

*Minutes*  
***DEFIANCE TOWNSHIP TRUSTEES***  
***October 22<sup>nd</sup>, 2013 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, October 22<sup>nd</sup>, 2013 at 7:00 p.m. Following the Pledge of Allegiance the Chair instructed the clerk to call the roll. Answering as present were Diana Mayer, Daniel Peck, & Charles A. Bakle Jr., also present was Tim Houck, Township fiscal officer. 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, Defiance, Ohio.

Visitors present: Rhonda Shaffer 13386 St Rte 15, & JoEllen Houck 8 Deville Drive, - 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 September 24<sup>th</sup>, regular Township session.

Mr. Peck moved to approve the minutes as presented.

Mrs. Mayer seconded.

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

The minutes for the September regular 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 \$346,056.79-- 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 \$21,364.46.
- c) Payment reports:
  - i) Payments for October (UAN software) 2013 were \$24,088.64.
- d) The Cash fund summary through October, 2013, (UAN software) showed an "ending fund balance" of \$1,044,230.78.
  - i) The "cash available" for encumbrances (current reserve- UAN software) was \$594,156.47.
- e) Appropriation Status showed that through October 22<sup>nd</sup>, 2013 (UAN software), 19.2% 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 10-22-13 was \$704,387.13.
- g) Trustees reviewed and signed the October bills.
- h) Trustees reviewed exhibit packet 3-H - This exhibit consisted of a "then and now" p.o., a transfer of funds report from the UAN system and a letter from the Co Auditor ordering a reimbursement of an estate tax. The transfer of funds made by the fiscal officer was within the General fund account of the Twp. The transfer moved monies from lines within approved appropriations, there was no increase or decrease to the total amount of general funds appropriated. \$6,000 was moved from the Payment of audit line to the Payment to another political subdivision line. The move was necessary as the required reimbursement line did not

contain the necessary funds. (can't anticipate a reimbursement from a previous year or a distribution of estate taxes.)

- i) The transfer was necessary to reimburse the Def. Co. Auditor for an estate tax distribution in September 2012. See Auditor's letter dated 9-30-13 ordering the reimbursement.
- ii) Refer to exhibit 3-e for line balances.

Mr. Bakle asks for a motion acknowledging the transfer.

Mr. Peck moved to approve the transfer as presented.

Mrs. Mayer seconded.

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

The motion was approved.

- i) Payroll & October's time cards (time cards provided trustees prior to session) were reviewed without comment and signed .

Mr. Bakle requested a motion to accept the October financial reports.

MOTION by: Peck

SECOND by: Mayer

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

The October 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) Monthly report for October:
    - (1) Building Permit was issued to:
      - (a) Phil Block on Power Dam Road, for a garage.
      - (b) Still working on semi-trailer issue. Owner has for sale sign on it. Will wait for a later date to advise to remove, or issue a court summons. Giving him time to sell it.
      - (c) Working on a residence/vehicles on Parkview Drive that is abandoned , and no valid license plates on the vehicle, or trailer.

Jason A. Shaffer  
Zoning Inspector  
Defiance Township  
Defiance, Ohio 43512

- b) The Chair asked if there was any other zoning business to come before the Trustees - there were none.

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

- a) The Chair asked if there were any comments or concerns on current or proposed new eq.
  - i) Mr. Peck asked if the equipment was prepared for snow removal.
  - ii) Mr. Bakle responded that Mike Daniels is working on this.
  - iii) Mr. Bakle also reported that the skid loader has a flat and this is being repaired.
  - iv) Mr. Bakle will ensure that fuel is on site for snow removal and road salting whenever that maybe needed.

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

- a) Trustee then reviewed exhibit 6-a the monthly Twp Rd inspection by Trustee Peck.
  - i) Operators were instructed to use this report as the monthly work assignment. Each operator was assigned a specific road in the report.
- b) Trustees reviewed the proposed 2013 projects as of this session.
  - i) The Trustees approved the Co Engineer's list edited and distributed as exhibit 6-b during the March Twp

meeting. In the April Twp session Trustees delayed some projects and added others. All proposed 2013 projects are listed below.

- ii) purchase orders of 2013 that will fund the projects listed are:
  - (a) P.O.'s 8-2013, 9-2013, &
  - (b) B.C.'s 36-2013, 45-2013
  - (c) P.o.s total \$179,500
  - (d) Expenses exceeding this amount with the Co Eng will require transfers and new p.o.s
- iii) As of 10-22-13 this list and the additional projects approved in March are as follows:
  - (1) The remaining .7 mile of Hammersmith from Singer to State Route 111- Trustees were reminded to review the minutes from 2011 forward for history:
    - (a) This rebuild project will take place over a three year period starting in 2013.
      - (i) The entire .7 miles will be widened in 2013 and the drainage ditch is to be constructed. Property acquisition for right of way to widen the road and construct the ditch will also take place in 2013 and be done by the County engineer. The engineer's office will also contract or construct the ditch in 2013.
        - 1. Widening - \$22,327.50
        - 2. Right of way acquisition – \$10,000
        - 3. Drainage ditch construction - \$10,000
          - i. The Co Engineer provided a report on this portion of the project dated 9-10-13
          - ii. Excavation, rock, rock chute, seeding, catch basin and misc items by co engineer's and contractor J. Webb totaled \$23,271.02
          - iii. The entire amount was posted to the Twp's future OPWC grants.
        - 4. Anticipated Twp portion of this project is now - \$32,327.50
      - (ii) A smooth paving will be applied in 2014.
      - (iii) And a final smooth paving will be done in 2015.
      - (iv) As of this session work is continuing on this project.
    - (2) Cromley Road –
      - (a) The County Engineer's office has coordinated a cement stabilization of this road from the end of pavement to the west end of the road just past the Webb residence. This is approximately 3,200 feet more or less.
        - (i) See Twp Trustee mins of February through July 2013 for details.
        - (ii) The Engineer estimated the project cost at \$85,000 initially if done as a standalone project. In the June meeting the Engineer reported that they were able to coordinate this project with another project and the new cost estimate was reduced to \$45,000.
          - 1. In the August session Trustees approved (2 to 1 vote) to surface the cement stabilized road with asphalt at estimated cost of \$55k.
          - 2. Estimated project total cost is now **\$100,000**
          - 3. **As of this session** – the cement stabilization is completed. Asphalt is to be applied.
          - 4. The Twp awaits billing from the County Engineer.
    - (3) Singer Rd-Hammersmith intersection – drainage project. Not listed on the engineer's list - 6-b of Jan 2013.
      - (a) See minutes of Twp sessions from November 2012 through July 2013 for project details.
        - (i) The Twp will provide \$11k to fund the project as outlined in the Engineer's handout in March. .
        - (ii) As of this session the project is complete and payments posted:
          - 1. Shiner Surface Drainage has completed the field work and the County Engineer has install the tile under Singer road.
          - i. Shiner's work consisted of grading and shaping, brush and tree removal, remove concrete headwall, tile destruction and clean up, 6' tile on north side crossing Hammersmith - In this month's bills Shiner is being paid for the work – cost was \$10,950.
          - 2. The cost of the tile installation was **\$3,536.22** which the engineer posted to a future OPWC grant; Trustees were to refer to exhibit 6-b-3.

- (4) Krouse rd – earlier this year it was reported that the road had been damaged by traffic. This report was noted by a citizen during the March meeting.
  - (a) Trustees reviewed the road earlier this year and determined that dura patching will be done in July to address the issue.
  - (b) At the July session – Trustees reported that there is a hold on this project and Chairman Bakle was to discuss the issue with County Engineer's and report back at the August Trustee's session.
  - (c) During the August session Mr. Bakle said he spoke with the engineer and they will re-assess and prepare a recommendation for the Trustees.
  - (d) In September - The fiscal officer asked for a cost estimate if the work is to be done in 2013.
    - (i) Mr. Bakle responded that the cost should not be more than **\$1000**.
  - (e) As of the Oct session there has been no change regarding this project.
  
- (5) Trustees approved during their April session to add floors to the salt bins.
  - (a) In June the Trustees instructed the crew to place remaining salt on one side and add the floor then move that salt back and add the floor to the other side.
  - (b) The floor is to be cement-
  - (c) During the July session – Trustees said this would be work done during weather that prevented current higher prioritized road work including roadside mowing....(probably early fall)
  - (d) Trustees in the August session instructed the crew to begin with the north side floor of the salt shed.
  - (e) Mr. Bakle estimated cost at under **\$2,000**
  - (f) As of the Oct session there has been no change regarding this project.
  
- (6) Sponseller drainage issue – discussed in the July session was again reviewed.
  - (a) Trustees decided to review the problem with the County Engineer to acquire a recommendation to address the issue.
  - (b) Mr. Bakle noted in the September Twp session that due to multiple property owners having various proposed solutions, the Trustees had suggested that the residents contact Def. County Soil and Water to acquire a proposed drainage plan.
  - (c) As of the Oct session there has been no change regarding this project.
  
- c) A financial impact review by the fiscal officer was heard:
  - i) As of this session total anticipated cost of all projects for 2013 per exhibit 6-b as noted in the March Engineer's project estimate is now \$82,910.
    - (1) Also to be funded in 2013 but not included on the engineer's list are:
      - (a) the Singer rd drainage project (\$10,950- posted Oct 2013) plus cost of 30"tile - \$3,536.22 posted to opwc grants;
      - (b) and a cement stabilization of Cromely cement stabilization with an asphalt cover is now estimated at \$100,000.
  - ii) The total amount of expenditures proposed for 2013 special projects by the County Engineer's office as provided in the 3-20 engineer's letter is \$82,910 plus additional projects.
    - (1) The fiscal officer is planning to post the engineer's estimates and the unknown cost projects to the Twp's cash road fund lines.
    - (2) Trustees are reminded that:
      - (a) Regular twp expenses are estimated – base on historical review, at between \$70,000 and \$100,000
      - (b) Anticipated 2013 revenues as noted in the 2013 amended certificate from the County Auditor for road work was \$155,845.
      - (c) Total road expenses year to date are **\$ 99,721.79**
      - (d) Total road fund revenues year date are **\$154,097.21**
        - (i) Expenses exceeding income will be posted to the Twp road carry over funds.
    - (3) A recap of the OPWC grants - this report update came from the Co Engineer's Office –updated 11-

30-12. Exhibit 6-b-3 updates the OPWC grant status and was provided by the County Engineer's Office, it is dated 10-9-13. The update includes expenditures from future OPWC grants that the Twp might receive. If the Twp fails to receive such grants the twp road funds will be accountable. (see minutes from 2011 forward thru October 2012 for history).

- (a) 2012 OPWC postings:
- |                                                 |                     |
|-------------------------------------------------|---------------------|
| (i) Indian Bridge Lane – culverts               | \$11,057.52         |
| (ii) Hammersmith rd – widening contractor work  | \$81,275.00         |
| (iii) Hammersmith rd – widening (by county)     | \$ 7,679.68         |
| (iv) Hammersmith rd – (ditch contractor & pipe) | \$44,497.50         |
| (v) Total OPWC grant posting in 2012            | <u>\$144,509.70</u> |
- (b) 2013 OPWC postings –
- |                                                          |                    |
|----------------------------------------------------------|--------------------|
| (i) Hammersmith rd const (ditch work) posted 9-10        | \$23,271.02        |
| (ii) Singer Road drainage project – 30" tile posted 10-9 | <u>\$ 3,536.22</u> |
- (c) Current status – the OPWC has utilized future grants in the amount of \$(95,267.50)
- (i) The 2013 additional grant funds posted to the Twp will require an amended certificate by year's end.
- (d) The current assessment is that the Twp rd projects for 2013 will exceed revenue based on the assumption that the remaining to be posted expenses (in grey highlight) above, won't be posted to any future OPWC grants.
- d) The Chair asked if there are any other projects/issues for 2013.
- i) None were offered.
- e) Trustees again noted the October work assignments for the Twp crew.
- i) Trustees instruct Twp operators to use the monthly road inspection report as their work assignments. Each operator's name is assigned to a Twp road and work that needs done is noted on the report.
- f) Twp cemeteries –
- i) Trustees noted that there were several headstones in Cromley and Tuttle cemeteries that need straightened or re-set. Brain Grant will be assigned this task.
- ii) No other issues were raised..

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

- a) Monthly (October 13) GrassRoots clippings – exhibit 7a was distributed.

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

- a) Up-date on "Fire-Rescue" regionalization discussion by Twp's and the City of Defiance. Mr. Peck represents Defiance Twp.....
- i) Mr. Peck was asked if there was any update.
- (1) He responded that there was no new information – the city is waiting to see if their proposed levy to increase city income tax to fund police and fire is successful at the November election.
- b) The Chair asked if there is 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 be discussed.
- i) Exhibit 9-a was discussed. This exhibit was a request from the Defiance county Veteran's Office for the Twp to pay to install a new head stone on the grave of a Civil war veteran interned in Cromley Cemetery. (James Clark – Co B, 84th Ohio Infantry Union Army.) The marker has been acquired by the Co Veteran's Office - see the exhibit for details.

Mr. Bakle requested a motion to honor the request.

MOTION by: Peck  
SECOND by: Mayer  
YEA(s) 3      NAY(s) 0      Passed X      Failed

The motion was approved – Mr. Bakle will assign the task.

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

**Date:**            **Tuesday – November 26<sup>th</sup>, 2013.**  
**Time:**            7:00 p.m.  
**Place:**            2<sup>nd</sup> 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 October 22<sup>nd</sup>, 2013

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