

*Minutes*  
**DEFIANCE TOWNSHIP TRUSTEES**  
*September 26<sup>th</sup>, 2017 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 26<sup>th</sup>, 2017 at 6:30 p.m. Answering as present were Dan Peck & Jason Shaffer. Trustee Diana Mayer was excused (personal). Also present was Tim Houck, Township fiscal officer. With two of 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.

Visitors present: JoEllen Houck 8 Deville Dr., 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 22<sup>nd</sup>, 2017, regular session.

Mr. Shaffer moved to approve the minutes as presented.

Mr. Peck 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) 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 \$185,130.86-- 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 \$95,352.08.
- c) Payment reports:
  - i) Payments for September (UAN software-) were \$22,443.77.
- d) The Cash fund summary through September 24<sup>th</sup>, 2017, (UAN software) showed an "ending fund balance" of \$876,170.16.
  - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$292,001.56.
- e) Appropriation Status showed that through September 24<sup>th</sup>, 2017 (UAN software), 23.4% 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 09-24-17 was \$705,769.23.
- g) The fiscal officer reported that as noted in the August session the audit is complete, however, all billing was not yet in.
  - i) Billing for the audit through Sept 2017 was \$2,747.00
  - ii) The fiscal officer had estimated an exp of between 3 and 4k.
  - iii) The fiscal officer is uncertain if we have rec'd all billing as of this session. But believes this is the final amount.
  - iv) The audit was conducted as an "agreed upon procedure" audit lite.
  - v) Previous two audits were full audits costs were \$5 to 6K
  - vi) Unless there is additional billing this item will be removed from the agenda.
- h) September bills were then reviewed by Trustees and Signed.
  - i) Payroll & September time cards (time cards provided trustees prior to session) – Trustees Reviewed &

Signed.

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

MOTION by: Shaffer

SECOND by: Peck

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) September report
  - i) Permits
    - (1) issued to Ron Yaw on Link rd for a garage
  - ii) Site reviews pending
    - (1) Joe Boggess- for a pole barn
    - (2) Jason Brown - for a pole barn
    - (3) Ken Moninger- for a room addition
    - (4) Jake Wathen - for house
  - iii) No nuisance issues

Respectfully submitted

John Diemer, Twp Zoning Inspector

- b) The Chair asked if there were any other Zoning/nuisance issues to be discussed.
  - i) 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) None.
- b) Sale of 1986 Ford Twp backhoe – purchased from ODOT in 2012.
  - i) Trustees approved an effort to sell this item at their Jan. 2017 session. See mins forward from Jan 2017 session for details.
  - ii) As of this session:
    - (1) This unit was sold to Tim Kirby of Oregonia Ohio \$5k
    - (2) Unit has been picked up.
    - (3) Commissioners will transfer Twp money when they get it from Govdeals.
      - (a) See email forwarded to Trustees noting procedure and amount to be rec'd.
    - (4) This project is complete and will be removed from further agendas.
- c) Sale of 1997 Twp John Deere tractor –
  - i) during the Feb. 2017 session Trustees desire to sell this unit. See mins forward from Jan 2017 session for details.
  - ii) As of this session:
    - (1) This unit was sold to Gary Heady of Cloverdale, Indiana for \$12,408
    - (2) Unit has been picked up.
    - (3) Commissioners will transfer Twp money when they get it from Govdeals.
      - (a) See email forwarded to Trustees noting procedure and amount to be rec'd.
    - (4) This project is complete and will be removed from further agendas.
- d) The Chair asks if there are any other equipment issues to be discussed.
  - 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 Peck was reviewed.
  - (1) Mowing of all Twp rds one more time before winter.
  - (2) Trustees will contact the Co Engineer to discuss placement of a mat on the north side of Kiser rd for approximately 200' west of intersection of Canal rd.
  - (3) Crews are to be instructed to use the report as their work assignment list for October.

i) The October Rd review is to be by Trustee Mayer.

**b) 2017 Road projects:**

i) At this session (September) the proposed 2017 project list is as follows approved by Trustees at their Feb. 2017 session. Projects are to be managed or completed by the Defiance County Engineer's office on the Township's behalf.

**(1) Chipseal:**

(a) Ashwood rd .5 miles north of dead end to 424 - 4023'	\$6,775.41
(b) Parkview Drive (entrance) 1304'	\$1,357.00
(c) Parkview loop 1,237'	\$1,288.00
(d) Schroeder Street 1178.8'	\$1,227.00
(e) Kiser rd from Krouse to keller – 5,326'	\$8,969.00
(f) Kiser rd from keller to Canal – 5,317'	\$8,954.00
<b>(i) Subtotal</b>	<b>\$28,704.41</b>

**(ii) Trustees noted that the above items have all been completed.**

**(iii) The Twp awaits billing.**

(2) Total estimated expenses for all projects under the auspices of the County Engineer is \$76,500 more or less depending on actual quotes from contractors.

(a) As of this session (September 17) total paid to Co Eng is 60K.

(3) The chair asked if there is any other discussion on these items.

(a) There was none.

**c) Twp projects by Twp staff or other contractors for 2017:**

i) During the month of Sept 2017- Trustees noted that the Co Eng was working on twp roads Parkview and Schroeder

(1) Patch repairs and chip sealing.

(2) Estimated costs as this is not part of current project list or budget.

(3) Project discussion

**(a) Trustees noted this project was completed in Sept.**

**(b) The Twp awaits billing.**

ii) All other twp projects for 2017 have been addressed – see past agendas for details.

**d) A financial impact review by the fiscal officer:**

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

<b>(1) Total road fund revenues year date are</b>	<b>\$145,304.73</b>
<b>(2) Total road fund expenses year to date are</b>	<b>\$121,601.51</b>

ii) Anticipated revenue for 2017 – based on the January 6<sup>th</sup> Twp amended certificate is:

(1) \$167,715 more or less

iii) Anticipated expenses for 2017 – 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) \$76,500 to 86,620 for Co Eng work

(3) \$44,000 for truck and plow/spreader purchase.

(4) Total **\$220,500 to \$240,00** worst case scenario.

**e) 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 06/30/2017 and was presented to Trustees as exhibit 6-c of the July 25<sup>th</sup>, 2017 Twp session. That update included expenditures from future OPWC grants that the Twp. might receive.**

i) Current status – the OPWC report from the County Engineer's office as of 06-30-17 indicates that:

(1) the Twp had used in 2017 a total of \$17,630.64 of future grant funding bringing the total of future funds used to \$32,530.68.

ii) The Engineer has previously 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 7 years or a total of \$175k remaining give or take.

- f) The Chair asked if there was any other discussion regarding the fiscal impact report.
  - i) There was none.
- g) The Chair asked if there are were any cemetery issues for discussion...
  - i) There was none.

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

- a) Monthly (September 17) GrassRoots clippings – **exhibit 7a**

**ORDER OF BUSINESS NO. 9- Old Business**

- a) The Chair asked if there was any old business to come before the Board?
  - i) Exhibit 8-a was a report from the Def City Fire Department on a home explosion on 8-21 on Sponseller rd.
    - (1) This report is provided as the Twp contracts with the City for Fire rescue services.
    - (2) The report will be filed in the fire dept twp file.
    - (3) The chair asks if there is any discussion.
      - (a) There was none.
  - ii) Trustees noted that the issue with dead trees on what appears to be Twp leased property from the County Landfill remains.
    - (1) The trees are located in a wooded area just east of the Twp maintenance building on Hammersmith rd.
    - (2) The issue was first brought up in August.
      - (a) The Chair & Trustee Mayer meet with County Commissioners and Def. Co. Soil and Water staff at the Twp maintenance building on Hammersmith rd.
      - (b) This issue was a charge by a neighbor (Mrs. Mick) just west of the Twp building, that the Twp's salt run off from Twp salt bins or loading of salt during winter is killing trees on her property that is a woods just east of the Twp building.
    - (3) In September a report was prepared by Soil and Water and OSU Extension lab.
      - (a) The report cannot confirm that salt is the issue but notes salt is probably the issue.
      - (b) Trustees will meet with the County to determine a remediation action.
    - (4) At this time it does not appear that there are trees on the Mick property that are impacted.

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

- a) The Chair asked if there was any new business to come before the board?
  - i) Exhibit 9-a was presented. This was a request from the Def. Co EMA for Twp participation in the "Natural Hazard Mitigation Plan"
    - ii) This plan is being updated by EMA.
    - iii) The Twp has participated in past plans which makes the Twp eligible for disaster relief funds and grants.
      - (1) The Trustees reviewed the draft (a copy of the current Twp section of the plan).
      - (2) Trustees added a desire to acquire tornado sirens for placement in the Twp.
      - (3) Trustees then signed the plan and the fiscal officer will provide a copy to EMA.
- a) The Chair asked if there was any other New business.
  - i) There was none.

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**ORDER OF BUSINESS NO. 11 - NEXT MEETING:**

- a) The next regular session.
  - Date: Tuesday – October 24<sup>th</sup>, 2017.
  - Time: 6:30 p.m.
  - Place: Northwest Ohio Real Estate Services - 618 S Clinton St, Defiance, OH 43512

**ORDER OF BUSINESS NO. 12 – Adjournment:**

- a) Mr. Peck requested a motion to adjourn the meeting of September 26<sup>th</sup>, 2017.
  - It was moved by: Shaffer

SECOND by: Peck

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-Clerk