

# *Minutes*

## *DEFIANCE TOWNSHIP TRUSTEES*

### *September 25<sup>th</sup>, 2018 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, September 25<sup>th</sup>, 2018 at 6:30 p.m. Answering as present were Diana Mayer, Dan Peck & 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: John Diemer 23361 Defiance-Paulding Co. Line Rd 10, Steve Buchholtz 1615 South Clinton St., Brian Grant 15168 Williams Rd., & Denny Batt 14854 Power Dam Rd (twp zoning commission) all of Defiance, Ohio.

Visitors present: Patti Diemer 23361 Defiance-Paulding Co. Line Rd 10, & JoEllen Houck 8 Deville Dr. - all from Defiance Twp./Defiance City.

#### **ORDER OF BUSINESS NO. 1**

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

Mr. Shaffer requested a motion for the approval of minutes from the August 28<sup>th</sup>, 2018, regular 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 sessions were approved.

#### **ORDER OF BUSINESS NO. 2 - Citizen concerns:**

1) The chair asked for citizen concerns from the floor.

a) Dennis Batt was recognized.

i) Batt asked if Trustees knew when the Watson Rd. bridge construction project would be completed.

(1) (note this is a Co. Engineer's office project on a Co. Rd.)

(2) Trustees stated the project delay was due in part to an Ohio EPA shut down of work to protect certain fresh water species found during the construction period.

(3) Trustees further stated that the Co. Engineer had informed them - upon questioning by the Trustees - that the bridge project should be completed in three weeks or approximately by the third week of Oct.

#### **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 \$222,941.31 - 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 \$16,521.92.

c) Payment reports:

i) Payments for September (UAN software-) were \$23,443.73.

d) The Cash fund summary through September 23<sup>rd</sup>, 2018, (UAN software) showed an "ending fund balance" of \$916,946.75.

i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$243,401.20.

e) Appropriation Status showed that through September 23<sup>rd</sup>, 2018 (UAN software), 23.6% 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 08-23-18 was \$713,721.80.

g) Trustees reviewed and signed bills through the 24<sup>th</sup>.

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

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

MOTION by: Peck

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) September report –
  - i) Permits issued
    - (1) Jason Hohenbrink- garage on Watson Road
  - ii) Zoning questions
    - (1) Talked to Amber Mangas about homes being built on Watson Road
    - (2) Talked to a Killion about fence restrictions
  - iii) Site Reviews pending –
    - (1) Jim Hoover St Rt 111- Lean to
    - (2) Alan Chandler - Pond- Defiance Paulding Co line.
  - iv) Nuisance issues
    - (1) sent letter for DAV and Scotty's high grass - Mowed 09/20
  - v) Signed land splits:
    - (1) for Rod Chandler - Defiance Paulding Co In
    - (2) and Mekus on County Road 8

Respectfully submitted

John Diemer, Twp Zoning Inspector

- b) Mr. Shaffer asked if there are any other zoning/nuisance issues to come before the Board?
  - i) None were offered.

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

- a) Comments or concerns from Twp employees on current or proposed new eq &/or safety items.
  - i) Farm gates are to be placed on twp salt bins. The purpose of the gates was to protect eq placed in the bins during the summer months. Gates would be removed when salt was placed into the bins for winter snow removal operational needs. See mins from May 2018 session forward for details.
    - (1) Trustees had asked operator's to complete this task in July.
    - (2) Update:
      - (a) Trustees and Twp Operators present noted the project was completed in Oct.
  - ii) Operators also informed Trustees that:
    - (1) Per Trustee direction - Four (4) 'No Trespassing' signs have been posted on the Hammersmith Twp building property lot.
    - (2) Eq. fuel and propane for heat have been delivered in Sept. in preparation for fall and winter needs at the Hammersmith Rd. Twp maintenance building.
    - (3) The Ford F550 dump truck needs new grease zerts.
    - (4) All Twp eq has been serviced is working and ready for use as needed.
  - iii) Trustees ordered operators to purchase two hard hats (4 total) 2 to be placed in the F550 and 2 in the 2004 international.
    - (1) Trustees instructed operators to wear this safety equipment when loading the trucks.
  - iv) The Chair asked if there were any other issues – none were brought forth.

**ORDER OF BUSINESS NO. 6 - Trustee Report – Monthly Twp Rd inspection and road projects.**

- a) Monthly Twp Rd inspection by Trustee Peck.
  - i) No report was provided.
  - ii) Mr. Shaffer reported that Twp resident Howard Schultz resides on McCollister Rd., complained about a

road drop off along the berm at Watson & Wilhelm. Shaffer stated he had Twp operators place stone in this area, and that high traffic and rain had washed the stone away. He then ordered operators to place cold mix in this area.

- (1) Shaffer said he will speak with the Co. Engineer about adding hotmix or concrete stabilization to this area due to high traffic volume.
  - (a) Trustees concurred.
- iii) Shaffer also said the crew would place stone berm at the intersection of Kibble and Winn to rebuild the berm.
- iv) The October Rd review is to be by Trustee Mayer.

**b) 2018 Road projects:**

- i) At the February 2018 session Trustees approved the County Engineer's 2018 project list.
- ii) At the April 2018 session an amended estimate was provided dated 4-6-18 – as **exhibit 6-b**.

**(1) Chipseal work for 2018 remains: cost estimates old revised**

- |   |            |            |
|---|------------|------------|
| (a) Link Rd – Powerdam to Powerdam – 1,126' | \$1,732.94 | \$1,870.00 |
| (b) Ball rd – Krouse to Canal – 5,338'      | \$9,221.97 | 9,965.00   |

- (i) During Sept. the fiscal officer spoke with the Engineer's office and was informed that they are awaiting the contractor to complete all work in the County. Then the Twps will be billed. We can expect this bill in Oct. or early Nov.

- (2) Crackseal for 2018 completed and paid- see July bills.
- (3) Hot Mix Patching – wrk completed & billed. See bills of August.
- (4) Paving – wrk completed & paid – see June meeting mins.
- (5) Projects completed & paid have been removed from the agenda.

**(6) From past 2018 sessions, Trustees had approved the Co Engineer to do the following:**

- (a) Repair street drain covers in the Lakeview addition.
  - (i) No cost estimate provided.
- (b) Some storm water drains are being filled with leaves - Shaffer has asked the Co. Engineer to use the jet vac to remove this debris.
  - (i) It was agreed that the work will be done in Oct. or early Nov. after the leaves have fallen.
  - (ii) No cost estimated provided.
- (c) Dura Patching is needed on Wilhelm Rd – about 500' south of McAlistar and on Co. Line Rd 10 east of 66 and again 100' further west.
  - (i) No cost estimates acquired.
- (d) A curve is failing at the intersection of Ball & Canal – Shaffer had spoken with the County Engineer – failure is probably due to a collapsing culvert pipe under the road. The Co. engineer will address this issue in late summer or early fall.
  - (i) Trustees noted this item is complete and the Twp is awaiting the bill.
- (e) All items (a-c) are yet to be addressed.

**(7) The Chair asked if there are any other issues.**

- (a) Trustees noted that tree limbs overhang the road on Bowman near John Rivers Sr. property. Twp crew were instructed to trim these back of the road.

**(8) The Chair again asked if there were any other issues or projects to be discussed.**

- (a) There were none.

**(9) Total est . expenses for co work on twp behalf in 2018 -~~\$87,998.07~~ -- \$95,870.00**

- (a) (does not include items for which no cost estimates were acquired)**

**c) Twp projects by Twp staff or other contractors for 2018:**

- i) Discussion...if any twp projects for 2018:
- ii) Trustees have previously noted that Karnes Rd was damaged by contractors working to replace the Watson Rd bridge.
  - (1) The contractor acknowledges the damage per Trustee Shaffer and the contractor is repairing the road.
  - (2) There is no cost to the Twp.
  - (3) Update if any.....
    - (a) Trustees noted the repairs have not yet been made.
- iii) The Chair asked if there were any other projects.
  - (1) There was none.

**d) Future major Twp road projects – first discussed at the Feb. 2018 session.**

- i) Due to expenses, these project(s) will be implemented over several years, which will allow the Twp to save toward funding for such major projects.
- ii) See agendas from Feb 2018 forward for details:
  - (1) The Board is discussing with the County Engineer the following:
  - (2) rebuild of Bowman Rd – initially planned to start in 2019.
    - (a) During September the fiscal officer was informed by the Co. Engineer that his office is awaiting direction from the Trustees.
    - (b) The Co. Engineer wishes to know how much work is to be done each year. He provided the following cost estimates:
      - 1. There is no need to acquire right of way.
      - 2. Grading and seeding will cost approximately \$30k per mile and can be done in sections.
      - 3. Widening of the road will cost an estimated \$55k per mile –
        - a. Engineer noted that the Twp could break this down 1 side at a time.
      - 4. Paving and striping is estimated to cost \$55k per mile –
        - a. Again, this can be broken into sections.
      - 5. According to the Engineer the Twp section of Bowman road is 4 miles in length.
      - 6. The Chair asked for discussion.....
        - a. Trustees will study the economic impact and determine a course of action – a decision is likely to be reached by early Feb. 2019 if work is to start in 2019.

**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	<b>\$168,367.20</b>
(2) Total road fund expenses year to date are	<b>\$151,005.73</b>

- ii) Anticipated revenue for 2018 – based on the January 2<sup>nd</sup>, Twp amended certificate was:
  - (1) \$171,715.00 more or less

- iii) Anticipated expenses for 2018 – 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) \$95,870.00 for Co Eng work- see co eng. est cost for twp wrk in 2018 dated 4-6-18 by Co Eng proj list.
- (3) Total anticipated expenses based on the above:
  - (a) from \$150,000 to 200,000k if there are no major Twp projects undertaken.

- 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 1-16-2018. That update includes the posting of the 2018 OPWC grant funds of Def Twp.

- i) Current status – the OPWC report from the County Engineer's office as of 1-16-2018 indicates that:
  - (1) The Engineer's Office has posted to Def Twp – the Twp's 2018 grant of \$43,455. (money is with the Co Eng – any used in 2018 will be posted to Twp fund lines as pass through money.
    - (a) The Twp had used \$32,530.68 of future year's grant dollars.
    - (b) As of this date (Jan.16-2018) the Twp has \$10,924.32 of its 2018 grant remaining.
    - (c) An amended certificate will be required to account for the expenditure of these funds on behalf of the Twp. Said amended certificate is generally applied for in November of each year that grant funds are used by the co eng on the Twp's behalf.
  - (2) There are no future grant dollars used as of this session.
- 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 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?

- iii) None was offered.

- h) The Chair asks if there are any **cemetery issues** for discussion

- i) During the August session Trustees were requested to sell burial lots in Taylor cemetery. Trustees

adopted lot fees passing resolution 14-2018. This resolution established lot sale prices for all Twp cemeteries.

- ii) The request for lot purchases in Taylor was made by Rhonda Caster in August.
  - (1) Request update....
    - (a) Trustee Peck stated that the Twp hired Merle Butler of Defiance - a licensed surveyor to survey available lots –
    - (b) It was estimated by Mr. Peck there may be space for about five (5) more or less.
    - (c) Once lots have been surveyed the Twp will complete the sale to Mrs. Caster.
- iii) The fiscal officer reported that during September he found two companies that do cemetery planning and construction/design.
  - (1) These companies use ground radar to determine previous burials and can then design lot layout for the remaining space if any.
  - (2) Contact information:
    - (a) GPRS of Toledo
      - (i) Call Justin at 419 481 6367 or;
      - (ii) Jared at 419 280 1727
    - (b) There is also a company – in Fort Wayne – Indiana
      - (i) GPRS of Fort Wayne - Phone number 260 213 3171
  - (3) Trustees took the information under advisement.
- i) The Chair asked if there were any other cemetery issues for discussion
  - i) There was none.

#### **ORDER OF BUSINESS NO. 7- Handouts**

- a) Monthly (September 18) GrassRoots clippings – **exhibit 7a**
- b) **Exhibit 7-b** – notice from Stone Co – their annual customer appreciation day cook out is to be held:
  - i) Sept 27
  - ii) 10:30a to 1p
  - iii) Auglaize Quarry – 13762 Rd 179 – Oakwood, Ohio.
- c) **Exhibit 7-c** is notice from the Def. Co. Twp. Association that the 4<sup>th</sup> qrt meeting hosted by Def. Twp. will be held at the Co. EMA building in Brunnersburg.
  - i) Oct. 18th.
  - ii) 6p.
  - iii) Cost is \$10
  - iv) Rsvp – Def. Twp. Fiscal officer by Oct. 12th.
  - v) The chair asked for any updates – there were none offered.

#### **ORDER OF BUSINESS NO. 8 Old Business:**

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

#### **ORDER OF BUSINESS NO. 9 - New Business.**

- a) The Chair asked if there was any new business to be discussed....
  - i) There was none.

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#### **ORDER OF BUSINESS NO. 10 - NEXT MEETING:**

- a) The next regular session.

**Date:** Tuesday – October 23<sup>rd</sup>, 2018 regular session.  
**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. Shaffer requested a motion to adjourn the meeting of September 25<sup>th</sup>, 2018.

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