

Minutes
DEFIANCE TOWNSHIP TRUSTEES
August 23rd, 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, August 23rd, 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: Mark Hall 1894 Riverview Drive, Patti Diemer 23361 Defiance-County Line Rd 10, Rhonda Shaffer 13386 State Rte 15, 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 July 26th, 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) Mark Hall stated he was representing his son (Dalton) who lives in the 22000 block of the Defiance Co. Line Rd #10 west of the Williams Rd. The issue is flooding of this property after heavy rain events. Hall requested the Twp to review and address the issue.
 - b) Trustees asked if the property were on the north (Def. Co.) side or south (Paulding Co) side of the road.
 - c) Hall noted the property is on the south side, however, the storm water maybe coming from the north side.
 - d) Trustees will review and suggested that Mr. Hall contact the Auglaize Twp Trustees in Paulding Co to solicit their input as the water may be just from the south side of the road.
- 2) The Chair asked if there were any other citizen concerns.
 - 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 \$231,901.96-- 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 \$15,251.58
- c) Payment reports:
 - i) Payments for August (UAN software-) were \$101,328.51.
- d) The Cash fund summary through August 21st, 2016, (UAN software) showed an "ending fund balance" of \$835,621.55.
 - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$343,804.77.
- e) Appropriation Status showed that through August 21st, 2016 (UAN software), 23.00% 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 8-21-16 was \$705,384.56.

- g) Trustees reviewed an in fund transfer. This transfer was necessary in order to create a Purchase Order (then and now 31-2016) for payment of the state DAS prog purchase of a 2016 John Deere 5100 tractor and mower.
 - i) Exhibit 3-g was documentation of the transfer.
 - ii) The fund line (2021) total approved appropriation was not changed.
 - iii) There were no comments.

- h) The fiscal officer reports that the Twp had received from the Def Co Auditor's office the 2017 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 \$98,400.00 from the inside millage in 2017. This is roughly a \$1,500 increase from the amount received in 2016.
 - ii) The fire levy (fire combat/ems and ems service levies) (outside millage) will receive a projected \$117,800.00 – This is a \$3,000 increase over the amount projected in 2016..
 - iii) Recent history of this revenue source: revenues are now increasing after four plus years of slight declines.
 - (1) The road and bridge fund. – increasing slightly
 - (a) **2017 \$75,800**
 - (b) 2016 \$73,900
 - (c) 2015 \$68,800
 - (d) 2014 \$67,900
 - (e) 2013 \$68,900
 - (2) The general fund – also increasing slightly
 - (a) **2017 \$22,600**
 - (b) 2016 \$23,000
 - (c) 2015 \$22,000
 - (d) 2014 \$21,800
 - (e) 2013 \$21,800
 - (3) The fire fund: - increasing slightly
 - (a) **2017 \$117,800** (fire/ems levy \$74,000 and ems/levy of 2015 \$43,800)
 - (b) 2016 \$114,800
 - (c) 2015 \$72,500
 - (d) 2014 \$71,500
 - (e) 2013 \$72,600

- iv) exhibit 3h-3 was resolution 2016-12.

- i)** Mr. Peck requested a motion to adopt **resolution 2016-12** 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 adopted.

- j) The fiscal officer reported that the local gov't fund 2017 estimated distribution will be provided by the County Auditor's office for the Twp's September session. The Co. budget Commission meets August 24th to determine that distribution.

- k) August bills – Trustees Reviewed – Discussed and Signed.

- l) Payroll & the time cares of August (time cards provided trustees prior to session) – Trustees Reviewed – Discussed and 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) Permits issued
 - (1) Brian Howard - permit for pool house/shelter house - Williams rd
 - (2) Randy Ordway - permit for pond , pole barn- Kiser rd
 - ii) Applications for conditional use permit
 - (1) Andy Tracy - home on bowman road
 - (2) Randy Ordway- living area in pole barn on Kiser rd
 - (3) Zoning Appeals Bd will meet on aug 31 at 7 pm to review the applications.
 - iii) Nuisance violations
 - (1) 10 lake view -sent certified letter- the owner has until 8/23 to comply - the Trustees can then order the property mowed by Twp personnel and the expense will be posted to the property taxes.
 - (2) The fiscal officer reminded Trustees to have the operator mark on the time sheet the time and equipment used for billing purposes.
 - iv) Zoning violation
 - (1) Kevin Koffler- bowman rd - sent cert. letter- for no permit for pond waiting on soil and water for site review

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 noted that the International dump truck and the ford f 550 both need mud flaps.
 - ii) It was also noted that the John Deere zero turn unit has been repaired and requires a service after a ten (10) hour break in period.
 - (1) Trustees instructed Brain Grant to monitor the 10 hr period and then have Mike Daniels change the oil. Documentation is to be noted on the time sheet for warranty purposes. The fiscal officer will keep on file.
- b) The Chair asked if there were any other equipment issues to be discussed..
 - i) Trustee Mayer asked that the Twp consider ordering a new truck for snow removal during the winter of 2016-2017. Mayer is concerned with the Twp being able to address snow removal with the current two Twp trucks and their recent history of breakdowns.
 - (1) Trustees noted that both of the trucks the twp has are now fixed – it may not be necessary at this time to purchase new. It was estimated that a new 1 ton with blade and salt eq would cost approximately \$60k. The Twp is presently spending an estimated 100k of carryover funds this year.
 - (a) Trustees will monitor expense over next several months and monitor how the two trucks are holding up before making a new purchase.
 - ii) The Chair again 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 Shaffer.
 - i) All September work items are noted on the report. Operators should refer to the report for their assignments.
 - ii) The September Rd review is to be by Trustee Peck.
- b) **2016 Road projects:** see agendas from the January 13th, 2016 re-organizational session forward for a

history.

i) At this session (August) 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 Y2K was contacted via phone and did not respond by meeting time.

(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) Mr. Shaffer was to check this in August and report at the August session.

(b) Project update....

(i) Trustees reported that this project can be removed from future agenda's – observation over several months indicates no issue at present.

(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) In the July session Trustees noted that the backhoe needs repaired before this project can be addressed.

(b) Project update.....

(i) Mr. Peck reported that Trustees determined that tile (8") needed replaced as well. The components have been order and Twp operators will address when items arrive.

(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 noted this project is yet to be addressed by the Co. Engineer.

(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) Exhibit 6-b-1 was one of at least two quotes. Quote is from Morris heating and air-conditioning of Def. the quote contains two options –
 - 1. #1 \$5,389
 - 2. #2 \$4,265
 - (ii) Trustees continue to await at least one additional quote.

(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.
 - (i) Mr. Peck reported at the July session 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.
- (b) Update...
 - (i) Trustees reported this project was completed by Bendele. The Twp awaits the bill.

(7) Cromley Rd wash out – reported at the July Twp session.

- (a) Road is washing out at Cromley rd about ¼ of a mile west of the State Rte 111 intersection.
- (b) Trustees were to inspect and determine action.
- (c) Update...
 - (i) Trustees intend to meet with Cromley rd resident Joe Webb prior to addressing the issue.

iv) The Chair asks if there are any other projects for discussion....

- (1) Trustees agreed that trees need trimmed back on Bowman, Hammersmith, Carter & McCollistar There are also two trees in Taylor cemetery.
 - (a) Trustees will contact the Co Engineer to address these issues.
 - (b) No cost estimate was provided.

(2) Trustees reported that citizens on Co. Line Rd #10 east of State Route 66 have complained from flooding after certain rain events.

- (a) Trustee determined to observe & study the area after the next heavy rain event.

(3) Trustees reported gouges on the pavement of Karnes Rd.

- (a) Co Engineer will be asked to dura patch before winter set in.
- (b) No cost estimate was provided.

c) A financial impact review by the fiscal officer:

i) 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 66k for tractor & mower.

ii) 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 **\$164,175.45**

(3) Total road fund revenues year date are **\$106,506.73**

(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 of 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 September work assignments for the Twp. crew are noted in the August monthly road report.
- e) Twp cemeteries –
 - i) At the July 2016 Twp session, Mrs. Mayer suggested that the Twp hire a professional lawn service company to spray the Twp cemeteries for weed control in the spring of 2017.
 - (a) Trustees determined to acquire several informal quotes.
 - (b) Update...
 - (c) This will be addressed after the first of the year and is to be removed from remaining 2016 agenda's.
 - 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 (August 16) 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) Trustees reminded Twp operators that all work is to be specifically defined on time sheets so that Trustees can better track work being done on Twp projects and equipment by Twp staff.
- b) The Chair again asked if there were any other old business to come before the Board.
 - i) There was none presented.

ORDER OF BUSINESS NO. 9 - New Business.

- a) The Chair asked if there is any new business to come before the board?
 - i) Exhibit 9 was reviewed. This item is a survey from Defiance Co EMA regarding the updating of the County Natural Hazard Mitigation Plan.
 - (1) Does Def Twp wish to participate?
 - (2) Mitigation project samples are on the last two pages of the exhibit.
 - (3) Discussion...
 - (a) Trustees desired to participate. Mr. Peck filled out the survey and the fiscal officer will email the document to Def. Co. EMA.
 - ii) 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 – September 27th, 2016.
Time: 6:30 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 adiourn the meeting of August 23rd. 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