

*Minutes*  
***DEFIANCE TOWNSHIP TRUSTEES***  
***September 26<sup>th</sup>, 2023 MEETING***

The Defiance Township Trustees met in regular session at the Defiance County Commissioners building – 2<sup>nd</sup> Floor conference room, 500 Court Street, in Defiance Township, Defiance, Ohio, on Tuesday, September 26<sup>th</sup>, 2023 at 6:30 p.m. Answering as present were Dan Peck, John Diemer, & Jason Shaffer. With three (3) of three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employee(s) present were: Steve Buchholz 1615 S Clinton St., Harry Railing 14951 Power Dam Rd., Patti Diemer 23361 Defiance-Paulding Co. Line Rd. 10, & Chris Harrow 14143 Karnes Rd., all of Defiance, Ohio.

Visitors present: JoEllen Houck 8 DeVille Dr., and Julie Voll (candidate for fiscal officer) 1681 Stonemore Dr. all of Defiance, Ohio.

**ORDER OF BUSINESS NO. 1**

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

The Chair requested a motion for the approval of minutes from the August 22<sup>nd</sup>, 2023 regular session.

Mr. Diemer 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) None

**ORDER OF BUSINESS NO. 3 - FINANCES –**

- 1) The following financial reports provided to the Board were reviewed.
  - a) The Reconciliation for August - noted a primary checking reconciliation balance of \$402,878.92 - 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 \$59,720.79.
  - c) Payment reports:
    - i) Payments for September (UAN software-) were \$29,448.86.
  - d) The Cash fund summary through- September 25<sup>th</sup>, 2023 (UAN software) showed an "ending fund balance" of \$1,608,003.14.
    - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$1,100,849.34.
  - e) Appropriation Status showed that through September 25<sup>th</sup>, 2023 (UAN software), 16.0% 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 09-25-2023 was \$1,200,312.25.
  - g) American Rescue Plan Act – Def. Twp – refer to mins of Twp sessions from July 2021 forward for details.
    - i) The Ohio Office of Budget Management (OBM) is managing the grants for many of Ohio's political subdivisions.
      - (1) As of this session we await final close out which will take place with the filing of the annual report with the US Treasury dept in April 2024.
        - (2) The chair asked if there are any questions?
          - (a) There were none.
    - h) ODOT grant "Twp Stimulus Program". Funding provided by Federal government – part of covid relief to

states. See mins of sessions from August 2021 forward for details.

- i) On November 23<sup>rd</sup>, 2021, the County engineer prepared grant applications:
  - (1) The Twp was awarded a grant of \$175k for the reconstruction of Ginter Rd. (joint project with the City of Defiance).
  - (2) The fund line in the UAN system has been set up and the award/grant has been posted to the fund.
  - (3) The Trustees are utilizing the County Engineer as project coordinator.
  
- ii) As of this session:
  - (1) The money is appropriated as the project is to take place in 2023.- now moved to 2024.
  - (2) The fiscal officer has submitted the required 2<sup>nd</sup> quarter project report to ODOT via email on July 31, 2023.
  - (3) The County Engineer is working with the City of Defiance on this project.
    - (a) Eng reported that this project is being moved to 2024.
    - (b) Refer to section 6-b-iv of this agenda for details.
  
- iii) The chair asked for any discussion?
  - (1) Trustees noted info in section 6-b-iv (project is being re-bid).
  
- i) September bills through the 25<sup>th</sup>, – Trustees Review – Discussion and Signature.
  
- j) Payroll & September time cards – Trustees Review – Discussion and Signature.
  
- k) Mr. Peck requested a motion to accept the August financial reports.

MOTION by: Diemer

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 report - Mr. Chris Harrow
  - i) permits issued:
    - (1) Permit issued to Jonathan McVay 14281 Williams Rd for an accessory building.
    - (2) Permit issued to Jordan Saylor for metal garage on existing foundation
    - (3) Permit issued to Mark Roddy for accessory building
    - (4) Permit issued to Aaron Davis for home addition
    - (5) Permit issued to Jimmy Price for home addition
    - Permit issued to Robert Rogers for an accessory building on lot located at the corner of Brand Rd. and St. Rt. 15
  
  - ii) Nuisance violations:
    - (1) Spoke with Juanita Fisher in reference to zoning and nuisance issues with 21513, 21338, and 21316 Parkview. All properties she owns. Also Spoke w/ her daughter via telephone about the 21338 Parkview Dr. address where she resides. She advised she needed a week from 8-19-23 to resolve some of the issues.
    - (2) Spoke with Tom Webb reference over grown weeds on a section of his lot
    - (3) Informed Taylor Bockelman 23584 Watson Rd. that he must clean up and move the junk vehicles on his property.
  
  - iii) Site reviews:
    - (1) None
  
  - iv) Misc :
    - (1) Spoke w/ Defiance City Offices about contacts for zoning in the Twp.
    - (2) Left card with son of resident of 13416 St. Rt. 15. No additional contact made.
    - (3) Informed Steve Chandler that he must acquire a conditional use permit seeking approval for a cottage business in order to run his dog boarding business from his residence on Bowman Rd.
      - (a) Refer to exhibit 4-1 – an email from the Prosecutor.

- v) Zoning issues:
  - (1) Spoke with Rep. from Premiere Bank reference 20695 St. Rt. 424, Ron Burk's property zoning
  - (2) Violation notice issued to, Charlene Adams, resident at 21338 Parkview Dr., property is owned by Juanita Fisher. Second violation noticed issued on 9-18-21. Her mother and sister advised the company who owns the dumpster on the property has failed to pick it up. Zoning Inspector attempted x3 to contact the company with not contact made.
  - (3) Spoke with Tim Johnson and his girlfriend, Penny Lane, about violations on his property. Follow up performed on 9-18-23. Some progress made. They were advised to stop storing scrap metal on the property.
  - (4) Spoke with Mrs. Feeney on Parkview about violations on neighboring properties.
  - (5) Along w/ Trustee Diemer spoke met with Charlene Grant. See email sent to Trustees. Matter referred to City Law Dept.
  - (6) Tim Font owned property on Powers Rd. also referred to City Law Dept.
  - (7) Spoke with friend of resident at 24509 Watson ref. violations on the property. (junk vehicles).
  - (8) Exhibit 4-1 from Prosecutor provided some direction for the zoning officer regarding the dispute between Ron Kuhn and Denny Batt. Both are property owners on Power Dam Rd.
    - (a) Batt objects to Kuhn's use of Kuhn's parcel for recreational purpose (camping). Kuhn's parcel is next to Batt's residence.
- vi) The Chair asked for discussion?
  - (1) There was none.
- b) The Chair asked if there are any other Zoning/nuisance issues?
  - i) 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) Trustees purchased a 2023 Silverado cab and chassis 1.5 ton truck was purchased via public bid from Estle Chevrolet Cadillac of Defiance in July.
    - (i) Trustees purchased the components ( stainless steel dump bed, snow plow, salt spreader and safety lighting- in August.
      - 1. The truck is at Kalida truck for installation of the components.
      - 2. Refer to mins of June July and August sessions for details of the public bid process.
      - 3. Discussion.
        - a. Trustee Shaffer stated some of the components are in some are not.
        - b. The Township will be contacted when the components are installed.
  - ii) The Twp's 2017 GMC was damaged when the unit was backed into an obstruction during work activities in Sept. Operator Buchholz was driving.
    - (1) Trustees were informed by Operator Buchholz.
    - (2) **Exhibit 5-1** is the estimate of repairs (\$2,486.60) from Advanced Frame and Body of Defiance
    - (3) Discussion.
      - (a) Trustees approved the repairs at Advanced Frame and Body of Defiance.
  - iii) Operator Buchholz stated in the August twp session that there were two overhead doors that needed to be either fixed or replaced.
    - (a) Trustees instructed Buchholz to acquire at least two quotes which will be reviewed at the September session.
    - (b) **Exhibit 5-2** contains quotes from:
      - (i) Nofsinger Door of Archbold - \$5,700 &;
      - (ii) A.J. Door of West Unity - \$3,602.40
      - (iii) Trustee Diemer provided a 3<sup>rd</sup> quote which was from Dilly Door of Defiance - \$7,545.00
      - (iv) The Chair asked for discussion.
        - 1. Trustees agreed that the Nofsinger Door quote was best as it included more work and parts than the quote from A. J. Door.
        - 2. Trustees approved the quote from Nofsinger Door of Archbold - \$5,700.
  - iv) Operator Buchholz asked for approval to purchase 3 more LED lights for the maintenance building.
    - (1) Trustees approved.
  - v) Operator Buchholz stated the crew is working to patch the rusted floor boards of the 2004 International. They are welding some old twp road signs to the floor.

- vi) The Chair again asked if there were any other equipment of safety items for discussion.
  - (1) 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 Shaffer.
  - i) There were no issues reported.
  - ii) The October review is to be by Trustee Peck.
- b) 2023 Road projects:
  - i) Trustees are to refer to exhibit 6-b dated 4-11-23 of the 4-25-23 session, which is an update to the project list dated 1-20-23 from the Co. Engineer’s office. This is the 2023 list of projects for the Co. Engineer & includes the estimates of expenses for the 2023 4<sup>th</sup> mile of the Bowman Rd rebuild project.
  - ii) The road maintenance program is tracked separately in this agenda from the Bowman Rd rebuild or other Twp road expenses assigned by Trustees to Twp personnel or other private contractors.

(1) Co. Engineer road maintenance projects approved are as follows for 2023:

	<b>Est.</b>	<b>Actual cost</b>
(a) <b>Paving:</b> - no paving projects for 2023.		
(i) Total paving	<b>\$0</b>	
 (b) <b>Chipseal:</b> - per Co. Engineer 9-25 chipseal is complete and the Twp awaits billing.		
(i) Kiser Road – from Krouse to Keller - 5325’	\$12,998.00	\$
(ii) Kiser Road – from Keller to Canal – 5,316’	\$12,982.00	\$
(iii) Parkview Drive – 2,560’	\$ 3,389.00	\$
(iv) Schroeder Street – 1,182’	\$ 1,562.00	\$
(v) Estimated total exp. of chip seals	<b>\$30,931.00</b>	<b>\$</b>
 (c) <b>Patching:</b> for 2023 –		
(i) none proposed.		
 (d) <b>Crack Seal-</b> none in 2023		
 (e) <b>Pavement Markings:</b> - per Co. Eng 9-25- this is complete and the twp awaits billing.		
(i) Kiser rd – Krouse to Canal – 10,641’;	<b>\$6,321.00</b>	\$
<b>(f) Total est and final expenses for 2023-</b>	<b>\$37,252.00</b>	<b>\$</b>

- iii) Re-build and widen 4 miles of Twp’s portion of Bowman Rd. – see mins from Feb. 2018 for history.
  - (a) There was no construction work done in 2019 due to scheduling issues.
  - (b) Approximately 1 mile of the 4 mile project was completed in 2020:
  - (c) Approximately 1 mile of the 4 mile project was completed in 2021.
  - (d) Approximately 1 mile of the 4 mile project was completed in 2022.

(e) TOTAL ESTIMATED ON BOWMAN PROJECT IN 2023 is \$160,895.00

(f) Proposed 2023 effort is the final mile of this project - **5448’** or approximately the 4<sup>th</sup> mile.- Campbell to Power Dam

<b>(i) Prep work by Co Eng.</b> Warren est. 30k +/-	will be posted to OPWC
a. <b>Est. cost</b>	<b>Actual cost</b>
i. 30k +/-	\$
<b>(ii) PAVING:</b> -	
a. <b>Est. cost</b>	<b>Actual cost</b>
i. \$107,286.00	\$
<b>(iii) Pavement Markings:</b> -	<b>Actual cost</b>
i. \$2,979.00 -	\$
<b>(iv) WIDENING:</b> -	
a. <b>Estimate</b>	<b>Actual cost</b>
i. \$50,630.00	\$42,602.08 – completed June 2023.

(v) TOTAL CASH ESTIMATED ON BOWMAN PROJECT IN 2023 is \$160,895.00

1. Per Co. Eng. The project is under construction (working on drainage pipe-culvert) to be followed by paving.
2. Trustees have determined to dedicate the Twp's remaining American Rescue Plan grant to this project. Paid in June.
  - a. Remaining expenses to be paid from Twp road funds.

(1) Per past practice, the County Engineer's Office will coordinate all activity.

iv) Twp projects by Twp staff or other contractors for 2023:

- (1) The Chair asked if there are any proposed or in progress projects for the Twp staff or private contractors for 2023?
- (2) Re-build Ginter Rd. from Jefferson Ave. (St. Rt 66) to Carter Rd - see mins from Jan 2020 forward for details.
  - (a) Trustees and the City agreed to a rebuild project. An agreement is on file and prints out a summary of the work to be performed.
    - (i) Estimated project cost is: \$162,296.49.
    - (ii) this is for road reconstruction only – the City has agreed to pay for the proposed sidewalk-bike path.
    - (iii) As of 03-29-22 an ODOT stimulus grant written by Co. Eng. Schlatter on the Twp's behalf was approved for funding this project.
      1. The grant award is for \$175k
    - (iv) This grant has been posted to Twp fund lines as of this session.
  - (b) This project is now scheduled for 2024.
  - (c) Def Co Engineer Schlatter stated on 9-25-23 the following update:
    - (i) Project bids came in over the engineer estimate (city engineer prepared bid docs) and could not be awarded as bid.
    - (ii) New bids are being prepared (by city engineer) and the project is now to be bid piecemeal.
      1. Widening/paving
      2. Drainage
      3. Sidewalk
      - a. This is necessary as no const company generally constructs the different segments, they would subcontract. This is what drove up the bid price.
    - (iii) The Def. Co. Engineer believes the bids will be acquired yet this year 2023 - but the construction will start in 2024.
      1. The sidewalk portion may not be a part of the project – this depends on remaining grant funds after the first two elements of the project are completed.
  - (d) The fiscal officer has submitted the required 2<sup>nd</sup> qrt status report via emailed to ODOT July 31<sup>st</sup> indicating no activity.
  - (e) Discussion:
    - (i) There was none
- (3) Rebuild of Carter Rd. refer to mins of 8-24-21 Twp session.
  - (a) Trustees to determine timeframe based on available road dollars in the Twp road funds:
  - (b) Discussion:
    - (i) None.

c) **2023 financial impact review by the fiscal officer:**

- i) The fiscal officer reported:
 

(1) Total road fund revenues year date are	<b>\$224,894.09</b>
(2) Total road fund expenses year to date are	<b>\$ 94,449.62</b>

  - (a) These figures are tracking road tax revenues regularly received and expended by the Twp.
  - (b) **These figures do not include the grant money- American Rescue Plan or ODOT stimulus.**
  - (c) Road salt purchased - 2023– total \$0
- ii) Anticipated road funds revenue (tax receipts) for 2023 – based on the January 6th, 2023 1st Twp amended certificate was:
  - (1) \$227,400 more or less
- iii) Anticipated expenses for 2023 – as of this session:
  - (1) Regular twp. expenses anticipated for the year, baring emergencies. The estimate for 2023 – 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) 37k +/- Road maintenance program by Co. Engineer - has been estimated by Co Engineer refer to item 6-b of this agenda - proposal from Co. engineer.
  - (3) \$160k – estimated for Bowman Rd rebuild in 2023 – refer to exhibit 6-B dated 4-11-23.
    - (a) To be funded in part by American Rescue Plan grant per Trustee resolution 10-2023.
  - (4) 40k savings towards Carter rd rebuild - project - unless Trustees determine another project.
    - (a) 40k was earmark in the 2022 budget so at end of 2023 80k should be available.
  - (5) truck purchase to replaces F550 – set aside is \$165k spent \$129,000 more or less.
- iv) Total est. exp for 2023 now revised from original est of between \$380 and \$500k – to \$300 to 425k. Change was based on discussion with co eng regarding projects yet to be completed in 2023.
- v) Discussion;
- (1) none

d) **A recap of the OPWC grants (LTIP & Issue 2)**– see minutes of previous sessions for history. An update was last received from the Co Engineer’s Office dated 9-19-2023- refer to **exhibit 6-d** of the September 26<sup>th</sup>, meeting.

- i) Current status as reported by the fiscal officer
  - (1) The Engineer had 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 2 years (2023 & 24) or a total of \$50k remaining give or take.
  - (2) The 2023 grant of \$18,000.00 is posted to Twp grant as of 2-8-23 as noted on the 2-8-23 exhibit.
    - (a) Grant fund balance as of 09-19 is plus \$8,110.73 as noted on the exhibit.
  - (3) –OPWC grant work currently posted for 2023
    - (a) \$81,534.19 for Bowman rd proj prep by co eng staff – and;
    - (b) \$1,800.00 for Krouse rd dura patching.
  - (4) Trustees are reminded that there is no longer a discount in effect from the Co. Engineer for work done on the Twp’s behalf by Engineer staff.. Use of funds is 100%.
  - (5) Discussion:
    - (a) none

e) 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 are any cemetery issues for discussion?
  - i) There was none.

**ORDER OF BUSINESS NO. 8 – PERSONNEL**

- a) The Chair asked if there are any personnel issues for discussion.
  - i) Zoning Commission – appoint to alternate Bd. position. This opening occurred when Trustees appointed Patti Diemer to the regular Board to fill the seat of Richard Wagner who had passed away.
  - ii) Nominations if any to fill the unexpired Alternate term of Patti Diemer?
  - iii) ZONING COMMISSION

Randy Wilde	14726 St Rte 111- Defiance	419-393-2897	<a href="mailto:jjyold@artelco.com">jjyold@artelco.com</a>	12-31-25
Sam Bok	11310 Krouse Rd - Defiance	419-782-0012	<a href="mailto:jawscows@defnet.com">jawscows@defnet.com</a>	12-31-25
Ed Steffel	15829 State Rt. 111 Defiance, Ohio 43512	419 393 2357 home		12-31-23
Tom Mick	21389 Hammersmith Road - Defiance		<a href="mailto:twmick@defnet.com">twmick@defnet.com</a>	12-31-23
Patti Diemer	23361 Def. Paulding Co. Line Rd 10 – Defiance, Ohio 43512	419-439-3181 cell 419-393-2009 home	<a href="mailto:Pdiemer1961@gmail.com">Pdiemer1961@gmail.com</a>	12-31-24
ALTERNATES				

Donald Gorrell	15656 South St. Rt. 66 – Defiance, Ohio 43512	419 399 7699 cell 419 393 2076 home	<a href="mailto:Gorrell1155@gmail.com">Gorrell1155@gmail.com</a>	12-31-23
Open position				12-31-24

(1) Trustee Peck is to consult with the Def. High School to get a recommendation of a student for this position. Trustees believe this to be an educational opportunity for the named student.

(2) Update-

(a) There was none.

b) Mr. Peck asked if there were any other personnel issues?

i) There was none.

**ORDER OF BUSINESS NO. 9 - Handouts.**

a) Monthly (September 23) GrassRoots clippings – **exhibit 9-a**

i) Discussion.

(1) There was none.

**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 come before the Board?

i) Exhibit 11-1 was presented. This was an email from the County Comm. Seeking information about blighted-abandoned properties in Def. Twp.

(1) Trustees should inform the Commissioners if such exists and is eligible for this program.

ii) Exhibit 11-2 – was an email from Zoning Inspector Chris Harrow – regarding the report of a drainage issue at 24864 Bowman Rd.

(2) Discussion.

(a) Trustees said that Soil and Water should review and submit a action report if needed to the Trustees.

iii) The Chair asked if there was any other new business to be discussed?

(1) There was none.

**ORDER OF BUSINESS NO. 12 - NEXT MEETING:**

1) The next regular session.

a) The next session.

**Date:** Tuesday, October 24<sup>th</sup>, 2023 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 this meeting of – September 26<sup>th</sup>, 2023.

It was moved by: Diemer

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

