

*Minutes*  
**DEFIANCE TOWNSHIP TRUSTEES**  
**August 22<sup>nd</sup>, 2023 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 22<sup>nd</sup>, 2023 at 6:30 p.m. Answering as present were John Diemer, & Jason Shaffer. Trustee Dan Peck was excused. With two (2) of three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employee(s) present were: Steve Buchholz 1615 S Clinton St., Harry Railing 14951 Power Dam Rd., & Chris Harrow 14143 Karnes Rd., all of Defiance, Ohio.

Visitors present: Patti Diemer 23361 Defiance-Paulding Co Line Rd 10, Julie Voll (candidate for fiscal officer) 1681 Stonemore Dr. all of Defiance, Ohio.

**ORDER OF BUSINESS NO. 1**

Reviewed and approved the minutes of the previous session(s).

The Chair requested a motion for the approval of minutes from the July 25<sup>th</sup>, 2023 regular session.

Mr. Diemer moved to approve the minutes as presented.

Mr. Shaffer seconded.

The vote being   2   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) None

**ORDER OF BUSINESS NO. 3 - FINANCES –**

- 1) The following financial reports provided to the Board were reviewed.
  - a) The Reconciliation for July - noted a primary checking reconciliation balance of \$382,790.89 - 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 \$119,535.02.
  - c) Payment reports:
    - i) Payments for August (UAN software-) were \$92,107.98.
  - d) The Cash fund summary through- August 21<sup>st</sup>, 2023 (UAN software) showed an "ending fund balance" of \$1,577,820.80.
    - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$1,050,640.98.
  - e) Appropriation Status showed that through August 21<sup>st</sup>, 2023 (UAN software), 15.0% 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 08-21-2023 was \$1,194,620.33.
  - g) American Rescue Plan Act – Def. Twp – refer to mins of Twp sessions from July 2021 forward for details.
    - i) The Ohio Office of Budget Management (OBM) is managing the grants for many of Ohio's political subdivisions.
      - (1) As of this session we await final close out which will take place with the filing of the annual report with the US Treasury dept in April 2024.
      - (2) The chair asked if there are any questions?
        - (a) There were none.
  - h) ODOT grant "Twp Stimulus Program". Funding provided by Federal government – part of covid relief to

states. See mins of sessions from August 2021 forward for details.

- i) On November 23<sup>rd</sup>, 2021, the County engineer prepared grant applications:
  - (1) The Twp was awarded a grant of \$175k for the reconstruction of Ginter Rd. (joint project with the City of Defiance).
  - (2) The fund line in the UAN system has been set up and the award/grant has been posted to the fund.
- ii) As of this session:
  - (1) The money is appropriated as the project is to take place in 2023.
  - (2) The fiscal officer reports that the required 2<sup>nd</sup> quarter project report (**exhibit 3-h**) was submitted to ODOT via email on July 31, 2023.
  - (3) The Trustees are utilizing the County Engineer as project coordinator.
  - (4) The County Engineer is working with the City of Defiance on this project.
    - (a) The Engineer's Jeff Timbrook stated there was no work on the project in August.
    - (b) The chair asked for any discussion?
      - (i) There was none
- i) The fiscal officer reported that the Twp has received from the Def Co Auditor's office the 2024 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 \$118,600.00 from the inside millage in 2023. This is roughly a \$1,400.00 increase from the amount projected to be received in 2023.
  - ii) The fire levy (fire combat/ems service levies) (outside millage) will receive a projected \$129,600.00 – This is approximately \$2,200 more than projected in 2023.
  - iii) Recent history of this revenue source: revenues continue to increase slightly to moderately each year.
    - (1) The road and bridge fund. – increasing
      - (a) 2024 \$91,900**
      - (b) 2023 \$90,700
      - (c) 2022 \$88,600
      - (d) 2021 \$81,400
      - (e) 2020 \$80,300
    - (2) The general fund – increasing
      - (a) 2024 \$26,700**
      - (b) 2023 \$26,500
      - (c) 2022 \$26,400
      - (d) 2021 \$24,400
      - (e) 2020 \$24,700
    - (3) The fire fund: - increasing slightly
      - (a) 2024 \$129,600 2024** (fire/ems original levy \$81,600 and ems/levy of 2015 \$48,000)
      - (b) 2033 \$127,400 (fire/ems original levy \$80,200 and ems/levy of 2015 \$47,200)
      - (c) 2022 \$124,100 (fire/ems original levy \$78,100 and ems/levy of 2015 \$46,000)
      - (d) 2021 \$122,700 (fire/ems original levy \$77,200 and ems/levy of 2015 \$45,500)
      - (e) 2020 \$120,900** (fire/ems original levy \$76,000 and ems/levy of 2015 \$44,900)
  - iv) Refer to attached – resolution 18-2023.

Mr. Shaffer requested a motion to adopt **resolution 18-2023** (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	Diemer:	
	SECOND:	Shaffer	
YEA(s) 2	NAY(s) 0	Passed x	Failed
The resolution of approved.			
YEA(s)	NAY(s)	Passed	Failed

- j) Exhibit 3-J – is a cover letter from the Def Co Auditor's office and Twp resolution (19-2023) regarding the

Defiance Township' anticipated distribution share of the anticipated "Local Gov't Fund monies" for 2024; the Twp can expect to receive a total of \$30,936.73. This Twp funding allocation was:

- i) \$32,494.25 in 2023
- ii) \$27,356.06 in 2022
- iii) \$22,839.14 in 2021
- iv) \$25,901.66 in 2020
- v) \$24,913.53 in 2019
- vi) The fiscal officer reports:
  - (1) The 2024 estimated allocation is roughly \$1,557.52 less than in 2023.
  - (2) exhibit 3j – contains resolution 19-2023, to accept the 2024 local gov't fund distribution as proposed by the Defiance County's Budget Commission.

Mr. Shaffer requested a motion to adopt **resolution 19-2023** (attached) accepting the estimated local government fund distribution as determined by the Co Budget committee for the 2024 Twp budget.

MOTION By Diemer  
SECOND: Shaffer

YEA(s) 2      NAY(s) 0      Passed x      Failed  
The resolution of approved.

- k) August bills through the 21st , – Trustees Review – Discussion and Signature.
- l) Payroll & August time cards – Trustees Review – Discussion and Signature.
- m) Mr. Shaffer requested a motion to accept the August financial reports.

MOTION by: Diemer  
SECOND by: Shaffer  
YEA(s) 2      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 Monthly report - Mr. Chris Harrow
  - i) permits issued:
    - (1) none
  - ii) Nuisance violations:
    - (1) 14232 & 14292 St. Rt. 111, Charlene Grant properties. Violation notice sent on 7-26-23 by certified mail. Letter not picked up until 8-10-23. Second notice sent 8-7-23 by regular mail, as directed by prosecuting attorney's office. Nuisance sign placed 8-9-23. Observed to be missing 8-10-23. Properties have been mowed, no other work done as of 8-15-23. Ms. Grant has not made contact with zoning inspector to discuss properties.
    - (2) 21271 Powers Rd., Tim Font property. Violation notice sent 7-26-23 by certified mail. Has not been picked up as of 8-15-23. Second notice sent 8-7-23 by regular mail, as directed by prosecuting attorney's office. Nuisance sign placed 8-9-23. Observed missing 8-14-23. Property has been trimmed. Construction debris still present. Mr. Font has not contacted zoning inspector to discuss property. Specifically condition of the structure on the property.
  - iii) Site reviews:
    - (1) None
  - iv) Misc :
    - (1) none
  - v) Zoning issues:
    - (1) Jimmy Price given application for zoning permit. He intends a home addition.
    - (2) Received a check from Rick Sanford for new home being constructed on Power Dam Rd. This is an addendum to permit # 1936 originally issued for a garage.

- (3) -spoke with Evan ref. zoning for property at 14196 Singer Rd.
- (4) - spoke w/ Scott Williams ref. 24723 Watson Rd., Property w/ home is zoned R-1, rear is zoned Ag.
- (5) Spoke with Mr. Ingle at 21588 in reference to building being built to replace a damaged shed. An application for zoning permit left in door. Spoke with his contractor, he will be mailing the application back
- (6) Sent email to Asst. Fire Chief reference 14232 & 14292 St. Rt. 111 requesting application of OFC
- (7) Spoke with Mark Roddy 24864 Bowman about placing a container for storage. He intends to eventually add a lean to roof for increased storage.
- (8) Received an application for a zoning permit from Jordan Saylor for an accessory building on his property at 13864 St. Rt. 15.
- i) Discussion .....
- (1) Trustees instructed the zoning/nuisance inspector to confirm his actions with the County Prosecutor's Office.

Respectfully submitted  
Chris Harrow, Twp. Zoning Inspector

- b) The Chair asked if there are any other Zoning/nuisance issues?
  - i) There were none.

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

- a) Comments or concerns from Twp employees/Trustees on current or proposed new eq &/or safety items.
  - i) Possible new truck to replace 2005 F550 – refer to mins from July 2022 Twp session forward for details.
    - (a) As of this session:
      - (i) A 2023 Silverado cab and chassis 1.5 ton truck was purchased via public bid from Estle Chevrolet Cadillac of Defiance in July.
      - (ii) At the July session two bids were received for the components ( stainless steel dump bed, snow plow, salt spreader and safety lighting-
        - 1. The bid from ABCO Truck Equipment – 701 N. Westwood Ave., Toledo, Ohio 43607 was for \$39,789.00
        - 2. The bid from Kalida Truck Equipment – 515 South Broad St., Kalida, Ohio 45853 was for \$62,000.00
        - 3. Trustees believe the hydraulic system is superior and would provide greater longevity for the township.
          - a. Trustees determined to take the quotes under advisement and will consult with the Prosecutor's Office.
      - (iii) Refer to **exhibit 5-1** – an email from the Prosecutor's office affirming the Trustees have the legal right to accept the higher bid as the best bid.
      - (iv) Trustees then proceeded to approve the purchase the hydraulic system quoted by Kalida Truck. See resolution 20-2023, which Trustees moved to approve.
  - ii) The Chair asked if there are any other equipment or safety concerns.
    - (1) Operator Buchholz state the there were two overhead doors that needed to be either fixed or replaced.
      - (a) Trustees instructed Buchholz to acquire at least two quotes which will be reviewed at the September session.
    - (2) Buchholz also noted that the lights in the maintenance building do not emit adequate lighting to work on equipment when the doors are closed. Buchholz asked for permission to replace the current lights with LED lights.
      - (a) Trustees approved the request.
  - iii) The Chair again asked if there were any other equipment of safety items for discussion.
    - (1) 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 Diemer.
  - i) The reported noted areas of needed berming and that May rd needed graded.
    - (1) Operators are to use the report for work guidance in Sept.
  - ii) The September review is to be by Trustee Shaffer.

b) 2023 Road projects:

- i) Trustees are to refer to exhibit 6-b dated 4-11-23 of the 4-25-23 session, which is an update to the project list dated 1-20-23 from the Co. Engineer's office. This is the 2023 list of projects for the Co. Engineer & includes the estimates of expenses for the 2023 4<sup>th</sup> mile of the Bowman Rd rebuild project.
- ii) The road maintenance program is tracked separately in this agenda from the Bowman Rd rebuild or other Twp road expenses assigned by Trustees to Twp personnel or other private contractors.

(1) Co. Engineer road maintenance projects approved are as follows for 2023:

	<b>Est.</b>	<b>Actual cost</b>
(a) <b>Paving:</b> - no paving projects for 2023.		
(i) Total paving	<b>\$0</b>	
 (b) <b>Chipseal:</b>		
(i) Kiser Road – from Krouse to Keller - 5325'	\$12,998.00	\$
(ii) Kiser Road – from Keller to Canal – 5,316'	\$12,982.00	\$
(iii) Parkview Drive – 2,560'	\$ 3,389.00	\$
(iv) Schroeder Street – 1,182'	\$ 1,562.00	\$
(v) Estimated total exp. of chip seals	<b>\$30,931.00</b>	<b>\$</b>
 (c) <b>Patching:</b> for 2023 –		
(i) none proposed.		
 (d) <b>Crack Seal-</b> none in 2023		
 (e) <b>Pavement Markings:</b>		
(i) Kiser rd – Krouse to Canal – 10,641;	<b>\$6,321.00</b>	<b>\$</b>
<b>(f) Total est and final expenses for 2023-</b>	<b>\$37,252.00</b>	<b>\$</b>

iii) Re-build and widen 4 miles of Twp's portion of Bowman Rd. – see mins from Feb. 2018 for history.

- (a) There was no construction work done in 2019 due to scheduling issues.
- (b) Approximately 1 mile of the 4 mile project was completed in 2020:
- (c) Approximately 1 mile of the 4 mile project was completed in 2021.
- (d) Approximately 1 mile of the 4 mile project was completed in 2022.

(e) TOTAL ESTIMATED ON BOWMAN PROJECT IN 2023 is \$160,895.00

(f) Proposed 2023 effort is the final mile of this project - 5448' or approximately the 4<sup>th</sup> mile.- Campbell to Power Dam

(i) **Prep work by Co Eng.** Warren est. 30k +/- will be posted to OPWC

a. <b>Est. cost</b>	<b>Actual cost</b>
i. 30k +/-	\$

(ii) **PAVING:** -

a. <b>Est. cost</b>	<b>Actual cost</b>
i. \$107,286.00	\$

(iii) **Pavement Markings:** -

a. <b>Estimate</b>	<b>Actual cost</b>
i. \$2,979.00 -	\$

(iv) **WIDENING:** -

a. <b>Estimate</b>	<b>Actual cost</b>
i. \$50,630.00	\$42,602.08 – completed June 2023.

(v) TOTAL CASH ESTIMATED ON BOWMAN PROJECT IN 2023 is \$160,895.00

- 1. Trustees have determined to dedicate the Twp's remaining American Rescue Plan grant to this project. Paid in June.

(2) Per past practice, the County Engineer's Office will coordinate all activity.

iv) Twp projects by Twp staff or other contractors for 2023:

- (1) The Chair asked if there are any proposed or in progress projects for the Twp staff or private contractors for 2023?

- (2) Re-build Ginter Rd. from Jefferson Ave. (St. Rt 66) to Carter Rd - see mins from Jan 2020 forward for details.
- (a) Trustees and the City agreed to a rebuild project. An agreement is on file and prints out a summary of the work to be performed.
    - (i) Estimated project cost is: \$162,296.49.
    - (ii) this is for road reconstruction only – the City has agreed to pay for the proposed sidewalk-bike path.
    - (iii) As of 03-29-22 an ODOT stimulus grant written by Co. Eng. Schlatter on the Twp’s behalf was approved for funding this project.
      - 1. The grant award is for \$175k
    - (iv) This grant has been posted to Twp fund lines as of this session.
  - (b) This project is scheduled for 2023.
  - (c) Jeff Timbrook of the Co Eng staff stated no work was done in August..
  - (d) The fiscal officer notes the 2<sup>nd</sup> qrt status report was emailed to ODOT July 31<sup>st</sup> indicating no activity. See agenda section 3-h above.
  - (e) Discussion:
    - (i) There was no work in August.
- (3) Rebuild of Carter Rd. refer to mins of 8-24-21 Twp session.
- (a) Trustees to determine timeframe based on available road dollars in the Twp road funds:
  - (b) Discussion:
    - (i) None.

c) **2023 financial impact review by the fiscal officer:**

- i) The fiscal officer reported:
  - (1) Total road fund revenues year date are **\$188,937.15**
  - (2) Total road fund expenses year to date are **\$ 90,406.64**
  - (a) These figures are tracking road tax revenues regularly received and expended by the Twp.
  - (b) **These figures do not include the grant money- American Rescue Plan or ODOT stimulus.**
  - (c) Road salt purchased - 2023– total \$0
- ii) Anticipated road funds revenue (tax receipts) for 2023 – based on the January 6th, 2023 1st Twp amended certificate was:
  - (1) \$227,400 more or less
- iii) Anticipated expenses for 2023 – as of this session:
  - (1) Regular twp. expenses anticipated for the year, baring emergencies. The estimate for 2023 – based on historical review, is placed at between \$70,000 and \$100,000 – would include Twp projects estimated or completed so far this year.:
  - (2) 37k +/- Road maintenance program by Co. Engineer - has been estimated by Co Engineer refer to item 6-b of this agenda - proposal from Co. engineer.
  - (3) \$160k – estimated for Bowman Rd rebuild in 2023 – refer to exhibit 6-B dated 4-11-23.
    - (a) To be funded in part by American Rescue Plan grant per Trustee resolution 10-2023.
  - (4) 40k savings towards Carter rd rebuild - project - unless Trustees determine another project.
    - (a) 40k was earmark in the 2022 budget so at end of 2023 80k should be available.
  - (5) Possible truck purchase to replaces F550 – set aside is \$165k
- iv) Total est. exp for 2023 is between \$380 and \$500k –
- v) Discussion;
  - (1) None.

d) **A recap of the OPWC grants (LTIP & Issue 2)–** see minutes of previous sessions for history. An update was last received from the Co Engineer’s Office dated 2-8-23- refer to exhibit 6-d of the February 28<sup>th</sup> meeting.

- i) Current status as reported by the fiscal officer
  - (1) The Engineer had 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 2 years (2023 & 24) or a total of \$50k remaining give or take.
  - (2) The 2023 grant of \$18,000.00 is posted to Twp grant as of 2-8-23 as noted on the 2-8-23 exhibit.
    - (a) Grant fund balance as of 02-08-23 is minus (\$9,910.73) as noted on the exhibit.
  - (3) –OPWC grant work anticipated for 2023

- (4) Prep by co eng staff on final mile of the Bowman rd rebuild project.
    - (a) Trustees are reminded that there is no longer a discount in effect from the Co. Engineer for work done on the Twp's behalf by Engineer staff.. Use of funds is 100%.
  - (5) Discussion:
    - (a) none
- e) 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 are any cemetery issues for discussion?
  - i) There was none.

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

- a) The Chair asks if there are any personnel issues for discussion.
  - i) Zoning Commission – appoint to alternate Bd. position. This opening occurred when Trustees appointed Patti Diemer to the regular Board to fill the seat of Richard Wagner who had passed away.
  - ii) Nominations if any to fill the unexpired Alternate term of Patti Diemer?
  - iii) ZONING COMMISSION

Randy Wilde	14726 St Rte 111- Defiance	419-393-2897	<a href="mailto:jjyold@artelco.com">jjyold@artelco.com</a>	12-31-25
Sam Bok	11310 Krouse Rd - Defiance	419-782-0012	<a href="mailto:jawscows@defnet.com">jawscows@defnet.com</a>	12-31-25
Ed Steffel	15829 State Rt. 111 Defiance, Ohio 43512	419 393 2357 home		12-31-23
Tom Mick	21389 Hammersmith Road - Defiance		<a href="mailto:twmick@defnet.com">twmick@defnet.com</a>	12-31-23
Patti Diemer	23361 Def. Paulding Co. Line Rd 10 – Defiance, Ohio 43512	419-439-3181 cell 419-393-2009 home	<a href="mailto:Pdiemer1961@gmail.com">Pdiemer1961@gmail.com</a>	12-31-24
<b>ALTERNATES</b>				
Donald Gorrell	15656 South St. Rt. 66 – Defiance, Ohio 43512	419 399 7699 cell 419 393 2076 home	<a href="mailto:Gorrell1155@gmail.com">Gorrell1155@gmail.com</a>	12-31-23
Open position				12-31-24

- (1) Trustee Peck is to consult with the Def. High School to get a recommendation of a student for this position. Trustees believe this to be an educational opportunity for the named student.
- (2) Update-
  - (a) There was none.

- b) **Exhibit 8-b** was reviewed. The exhibit is an updated Twp directory dated August 8<sup>th</sup>.
  - i) Review and discussion
    - (1) There was none.
- c) Mr. Shaffer asked if there were any other personnel issues?
  - i) There was none.

**ORDER OF BUSINESS NO. 9 - Handouts.**

- a) Monthly (August 23) GrassRoots clippings – **exhibit 9-a**
  - i) Discussion.
    - (1) There was none.

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

- a) The Chair asks if there is any old business to come before the Board?
  - i) The fiscal officer reported that the Twp web site – hosted on the Def. Co. Comm. Server has been

updated.

(1) Mins through June are posted. Directory updated. Trustee listing updated.

(2) See

(a) [www.defiance-county.com/townships/defiance.php](http://www.defiance-county.com/townships/defiance.php)

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

- a) The Chair asked if there is any new business to come before the Board?
    - i) There was none.
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**ORDER OF BUSINESS NO. 12 - NEXT MEETING:**

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

**Date:** Tuesday, September 26<sup>th</sup>, 2023 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. Shaffer requested a motion to adjourn this meeting of – August 22<sup>nd</sup>, 2023.
  - It was moved by: Diemer
  - SECOND by: Shaffer

The roll was called and the vote was:

YEA(s)    2    NAY(s) 0    The motion:    Passed X    Failed

MEETING ADJOURNED

Respectfully Submitted

Timothy J. Houck, Fiscal Officer