

Minutes
DEFIANCE TOWNSHIP TRUSTEES
October 23rd, 2012 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 23rd, 2012 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. 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, Brian Grant 15168 Williams Rd, Mike McKibben 28678 Steinmaier Rd, & Mike Daniels 21786 St Rte 637, Defiance, Ohio.

Visitors present: Penny Bakle 1204 Wayne Ave, 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 Peck requested a motion for the approval of minutes from the September 25th, regular session.

Bakle moved to approve.

Mayer seconded.

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

The minutes for the September 25th, 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 \$278,920.13 balance is minus the outstanding checks and Township investment funds.
- b) Receipt report:
 - i) Receipts for October were \$28,353.75.
- c) Payment reports:
 - i) Payments for October 2012 were \$33,836.94.
- d) The Cash fund summary through October 31st, 2012, showed an “ending cash balance” of \$975,946.65.
 - i) The unencumbered cash balance “cash available” was \$729,759.27 which is the balance after encumbrances are subtracted from the cash balance.
- e) Appropriation Status showed that through October 31st, 2012, 23% 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 10-31-12 was \$703,910.46.
- g) Trustees reviewed and signed the October bills without comment
- h) Trustees, having prior to the meeting been provided with Twp employee’s time cards had reviewed same and then, signed the October 2012 payroll without debate.
- i) Mr. Peck then requested a motion to accept the October financial reports.

MOTION by: Bakle

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) report for October 2012.
 - (1) Building permits were issued to:
 - (a) Nate Heller on SR 111 for a pond.
 - (b) Michael Schlachter on Hammersmith Rd. Renovation project.
 - (2) Received a complaint reference property on Haymaker Rd. Civil dispute about Easement.
 - (3) Talked to Mike Gomez about a couple of properties, reference zoning.

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

- b) Mr. Peck 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.
- b) The Township continues to seek informal quotes to purchase:
 - i) A replacement truck for the recently sold 95 Dodge – straight pick up;
 - ii) Trustee Peck stated he is checking with local dealers. He noted that Integrity Motors of Defiance has a small dump truck. Mr. Peck proposed to have Mike Daniels check the unit out to see if it can be used to meet the Twp needs especially if it can be modified to mount spraying equipment.
 - (1) Mr. Daniels and Mr. Peck will then acquire informal quotes and contact the Bd for a determination – depending on the quote amount. (cannot exceed the required public bid threshold of 50k).
 - iii) Trustee Bakle noted he is monitoring ODOT for any of their equipment that might meet the Twp's needs.
- c) As approved by the Trustees the fiscal office has acquired a Backhoe (1988 Ford 555-b) through the governmental web site Assetnation via DAS web page. The bill for the purchase is part of this month's (October's) bills for Trustee signature. Once the check is deposited by Assetnation the Twp will be notified as to the process for pick up.
 - i) Trustees determined that once the pick-up order is emailed to the fiscal officer by AssetNation, the Trustees will coordinate picking up the unit. Mr. Peck was appointed by the Bd to coordinate this project.
- d) Mike Daniel was recognized and he noted that the Twp's F550 (1 ton) was currently being repaired and prepped for snow removal. Mr. Daniel also stated that the International will then be prepped for snow removal.
- e) The Chair asked if there were any comments or concerns from Twp employees on current or proposed new eq &/or safety items.
 - i) There were none.

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

- a) Trustees reviewed exhibit 6-a monthly Twp Rd inspection by Trustee Mayer.
 - i) Trustees reviewed (exhibit 6-a) the monthly Twp Rd inspection by Trustee Mayer.
 - ii) The work orders for November were created from this review.
 - iii) Trustee Bakle will be conducting the monthly road inspection for November.
- b) Trustees discussed the drainage concern at the intersection of Hammersmith Rd and Signer Rds. This project

was on hold until crops were removed. The project requires acquisition of right of way along Hammersmith and on property adjoining Signer Rd. Trustee Peck was designated to discuss this with the County Engineer. A tentative meeting between Mr. Peck and the County Engineer was set for November 13th. Mr. Peck would then report on this session at the regular Twp Trustee meeting in November.

- c) Trustees then reviewed and discussed the status of the proposed & completed 2012 projects as of this session.
 - i) The Trustees & the Co Engineer have confirmed the project list for 2012 with the County Engineer's office.
 - ii) As of 10-23-2012 this list is as follows – see co engineer's exhibit 6-b from the April Twp session- see minutes from Feb thru September for project history:
 - (1) purchase orders of 2012 that will fund the projects listed are:
 - (a) P.O 9-2012 &
 - (b) B.C. 29-2012
 - iii) Trustees are referred to the minutes of the August/September sessions for a list of completed projects. Those projects that have not been posted to the Twp acc'ts remain on this agenda.
 - (2) Hammersmith road – ditch work – estimated cost \$20k –
 - (a) For portion of ditch west of Singer rd
 - (b) Project was awarded to Webb Const of Defiance.
 - (c) The project is complete, as of the August session and the Twp continues to await billing through the Co Engineer's Office.
 - (3) 2012 rebuild Hammersmith Rd from its west end Def Twp terminus -- easterly approximately to Singer Rd. –on Oct 23rd rec'd billing from Co Engineer's office for pavement markings in the amount of \$323.41. project complete and posted and will be removed from future agendas.
 - (4) The remaining .7 mile of Hammersmith from Singer to State Route 111- Trustees were reminded to review the minutes from 2011 forward for history:
 - (i) Trustees determined to address this project over the next three year period anticipated to begin in 2013.
 - (ii) Property acquisition and ditch improvement in 2013 – for road widening and new ditch. The estimated unofficial cost by Co Eng office in August 2011 – if work is performed by Co Eng crew is \$10k – not part of list the 2012 budget or work.
 - (iii) A .4 mile section - from Singer westerly is to be constructed in 2014 and:
 - (iv) The remaining .3 to State Rte 111 in 2015.
 - (v) This schedule was devised to assist the Twp's cash flow in its road accounts and acknowledges the uncertainty of State support via local gov't funds.
 - (5) Indian Bridge lane: -
 - (a) A proposed future effort - on Indian Bridge lane:
 - (i) Pavement of the west side of the boulevard.
 - (ii) Trustees will apply for a 2013 CDBG grant for construction in 2014.
 - (6) Ball Road – 2012 – project completed as of the August 2012 session.
 - (a) A chip & seal- seal coat – brooming and traffic control marking was billed to the Twp in Oct the project cost was \$10,290.57. the Engineer's estimate was - \$9,380.
 - (i) This item will be removed from future agendas.
 - (7) Cromley Road
 - (a) A planned chip and seal on the portion from Krouse east for approximately 1450' - estimated cost \$3,204 – was tabled in the June session. See minutes from Jan 2012 for proj history.
 - (i) Trustees determined in the July session to cancel the project for 2012.
 - (ii) Trustees will discuss alternative pavement material with the Co Engineer as residents of the road – having been canvassed by Trustees - are opposed to the use of a chip and seal.
 - (b) Trustee Bakle then passed out sales information to the Bd about a "micro surface product" from SCI Inc of Hamilton, Ohio. Mr. Bakle thought this material might be acceptable for the Cromley project. Mr. Bakle also thought other road projects might make use of this material.
 - (i) The Board asked Mr. Peck to meet with the sales representative and review possible projects

on Def Twp roads.

- (ii) Mr. Peck stated he would call and make arrangements and also contact the Co. Engineer for the engineer's opinion.

(8) Defiance-Paulding Co line road #10 – Twp portion. From the Sept 2012 session, Trustees noted a section of the road was failing probably due to the summer's drought. Trustees were working with the County Engineer's office to have the failed area repaired before year's end. No cost estimate was provided in the Sept session...

- (a) Trustees noted that the County Engineer was not able to get a contractor to address this project in the remaining months of 2012 without significant mobilization costs. The price would also be higher due to the small size of the project.
- (b) Trustees in discussion with the county engineer's office opted to address the repair in 2013 and have the County Engineer do patching and maintenance until the permanent repairs can be made in 2013. (will be part of the 2013 county engineer road project list – with more work the price is anticipated to be less).

d) A financial impact review was presented by the fiscal officer:

i) The total amount of expenditures proposed for 2012 special projects by the County Engineer's office through this session is \$226,908 (not including the Def-Paulding Co line rd #10 repairs). This includes \$81k in grant funds for Hammersmith and \$18,700 in grants for Indian Bridge lane.

(1) As reported in the September Trustees session by the fiscal office the analysis is changed slightly: (see minutes from Jan thru August for details).

(2) Trustees are reminded that:

(a) Regular twp expenses are estimated – base on historical review, at between \$70,000 and \$100,000

(b) Anticipated total projected rd work to be posted to the Twp road funds in 2012 to date are at least - \$200,000 this is down from the originally projected \$226,000 more or less (not including OPWC grant funds.) based on the expenses that have so far been posted to the Hammersmith rd project. This project came in under budget.

(i) Note the Twp is still waiting for the ditch widening expense anticipated at \$20K.

(c) Anticipated revenues as noted in the 2012 amended certificate from the County Auditor for road work was \$156,345.00

(i) At present it is estimated that exp will exceed rev by about

1. \$50,000 -- this deficit is slightly reduced from the previously noted \$70,000.

(3) The 2012 OPWC grant report update from the Co Engineer's Office –updated 8-16-12 by the County engineer's office. There was no change since the August 16th update. Trustees are referred to exhibit 6-c (of the August session) dated 8-16-12. This exhibit 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 July 2012 for history).

(a) 2012 OPWC postings:

(i) Indian Bridge Lane – culverts

\$11,057.52

(ii) Hammersmith rd – widening contractor and engineering

\$81,275.00

(b) Current status – the OPWC has utilized future grants in the amount of **\$(26,718.52)**

(c) Trustees are reminded that an amended certificate will be prepared to post these funds to the Twp's accounts in November 2012.

(d) The Chair asked for discussion..... There was none.

e) The Chair asked if there were any other projects/issues???

i) There were none.

f) The Trustees noted the November work assignments for the Twp crew – exhibit 6-e. These were handed out to staff.

i) These included the snow removal assignments for the 2012-2013 winter.

- ii) There were no other discussions.
- g) The Chair asked if there were any Twp cemeteries issues–
 - i) There were no new issues.
 - ii) In the September 2012 session - Trustees noted that Twp staff had been resetting head stones. There remain more head stones to be reset. This work will again be addressed when conditions allow in 2014.

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

- a) The monthly (October 12) GrassRoots clippings – exhibit 7a was distributed.

ORDER OF BUSINESS NO. 8 – Old Business

- a) Trustees were up-dated on “Fire-Rescue” regionalization discussion by Twp’s and the City of Defiance. Mr. Peck represents Defiance Twp on the regionalization panel. Mr. Peck reported:
 - i) His proposed to the group that charges for rescue runs be submitted to the hospitals that the patient is taken to is being opposed by the City.
 - ii) Mr. Peck continues to maintain that rescue services – regardless of who the public entity provider is – is essentially providing free transportation of patients to hospitals.
 - iii) Mr. Peck stated that the City hired consultant – Cramer and Associates – advocates user fees.
 - iv) The next regionalization committee meeting is scheduled to be held November 5th. All proposals will be discussed. The session is held at the Defiance City council chambers on Perry Street and is open to the public.
- b) Trustees then were updated on the 2012 Ohio Attorney General’s Office “Moving Ohio Forward” grant. The application process is through the County Commissioners office.
 - (1) In the August Trustee meeting Mrs. Connie Tipsword 12490 Burns Rd – Sherwood, Ohio, requested assistance to demolish an abandoned residence on property she owns in Defiance Twp on the east side of Canal rd just south of the Birkshire development on the City of Defiance’s south side.
 - (2) Tipsword’s contact information:
 - (a) Cell ph 419-956-8234
 - (b) Residents ph 419-899-2077
 - (3) Mr. Peck informed the Trustees that the Tipsword project is on the list as prepared by the Commissioner’s Office.
 - (4) No new Defiance Twp properties were reported at this session.
- c) 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 come before the board?
 - i) The fiscal officer reported that he is required to take training from uan on new accounting software which will be required on all State Twp. Village, and Library systems as of Jan 1, 2013. This training must be completed by the end of the year.
 - ii) The fiscal officer intends to sign up for the training online in lieu of travel to Columbus.
- b) The chair asked if there was any other new business - there was none

ORDER OF BUSINESS NO. 10 - NEXT MEETING:

Date: Tuesday – November 27th, 2012.
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. Peck requested a motion to adjourn the meeting of October 23rd, 2012

It was moved by: Bakle

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