

Minutes
DEFIANCE TOWNSHIP TRUSTEES
October 23rd, 2018 MEETING

The Defiance Township Trustees met in regular session at the offices of Northwest Realty – 618 South Clinton Street, in Defiance Township, Defiance, Ohio, on Tuesday, October 23rd, 2018 at 6:30 p.m. Answering as present were Diana Mayer, & Jason Shaffer – Trustee Peck was excused (personal). With two of 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, & Steve Buchholtz 1615 South Clinton St., all of Defiance, Ohio.

Visitors present: Patti Diemer 23361 Defiance-Paulding Co. Line Rd 10, & JoEllen Houck 8 Deville Dr. - all from Defiance Twp./Defiance City.

ORDER OF BUSINESS NO. 1

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

Mr. Shaffer requested a motion for the approval of minutes from the September 25th, 2018, regular session.

Mrs. Mayer moved to approve the minutes as presented.

Mr. Shaffer seconded.

The vote being 2 Yea(s) 0 Nea(s)

The minutes for the sessions 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 \$243,210.82 - 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 \$23,115.26.
- c) Payment reports:
 - i) Payments for October (UAN software-) were \$22,770.44.
- d) The Cash fund summary through October 20th, 2018, (UAN software) showed an "ending fund balance" of \$917,291.57.
 - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$227,708.44.
- e) Appropriation Status showed that through October 20th, 2018 (UAN software), 25% 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 10-20-18 was \$714,844.19.
- g) Trustees reviewed and signed bills through the 22nd.
- h) Payroll & October time cards (time cards provided trustees prior to session) – Trustees Reviewed & Signed.

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

MOTION by: Mayer

SECOND by: Shaffer

YEA(s) 2 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 report –
 - i) Permits issued
 - (1) Jim Hoover- Lean to on St Rt 111
 - (2) Alan Chandler- Pond on Defiance County Line
 - (3) John Sliwinski- pole barn on Cromley Road
 - ii) Zoning questions
 - (1) None in Oct.
 - iii) Site Reviews pending –
 - (1) None in Oct.
 - iv) Nuisance issues
 - (1) None

Respectfully submitted
John Diemer, Twp Zoning Inspector

- b) Mr. Shaffer asked if there are any other zoning/nuisance issues to come before the Board?
 - i) None were offered.

ORDER OF BUSINESS NO. 5 -- Equipment;

- a) Comments or concerns from Twp employees on current or proposed new eq &/or safety items.
 - i) Eq. Operator Buchholtz noted that the F550 Ford dump truck has been repaired and is ready for winter service. All twp eq. is now set for winter service.
 - ii) Trustees thanked the operators for their eq maintenance efforts.
 - iii) The Chair asked if there were any other issues – none were brought forth.

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 Mayer.
 - i) Mrs. Mayer's report noted that several roads require berm.
 - (1) Trustees instructed Operators to use grindings recently received by the Twp from the State.
 - (2) The report is to be used by Operator's as November's work order unless otherwise directed by Trustees.
 - ii) The November Rd review is to be by Trustee Shaffer.

b) 2017 Road projects:

- i) At the February 2018 session Trustees approved the County Engineer's 2018 project list.
- ii) At the April 2018 session an amended estimate was provided dated 4-6-18 – as exhibit 6-b.
 - (1) **Chipseal work for 2018 remains: cost estimates old revised**

(a) Link Rd – Powerdam to Powerdam – 1,126'	\$1,732.94	\$1,870.00
(b) Ball rd – Krouse to Canal – 5,338'	\$9,221.97	9,965.00
 - (i) The fiscal officer reported that during Oct. the County Engineer submitted the invoice for the 2018 chipseal work listed above. That invoice is part of the bills to be reviewed and signed by Trustees at this session.
 - 1. Refer to invoice 180036 f co eng – see twp check 5309 for \$11,178.04 in this month's bills.
 - 2. This project is now complete. All 2018 road work is now complete and payments have been remitted to the Eng.
 - (2) Chipseal for 2018 completed and paid – see October bills.
 - (3) Crackseal for 2018 completed and paid- see July bills.
 - (4) Hot Mix Patching – wrk completed & billed. See bills of August.
 - (5) Paving – wrk completed & paid – see June meeting mins.
- (6) From past 2018 sessions, Trustees had approved the Co Engineer to do the following:
 - (a) Repair street drain covers in the Lakeview addition.
 - (i) No cost estimate provided.

- (ii) Update??
- (iii) Trustees report no activity as of the Oct. Twp meeting.
- (b) Some storm water drains (twp catch basins) are being filled with leaves - Shaffer has asked the Co. Engineer to use the jet vac to remove this debris.
 - (i) It was agreed that the work will be done in Oct. or early Nov. after the leaves have fallen.
 - (ii) No cost estimated provided.
 - (iii) Trustees report no activity as of the Oct. Twp meeting.
- (c) Dura Patching is needed on Wilhelm Rd – about 500’ south of McAlistar and on Co. Line Rd 10 east of 66 and again 100’ further west.
 - (i) No cost estimates acquired.
 - (ii) As this item was not completed in Oct the project will be moved to 2019 due to weather conditions.
- (d) A curve is failing at the intersection of Ball & Canal – Shaffer had spoken with the County Engineer – failure is probably due to a collapsing culvert pipe under the road. The Co. engineer was to address this issue in late summer or early fall.
 - (i) At this session (October) Trustees noted this item is complete and the Twp is awaiting the bill.
 - (ii) Refer to **exhibit 6-d** – this exhibit notes the cost for the work for this project was applied by the Engineer to the Twp’s OPWC grant line.
 - (iii) Cost was \$8,505.00.
- (e) All items (a & b) are yet to be addressed.
- (f) At the Sept 2018 session Trustees noted that tree limbs overhang the road on Bowman near John Rivers Sr. property. Twp crew was instructed to trim these back of the road.
 - (i) Operator Buchholtz reported this has not yet been addressed.
- (7) The Chair asks if there were any other issues or projects to be discussed.
 - (a) Mr. Shaffer then stated that the deterioration of the curve at the corner of Wilhelm and Watson will be addressed by the Co. Engineer in 2019 using cement stabilization.
 - (b) Trustees instructed operators to monitor the drop off and patch with grindings until the Co. Engineer can do the cement stabilization.
 - (c) This item will be moved to the 2019 work list.
- (8) **Total est . expenses for co Eng work on twp behalf in 2018 -\$87,998.07 -- \$95,870.00**
 - (a) (does not include items for which no cost estimates were acquired)**
 - (b) Total paid for the above projects as of this session is \$103,308 more or less & additional \$8,505 was applied to opwc grants for the Twp.**

c) Twp projects by Twp staff or other contractors for 2018:

- i) Discussion...if there are any other twp projects for 2018:
- ii) Trustees have previously noted that Karnes Rd was damaged by contractors working to replace the Watson Rd bridge.
 - (1) The contractor acknowledges the damage per Trustee Shaffer and the contractor is repairing the road.
 - (2) There is no cost to the Twp.
 - (3) The Chair asked for an update if any.....
 - (a) There was none.
- iii) The Chair asks if there were any other projects?
 - (1) There were none.

d) Future major Twp road projects – first discussed at the Feb. 2018 session.

- i) Due to expenses, these project(s) will be implemented over several years, which will allow the Twp to save toward funding for such major projects.
- ii) See agendas from Feb 2018 forward for details:
 - (1) The Board is discussing with the County Engineer the following:
 - (2) rebuild of Bowman Rd – initially planned to start in 2019.
 - (a) The Co. Engineer wishes to know how much work is to be done each year. He provided the following information and cost estimates:
 - 1. There is no need to acquire right of way.
 - 2. Grading and seeding will cost approximately \$30k per mile and can be done in sections.
 - 3. Widening of the road will cost an estimated \$55k per mile –
 - a. Engineer noted that the Twp could break this down 1 side at a time.
 - 4. Paving and striping is estimated to cost \$55k per mile –

- a. Again, this can be broken into sections.
- 5. According to the Engineer the Twp section of Bowman road is 4 miles in length.
 - a. The Chair asked for discussion???
 - i. Trustees stated they will do one mile in 2019.
 - ii. Said mile to include grading, seeding, widening and paving. Trustees to inform the Co. Engineer in Jan. 2019 when the Engineer will provide a form for a list of Twp projects.
 - iii. Total project cost for 2019 for 1 mile of reconstruction of Bowman Road is estimated – based on engineer’s est above – at \$140k.

e) A 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	\$168,367.20
(2) Total road fund expenses year to date are	\$151,005.73

ii) Anticipated revenue for 2018 – based on the January 2nd, Twp amended certificate was:

(1) \$171,715.00 more or less

iii) Anticipated expenses for 2018 – as of this session:

(1) Regular twp. expenses are estimated – based on historical review, at between \$70,000 and \$100,000 – would include Twp projects listed above:

(2) \$95,870.00 for Co Eng work- see co eng. est cost for twp wrk in 2018 dated 4-6-18 by Co Eng proj list.

(a) Funds exp from Twp road accounts to date is now \$103,308.

(3) Total anticipated road fund(s) expenses based on the above:

(a) from \$150,000 to 200,000k if there are no new major Twp projects undertaken in 2018.

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 10-9-18 provided at this session as **exhibit 6-f**.

i) Current status – the OPWC report from the County Engineer’s office as of 10-9-18 indicates that:

(1) The Engineer’s Office had posted to Def Twp – the Twp’s 2018 grant of \$43,455. (money is with the Co Eng – any used in 2018 will be posted to Twp fund lines as pass through money. This left the Twp in the black.

(a) In Oct. the Engineer’s posted \$8,505 against the Twp grant line.

(i) Total grant dollars used by the Co. Eng. on behalf of the Twp for 2018 is \$8,505.

(b) As of this date (10-23-18) the Twp has \$2,419.32 remaining from the 2018 grant.

(c) An amended certificate will be required to account for the expenditure of these funds on behalf of the Twp. Said amended certificate is generally applied for in November of each year that grant funds are used by the co eng on the Twp’s behalf.

(d) The Twp awaits the year-end notice from the Co. Engineer so that the amended certificate can be prepared.

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 7 years or a total of \$175k remaining give or take.

g) The Chair asked if there was any other discussion regarding the fiscal impact report?

i) None was offered.

h) The Chair asked if there are any **cemetery issues** for discussion

i) Trustees noted that during the August session Trustees were requested to sell burial lots in Taylor cemetery. Trustees adopted lot fees passing resolution 14-2018. This resolution established lot sale prices for all Twp cemeteries.

ii) The request for lot purchases in Taylor was made by Rhonda Caster in August.

(a) The Twp hired Merle Butler of Defiance - a licensed surveyor - to survey available lots –

(b) It was estimated by Mr. Peck there may be space for about five (5) more or less.

(c) Once lots have been surveyed the Twp will complete the sale to Mrs. Caster.

i) The Chair asked if there were any other cemetery issues for discussion.

i) There were none.

ORDER OF BUSINESS NO. 7- Handouts

- a) The monthly (October 18) GrassRoots clippings – was presented as exhibit 7a.
- b) Exhibit 7-b – was notice from Stone Co – that there will be a price increase for aggregate effective Jan 1, 2019.
 - i) Base aggregate will increase \$.25 per ton
 - ii) Premium will increase \$.75.
 - iii) The chair asked if there was any comment or discussion..
 - (1) There was none.

ORDER OF BUSINESS NO. 8 Old Business:

- a) The Chair asked if there was any old business to come before the Board?
 - 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) It was noted that the December regularly scheduled Twp session falls on December 25th – (Christmas) - Trustees will need to re-schedule to another day.
 - i) Trustee Mayer moved to reschedule the December Twp session (regular time and place) from Dec. 25th to December 18th.
 - ii) Mr. Shaffer seconded.

YEA(s) 2 NAY(s) 0 Passed X Failed

The proposed meeting date of Dec. 18th was approved.
- b) The fiscal officer is to post the change date, along with time and location on the Twp web page.
- c) The Chair asks if there was any other new business to be discussed....
 - i) There was none.

ORDER OF BUSINESS NO. 10 - NEXT MEETING:

- a) The next regular session.

Date: **Tuesday – Novmeber 27th, 2018 regular session.**
Time: 6:30 p.m.
Place: Northwest Ohio Real Estate Services - 618 S Clinton St, Defiance, OH 43512

ORDER OF BUSINESS NO. 11 – Adjournment:

Mr. Shaffer requested a motion to adjourn the meeting of October 23rd, 2018.

It was moved by: Mayer

SECOND by: Shaffer

The roll was called and the vote was:

YEA(s) 2 NAY(s) 0 The motion: Passed X Failed

MEETING ADJOURNED

Respectfully Submitted

Timothy J. Houck, Fiscal Officer-Clerk