

Minutes
DEFIANCE TOWNSHIP TRUSTEES
September 24th, 2013 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 24th, 2013 at 7:00 p.m. Following the Pledge of Allegiance the Chair instructed the clerk to call the roll. Answering as present were Diana Mayer, Daniel Peck, & Charles A. Bakle Jr., also present was Tim Houck, Township fiscal officer. All three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employees present were: Jason Shaffer (equipment operator and zoning inspector) – 13386 St Rte 15, Mike Daniels – 28678 St Rte 637 eq mechanic - & Roy Perez 812 Indian Bridge Lane, all from Defiance, Ohio.

Visitors present: JoEllen Houck 8 Deville Drive, - Defiance, Ohio.

ORDER OF BUSINESS NO. 1

Reviewed and approved the minutes of the previous session.

Chairman Bakle requested a motion for the approval of minutes from the August 27th, regular Township session.

Mrs. Mayer moved to approve the minutes as presented.

Mr. Peck seconded.

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

The minutes for the August regular session were approved.

ORDER OF BUSINESS NO. 2 - Citizen concerns:

- 1) The chair asked for citizen concerns from the floor.
 - a) Mr. Perez was recognized and if the Defiance City fire-rescue proposed levy were to be defeated in the fall (November) election would Defiance Twp still have fire and rescue services from the City?
 - i) Trustee Bakle responded that he had spoken with City Councilman Plant and was told that the Twp provides so much in funding for this service that the City could not stop providing the service.
 - ii) Mr. Bakle continued that should the City decide to end its contract with the Twp for these services our Twp residents would be told to call 911 for the service needed. This according to Mr. Bakle requires a response from an emergency service department. If the City was to be dispatched and a response was denied by the City, then Mr. Bakle believes, the State Fire Marshalls Office would be involved in a possible legal conflict with the City for failing to respond.

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 \$351,605.59-- 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 \$16,985.99.
- c) Payment reports:
 - i) Payments for September (UAN software) 2013 were \$20,448.54.
- d) The Cash fund summary through September, 2013, (UAN software) showed an "ending fund balance" of \$1,048,137.87.
 - i) The "cash available" for encumbrances (current reserve- UAN software) was \$584,536.29.
- e) Appropriation Status showed that through September 25th, 2013 (UAN software), 17.3% 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 09-22-13 was \$704,357.22.

- g) Trustees reviewed and signed the September bills.
- h) Payroll & September's time cards (time cards provided trustees prior to session) were reviewed without comment and signed .

Mr. Bakle requested a motion to accept the September financial reports.

MOTION by: Mayer

SECOND by: Peck

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

The September financial reports were approved.

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

- a) The Chair asked for the Monthly Zoning report - Inspector's Report - Mr. Jason Shaffer provided the following electronic copy of this report.
 - i) Monthly report for September:
 - (1) Building Permits issued to:
 - (a) Bob Pasterz on Power Dam Rd for a Pole Building.
 - (b) Darrel McNeely on Indian Bridge Lane for siding on his residence.
 - (2) High Grass was taken care of at Robert Myrick residence at 13768 SR15.
 - (3) Spoke with Matt Tarkington at 14032 SR 15, for a office trailer at 14032 SR15. This building will be used for a class room for the Church that is located on the property. All of the process is to include what you would have to do for a mobile home. Wheels off, tongue off, along with no less than six (6) tie downs into the ground.
 - (4) I am still receiving calls from agencies about structures in the city. PM Environmental, about 700 Kiser Rd.

Jason A. Shaffer
 Zoning Inspector
 Defiance Township
 Defiance, Ohio 43512

- b) The Chair asked if there was any other zoning business to come before the Trustees - there were none.

ORDER OF BUSINESS NO. 5 -- Equipment;

- a) The Chair asked if there were any comments or concerns from Twp employees on current or proposed new eq.
 - i) Mike Daniels & Jason Shaffer reported the Twp international dump truck still needs repaired. The unit was damaged when it was involved in a deer accident earlier this year.
 - (1) The unit was approved to be repaired during the August meeting. Staff had not yet taken the unit to Defiance Truck Sales on Carpenter Rd for the body work.
 - (a) Mr. Daniels is still to put on the strobe lights..
 - ii) The fiscal officer noted that the Twp is getting a new computer from UAN replacing the current unit. This is a regular routine replacement per our UAN service agreement. The computer is in. The fiscal officer requested the use of a computer tech to assist in transferring the data and setting up the new unit. In addition the fiscal officer asked for direction on the disposal of the current unit. It was noted that during the last replacement (2 years ago) the Trustees ran an ad seeking bids and sold the computer system to the highest bidder (under \$100).
 - (1) The zoning inspector was recognized and asked if he could get the computer for his zoning work.
 - (a) The fiscal officer noted that the computer will be cleaned of all programs so new software (office suite) will be needed and a tech will be needed to set up the system and install the software for the zoning inspector's use.

The chair asked for the Board wishes.

Mr. Peck moved that the fiscal office be approved to hire a tech to assist in the switch and set up of both the new computer and the old computer which is to be assigned to the Zoning Inspector.

Mrs. Mayer seconded.

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

The motion was approved.

ORDER OF BUSINESS NO. 6 - Trustee Report – Monthly Twp Rd inspection

- a) Trustee Report (exhibit 6-a) – Monthly Twp Rd inspection by Trustee Peck was reviewed.
 - i) Operators were instructed to use this report as the monthly work assignment. Each operator was assigned a specific road in the report.
 - ii) Trustees thought the last round of road side mowing for 2013 would be in October.
 - iii) The October Rd review will be by Trustee Mayer.
- b) Trustees review of the proposed 2013 projects as of this session.
 - i) The Trustees approved the Co Engineer's list edited and distributed as exhibit 6-b during the March Twp meeting. In the April Twp session Trustees delayed some projects and added others. All proposed 2013 projects are listed below.
 - ii) purchase orders of 2013 that will fund the projects listed are:
 - (a) P.O.'s 8-2013, 9-2013, &
 - (b) B.C.'s 36-2013, 45-2013
 - (c) P.o.s total \$179,500
 - (d) Expenses exceeding this amount with the Co Eng will require transfers and new p.o.s
 - iii) As of 09-24-13 this list and the additional projects approved in March are as follows:
 - (1) The remaining .7 mile of Hammersmith from Singer to State Route 111- Trustees were reminded to review the minutes from 2011 forward for history:
 - (a) This rebuild project will take place over a three year period starting in 2013.
 - (i) The entire .7 miles will be widened & rough paved in 2013 and the drainage ditch is to be constructed. Property acquisition for right of way to widen the road and construct the ditch will also take place in 2013 and be done by the County engineer. The engineer's office will also contract or construct the ditch in 2013.
 1. Widening with rough paving - \$22,327.50
 2. Right of way acquisition – \$10,000
 3. Drainage ditch construction - \$10,000
 - i. The Co Engineer provided a report on this portion of the project dated 9-10-13 and is exhibit 6-1 of this meeting.
 - ii. Excavation, rock, rock chute, seeding, catch basin and misc items by co engineer's and contractor J. Webb totaled \$23,271.02
 - iii. The entire amount was posted to the Twp's future OPWC grants.
 4. Total 2013 exp on this proj \$55,000 more or less.
 - (ii) A smooth paving will be applied in 2014.
 - (iii) And a final smooth paving will be done in 2015.
 - (iv) As of this session work is continuing on this project.
 - (2) Cromley Road
 - (a) The County Engineer's will coordinate a cement stabilization in 2013 from the end of pavement to the west end of the road just past the Webb residence. This is approximately 3,200 feet more or less.
 - (i) See Twp Trustee mins of February through July 2013 for details.
 - (ii) The Engineer estimated the project cost at \$85,000 initially if done as a standalone project. In the June meeting the Engineer reported that they were able to coordinate this project with another project and the new cost estimate was reduced to \$45,000.
 1. However, the project now is scheduled to be constructed in September or October as the other project is larger and is the priority.
 2. In the August session Trustees approved (2 to 1 vote) to surface the cement stabilized road with asphalt at estimated cost of \$55k.
 3. Estimated project total cost is now \$100,000

(3) Singer Rd-Hammersmith intersection – drainage project. Not listed on the engineer's list - 6-b of Jan 2013.

(a) See minutes of Twp sessions from November 2012 through July 2013 for project details.

(i) The Twp will provide \$11k to fund the project as outlined in the Engineer's handout in March. .

1. Grading and shaping, brush and tree removal, remove concrete headwall, tile destruction and clean up, 6' tile on north side crossing Hammersmith.

a. This project was started in September and continues as of this session.

2. The list also indicated that property owners that had land bordering Hammersmith would donate the right of way for the Hammersmith project.

(ii) in addition the Twp will fund the 30" pipe to be placed under Singer rd. (there was no est. cost)

(b) Trustees were to get a cost estimate for the 30" tile by the October meeting.

(4) Krouse rd – earlier this year it was reported that the road had been damaged by traffic. This report was noted by a citizen during the March meeting.

(a) Trustees reviewed the road earlier this year and determined that dura patching will be done in July to address the issue.

(b) At the July session – Trustees reported that there is a hold on this project and Chairman Bakle was to discuss the issue with County Engineer's and report back at the August Trustee's session.

(c) During the August session Mr. Bakle said he spoke with the engineer and they will re-assess and prepare a recommendation for the Trustees.

(d) The fiscal officer asked for a cost estimate if the work is to be done in 2013.

(i) Mr. Bakle responded that the cost should not be more than \$1000.

(5) Trustees approved during their April session to add floors to the salt bins.

(a) In June the Trustees instructed the crew to place remaining salt on one side and add the floor then move that salt back and add the floor to the other side.

(b) The floor is to be cement-

(c) During the July session – Trustees said this would be work done during weather that prevented current higher prioritized road work including roadside mowing....(probably early fall)

(d) Trustees in the August session instructed the crew to begin with the north side floor of the salt shed.

(e) The fiscal officer asked for a cost estimate if the work is to be done in 2013.

(i) Mr. Bakle responded that the cost should not be more than \$2000.

(6) Sponseller drainage issue – discussed in the July session was again reviewed.

(a) Trustees decided to review the problem with the County Engineer to acquire a recommendation to address the issue.

(b) There are differences between residents living on this road regarding the problem and how to fix it.

(c) Mr. Bakle noted that due to multiple property owners having various proposed solutions, the Trustees had suggested that the residents contact Def. County Soil and Water to acquire a proposed drainage plan.

c) A financial impact review by the fiscal officer was heard:

i) As of this session total anticipated cost of all projects for 2013 per exhibit 6-b as noted in the March Engineer's project estimate is now \$82,910.

(1) Also to be funded in 2013 but not included on the engineer's list are:

(a) the Singer rd drainage project (\$11k) plus unknown cost of 30" tile and a cement stabilization of Cromely cement stabilization with an asphalt cover is now estimated at \$100,000.

ii) The total amount of expenditures proposed for 2013 special projects by the County Engineer's office as provided in the 3-20 engineer's letter is \$82,910 plus additional projects which are without cost estimates.

(1) The fiscal officer is planning on these expenses to be posted to our cash road fund lines, given that OPWC future grant funds have been used per the Co Engineer in the amount of \$91,731.28 (see exhibit 6-1 of this agenda). See section below for details.

- (2) Trustees are reminded that:
- (a) Regular twp expenses are estimated – base on historical review, at between \$70,000 and \$100,000
 - (b) Total anticipated expenses for 2013 are (as of September 30th) unknown based on the number of projects listed without estimated costs.
 - (c) Anticipated 2013 revenues as noted in the 2013 amended certificate from the County Auditor for road work was \$155,845.
 - (d) Total road expenses year to date are **\$ 87,826.00**
 - (e) Total road fund revenues year date are **\$141,372.00**
 - (i) Expenses exceeding income will be posted to the Twp road carry over funds.
- (3) A recap of the OPWC grants - this report update came from the Co Engineer's Office –updated 11-30-12. The update includes expenditures from future OPWC grants that the Twp might receive. If the Twp fails to receive such grants the twp road funds will be accountable. (see minutes from 2011 forward thru October 2012 for history).
- (a) 2012 OPWC postings:

(i) Indian Bridge Lane – culverts	\$11,057.52
(ii) Hammersmith rd – widening contractor work	\$81,275.00
(iii) Hammersmith rd – widening (by county)	\$ 7,679.68
(iv) <u>Hammersmith rd – (ditch contractor & pipe)</u>	<u>\$44,497.50</u>
(v) Total OPWC grant posting in 2012	\$144,509.70
 - (b) 2013 OPWC postings – Hammersmith rd const (ditch work) \$23,271.02
 - (c) Current status – the OPWC has utilized future grants in the amount of \$(91,731.28)
 - (i) See letter-invoice report from Co Engineer dated 09-10-2013
 - (ii) The 2013 addition will require an amended certificate by year's end.
 - (d) The current assessment is that the Twp rd projects for 2013 will exceed revenue based on the assumption that the remaining to be posted expenses for Hammersmith rd and the unknown cost of the projects listed above will exceed revenue and won't be posted to any future OPWC grants.
- d) The Chair asked if there are any other projects/issues for 2013.
 - i) None were offered.
 - e) Trustees again noted the September work assignments for the Twp crew.
 - i) Trustees instruct Twp operators to use the monthly road inspection report as their work assignments. Each operator's name is assigned to a Twp road and work that needs done is noted on the report.
 - f) Twp cemeteries –
 - i) No issues were raised..

ORDER OF BUSINESS NO. 7 – Handouts were distributed as noted below:

- a) Monthly (September 13) GrassRoots clippings – exhibit 7a was distributed.

ORDER OF BUSINESS NO. 8 – Old Business

- a) Up-date on “Fire-Rescue” regionalization discussion by Twp's and the City of Defiance. Mr. Peck represents Defiance Twp.....
 - i) Mr. Peck was asked if there was any update.
 - (1) He responded that there was no new information – the city is waiting to see if their proposed levy to increase city income tax to fund police and fire is successful at the November election.
- b) The Chair asked if there is any other old business

i) There was none

ORDER OF BUSINESS NO. 9 - New Business.

- a) The Chair asked if there was any new business to be discussed.
 - (1) Trustees noted that the Christmas holiday fell on the regular Twp meeting night.

Mr. Bakle requested a motion to move the meeting to December 17th, same time and location.

MOTION by: Mayer

SECOND by: Peck

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

The December regular Twp meeting will be held Dec 17th – 7p.m. 2nd floor of the Defiance County Commissioners building – conf room EMOC 500 Court Street - Defiance, Ohio

ORDER OF BUSINESS NO. 10 - NEXT MEETING:

Date: Tuesday – October 22nd, 2013.

Time: 7:00 p.m.

Place: 2nd floor of the Defiance County Commissioners building – conf room EMOC
500 Court Street - Defiance, Ohio

ORDER OF BUSINESS NO. 11 – Adjournment:

Mr. Bakle requested a motion to adjourn the meeting of September 23rd, 2013

It was moved by: Peck

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