primary checking reconciliation balance of \$321,441.90-- balance is minus the outstanding checks and Township investment funds & is taken from the Bank's monthly statement.
- b) Receipt report:
  - i) Receipts for July (UAN software-) were \$34,725.17.
- c) Payment reports:
  - i) Payments for July (UAN software-) were \$120,282.16.
- d) The Cash fund summary through July 27<sup>th</sup>, 2020, (UAN software) showed an "ending fund balance" of \$959,390.30.
  - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$534,609.38.
- e) Appropriation Status showed that through July 27<sup>th</sup>, 2020 (UAN software), 22% 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 07-27-20 was \$740,724.98.
- g) 2020 comparisons posted to UAN – through July 27<sup>th</sup>, for review at June 28<sup>th</sup>, Twp session:
  - i) Exhibit 3-g-1 is gas tax posted through July 2019.
    - (1) was \$40,236.71 more or less
    - (2) Exhibit 3-g-2 is 2020 rev posted through July 27<sup>th</sup> - 2020- \$77,059.29 more or less –
    - (3) For the first seven (7) months of 2020 the increase is 36,823 more or less- 5,260 ave per month
- h) July bills through the 27<sup>th</sup>, – were then reviewed & signed by Trustees.
- i) Payroll & July time cards (time cards provided trustees prior to session) – were reviewed and signed by Trustees.
- j) Mr. Peck requested a motion to accept the July 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) July Monthly Zoning report -
  - i) permits issued:
    - (1) Matt Seibert- St Rt 15 - Pole Barn
    - (2) Jordan Carr- Bowman Rd- Home
  - ii) Zoning issues:
    - (1) Talked to Rus Herman about conditional use permits if buying on land contract
    - (2) Answered numerous calls about zoning- not defiance twp
    - (3) Variance meeting for Jason Shaffer for pole barn
  - iii) Nuisance violations:
    - (1) Nuisance- letter to Ms Grant for high grass on properties on Scotty's and DAV
  - iv) Site reviews:
    - (1) Matt Siebert – pole barn.
    - (2) Jason Shaffer – pole barn-garage – requires variance of setback regs. Zoning Appeals meeting necessary. Names of property owners 500' of project provided to Appeals Bd clerk.

Respectfully submitted  
John Diemer, Twp. Zoning Inspector

- b) The Zoning Bd. of Appeals met at 6p.m. 7-28
  - i) A variance from set back requirements (10' to 3') for Jason Shaffer – garage/pole barn attached to his home at 13386 State Rte 15, Defiance, Ohio, parcel B11-0001-A-001-0012-0-011-00.
  - ii) The permit was approved.
- c) The Chair asked again if there were any other zoning issues to come before the Board.
  - (1) There were none..

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

- a) Comments or concerns on current or proposed new eq &/or safety items.
  - i) Diane Mayer wanted to review the possibilities of applying for CARES act grants from the State-Federal government for possible eq.- supply use.
    - (1) The fiscal officer remained Trustees that at the June Twp session he provided data on appropriate use of these funds, in which COVID expenses impact the Twp. budgeted funds. The fiscal officer noted he could not find any such impact small or large. The only possible expense at this time would be masks for our part time employees and hand sanitizer.
    - (2) The fiscal officer stated that if the Trustees have a proposal the prosecutor's office should review to ensure the proposal is an allowable expense under the CARES act requirements.

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

- a) Trustee Report – Monthly Twp Rd inspection by Trustee Peck.
  - i) Roads were reported to be in good shape.
  - ii) It was noted that there was road signage placed at the intersection of Franklin and Power Dam Rds. Franklin is a private drive and not a Twp. or public Rd.
  - iii) The August road report is to be by Trustee Shaffer.
- b) **2020 Road projects:**
  - i) Defiance County Engineer Warren Schlatter had presented Trustees with the 2020 Twp Rd. maintenance program as prepared by his office at the Trustees Jan 28<sup>th</sup> business meeting. Refer to exhibit 6-b – of the Jan. Twp session.
  - ii) Trustees approved as presented:
    - (1) The projected total cost is \$60,257.00
    - (2) 2020 Def. Twp. rd. maintenance program with cost estimates from Eng. dated Jan 28<sup>th</sup>. The road

maintenance program does not include major reconstruction projects – i.e. Bowman Rd re-build, or other Twp road expenses assigned by Trustees to Twp personnel or other private contractors.

(a) <b>Chipseal:</b>	<b>Est.</b>	<b>Actual cost</b>
(i) Karnes – from Bowman to Watson- 5328'	\$9,759	
(ii) Keller – from Powers to Kiser – 2640'	\$2,667	
(iii) Sponseller – Def/Pau Co. line to Bowman – 5303'	<u>\$5,999</u>	
(iv) Estimated total exp. of chip seals	<b>\$18,425</b>	

**(b) Patching: - completed & paid as of the May 2020 session.**

(i) Bowman –		
1. from Campbell to Williams – 4 patches	\$5,447	\$5,441.60
2. from St. Rt 66 to Twp line – 2 patches	\$4,085	\$5,459.40
(ii) Carter Rd –from Ginter to St Rt 66 – 2 patches	\$2,931	\$4,392.00
(iii) Def-pau line #10 – from st rt 66 to Holly rd – 2 patches	\$2,118	\$2,473.20
(iv) Garman – from Harding to Wilhelm – 1 patch	\$1,059	\$1,682.00
(v) Ginter rd. – from Carter to Def. City limit – 2 patches	\$3,518	\$0
(vi) Keller rd – from Powers to Kiser – 1 patch	\$ 945	\$1,641.80
(vii) Kibble rd – from Canal to Winn – 1 patch	\$1,210	\$ 816.00
(viii) Kiser – f keller to canal – 3 patches	\$4,083	\$3,732.60
(ix) McCollister rd – f Wilhelm to dead end – 1 patch	\$ 983	\$1,039.50
(x) Singer rd – f St rt 111 to Hammersmith – 1 patch	\$1,059	\$1,049.60
(xi) Sponseller rd – f def/pau co line to Bowman – 3 patches	\$3,177	\$2,978.90
(xii) Wilhelm rd – f Watson to McCollister – 1 patch	\$1,588	\$1,039.50
1. From McCollister to Garmin – 1 patch	<u>\$1,059</u>	<u>\$1,039.50</u>
(xiii) Estimated total patching exp -	<b>\$33,270</b>	<b>\$32,785.60</b>

**(c) Crack Seal-**

(i) Def/Pau Co Line :		
1. f .5mile east of Campbell to Williams – 2640'	\$1,689	
2. f Williams to St Rt 66 – 5306'	\$3,395	
3. St. Rt 66 to Holly – 5359'	<u>\$2,857</u>	
4. Estimated total exp. crack seal	<b>\$7,943</b>	

**(d) Pavement Markings:**

(i) Karnes Rd – f Bowman to Waton – 5228'	<u>\$618.00</u>
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**(e) Total est and final expenses for 2020- \$60,257**

iii) 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) In 2019:

(i) No construction work was done in 2019 due to bid scheduling and engineer's field personnel dedicated to other tasks (no prep work).

(b) In 2020: see mins from Jan 2020 session forward for details.

(i) Co. Engineer Schlatter was informed (at the Jan session ) that the Trustees agreed to dedicate \$190k of its 2020 road funds towards this project.

(ii) Trustees agreed that the Engineer will manage the project at the Engineer's discretion based on the funding the Twp commits,.

(iii) Cost estimates for 2020- The engineer's office provided the Twp with an updated projects list dated April 13<sup>th</sup>, 2020 –exhibit 6-b-2 of the April 2020 session - which includes the addition of the estimated Bowman Road rebuild expense for 2020:

**1. PAVING: - completed as of June 22<sup>nd</sup> – bill part of july bills**

- a. Power Dam to Powerdam N/S -
- b. Power Dam to Sponseller –
- c. Sponseller to Campbell

<b>d. Est. cost</b>	<b>Actual cost</b>
i. \$81,750	\$78,783.25 – paid in July

**2. Pavement Markings:**

- a. **\$2,105**

**3. WIDENING: - completed as of June 23<sup>rd</sup>.**

- a. **Estimate                      Actual cost**

b. \$29,920 \$28,215 – paid in June.

(iv) TOTAL ESTIMATED ON BOWMAN PROJECT IN 2020 IS \$113,775

(v) Engineer's office update for July

1. the paving was completed as of June 22<sup>nd</sup> & billed to Twp in July.
2. Pavement markings to be applied Aug/Sept.
3. Discussion:

**c) Twp projects by Twp staff or other contractors for 2020:**

i) The Chair asked if there are any proposed projects for the Twp staff or private contractors 2020?

(1) During the May session – Trustees approved the replacement of lights in the maintenance building – Trustees agreed to change from florescent to led.

(a) During June session it was noted that:

- (i) Cost of lights purchased was \$900 more or less.
- (ii) Twp staff will replace the lights as time permits.

(b) July project update:

- (i) There was no report.

(2) During the June session, Trustees noted that on the Twp. portion of Def. Co. Line Rd. #10 – a stop sign is blocked/partially blocked from view by tree branches. Trustees were to have staff trim back.

(a) July update:

- (b) There was no work in July on this project.

**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. Project was tabled during the April 2020 session by Trustees.**

i) Update if any.

- ii) There was no update provided.

**e) 2020 financial impact review by the fiscal officer:**

iii) The fiscal officer reported that total road expenses year to date are:

(1) Total road fund revenues year date are **\$133,301**

(2) Total road fund expenses year to date are **\$161,147**

(a) Road salt purchased winter 2019 – 2020 – total \$3,015.

iv) Anticipated revenue for 2020 – based on the January 2nd, Twp amended certificate was:

- (1) \$181,850 more or less

v) Anticipated expenses for 2020 – as of this session:

(1) Regular twp. expenses anticipated for the year, baring emergencies. The estimate for 2020 – based on historical review, is placed at between \$70,000 and \$100,000 – would include Twp projects listed above in 6-c - & also any work completed so far this year.:

(2) \$60k as of this session for Co Eng work- in 2020 – refer to item 6-b-1 of the Jan 2020 agenda – (other than Bowman Rd. rebuild).

(3) 113,775 – as bid March 2020 - Bowman Rd. rebuild –

(4) ??? - savings towards the Carter/Ginter rd project.

(a) Total projected expenses from Twp rd acc'ts for 2020 is based on the completion of all noted above.

**(i) \$270,000 + savings for Carter/Ginter – updated with bid of Bowman proj for 2020.**

**(ii) Projected deficit exp vs rev of 90k+.**

**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 03-10-2020- refer to exhibit 6-f of that session.**

i) the OPWC report from the County Engineer's office as of 03-10-2020 indicates that:

(1) The Engineer's Office has posted to Def Twp. for 2020 –

(a) \$2,975.14 for expenses for trimming overhanging tree branches – this work was done Feb. 28<sup>th</sup>.

(2) The engineer's office had posted a 2020 grant of \$48,700 to the Def. Twp. grants line.

(a) the Twp. has \$63,378.21 in grant funds unspent from this and previous grants.

ii) The Engineer has 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 5 years or a total of \$125k remaining give or take.

- iii) There was no update from the Engineer's office in July.
- iv) The Chair asked if there is any discussion?
  - (1) 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 were any cemetery issues for discussion
  - i) There were none.

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

- a) The Chair asked if there was any personnel business to be discussed?
  - i) There was none.

**ORDER OF BUSINESS NO. 9 - Handouts were distributed as noted below:**

- a) Monthly (July19) GrassRoots clippings – **exhibit 9a**
- b) Exhibit 9-b - Notice from the Def. Co. Commissioners that Twp employee Harry Railing is to be randomly tested for the Twp. safety cdl prog.
  - i) Commissioners office coordinates on Twp behalf, Twp participation in the CDL program.
  - ii) Part of OTARMA safety program.
    - (1) There was no additional comment.

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

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

**ORDER OF BUSINESS NO. 11 - New Business.**

- 1) The Chair asked if there is any new business to be discussed....
  - 1. The fiscal officer noted that OTARMA's representative
    - i) Aaron Willis | IT Risk Specialist
    - ii) OTARMA Public Entity Risk Services of Ohio
    - iii) CELL 614.290.9398 | EMAIL Aaron.Willis@persopool.com
      - (1) Will be conducting OTARMA's annual site review on August 12th at 10a.m.
      - (2) He will check Twp's computer eq and safety program at the fiscal officer's residence then proceed to the Twp building on Hammersmith rd.
      - (3) Trustees are asked to have a staff member at the Hammersmith building during this on site inspection.
      - (4) Questions:
        - (a) There were none.

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

- 1) The next regular session.
  - a) The next session.

**Date:** Tuesday, August 25<sup>th</sup>, 2020 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. Peck requested a motion to adjourn the meeting of July 28<sup>th</sup>, 2020.

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