

Minutes
DEFIANCE TOWNSHIP TRUSTEES
September 27th, 2011 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 27th, 2011 at 7:00 p.m. Following the Pledge of Allegiance the Chair instructed the clerk to call the roll. Answering as present were Daniel Peck, Charles A. Bakle Jr. and Diana Mayer; also present was Tim Houck, Township fiscal officer -Clerk. 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, Roy Perez 812 Indian Bridge lane, Tom Mick 21389 Hammersmith Rd – both Zoning Bd of Appeals members, RuthAnn Schofield 15968 Campbell Rd – Zoning Commission member, Ed Young 23013 Watson Rd, John Diemer 23361 Defiance-Paulding Co line rd, Michael Daniel 21786 State Rte 637 & Joe Kolb 16492 Cullen eq operators.

Visitors present: Dave Mick 14289 Hammersmith rd, Patty Diemer 23361 Defiance-Paulding Co line rd & JoEllen Houck 8 Deville Drive – all of 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 30th, 2011, regular session.

Peck moved to approve.

Mayer seconded.

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

The minute's for the August 30th, session were approved.

ORDER OF BUSINESS NO. 2 - Citizen concerns:

- a) The chair asked for citizen concerns from the floor.
 - i) 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 \$223,198.01 balance is minus the outstanding checks and Township investment funds.
- b) Receipt & Payment reports
 - i) Receipts for September 2011 were \$22,473.46.
 - ii) Payments for September (bills & payroll) totaled \$27,702.54.
- c) The Cash fund summary through September 30th, 2011, showed an “ending cash balance” of \$919,572.35.
 - i) The unencumbered cash balance “cash available” was \$617,595.00 which is the balance after encumbrances are subtracted from the cash balance.
- d) Appropriation Status showed that through September 30th, 2011, 16% of the years' appropriations had been expended. All reports will be on file in the Fiscal Officer's office.
- e) The fund status report (money market) showed:
 - i) The money market investment fund balance as of 09-30-11 was \$703,087.12.
- f) Trustees reviewed and signed the September bills without comment.
- g) Trustees reviewed and signed the September payroll –
 - i) Trustees had, prior to the session, been provided the employee time cards for review.
- h) Mr. Bakle requested a motion to accept the September financial reports.

MOTION by: Dan Peck

SECOND by: Diana Mayer

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) report for September 2011.
 - (1) Building permits will be issued to:
 - (a) Bill Viorol at 13868 Harding Rd. for a new House.
 - (b) Dennis Lichty at 23403 Watson Rd. for an addition to home.
 - (2) Received a complaint of Chickens on Power Dam Rd. Checking on issues pertaining to zoning complaint.
 - (3) Mr. Tim Font appeared in Court on 9/23/2011 at 10:00am, on my complaint of C& DD waste placed on his Baltimore Rd property (in-side the Twp). He pleaded Not Guilty, and a Pre Trial is set for October 6th at 2:15 pm. I plan on attending this hearing.
 - (4) Pertaining back to a complaint of high grass on Hammersmith Rd. I am suggesting that we mow this property, and add the expense onto the taxes.
 - ii) End September report
- b) Mr. Bakle asked if there are any other zoning issues to come before the Board.
 - i) 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) Exhibit 5-i was reviewed this was an email from the fiscal officer to all Trustees regarding a contact by Auglaize Co's Hwy department proposing to discuss the possible purchase of the Def Twp's belly plow. This plow was removed from the International in the fall of 2008.
 - ii) Mr. Peck said he contacted Auglaize County after receiving the email and that this County was interested if the plow and fittings were ready for use.
 - (1) The plow is presently disconnected and its mounting system is not useable. Mr. Peck said Auglaize County then was not interested at this time.
 - (2) A discussion then took place concerning the plow not being used.
 - (a) Michael Daniel asked the Trustees why the plow wasn't used; stating ODOT finds the belly plow to be more efficient then the front mount plow.
 - (b) Trustees Peck and Mayer noted that several Twp operators said to them that the belly plow just didn't work well on the narrower Twp roads– tearing up those roads when used.
 - (c) Mr. Bakle objected stating that Mr. Diemer had told him the plow worked well.
 - (d) Mr. Peck said that – Diemer told you that when he was trying to get hired into ODOT.
 - (e) Mr. Diemer was then recognized and he stated that the plow only worked well on a couple of the wider Twp roads. Most of the Twp roads are narrow and cupped and he stated the plow did not work well on those roads.
 - (f) Joe Kolb was then asked by the Trustees for his opinion. Mr. Kolb said he didn't like the belly plow – that it was to big for many of the turns that needed to be made. (Mr. Kolb is retired from the Defiance County Engineer's office).
 - (g) The discussion concluded with no action being taken.
 - iii) Discussion then turned to the Twp's grader. This unit was built in the 60's and Michael Daniel has been working on maintaining the unit.
 - (1) Mr. Peck said that the maintenance cost is in his opinion greater then the value of the piece of equipment. He also stated that some parts are just not available. Mr. Peck proposed to auction or sell the unit.
 - (a) It was noted that the unit is now running.
 - (b) Mr. Bakle said he believes the recent use of the grader saved the Twp 25% of the cost of bidding the ditch and grading projects recently completed.
 - (c) Mr. Peck said he will acquire informal bids on a newer unit for future discussion.

- iv) Mr. Bakle stated he had contacted Farmer Twp for use of their asphalt screener. The unit was not available for Def Twp to use.
 - (1) There was discussion as to the Twp's need of such a piece of equipment.
Mrs. Mayer moved to hire Clemans Welding of Defiance to construct a screener for Def Twp. at a cost not to exceed \$2,500.

Mr. Peck seconded

The roll was called resulting in:

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

Trustees approved the purchase of a fabricated asphalt screener by Cleman's Welding of Defiance in an amount not to exceed \$2,500.

- v) The Chair asked if there were any other equipment issues to be discussed?
 - (1) There were none.

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

- a) The Trustee Monthly Twp Rd inspection report, exhibit 6-a as completed by Trustee Peck was reviewed.
 - i) The Trustees verbally instructed the staff to focus on mowing.
- b) Trustees then reviewed the status of planned and existing projects: - see past minutes for review of items completed.
 - i) The 2011 Project list final was reviewed in the April meeting. It was presented to Trustees as exhibit 6-c-1 in the April session.
 - ii) This list had a cover letter dated 3-24-2011 which notes the new road project(s) that the Co Engineer will undertake for the Trustees in 2011 - now stands as follows:
 - (1) Reconstruction of Lakeview – estimated cost as of 3-24-11 is \$31,902.43
 - (a) As of 9-27:
 - (i) The co engineer's office has patched @ at cost of \$3,846.59 (posted June) &;
 - (ii) Crack sealed around circle @ a cost of \$3,643.56 (posted June)
 - (iii) Laid Dura patching was completed and noted on an invoice dated July 14 – \$2,475.
 - (iv) There has been no update from the engineer since the August Trustee session.
 - (2) Hammersmith road – ditch work – estimated cost \$20k – carryover from 2010
 - (a) As of 9-27:
 - (i) The cost is for the portion of ditch west of Singer rd
 - (ii) No update since the August Trustee session.
 - (3) 2nd Hammersmith ditch proj between St Rt 111 and Twp maintenance building – also scheduled in 2011 – estimated cost unknown as of this session.
 - (a) As of 9-27:
 - (i) The Co Engineer has stated that this project maybe done by the Co when the road rebuild is done on this section of Hammersmith.
 - (ii) There was a private bid informally acquired by the County Engineer on the Twp's behalf which was over \$20k for the ditch work. This was reported to the Trustees in August 2011.
 - (iii) The Co staff will be able to do the work for \$10k or less as estimated as of August 2011.
 - 1. Trustees will utilize the Co Engineer's office for this project segment.
 - (4) Indian Bridge lane: - paving project for 2012 with CDBG grant and OPWC grant - \$5,200
 - (a) As of 9-27:
 - (i) In August 2011 – Trustees voting 2-1 approved the following:
 - 1. Drainage project – \$9k to \$12k
 - a. Funding by Twp – either road dollars or OPWC dollars
 - b. Consists of 9 of 11 drainage pipes – to drain storm water on east side of the boulevard to the center of boulevard ditch.
 - 2. The Twp was approved to receive \$15,800 CDBG grant dollars in 2012 towards the paving project in grant funds
 - 3. The Twp is pledged to provide \$5,200 towards paving
 - (5) Other work by the Co Engineer on the Twp's behalf is:

- (i) a proposed drainage project for Hammersmith and Singer Rds discussed with Trustees at a Soil & Water session held at the Twp maintenance building on April 19th.
 - a. This project affects both Hammersmith and Singer and is concerned with a collapsed tile in a farm field south of Hammersmith and east of Singer on a parcel owned by George Newton and farmed by Andrew Shinninger. Issue was raised by Shinninger.
 - b. Estimated cost – unknown as of this session.
 - (ii) There was no update in the September session.
 - (iii) Trustee's determined in the August session that Ball road near the intersection of Canal has a significant depression. It is at this location that a 60" tile crosses under the road. This cross over drains significant acreage to the south of Ball rd.
 - a. Mr. Peck was designed the lead on this issue in the August session. He contacted the Co. Engineer's office. He reported the Engineer will address this issue in the spring/summer of 2012.
 - b. No cost estimated was provided as of this session.
 - (iv) Trustees were informed by Mr. Young – in the August session; that Bowman rd between Campbell and Williams (east of the bridge about .5 miles east of Campbell) has a large hump in the road.
 - a. Trustee Peck is to meet and discuss the problem with the County Engineer.
 - (v) Trustees noted the bridge on Bowman – (near the hump project noted in item iv) appears in need of repair. Trustees will have the County Engineer assess and repair in 2012.
- (6) Items completed by the Co Engineer on the Twp's behalf in 2011:
- (a) "chip – seal" portion of Krouse road south of Hammersmith- August
- (7) The chair asked if there was any work to be done by outside contractor's as of this session:
- (a) None was reported.
- iii) The fiscal officer reported that the total for agreed upon projects by Co Engineer as of 8-30-11 is estimated to be \$69,102 more or less – not including the grant funds which must be posted to the Twp accounts.
- (1) Regular twp expenses are estimated – base on historical review at between \$70,000 and \$100,000
 - (2) Anticipated total projected rd work expense in 2011 now stands at \$169,102.
 - (3) Anticipated revenues as noted in the 2011 amended certificate from the County Auditor for road work is \$159,345.00
- iv) The status of OPWC grant funds for Def Twp – was reviewed:
- (1) As reported in the June session --- the following is unchanged for August (as of the time the agenda was prepared); and is an accounting by the Co Eng office of the OPWC grant funds being expended on the Twp's projects
 - (2) The 2011 grant includes carryover funds from previous OPWC grants–
 - (a) The June exhibit listed the projects completed and posted from grants of 2009 through 2011
 - (b) The 2011 grant total as of Jan 1 was \$73,149.
 - (c) The expenditures from 09 through June 2, 2011, were (\$20,679.48)
 - (d) The grant balance now stands at \$55,275.01
 - (e) The chair asked for discussion if any.....
 - (i) There was none.
- v) Damage to Twp roads during the construction of the Defiance-Paulding Co Auglaize sewer project this summer was again reviewed. (It was noted in the August session) This County project resulted in damage to Twp roads especially Link, Schroeder, Cromley & Hammersmith.
- (1) Link rd's damage- should in Mr. Bakle's opinion - require more than a "chip & seal" repair.
 - (2) Schroeder rd – according to Mr. Bakle should get a micro re-surface. This road was recently paved by the Twp (several years ago) and should have a better fix.
 - (3) Cromley – Mr. Bakle thinks a chip & seal is in order.
 - (4) Hammersmith – Mr. Bakle said the most severe damage was to the east end of this road and that the

damage appeared to be around \$26k.

(a) Trustees are to continue their discussion with the County and the project engineers at Poggeymeyer's.

vi) Tom Mick was recognized.

(1) Mr. Mick said he wanted striping placed on Hammersmith. The road is narrow and a center line is needed for safety.

(2) Trustees stated the road will be striped when it is re-built. The cost is prohibitive with the road scheduled for reconstruction over the next several years.

vii) Trustees noted that trees to be removed from Cromley were felled. The wood needs to be removed.

Trustees approved Twp employees Young and Shaffer to each acquire 1/3 and Tom Mick requested and was approved to acquire 1/3rd of the wood.

c) Taylor cemetery drive washes out during heavy rain events. A catch basin and cross over pipe needs to be installed to address this problem.

i) Mr. Peck will discuss this with the County Engineer to get an assessment of the remedy and size of pipe etc. He will report back on this project in the October meeting.

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

e) The Chair asked if there are any other projects or questions or concerns...

i) There was none.

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

a) Monthly (September 11) GrassRoots clippings – exhibit 7a was distributed without comment.

b) Exhibit 7-b was an invitation from the County Commissioners to attend a “ribbon cutting” ceremony to celebrate the remodeled Courthouse Annex. The ceremony will be on Saturday October 1st 1p to 3p.

i) No rsvp required

c) The Chair asked if there were any other comments on the hand outs of this session.

i) there were none.

ORDER OF BUSINESS NO. 8 – Old Business

a) “New storage facility for Twp records” - A progress report by the fiscal officer noted:

i) Storage barn is up and records have been moved-- this project is completed.

ii) See mins from the Jan 2011 session through Sept 2011 for project details.

b) Up-date on “Fire-Rescue” regionalization discussion by Twp's and the City of Defiance. Mr. Peck represents Defiance Twp.....

i) The Chair asked Mr. Peck for any updates.

ii) Mr. Peck noted:

(1) Meetings with the City continue.

(2) Mr. Peck stated he expects to be meeting with the City in the very near future. The City is expected to implement its contract by the first of October.

(a) The new city contract will contain an increase in rescue services over what is currently being paid. (\$650 per run for up to two transports & additional \$650 if more than two are transported).

(b) Mr. Peck will then provide the Trustees with an update at which time Trustees will determine a course of action.

c) Trustees then continued their reviewed of possible new time cards for use by the Twp. Trustees in August determined to temporarily adopt the use of “work assignment sheets”.

i) A trustee will fill out an assignment sheet for each Twp employee based on the Trustee road inspection report.

ii) Trustees will monitor the effectiveness of this new work management tool for a three month period – Sept, Oct and Nov. before determining further action.

- d) The Chair asked if there was 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 come before the Board.
 - i) Tom Mick 21389 Hammersmith Rd asked if the Twp had plans to dispose of a old cutting edge for the International plow.
 - ii) Trustees stated they would scrap out the piece of metal.
 - iii) Mick asked if he could buy the cutting edge for the scrap price.
 - iv) Trustees agreed that Mick could take the cutting edge to OMNI source or Metal Management in Defiance acquire a scrap price and pay that price to the Twp for the cutting edge.
 - b) The Chair again asked if there was any new business to come before the board?
 - i) There was none.
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ORDER OF BUSINESS NO. 10 - NEXT MEETING:

Date: Tuesday – October 25th, 2011.
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 30th, 2011
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