

Minutes
DEFIANCE TOWNSHIP TRUSTEES
July 26th, 2016 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 26th, 2016 at 7:00 p.m. Following the Pledge of Allegiance the Chair instructed the clerk to call the roll. Answering as present were Dan Peck, Diana Mayer & Jason Shaffer. Also present was Tim Houck, Township fiscal officer. With all three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employees present were: John Diemer 23361 Defiance-Paulding Co Line Rd 10- Defiance, Ohio, and Jerimiah Marshall of 321 Upton Street, Holgate, Ohio.

Visitors present: Patti Diemer 23361 Defiance-County Line Rd 10, Rhonda Shaffer 13386 State Rte 15, & JoEllen Houck 8 Deville Dr. all of 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 28th, 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 \$247,002.20-- 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 \$11,486.34

c) Payment reports:

i) Payments for July (UAN software-) were \$14,488.28.

d) The Cash fund summary through July 24th, 2016, (UAN software) showed an "ending fund balance" of \$921,698.48.

i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$483,510.53.

e) Appropriation Status showed that through July 24th, 2016 (UAN software), 15.00% 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 7-24-16 was \$705,356.54.

g) July bills – Trustees Reviewed – Discussed and Signed.

h) Payroll & the time cares of July (time cards provided trustees prior to session) – Trustees Reviewed – Discussed and 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 updates:
 - (1) Site review for Brian Howard still pending
 - (2) Working on permits for Randy Ordway - pond , pole barn, and conditional use for 36' x 60' living area
 - (3) Seen a Randy Mc Coy on power dam Road about a building permit for a garage
 - (4) Talked to 2 people that lived in the city about permits- told to call city
 - (5) Randel Ordway 5701 Yermo dr, Toledo, Ohio, has applied for a conditional use permit – home const inside a pole barn to be built at 20941 Kiser Rd. Def. Ohio, Def. Twp. the Appeal's Board will review this request at a to be scheduled meeting in August.
 - ii) High grass – nuisance issues
 - (1) M&M mortgage - 15799 st rt 111 - has been mowed
 - (2) Safe Guard Properties- 15369 Power Dam Road - has been mowed
 - (3) BLM Company- 20 lake view - not mowed sending letter
 - (4) - for violation
 - (5) DAV Property has been mowed
 - (6) Property at 230 lakeview that burnt - has been cleaned up and removed

Respectfully submitted
John Diemer, Twp Zoning Inspector

- b) The Chair asked if there were any Zoning issues to be discussed by the Trustees.
 - (1) 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 will instruct operators to prepare the rental (john deere 6120 for return to the Kenn-Feld store in Napoleon, Ohio.
 - ii) Mr. Shaffer noted the backhoe is down and needs repaired.
 - (1) Trustees will instruct operators to take the backhoe to Machinery Services on Spruce St in Defiance.
 - iii) Mr. Shaffer noted that the International dump truck has brake issues, air conditioner failed and leaks oil.
 - (1) Trustees will instruct operators to take this unit to Defiance Truck Sales and Service on Carpenter Rd in Defiance.
 - iv) Mr. Shaffer noted the time card of Twp mechanic Mike Daniels lacked sufficient detail (Mr. Shaffer's opinion).
 - (1) Trustees concurred and will instruct Mr. Daniels to be more detailed in his records of work on Twp equipment.
 - (a) Mr. Peck to address this issue.
- b) the fiscal officer first reported to Trustees at the July 2015 session that a notice of a recall on the Twp's 2013 Dodge 1500 (half ton) air bags was received.
 - i) Per that notice – Dodge was to send another notice when parts for the repair were available to their dealers.
 - ii) As of the (June 2016 trustee session) Dodge had sent notice that the unit is to be taken to a Dodge dealer for warranty repair.
 - iii) Once the work is complete documentation from the repair department should be acquired and provided to the fiscal officer.
 - (1) Twp Operator Jeremiah Marshall was assigned to this task.
 - iv) As of this session (July 2016) the repair work is completed and documentation is on file in the Twp records.
 - v) This item will be removed from future agendas.
- c) Possible purchase of a tractor. A carryover issue from mid- 2015. – see Twp meeting mins from August 2015 forward for a history.
 - i) at the January 2016 annual Ohio Twp Association winter conference and trade show in Columbus, Ohio, Trustee Shaffer discussed the possible acquisition of a JD 5000 series tractor with front end bucket (unit

with a 100 horse power motor) through the State Bid process. A floor vendor estimated a price of \$56k more or less.

- (1) At the (April) Trustees session, Trustees reviewed two state bid quotes – (see mins of the April session for details.). Trustees adopted resolution 2016-11 authorizing the purchase of the equipment.
 - (2) Trustees ordered the unit from a local dealer (kenn-feld group in Napoleon, Ohio, for the State Cooperative purchase price agreement of \$65,655.92 – the price included a bat wing John Deere mower.
 - (3) As of this session – The Twp awaits delivery of the tractor and the mower – expected November 2016.
 - (4) Mr. Shaffer reported that the unit is in and will be delivered to the Twp maintenance building on Hammesmith rd on the 29th of July.
- d) The Chair asked if there were any other equipment issues to be discussed..
- (1) There was no further discussion on equipment.

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

- a) Trustee Report (**exhibit 6-a**) – Monthly Twp Rd inspection by Trustee Mayer.
 - i) All August work items are noted on the report. Operator's should refer to the report for their assignments.
 - ii) The August Rd review is to be by Trustee Shaffer.
- b) **2016 Road projects:** see agendas from the January 13th, 2016 re-organizational session forward for a history.
 - i) At this session (July) the proposed 2016 project list is as follows:
 - (1) proposed projects are as follows- engineer's work is in bold – twp projects are not in bold. Projects completed have been removed from the agenda.

(a) Chipseal:

- | | |
|--|---------|
| (i) Carter Rd – from Ginter to St Rte 66- 2640' - | \$4,000 |
| (ii) Def/Pau Co line #10 – from Ste rt 66 east 1' - | \$7,650 |
| (iii) Def/Pau Co line #10 – from Twp line to Williams Rd – 2540' - | \$4,600 |
| (iv) Def/Pau Co line #10 – from Williams rd to Ste rt 66- 5280' - | \$9,150 |
| (v) Garman Rd from Harding Rd to Wilhelm 0 1275' - | \$1,850 |
| (vi) Ginter Rd from Carter north to City limits – 1320' - | \$2,000 |
| (vii) Kibble Rd from Canal Rd to Winn Rd – 2640' - | \$4100 |
| (viii) McCollister Rd from Wilhelm east .5 miles – 2640' – | \$3850 |
| (ix) Wilhelm Rd f Watson to Garman – 3600' - | \$5,200 |
| (x) Winn Rd from Kibble west for 750' - | \$1,400 |

(b) Hot Mix Patching:

- (i) Ginter/Carter from St Rte 66 to city limits - \$4,900- - not done

ii) Total estimated expenses by Co Engineer for 2016 is \$74,450 reduced from original \$131,522

iii) Twp projects by Twp staff or other contractors for 2016: Projects completed have been removed from the agenda.

- (1) A water supply for the Twp maintenance building on Hammersmith rd.
 - (a) Trustees determined in the Sept 15 session that they would seek quotes to acquire a water supply for this building.- see mins from Sept 15 session forward for details.
 - (b) In the april 2016 Twp session, Trustees awarded the project to Y2K Plumbing of Defiance for a quote of \$6,363
 - (c) As of this session a portion of the work was completed and had been billed to the Twp. by the contractor. That bill was paid in June.
 - (d) Update....
 - (i) Mr. Peck reported that no work was done in July.
- (2) During April's 2016 session Trustees instructed operator's to purchase & install a catch basin on Ball rd. the catch basin is to be purchased from Loop paving.
 - (a) Project update....

- (b) Mr. Shaffer to check this in August and report at the August session.
- (3) 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) Project update.....
 - (i) Trustees noted that the backhoe needs repaired before this project can be addressed.
- (4) During the May 2016 session Mr. Shaffer was approved to contact County Engineer Warren Schlatter to have the County repair a road issue at Ginter and Carter.
 - (a) In the June 2016 session Mr. Peck thought this may be completed – he will contact the engineer to determine status and report at the July session.
 - (b) Update...
 - (i) Trustees reported that this project is no the engineer’s list and should be addressed in August or September.
- (5) Install kovac heat at Twp maintenance building on Hammersmith rd.
 - (a) Trustees determined to pursue this project at the June 2016 session.
 - (b) A minimum of Two quotes are to be acquired and reviewed at the July or August sessions.
 - (c) During the June 2016 session Mr. Peck stated he will contact Morris Heating and Y2K Plumbing and contracting and will attempt to find another vendor.
 - (d) Update...
 - (i) Mr. Peck stated he is still working to acquire quotes from the contractors.
- (6) During the June Trustee session, Trustees stated that the depression on Def. Co. Rd 10 east of State Route 66 remains.
 - (a) Trustees approved Mr. Peck to contact Bendele Excavation and to have the issue repaired.
 - (b) Update...
 - (i) Mr. Peck reported that OUPS (ohio utility protection service) has been contacted the area is marked and bendele is scheduled to do the project the first week of August.
- (7) Parkview drive –
 - (a) During the June 2016 session Trustees reported that Resident Mark Behm – 21762 Parkview contacted them and stated that stone berm along a turn in the road near his residence was plowed out during the winter and there is now a large drop off and hole.
 - (i) Trustee Shaffer was to review this concern and instruct Twp operators to repair.
 - (ii) Update....
 - 1. Trustees reported this project was completed in July.
- iv) The Chair asks if there are any other projects for discussion....
 - (1) Mrs. Mayer asked what the next major asphalt/rd project should be.
 - (a) Trustees will review the list as prepared by the Co. Engineer (distributed at the January Co Eng – elected official session). Trustees will then select the project based on their consultation with the Engineer.
 - (b) Trustees thought that Carter Rd maybe the next large project.
 - (2) Operator Marshall stated that berm was washing out at Cromley rd about ¾ of a mile west of the State Rte 111 intersection.
 - (a) Trustees will inspect and determine action.

c) A financial impact review by the fiscal officer:

- ii) As of this session total anticipated cost of all proposed and approved projects for 2016 are estimated to be \$156,000 to \$243,000 more or less- the range includes:
 - (1) 100k noted in ii below includes twp items 1, 2 & 3 above) plus
 - (2) (\$74,450 f eng report - plus
 - (3) The proposed tractor and mower purchase is estimated at 67k for tractor & mower.
- iii) Trustees are reminded that:
 - (1) Regular twp. expenses are estimated – based on historical review, at between \$70,000 and \$100,000 – would include projects 1, 2, & 3, on this agenda plus salaries, mowing, snow removal etc. This range does not include a truck purchase in 2016.

- (1) Anticipated 2016 revenues as noted in the 2016 amended certificate from the County Auditor for road work was \$167,515.00.
- (2) Total road expenses year to date are **\$84,127.03**
- (3) Total road fund revenues year date are **\$97,995.95**
- (4) A recap of the OPWC grants – see minutes of previous sessions for history. An updated was received from the **Co Engineer's Office was dated 6-14-16** and was presented to Trustees as exhibit 6-C of the June 2016 agenda. The update includes expenditures from future OPWC grants that the Twp. might receive.
 - (a) Current status – the OPWC report of 06-14-16 indicates that the Twp has used \$14,660.04 of future grant funds. The Engineers posted the 2015 grant of \$16,067 and the 2016 grant of \$34,355 against the previous future used grant funds. refer to exhibit 6-c distributed at the June 2016 session for details.
 - (b) The Engineer has 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 8 years or a total of \$200k remaining give or take.
- d) Trustees noted that the August work assignments for the Twp. crew are noted in the July monthly road report.
- e) Twp cemeteries –
 - i) The Chair asked if there are any cemetery issues to be discussed.
 - (1) It was reported that Cromley has two dead trees that need to be removed.
 - (2) Mrs. Mayer suggested that the Twp hire a professional lawn service company to spray the Twp cemeteries for weed control next spring.
 - (a) Trustees determined to acquire several informal quotes.
 - ii) The Chair asked if there were any other cemetery issues to be discussed.
 - (1) There were none

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

- a) Monthly (July16) GrassRoots clippings was distributed as exhibit 7a

ORDER OF BUSINESS NO. 8- Old Business

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

ORDER OF BUSINESS NO. 9 - New Business.

- b) The Chair asked if there is any new business to come before the board?
 - i) Mrs. Mayer suggested moving the Twp regular sessions to 6:30p.m. instead of 7p.
 - ii) Trustees concurred and starting with the September 2016 sessions all regular Trustee monthly session will start at 6:30p.
 - iii) The fiscal officer will run a notice in the local paper and post to the Twp web page.
 - iv) The Chair again asked if there was any other new business.
 - (1) There was no further discussed.

ORDER OF BUSINESS NO. 10 - NEXT MEETING:

- a) The next regular session.

Date: Tuesday – August 23rd, 2016.
Time: 7:00 p.m.
Place: Northwest Ohio Real Estate Services - 618 S Clinton St, Defiance, OH 43512

ORDER OF BUSINESS NO. 11 – Adjournment:

Mr. Peck requested a motion to adjourn the meeting of July 26th, 2016

It was moved by: Mayer

SECOND by: Shaffer

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