

Minutes
DEFIANCE TOWNSHIP TRUSTEES
October 27th, 2020 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, October 27th, 2020 at 6:30 p.m. Answering as present were Dan Peck, Diana Mayer & 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, Defiance, Ohio.

Visitors present: Patti Diemer 23361 Defiance-Paulding Co. Line Rd 10, Tim Vargo 18244 Switzer Rd. & JoEllen Houck 8 DeVille Dr., all from 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 September 22nd, 2020 regular session.

Mr. Shaffer moved to approve the minutes as presented.

Mrs. Mayer 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) There were none.

ORDER OF BUSINESS NO. 3 - FINANCES –

The following financial reports provided to the Board were reviewed.

- a) The Reconciliation for September - noted a primary checking reconciliation balance of \$316,102.10-- balance is minus the outstanding checks and Township investment funds & is taken from the Bank's monthly statement.
- b) Receipt report:
 - i) Receipts for October (UAN software-) were \$17,207.45.
- c) Payment reports:
 - i) Payments for October (UAN software-) were \$31,333.13.
- d) The Cash fund summary through October 25th, 2020, (UAN software) showed an "ending fund balance" of \$1,028,562.61.
 - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$657,115.94.
- e) Appropriation Status showed that through October 25th, 2020 (UAN software), 27% 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 10-25-2020 was \$741,343.29.
- g) Trustees asked the Fiscal Officer to review gas tax revenues comparing revenue after the additional gas tax increase (11cents per gallon) passed the Ohio Legislature in July 2019.
 - i) See Jan. 2020 mins for initial review.
 - ii) 2020 comparisons posted to UAN – through October 24th, for review at October 27th, Twp session:
 - (1) **Exhibit 3-g-1** is gas tax posted through October 2019.
 - (a) was \$81,938 more or less
 - (b) **Exhibit 3-g-2** is 2020 rev posted through October 24th, - 2020- \$100,913 more or less –
 - (c) For the first ten (10) months of 2020 the increase is \$18,975 more or less- 1,897 ave per month
 - (d) The increased gas tax started to be posted to twp accounts in Sept. 2019. The difference (+ or -) in future months should be only the volume of gas purchased.
 - (2) The fiscal officer asked if the Trustees had sufficient information regarding the increase in revenue from this source.
 - (3) Trustees stated they did and reporting of this monthly was no longer necessary.

- (4) Item G will be removed from future agendas.
- h) October bills through the 24th, were then reviewed and signed by Trustees.
- i) Payroll & October time cards (time cards provided trustees prior to session) – Trustees Review – Discussion and Signature.
- j) Mr. Peck requested a motion to accept the October financial reports.
 - MOTION by: Shaffer
 - 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) October Monthly Zoning report -
 - i) permits issued:
 - (1) none
 - ii) Zoning issues:
 - (1) Talked to Susan for Solar power homes about permits for solar panels
 - (2) Tom Steensma needs a permit for room addition- waiting on Maumee Valley Planning to approve addition in flood zone
 - iii) Nuisance violations:
 - (1) none
 - iv) Site reviews:
 - (1) 1 site review for Rick Sanford- for building on Power Dam road

Respectfully submitted
John Diemer, Twp. Zoning Inspector

- b) The Chair asked again if there were any other zoning issues to come before the Board.
 - (1) 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) Update on 2020 Bob Cat warranty work – until failed in Sept. the vendor “Clark Eq.” of Lima has provided the Twp with a free unit until the Twp unit is repaired and returned.
 - (1) Mr. Shaffer: noted he was informed by the vendor that the warranty repairs should be completed soon.
- b) The chair again asked for comments or concerns on eq. or safety items.
 - 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.
 - i) Peck reported no issues.
 - ii) The November review is to be by Trustee Shaffer.
- b) **2020 Road projects:**
 - i) Defiance County Engineer Warren Schlatter had presented Trustees with the 2020 Twp Rd. maintenance program as prepared by his office at the Trustees Jan 28th business meeting. Refer to exhibit 6-b – of the Jan. Twp session.
 - ii) Trustees approved as presented:
 - (1) The projected total cost is \$60,257.00
 - (2) 2020 Def. Twp. rd. maintenance program with cost estimates from Eng. dated Jan 28th. The road maintenance program does not include major reconstruction projects – i.e. Bowman Rd re-build, or other Twp road expenses assigned by Trustees to Twp personnel or other private contractors.

(a) Chipseal: - completed and paid as of the Oct. session		
	Est.	Actual cost
(i) Estimated total exp. of chip seals	\$18,425	\$22,758.94
(b) Patching: - completed & paid as of the May 2020 session.		
(i) See previous mins for details.		
(ii) Estimated & actual total patching exp -	\$33,270	\$32,785.60
(c) Crack Seal- completed and paid as of the August 2020 session.		
(i) See previous mins for details:		
1. Estimated & actual total exp. crack seal	\$7,943	\$12,013.25

(d) Pavement Markings:

(i) Karnes Rd – f Bowman to Waton – 5228' \$618.00

(ii) Not yet started per eng. office 9-21 ph.

(e) Total est and final expenses for 2020- \$60,257

iii) Re-build and widen 4 miles of Twp's portion of Bowman Rd. – see mins from Feb. 2018 for history.

(1) As of this session:

(a) In 2020: see mins from Jan 2020 session forward for details.

(i) Cost estimates for 2020- The engineer's office provided the Twp with an updated projects list dated April 13th, 2020 –exhibit 6-b-2 of the April 2020 session - which includes the addition of the estimated Bowman Road rebuild expense for 2020:

1. PAVING: - completed as of June 22nd

a. Est. cost	Actual cost
i. \$81,750	\$78,783.25 – paid in July

2. Pavement Markings:

a. **\$2,105**

3. WIDENING: - completed as of June 23rd.

a. **Estimate** **Actual cost**

b. \$29,920 \$28,215 – paid in June.

c. The fiscal officer had confirmed with the co. eng. office that additional shoulder work was part of the widening project and work was done by the co. eng staff from March 11 through July 30th in 2020. The expense for this work was charged to the OPWC grant. Refer to exhibit 6-f of this agenda.

i. Cost was \$11,047.79.

(ii) TOTAL ESTIMATED ON BOWMAN PROJECT IN 2020 IS \$113,775

(iii) Engineer's office update for October

1. No activity

2. Pavement markings applied Oct –

3. Warren stated 10-26 ph:

a. his believes project work is finished for year.

c) Twp projects by Twp staff or other contractors for 2020:

i) The Chair asks if there are any proposed projects for the Twp staff or private contractors 2020?

(1) Trustees noted that trees along Cromley need trimmed and or removed. Twp staff has not been able to address this issue. Trustees determined that Mr. Peck will contact the Co. Engineer to ask them to address this issue which will be billed to the Twp.

d) Re-build Ginter/Carter Rd. from Jefferson Ave. (St. Rt 66) to at Carter Rd to Ginter and Jefferson (St. Rt 66)- see mins from Jan 2020 forward for details. Project was tabled during the April 2020 session by Trustees.

i) Update if any.

(1) There was no update.

e) 2020 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 **\$196,522**

(2) Total road fund expenses year to date are **\$200,674**

(a) Road salt purchased winter 2019 – 2020 – total \$3,015.

ii) Anticipated revenue for 2020 – based on the January 2nd, Twp amended certificate was:

(1) \$181,850 more or less

iii) Anticipated expenses for 2020 – as of this session:

(1) Regular twp. expenses anticipated for the year, baring emergencies. The estimate for 2020 – 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) \$60k as of this session for Co Eng work- in 2020 – refer to item 6-b-1 of the Jan 2020 agenda – (other than Bowman Rd. rebuild).

(3) 113,775 – as bid March 2020 - Bowman Rd. rebuild –

(4) ??? - savings towards the Carter/Ginter rd project.

(a) Total projected expenses from Twp rd acc'ts for 2020 is based on the completion of all noted above.

(i) Adjusted as of the 10-2020 session:

1. ~~\$270,000~~ **\$250,000 + savings for Carter/Ginter.**

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 08-5-2020- refer to exhibit 6-f of the August session.

i) the OPWC report from the County Engineer's office as of 08-05-2020 indicated that:

- (1) The Engineer's Office has posted to Def Twp. for 2020 –
 - (a) \$11,047.79 for expenses for shoulder work on the widening project of Bowman Road. This was done from March 11 through July 30th as noted in exhibit 6-f dated 8-5-20
- (2) The engineer's office had posted a 2020 grant of \$48,700 to the Def. Twp. grants line.
 - (a) the Twp. has \$52,330.42 in grant funds unspent from this and previous grants.
- 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 5 years or a total of \$125k remaining give or take.
- iii) The Chair asked if there is any discussion regarding the OPWC grant?
 - (1) There was none.
- g) The Chair asks 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 were any cemetery issues for discussion
 - i) The fiscal officer reported that Mr. Chris Bowers had submitted a request to purchase two lots in Taylor cemetery.
 - (1) Mr. Peck has signed the sales letter and the purchase packet has been sent via US mail to Mr. Bowers.
 - (a) See exhibit 7-1 of this session – which is the packet sent to Mr. Bowers.
 - (i) Packet contains:
 - 1. Emails initiating the sale;
 - 2. A drawing showing current available and sold lots at Taylor cemetery which includes the two lots (#17 and 18) which the Bowers wish to purchase.
 - 3. The Twp lot sales letter.
 - 4. Twp inv to Bowers for the amount due to the Twp for the two lots.
 - ii) The Chair asked if there is any discussion?
 - (1) There was none.

ORDER OF BUSINESS NO. 8 – PERSONNEL

- a) The Chair asked if there was any personnel business to be discussed?
 - i) The fiscal officer stated he had rec'd an application for employment (exhibit 8-i of this session) as a part time eq operator for the Township from a Mr. Tim Vargo. Mr. Grant had instructed Vargo to complete and submit the application.
 - (1) The chair called for discussion.
 - (a) The Trustees concurred that another operator would be beneficial. Trustees noted Mr. Vargo is currently employed at Defiance City Schools and hold a CDL.
 - (b) Trustee Mayer moved to adopt resolution 13-2020 to employ Mr. Vargo as a part time Twp. eq. operator.
 - (i) Resolution 13-2020 notes the hiring starts per Twp. policy a probationary period Oct 27th, 2020 through March 24th, 2021 at the probationary rate of \$11.60 per hour.
 - (c) The fiscal officer noted that Mr. Vargo will need to complete the Twp. employment packet and return it to the fiscal officer before Vargo can be assigned to work.
 - (d) Trustee Shaffer seconded.
 - (e) The resolution was approved.
- b) The Chair asked if there was any other personnel business for discussion?
 - i) There was none.

ORDER OF BUSINESS NO. 9 - Handouts were distributed as noted below:

- a) Monthly (October 19) GrassRoots clippings – exhibit 9a
- b) Exhibit 9-b – is notice from Stone-co (Shelly company) of an increase in charges of 10 to 15% for aggregate in 2021.
- c) Exhibit 9-c – is notice from Maumee Valley Planning that a CDBG grant program meeting is set for November 17th at the CSA building at 101 Spiritualist Drive in Sherwood, Ohio, at 6 p.m.

ORDER OF BUSINESS NO. 10- Old Business

- a) The Chair asked if there is any old business to come before the Board?
 - i) OTARMA loss control agent inspected the Twp. maintenance building on Oct. 22nd. Twp. Scheduler Brian Grant was onsite for the inspection. The Twp awaits the OTARMA report.
 - ii) The Chair asked for discussion.

- (1) There was none.
- b) The Chair asked if there was any other old business.
 - i) There was none.

ORDER OF BUSINESS NO. 11 - New Business.

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

ORDER OF BUSINESS NO. 12 - NEXT MEETING:

- 1) The next regular session.
 - a) The next session.

Date: Tuesday, November 24th, 2020 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 the meeting of October 27th, 2020.

It was moved by: Shaffer

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