

Minutes
DEFIANCE TOWNSHIP TRUSTEES
September 22nd, 2020 MEETING

The Defiance Township Trustees met in regular session at the Defiance County Commissioners building – 2nd Floor conference room, 500 Court Street, in Defiance Township, Defiance, Ohio, on Tuesday, September 22nd, 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 August 25th, 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 August - noted a primary checking reconciliation balance of \$320,669.92-- balance is minus the outstanding checks and Township investment funds & is taken from the Bank's monthly statement.
- b) Receipt report:
 - i) Receipts for September (UAN software-) were \$17,310.63.
- c) Payment reports:
 - i) Payments for September (UAN software-) were \$23,287.08.
- d) The Cash fund summary through September 21st, 2020, (UAN software) showed an "ending fund balance" of \$1,042,688.29.
 - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$646,608.64.
- e) Appropriation Status showed that through September 21st, 2020 (UAN software), 25% 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 09-21-2020 was \$741,203.17.
- g) Trustees asked the Fiscal Officer to review gas tax revenues comparing revenue after the additional gas tax increase (11cents per gallon) passed the Ohio Legislature in July 2019.
 - i) See Jan. 2020 mins for initial review.
- ii) 2020 comparisons posted to UAN – through September 21st, for review at September 22nd, Twp session:
 - (1) **Exhibit 3-g-1** is gas tax posted through September 2019.
 - (a) was \$56,109.82 more or less
 - (b) **Exhibit 3-g-2** is 2020 rev posted through September 21st - 2020- \$100,871 more or less –
 - (c) For the first nine (9) months of 2020 the increase is \$44,762 more or less- 4,973 ave per month
 - (d) 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) Exhibit h – is a cover letter from the Def Co Auditor’s office and a Twp resolution (12-2020) regarding the Defiance Township’ anticipated distribution share of the anticipated “Local Gov’t Fund monies” for 2021; the Twp can expect to receive a total of \$22,839.14. This Twp funding allocation was \$25,901.66 in 2020, \$24,913.53 in 2019, \$23,598.49 in 2018, & \$21,380.32 in 2017.
- iii) The fiscal officer reports:
 - (1) The 2021 estimated allocation is roughly \$3,062.52 less than in 2020.
 - (2) exhibit 3h – contains resolution 12-2020, to accept the 2021 local gov’t fund distribution as proposed by the Defiance County’s Budget Commission.

Mr. Peck requested a motion to adopt **resolution 12- 2020** (attached) accepting the estimated local government fund distribution as determined by the Co Budget committee for the 2021 Twp budget.

Mr. Shaffer moved to approve resolution 12-2020 as presented.

Mrs. Mayer seconded.

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

The resolution 12-2020 was adopted.

- i) September bills through the 21st – Trustees Review – Discussion and Signature.
- j) Payroll & September time cards (time cards provided trustees prior to session) – Trustees Review – Discussion and Signature.
- k) Mr. Peck requested a motion to accept the September financial reports.
 - MOTION by: Mayer
 - SECOND by: Shaffer
 - 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) September Monthly Zoning report -
 - i) permits issued:
 - (1) Butch Shilt- Kaiser Road- addition to pole barn
 - (2) Ken Branham- 1850 sf home and 2 outbuildings
 - ii) Zoning issues:
 - (1) Talked to appraiser about zoning on Bowman Rd
 - (2) Talked to Mat Siebert about a Mobile home on St Rt 15
 - iii) Nuisance violations:
 - (1) none
 - iv) Site reviews:
 - (1) none

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 from Twp employees/Trustees on current or proposed new eq &/or safety items.
 - i) Trustee Shaffer noted that the warranty work on the 2020 Bob Cat noted in the August minutes continues. The Twp awaits word from the vendor Clark Eq. Company of Lima, Ohio. The Twp still has the vendor provided free loaner until the Twp.’s unit is repaired and returned.
 - b) The chair again asked for comments or concerns on eq. or safety items.
 - 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 Mayer.

- i) Mayer reported no issues.
- ii) The October review is to be by Trustee Peck.

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 28th 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 28th. 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) Chipseal:	Est.	Actual cost
(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	\$18,425	
(v) Should be billed in October.		

(b) Patching: - completed & paid as of the May 2020 session.

- (i) See previous mins for details.
- (ii) Estimated & actual total patching exp - \$33,270 \$32,785.60

(c) Crack Seal- completed and paid as of the August 2020 session.

- (i) See previous mins for details:
 - 1. Estimated & actual total exp. crack seal \$7,943 \$12,013.25

(d) Pavement Markings:

- (i) Karnes Rd – f Bowman to Waton – 5228' \$618.00
- (ii) Not yet started per eng. office 9-21 ph.

(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 (September):

(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 13th, 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 22nd

a. Est. cost	Actual cost
i. \$81,750	\$78,783.25 – paid in July

2. **Pavement Markings:**

a. **\$2,105**

3. WIDENING: - completed as of June 23rd.

a. Estimate	Actual cost
b. \$29,920	\$28,215 – paid in June.

c. The fiscal officer had confirmed with the co. eng. office that additional shoulder work was part of the widening project and work was done by the co. eng staff from March 11 through July 30th in 2020. The expense for this work was charged to the OPWC grant. Refer to exhibit 6-f of the August 2020 agenda.

- i. Cost was \$11,047.79.

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

- (v) Engineer's office update for September
 - 1. No activity
 - 2. Pavement markings to be applied Oct –
 - 3. Warren stated 9-21 ph:
 - a. his office may – weather dependent- in Oct. and Nov do grading and more widening for next springs' pavement contract.

c) Twp projects by Twp staff or other contractors for 2020:

- i) The Chair asked if there were any proposed projects for the Twp staff or private contractors 2020?
- ii) No additional projects were brought forth.

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.
- ii) There was none.

e) 2020 financial impact review by the fiscal officer:

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

- (1) Total road fund revenues year date are **\$189,604**
- (2) Total road fund expenses year to date are **\$176,706**
 - (a) Road salt purchased winter 2019 – 2020 – total \$3,015.

iv) Anticipated revenue for 2020 – based on the January 2nd, Twp amended certificate was:

- (1) \$181,850 more or less

v) 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 estimated or 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+.**
 - 1. Trustees requested the fiscal officer to remove his projected deficit comments from future agenda's, as Trustees are expending funds that were saved in previous years for this project.

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 the August 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 30th as noted in exhibit 6-f dated 8-5-20
 - (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 regarding the OPWC grant?
 - (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) The fiscal officer reports that Mr. Chris Bowers had contacted the Twp. to inquire the process of purchasing burial lots in Taylor cemetery.
 - (1) Mr. Bowers & Trustees were emailed the Twp's response with attachments of lots available on 9-14.
 - (2) As of this session there has been no further contact from Mr. Bowers.
 - ii) The Chair asks if there is any discussion?
 - (1) There was 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 (September19) GrassRoots clippings – **exhibit 9a**
 - i) This issue shows salaries of elected officials for 2021.
- b) **Exhibit 9-b** – is notice from the Def. Co. Twp. Association that due to a lack of business and continued concern with COVID 19 the 3rd qrt. Session is cancelled.
- c) **Exhibit 9-c** – is notice that Ottawa Oil –(a twp vendor supplies oil and gas) has been sold to Pak a sak of Portland, Indiana.

ORDER OF BUSINESS NO. 10- Old Business

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

ORDER OF BUSINESS NO. 11 - New Business.

- a) The Chair asked if there is any new business to be discussed....
 - i) The fiscal officer reports that OTARMA has sent a questionnaire regarding the renewal of insurance for 2021. This is a standard annual process. See exhibit 11-a.

ORDER OF BUSINESS NO. 12 - NEXT MEETING:

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

Date: Tuesday, October 27th, 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 September 22nd, 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