

*Minutes*  
***DEFIANCE TOWNSHIP TRUSTEES***  
***July 25<sup>th</sup>, 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, July 25<sup>th</sup>, 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: Triston Sanders Deputy Sherriff Defiance County (assigned to Defiance Township), Patti Diemer 23361 Defiance Paulding Co. Line Rd. 10 & JoEllen Houck 8 Deville Dr., 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 25<sup>th</sup>, 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 June - noted a primary checking reconciliation balance of \$194,693.18-- 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 \$19,083.27.
- c) Payment reports:
  - i) Payments for July (UAN software-) were \$12,018.40.
- d) The Cash fund summary through July 24<sup>th</sup>, 2017, (UAN software) showed an "ending fund balance" of \$823,162.52.
  - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$484,929.71.
- e) Appropriation Status showed that through July 24<sup>th</sup>, 2017 (UAN software), 18.2% 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 07-24-17 was \$705,709.29.
- g) Exhibit 3-g was reviewed. This was a packet of information on the payment of a training program fee for the fiscal officer. The program is the State Treasurer's "Center for Public Investment Management (CPIM).
  - i) The fiscal officer rec'd an email indicating a fee payment was due and processed same.
  - ii) Packet included:
    - (1) Copy of the email
    - (2) A then and now p.o. to process payment &
    - (3) The electronic payment voucher from the UAN system.
- h) The fiscal officer then reported that the State Auditor's Office continues conducting the audit of Twp fiscal year's 2015-2016.
  - i) Twp fiscal officer received an email dated 7-19 from State Auditor noting audit is complete and awaiting

- final review by the regional office (Toledo).
- ii) The Twp awaits the audit results.
- iii) The fiscal officer estimated the audit to cost between \$3 & 4K saving the Twp approximately 2k.
- iv) There was no further discussion of this issue.

i) July bills were then reviewed by Trustees and Signed.

j) Payroll & July time cards (time cards provided trustees prior to session) – Trustees Reviewed & Signed.

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 report

i) Permits issued –

(1) for 2 outbuildings to Ramon Macias-Krouse Road

ii) Nuisance issues-

(1) Parkview -discussed with sheriff at meeting

(a) Trustee Shaffer noted there was construction debris along the river bank &;

(b) Nuisance officer Diemer asked the Deputy to check on a possible vagrant living in this area. (dwelling is a zoning violation).

(2) G Kent property was mowed by township – refer to item b in this section.

(3) Bruce Arps, Mary Gieger, Liz Keel, Nicole Boroff called about buying property on Kiser

(4) Jason Brown called about buying a property on Lakeview

Respectfully submitted

John Diemer, Twp Zoning Inspector

b) Township abatement of a nuisance – high weeds and grass at 13864 St. Rte 15.

i) During the June 2017 session (refer to mins of session) Trustees approved Twp employees to mow the property of a Gerald Kent located at 13864 St. Rte 15, If Mr. Kent did not respond to the notice of high weeds and grass violation sent by the Nuisance Officer John Diemer on June 18<sup>th</sup>, 2017. . The nuisance officer (John Diemer) sent the notice noting the deadline for property owner to respond per Twp rules is 7 days after receipt of the notice.

ii) Three employees mowed the property on July 6<sup>th</sup>, 2017.

iii) A bill has been prepared presented to Trustees as exhibit 4-b of this session. This bill is to be submitted to the Co. Auditor asking that the expense be placed on the property tax per allowable law.

(1) Trustees reviewed and approved.

(2) The fiscal officer will forward the bill to the Co. Auditor asking that it be attached to the property tax for this parcel.

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) Trustees reviewed mowing safety with Twp operators present.

ii) Trustees noted that when mowing Twp roads the tractor's wheels are to remain on the road surface not in the ditch. This is to avoid possibly tipping of the tractor.

(1) Operators are to mow only what can be reached with this practice.

b) The Twp has purchased a 2017 1 ton truck. See meeting minutes from November 2016 forward for project details.

i) The fiscal officer reported that he is in the process of acquiring "gratis Plates" from Ohio Bureau of Motor

Vehicles”.

- ii) There was no further discussion of this issue.
- 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 had notified the Twp (fiscal officer) that the above items are in. They await the truck to install the items.
  - ii) Trustees ordered operator Grant to coordinate acquiring the eq and getting the truck to Kalida Truck so the brackets etc. can be installed.
  - iii) Trustee Mayer then moved to purchase running boards and have these installed on the 2017 GMC truck as a safety feature.  
Mr. Shaffer seconded.

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

The proposal to purchase running boards from Kalida Truck was approved.

- d) 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 the 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.
    - iv) Discussion/disposition of bid.. bid was attached as exhibit 4-d
      - (1) Trustees agreed that the eq has a higher value.
      - (2) Trustees determined to place the unit on Govdeals through the Def. Co. Commissioners Office.
  - e) 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 the 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.
    - iv) Discussion/disposition of bid.. bid is attached as **exhibit 4-e**
      - (1) Trustees agreed that the eq has a higher value.
      - (2) Trustees determined to place the unit on Govdeals through the Def. Co. Commissioners Office.
    - v) Trustee Mayer moved:
      - (1) to reject the Spieser bids and to place the eq. on GovDeals through the Def. Co. Commissioners office.
      - (2) There is to be a \$5,000 reserve placed on each piece of equipment.
        - (a) Trustee Shaffer seconded.
- YEA(s) 3      NAY(s) 0      Passed X      Failed  
The proposal was approved.
- f) 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.
      - (1) No change is status as of this session (July).
    - ii) There was no further discussion.
  - g) 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 Mayer was reviewed.
  - i) Reported noted:
    - (1) Dip in pavement approach to both bridges on Bowman Rd.
    - (2) Mowing remains a priority.
    - (3) Crews are to be instructed to use the report as their work assignment list for August.
  - ii) The August Rd review is to be by Trustee Shaffer.

**b) 2017 Road projects:**

i) At this session (July) 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' \$8,954.00
- (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) Total estimated expenses for all projects (completed and not completed) \$76,500 more or less depending on actual quotes from contractors.

(3) The chair asked for discussion- there was none.

**c) Twp projects by Twp staff or other contractors for 2017:**

i) 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.

(1) 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.

(ii) July Update

1. Trustee Shaffer will ask the Co. Eng to schedule this project and bill to future OPWC grant funds.

(2) Dip in approach to bridges on Bowman rd.

(a) First issue is before bridge between William and Campbell

(b) Second issue is before bridge between Campbell and Sponseller.

(c) Trustee Shaffer is to review and discuss with Co. Engineer and will report back at the August Twp session.

(3) Trustees noted there is standing water after most rain events on Kiser rd.

(a) The area of issue is primarily between Canal and Keller.

(b) Trustee Shaffer will review this with the Co. Engineer and report back at the August session.

**d) High Water sign purchase:**

i) Trustee Mayer emailed fiscal officer (June 10th) to quote six (6) high water signs.

ii) Exhibit 6-1 is a quote from Hall signs - \$1,023.61

iii) Exhibit 6-2 is a quote from Sa-So signs – 675.96

iv) Trustees reviewed the quotes.

Mr. Peck requested a motion to accept or reject a quote.

MOTION by: Mayer to accept he quote from Sa-So signs to purchase 6 high water signs.

SECOND by: Shaffer

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

v) The motion to purchase the Sa-So signs was approved.

**e) 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    | <b>\$102,409.76</b> |
| (2) Total road fund expenses year to date are | <b>\$103,122.66</b> |

ii) Anticipated revenue for 2017 – based on the January 6<sup>th</sup> 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.

**f)** A recap of the OPWC grants – see minutes of previous sessions for history. An update was received from the Co Engineer's Office **dated 06/30/2017** and was presented to Trustees as **exhibit 6-c** of this session (July 25<sup>th</sup>, 2017). The update included expenditures from future OPWC grants that the Twp. might receive.

i) Current status – the OPWC report of 06-30-17 indicates that:

(1) on June 28th, engineer's dura-patched Krouse rd posting to grant \$360.00.

(2) the Twp had used in 2017 a total of \$17,630.64 of future grant funding bringing the total of future funds used to \$32,530.68.

ii) 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.

g) The Chair asks if there was any other discussion regarding the fiscal impact report.

i) There was none.

h) The Chair asked if there are were any cemetery issues for discussion...

i) There was none.

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

a) Monthly (July 17) 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) Deputy Sherriff Triston Sanders introduced himself to the Board. Deputy Sanders is the assigned officer to Defiance Twp.

ii) He noted that if there are any issues he will be the officer in charge and would be happy to assist Trustees with issues that warrant law enforcement.

iii) Trustees welcomed Deputy Sanders. (see zoning and nuisance segment of these mins for issues discussed.)

b) The Chair asked if there was any other New business.

i) There was none.

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**ORDER OF BUSINESS NO. 11 - NEXT MEETING:**

a) The next regular session.

Date: Tuesday – August 22<sup>nd</sup>, 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 July 25<sup>th</sup>, 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