

Minutes
DEFIANCE TOWNSHIP TRUSTEES
August 22nd, 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, August 22nd, 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: John Diemer 23361 Defiance-Paulding Co Line Rd 10- Defiance, Ohio.

Visitors present: none.

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 25th, 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 July - noted a primary checking reconciliation balance of \$124,282.54-- 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 \$17,106.17.
- c) Payment reports:
 - i) Payments for August (UAN software-) were \$37,006.84.
- d) The Cash fund summary through August 21st, 2017, (UAN software) showed an "ending fund balance" of \$803,261.85.
 - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$495,015.70.
- e) Appropriation Status showed that through August 21st, 2017 (UAN software), 21.3% 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 08-21-17 was \$705,739.26.
- g) The fiscal officer reported that the Twp has received from the Def Co Auditor's office the 2018 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 \$99,200 from the inside millage in 2018. This is roughly a \$800 increase from the amount received in 2017.
 - ii) The fire levy (fire combat/ems and ems service levies) (outside millage) will receive a projected \$118,800 – This is a \$1,000 increase over the amount projected in 2017.
 - iii) Recent history of this revenue source: revenues are now increasing slightly each year.
 - (1) The road and bridge fund. – increasing slightly
 - (a) **2018 \$76,400**
 - (b) 2017 \$75,800

- (c) 2016 \$73,900
- (d) 2015 \$68,800
- (e) 2014 \$67,900
- (2) The general fund – also increasing slightly
 - (a) 2018 \$22,800**
 - (b) 2017 \$22,600
 - (c) 2016 \$23,000
 - (d) 2015 \$22,000
 - (e) 2014 \$21,800
- (3) The fire fund: - increasing slightly
 - (a) 2018 \$118,800** (fire/ems levy \$74,700 and ems/levy of 2015 \$44,100)
 - (b) 2017 \$117,800 (fire/ems levy \$74,000 and ems/levy of 2015 \$43,800)
 - (c) 2016 \$114,800
 - (d) 2015 \$72,500
 - (e) 2014 \$71,500

iv) exhibit 3h-3 was – resolution 15-2017.

Mr. Peck requested a motion to adopt **resolution 15-2017** 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.

Mr. Shaffer moved to approve the resolution as presented.

Mrs. Mayer seconded.

The vote being 3 Yea(s) 0 Nea(s)

The resolution was approved.

h) Exhibit 3h –was then reviewed. The exhibit was a cover letter from the Def Co Auditor’s office and Twp resolution (16-2017) regarding the Defiance Township’ anticipated distribution share of the anticipated “Local Gov’t Fund monies” for 2018; the Twp can expect to receive a total of \$23,598.49 in 2018. This Twp funding allocation was \$21,380.32 in 2017. \$20,712.88 in 2016, \$20,354.73 in 2015, and \$19,518.60 in 2014.

v) The fiscal officer reported:

vi) The 2018 estimated allocation is roughly \$1,218.17 more than in 2017. The increase was significantly impacted by the new formula for distribution adopted by the County Budget Commission earlier this summer. Refer to mins May 2017 session.

vii) **exhibit 3h – resolution 16-2017**, to accept the 2018 local gov’t fund distribution as proposed by the Defiance County’s Budget Commission.

Mr. Peck requested a motion to adopt **resolution 16- 2017** accepting the estimated local government fund distribution as determined by the Co Budget committee for the 2018 Twp budget.

Mrs. Mayer moved to approve the resolution as presented.

Mr. Shaffer seconded.

The vote being 3 Yea(s) 0 Nea(s)

The resolution was approved.

i) **The Audit of Def Twp** accounts of 2015-2016 in 2017 by The State Auditor’s Office was reported on by the fiscal officer.

i) The audit is completed and posted to the Auditor’s web page.

ii) **Exhibit 3-I** was reviewed by Trustees, this was a copy of the audit report –

(1) There were no findings or comments made from this audit.

(2) Go to the following link to review

<https://audits.ohioauditor.gov/Request.aspx?d=FR7IQY2Gej0OyWNM2CsdsA%3d%3d&e=E3piKzLIQZFm0dnNpjgL0jF6fZNY1AMIMXhud%2fThSSs%3d&p=JjZp6oHd9Qi6WknLOxTw8A%3d%3d&i=zlQP4B1OI20hHOh8TKoeWg%3d%3d>

iii) The fiscal officer estimated the audit to cost to be between \$3 & 4K saving the Twp approximately 2k.

iv) There was no further discussion.

j) August bills were then reviewed by Trustees and Signed.

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

Mr. Peck requested a motion to accept the August 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) August report
 - i) No Permits issued –
 - ii) Site review for Ron Yaw
 - iii) Received notice back from USPost Office for violation notice for Gerry Kent St Rt 15 for high grass
 - (1) Property was also posted.
 - (2) Prosecutor's Office stated process remains valid.
 - iv) Received numerous calls on Larry Sullivan property that was up for sale on Power Dam Road

Respectfully submitted

John Diemer, Twp Zoning Inspector

- b) 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) None.
- b) It was noted that the Twp had purchased a 2017 1-ton truck. See meeting minutes from November 2016 forward for project details.
- c) The fiscal officer reported that Gratis plates and the registration were provided to Twp Operator Brian Grant.
 - i) The plates are on the truck.
 - ii) This project will be removed from future agendas.
- d) 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.
 - ii) During the July 2017 session, Trustee Mayer then moved to purchase running boards and have these installed on the 2017 GMC truck as a safety feature. This was approved by Trustees.
 - iii) As of this session:
 - (1) The items have been installed or are in the Twp's possession.
 - iv) This project is complete and will be removed from future agendas.
- e) 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. See mins forward from Jan 2017 session for details.
 - ii) As of this session:
 - (1) Trustees have this unit on Govdeals through the Def. Co. Commissioners Office.
 - (2) There is a \$5,000 reserve on this unit. If reserve is met the unit must sell.
 - (3) Bidding is open for 14 days to conclude August 28th.
- f) Sale of 1997 Twp John Deere tractor –
 - i) during the Feb. 2017 session Trustees desire to sell this unit. See mins forward from Jan 2017 session

for details.

ii) As of this session:

- (1) Trustees have this unit on Govdeals through the Def. Co. Commissioners Office.
- (2) There is a \$5,000 reserve on this unit. If reserve is met the unit must sell.
- (3) Bidding is open for 14 days to conclude August 28th.

g) As noted in the May 2017 session the State Auditor's UAN have delivered a new computer to the fiscal officer.

i) As of this session:

- (1) The switch over was made with a UAN tech on 8-14. The new twp uan computer is up and running.
- (2) The old computer is being used for the next several months as a backup (holds all data which was copied). If there is an issue with the new computer, the data can still be found on the old.
- (3) After several months the fiscal officer will wipe the data from the old computer. Then the Trustees can dispose of it as they see fit.
- (4) This item will be removed from future agendas.
- (5) Questions- discussion.
 - (a) There was none.

h) The Chair asks if there are any other equipment issues to be discussed.

- i) Trustee Shaffer sought approval to acquire fire extinguishers for inside the cab of the 2017 GMC.
- ii) Trustees approved the purchase.
- iii) Mr. Shaffer will get the fire extinguisher and have it placed in the cab of the truck.

i) 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 and road projects.

a) Trustee Report (exhibit 6-a) – Monthly Twp Rd inspection by Trustee Shaffer was reviewed.

- (1) Mowing remains a priority.
- (2) Crews are to be instructed to use the report as their work assignment list for August.

i) The September Rd review is to be by Trustee Peck.

b) **2017 Road projects:**

i) At this session (August) 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.

- (a) 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. See mins of twp session from May 16 forward for details.

(i) July 2017 Update

1. Trustee Shaffer was to ask the Co. Eng to schedule this project and bill to future OPWC grant funds.
2. Twp does not have eq (backhoe or excavator) to do this project.

- (ii) August 2017 update:
 1. Shaffer reviewed this project with Co. Engineer.
 2. Engineer staff will do this project after Twp staff clears field debris from the catch basin.
 3. Trustees then debated the need as storm water does find its way into the catch basin and is drained away.
 4. Trustees believe the issue is field debris and the catch basin is located beyond road right of way. Therefore, the issue is the landowners.
 5. This item will be removed from future agendas.

- (2) Dip in approach to bridges on Bowman rd. first discussed at the July 2017 twp session.
 - (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.
 - (d) August update:
 - (i) Trustee Shaffer noted that he spoke with Co. Engineer regarding this project and was informed that bridges are the responsibility of the County Engineer.
 - (ii) The Engineer's office will address this issue there is no fiscal responsibility by the Twp.
- (3) Trustees – in their July 2017 session - 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.
 - (c) August update.
 - (i) Shaffer reported that Trustees have made several site reviews after rain events and have not found standing water.
 - (ii) Trustees will continue to monitor.
 - (iii) This issue is to be removed from further agendas.

d) High Water sign purchase;

- i) Trustees authorized at their July 2017- the purchase of six (6) high water signs from sa-so signs. See bill of this session.
- ii) Signs have been delivered and Brian Grant confirmed all parts were shipped.
- iii) Signs are at the twp building on Hammersmith rd.
- iv) This effort is complete.

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	\$145,304.73
(2) Total road fund expenses year to date are	\$121,601.51

- ii) Anticipated revenue for 2017 – based on the January 6th 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 last received from the Co Engineer's Office **dated 06/30/2017** and was presented to Trustees as **exhibit 6-c** of the July 25th, 2017 Twp session. That update included expenditures from future OPWC grants that the Twp. might receive.

- i) Current status – the OPWC report from the County Engineer's office as of 06-30-17 indicates that:
 - (1) 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 asked 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 (August 17) GrassRoots clippings – **exhibit 7a**
- b) Exhibit 7-b was a notice from the Shelly (Stoneco) company of a price increase effective August 14th.
 - i) Ohio 8's will increase by \$1 per ton.
 - ii) In 2018 prices for all aggregate will increase approximately .25 cents per ton and .75 cents per ton for premium. Refer to exhibit for details.
- c) Exhibit 7-c was an annual safety inspection report from the Def City Fire Department of the Twp's Hammersmith Rd building.
 - i) Trustees reviewed and signed, the fiscal office will then send the report to the Fire Department. A copy of the signed report will be on file in the Twp records.
- d) Exhibit 7-d was a notice from Defiance County Soil and Water of a ditch hearing (Jackman ditch #17-01 for proposed drainage improvements. The ditch is located in part in section 1 of Def. Twp.
 - i) The public viewing is Wednesday September 6th at 7:30 a.m see letter for details.
 - ii) The public hearing is Wednesday September 27th at 6:30p at the soil and water offices at 06879 Evansport Rd.

ORDER OF BUSINESS NO. 9- Old Business

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

ORDER OF BUSINESS NO. 10 - New Business.

- a) The Chair asked if there was any new business to come before the board?
 - i) The Chair then reported that he & Trustee Mayer meet with County Commissioners and Def. Co. Soil and Water staff at the Twp maintenance building on Hammersmith rd.
 - (1) This issue was a charge by a neighbor (Mrs. Mick) just west of the Twp building, that the Twp's salt run off from Twp salt bins or loading of salt during winter is killing trees on her property that is a woods just east of the Twp building.
 - (2) A state forester was also present. Samples of the dead trees were taken and will be sent to a lab at OSU.
 - (3) It was also noted that the property on which the dead trees are – belongs to the Twp and Co. not to Mrs. Mick. However, all involved wish to determine the cause of the dying trees.
- b) The Chair asked if there was any other New business.
 - i) There was none.

ORDER OF BUSINESS NO. 11 - NEXT MEETING:

- a) The next regular session.
 - Date: Tuesday – September 26th, 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 August 22nd, 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