

*Minutes*  
**DEFIANCE TOWNSHIP TRUSTEES**  
**August 25<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, August 25<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: Harry Railing 14951 Power Dam Rd., & John Diemer 23361 Defiance-Paulding Co. Line rd 10, Defiance, Ohio.

Visitors present: 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 July 28<sup>th</sup>, 2020 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 July - noted a primary checking reconciliation balance of \$336,619.80-- balance is minus the outstanding checks and Township investment funds & is taken from the Bank's monthly statement.
- b) Receipt report:
  - i) Receipts for August (UAN software-) were \$108,395.03.
- c) Payment reports:
  - i) Payments for August (UAN software-) were \$19,202.67.
- d) The Cash fund summary through August 24<sup>th</sup>, 2020, (UAN software) showed an "ending fund balance" of \$1,047,086.58.
  - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$635,067.60.
- e) Appropriation Status showed that through August 24<sup>th</sup>, 2020 (UAN software), 23.4 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 08-24-2020 was \$741,020.66.
- g) 2020 comparisons posted to UAN – through August 24<sup>th</sup>, for review at August 25<sup>th</sup>, Twp session:
  - i) Exhibit 3-g-1 is gas tax posted through August 2019.
    - (1) was \$48,163.06 more or less
    - (2) Exhibit 3-g-2 is 2020 rev posted through August 24<sup>th</sup> - 2020- \$88,729.39 more or less –
    - (3) For the first seven (8) months of 2020 the increase is \$40,566.33 more or less- 5,070.79 ave per month
    - (4) The additional gas tax started to be posted to twp accounts in Sept. 2019. The difference (+ or -) in future months should be only the volume of gas purchased.
- h) The fiscal officer reports that the Twp has received from the Def Co Auditor's office the 2021 anticipated and approved amount the Twp is to receive from the County's General Property tax receipts & the Twp's fire levy. These amounts are to fund the Twp's Gen fund, fire fund & Road and Bridge Fund. The notice estimates the amount the Twp can expect from Inside the 10 mill limitation and from outside the 10 mill limitation (see

schedule A of the resolution.)

- i) The Twp can expect to receive a total for both the general fund and road and bridge (road funds) of \$105,800.00 from the inside millage in 2021. This is roughly a \$800.00 increase from the amount projected to be received in 2020.
- ii) The fire levy (fire combat/ems service levies) (outside millage) will receive a projected \$122,700.00 – This is approximately \$1,800.00 more than projected in 2020.
- iii) Recent history of this revenue source: revenues continue to increase slightly each year.
  - (1) The road and bridge fund. – increasing
    - (a) **2021 \$81,400**
    - (b) 2020 \$80,300
    - (c) 2019 \$80,100
    - (d) 2018 \$76,400
    - (e) 2017 \$75,800
  - (2) The general fund – decreasing
    - (a) **2021 \$24,400**
    - (b) 2020 \$24,700
    - (c) 2019 \$24,200
    - (d) 2018 \$22,800
    - (e) 2017 \$22,600
  - (3) The fire fund: - increasing slightly
    - (a) **2021 \$122,700** (fire/ems levy \$77,200 and ems/levy of 2015 \$45,500)
    - (b) 2020 \$120,900 (fire/ems levy \$76,000 and ems/levy of 2015 \$44,900)
    - (c) 2019 \$120,000 (fire/ems levy \$75,500 and ems/levy of 2015 \$44,500)
    - (d) 2018 \$118,800 (fire/ems levy \$74,700 and ems/levy of 2015 \$44,100)
    - (e) 2017 \$117,800 (fire/ems levy \$74,000 and ems/levy of 2015 \$43,800)
- iv) exhibit 3h is – resolution 11-2020.

Mr. Peck requested a motion to adopt **resolution 11-2020** (attached) accepting the amounts and rates as determined by the Co Budget committee and authorizing the necessary tax levies and certifying them to the County auditor.

Motion by Mayer

Second by Shaffer

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

The resolution was approved.

- i) August bills through the 24th, – were then reviewed & signed by Trustees.
- j) Payroll & August time cards (time cards provided trustees prior to session) – were reviewed and signed by Trustees.
- k) Mr. Peck requested a motion to accept the August financial reports.
  - MOTION by: Mayer
  - SECOND by: Shaffer
  - YEA(s) 3 NAY(s) 0 Passed X FailedThe financial reports were approved.

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

- a) August Monthly Zoning report -
  - i) permits issued:
    - (1) none
  - ii) Zoning issues:
    - (1) Signed a land split for Tim Ankney
    - (2) Talked to appraiser about zoning on Kaiser Road
  - iii) Nuisance violations:
    - (1) none

iv) Site reviews:

- (1) Seen Ken Branham about a pole barn and home on St Rt 15

Respectfully submitted

John Diemer, Twp. Zoning Inspector

- b) 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) Trustee Shaffer noted that the drives failed on the new Bob Cat skid steer. This unit is under warranty and the Clark Eq. Company of Lima, Ohio, (vendor) had provided the Twp. with a free loaner until the Twp.'s unit is repaired and returned.

ii) The fiscal officer was recognized and noted he needs to purchase a portable hard drive as the current hard drive is nearing capacity. Will purchase a 2 terabyte drive approximate cost is \$70 to \$100. We are now backing up the contents of the entire computer.

(1) Trustees verbally approved the request.

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

- a) Trustee Report – Monthly Twp Rd inspection by Trustee Shaffer.

- i) Roads were reported to be in good shape.  
ii) The September road report is to be by Trustee Mayer.

- 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- completed and paid as of the August 2020 session.**

- (i) Def/Pau Co Line :

1. f .5mile east of Campbell to Williams – 2640'	\$1,689	no break down
2. f Williams to St Rt 66 – 5306'	\$3,395	no break down
3. St. Rt 66 to Holly – 5359'	<u>\$2,857</u>	no break down
4. Estimated total exp. crack seal	<b>\$7,943</b>	<b>\$12,013.25</b>

- (ii) Fiscal officer phoned co engineer and confirmed the bill (part of August bills) contained a total for the 3 sections noted in the estimate. Cost of material was more than anticipated. See **exhibit 6-b-c** co eng bill.

**(d) Pavement Markings:**

- (i) Karnes Rd – f Bowman to Waton – 5228' \$618.00

**(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.  
c. The fiscal officer has confirmed with the co. eng. office this additional shoulder work was part of the widening project and work was done from March 11 through July 30<sup>th</sup> in 2020. The expense for this work was charged to the OPWC grant. Refer to exhibit 6-f of this agenda.  
i. Cost was \$11,047.79.

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

(v) Engineer's office update for August

1. No activity  
2. Pavement markings to be applied Aug/Sept.  
3. Trustee discussion:  
a. Twp operator Harry Railing noted that many trees had been cut down and lie in the right of way of Bowman. Railing asked why?  
i. Trustees noted that the Co. Engineer's crew is prepping right of way for widening as part of the Bowman rebuild project.  
b. The Chair again asked if there was any other comments concerning the widening project.  
i. There was none.

**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) There was no work in July on this project.
- (c) August project update:
  - (i) Trustees confirmed this project was completed in August.

(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) There was no work in July on this project.
- (b) August project update:
  - (i) Trustees confirmed the project was completed in August.

**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.
  - (1) No update was provided.

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

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

(1) Total road fund revenues year date are	<b>\$177,429.23</b>
<b>(2) Total road fund expenses year to date are</b>	<b>\$175,491.51</b>
(a) Road salt purchased winter 2019 – 2020 – total \$3,015.	

- iii) Anticipated revenue for 2020 – based on the January 2nd, Twp amended certificate was:
  - (1) \$181,850 more or less

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

- (1) Regular twp. expenses anticipated for the year, barring 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 08-5-2020- refer to **exhibit 6-f** of this session.

- i) the OPWC report from the County Engineer's office as of 08-05-2020 indicates that:
  - (1) The Engineer's Office has posted to Def Twp. for 2020 –
    - (a) \$11,047.79 for expenses for shoulder work on the widening project of Bowman Road. This was done from March 11 through July 30<sup>th</sup> as noted in exhibit 6-f.
    - (2) The engineer's office had posted a 2020 grant of \$48,700 to the Def. Twp. grants line.
      - (a) the Twp. has \$52,330.42 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) 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 (August 19) GrassRoots clippings – exhibit 9a

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

- a) The Chair asked if there is any old business to come before the Board?
  - i) The fiscal officer reported that OTARMA's representative:
    - (1) Aaron Willis | IT Risk Specialist
    - (2) OTARMA Public Entity Risk Services of Ohio
    - (3) CELL 614.290.9398 | EMAIL Aaron.Willis@persopool.com
      - (a) Conducted a review of the Twp's electronic security measures. He did not note any issues however, we await his report.
  - ii) Trustees had no additional comments.

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

- a) The Chair asked if there is any new business to be discussed....
    - i) There were none.
- 

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

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

**Date:** Tuesday, September 22<sup>nd</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 August 25<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