

*Minutes*  
**DEFIANCE TOWNSHIP TRUSTEES**  
**October 26<sup>th</sup>, 2010 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 26<sup>th</sup>, 2010 at 7:30 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, Ed Young - 23013 Watson Rd. eq operator, Joe Kolb 16492 Cullen rd., & Ruth Ann Schofield -15968 Campbell Rd, Twp Zoning Commission.

Visitors present: JoEllen Houck 8 Deville Drive – all of Defiance, Ohio.

**ORDER OF BUSINESS NO. 1**

Review and approval of minutes of the previous session.

Chairman Bakle requested a motion for the approval of minutes from the September 28<sup>th</sup>, 2010 session.

Mayer moved to approve.

Peck seconded.

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

The MINUTE'S for the September 28<sup>th</sup>, 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 September – noted a primary checking reconciliation balance of \$105,465.16 balance is minus the outstanding checks and Township investment funds.
- b) Receipt & Payment reports
  - i) Receipts for October 2010 were \$14,954.80. Payments for October (bills & payroll) totaled \$22,252.77.
- c) The Cash fund summary through October 31<sup>st</sup>, 2010, showed an “ending cash balance” of \$799,230.55.
- d) The unencumbered cash balance “cash available” was \$577,942.90 which is the balance after encumbrances are subtracted from the cash balance.
- e) Appropriation Status showed that through October 31<sup>st</sup>, 2010, 26% of the years' appropriations had been expended. All reports will be on file in the Fiscal Officer's office.
- f) The fund status report showed:
  - i) The money market investment fund balance as of 10-31-10 was \$702,229.13.
- g) Trustees reviewed and signed the September bills without comment.
- h) Trustees reviewed and signed the September payroll without comment.

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

MOTION by: Diana Mayer

SECOND by: Dan Peck

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) October 2010
    - (1) 1. Rod Rittenhouse CR 424 is building a house/pond. Permit issued
- b) The Trustees acknowledge Ruth Ann Schofield. She requested copies of the Appeals Bd sessions regarding the Rod Rittenhouse requests.
  - i) The 8-31 session was for a rezoning from Agriculture to Residential -1 to construct a single family dwelling.
  - ii) The 9- 27<sup>th</sup> session was a request to have the property issued a "conditional use" permit to construct a single family dwelling.
  - iii) The clerk indicated he would provide the minutes of both sessions as requested.
- c) The fiscal officer again reported that the Zoning Commission had completed its task of reviewing and editing the Twp's Zoning Plan. This effort included review and edits to the text, and to the Twp Zoning Map and the Twp land use (planning) map. The Plan was then reviewed by the County Prosecutor. The Prosecutor found the work of the Commission to be within their legal purview.
  - i) Shaffer and Houck are working with Soil & Water to revise the Plan per the approved changes. All changes are effective as of Trustee approval on July 27<sup>th</sup> 2010.
  - ii) Houck will make the changes to the plan upon suggestions received from Soil & Water. The Plan pages that are effected will be distributed to all Zoning Boards & a revised plan will be posted to the Twp web page.
- d) 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) During the past several months the Trustees have been discussing the possibility of purchasing a lawn tractor-mower for its cemeteries and Twp building mowing.
  - ii) Trustees had ordered and have now received the mower.
  - iii) That mower being a:
    - (1) Model # Z710A with 23 hp 48"cut zero turn – bid @ \$6,818.99 – with:
    - (2) A 3 yr service agreement -
    - (3) This unit is now added to the Twp eq inventory.
    - (4) Trustees noted to Twp crew at this session that the break in oil should be changed after 5hrs of service then regular oil changes per the manual – recommended every 100 hrs of service.
  - iv) Exhibit 5-iv was reviewed. The exhibit is an email noting the possible purchase of extra parts (blades, filters, oil etc) for the john deere lawn tractor.
  - v) The Chair asks for the wishes of the Board.

MOTION by: Peck to purchase the parts as requested

SECOND by: Mayer

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

The motion passed. Mr. Bakle will order the parts.

- b) Ed Young of the Twp road crew was recognized. He asked what the Trustees wished to have done to the John deere tractor used for road mowing. This unit was purchased used from Homier & sons this past spring. Young pointed out that the unit has electrical issues & the air conditioner doesn't work.
  - i) Trustees directed that the tractor being taken to Homier's for repairs. Trustees directed that the Twp's Mike Daniels check assess the mower attachment & make repairs if necessary.

- c) Mr. Bakle said he would contact Daniels and have Daniels also prep all the Twp's trucks & plows for the upcoming winter season.
  - i) Trustees approved service to the F550, but it was noted there were not enough hours on the International or Dodge to warrant a service.
- d) The Crew noted that the Dodge is missing a license plate.
  - i) Mr. Bakle said he would contact the County Engineer to order a replacement plate.
- e) The crew asked the Trustees what to do with the metal they were cleaning up from the maintenance building.
  - i) Trustees instructed the crew to recycle the metal with the cash to be paid into the Twp road accounts.
- f) Ed Young then asked if they could purchase some 1<sup>st</sup> aide kits for the Twp vehicles.
  - i) Trustees affirmed the request; small kits to be purchased from a local store.
- g) The Chair asked if there were any other equipment issues to be discussed.
  - i) 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 Mayer was reviewed.
  - i) Mrs. Mayer noted that trees in front of Cromley cemetery need trimmed as does trees on Bowman and Keller.
  - ii) Township employees should continue working on those assignments and address as time permits the work noted on the report.
  - iii) Twp employees present were provided a copy of the monthly road report.
  - iv) The November - Rd review is to be done by Trustee Bakle.
- b) Trustees then reviewed their Project(s) list: – Up-date on existing projects:
  - i) The 2010 Project list of work to be done for the Twp by the Co Engineer's office was finalized in the April 2010 session. For a history see agendas from Feb 09 through April 10.
    - (1) The 2010 project list cost is now \$91,655.29
      - (a) Projects are; projects completed and paid are noted by strikethrough
        - 1. Cement stabilization – ~~Krouse rd~~
        - 2. Berming – ~~kibble & def Paulding co line~~
        - 3. Pavement markings – ~~bowman, ashwood~~, kibble
          - a. A county engineer's bill dated 9-29-10 indicates the pavement marking work that was completed and billed this month.
        - 4. Hot mix patching – ~~ashwood, hammersmith & winn~~
        - 5. Chipseal – ~~ashwood, kibble & winn~~ –
        - 6. Crackseal – ~~kibble~~.
      - (2) The Engineer's office provided exhibit 6-b-2 just prior to the Twp session. This exhibit is the final report noting completed projects. Some projects must still be billed.
        - (a) Expenses to date total \$86,089.41
        - (b) Remaining work exp totals \$5,208.24
        - (c) Project is on schedule to come in under budget by \$1,859.82
    - ii) It was also noted that the Twp's normal road maintenance expenses averaged between \$70,000 and \$100,000. This amount includes eq maintenance and purchases/payments on eq debt and work crew salary & benefits.
      - (1) Estimated rd revenues for 2010 are approx \$235,000.
      - (2) Estimated expenses for 2010
        - (a) \$91,655 co eng work
        - (b) \$ 20,000 (estimated by Bakle) Hammersmith rd – re-build (acquire set back right of way and const drainage ditches).
        - (c) \$100,000 – normal twp road work, eq, road crew salaries etc.
        - (d) \$211,655 – total 2010 anticipated road expenses

1. Year to date expenditures on all road projects \$144,043.32 through October 31<sup>st</sup>
2. Year to date revenues for all road accounts \$157,210.89 through October 31<sup>st</sup>

(3) Trustees were provided Exhibit 6-b-3 which was prepared late last week. It noted the 2010 co engineer's road work program for Def Twp. completed work is crossed out. Trustees were referred to exhibit 6-b for the most recent report.

(4) Trustees then reviewed exhibit 6-b-4, provided by the County Engineer's office just prior to this session. This exhibit notes the proposed list of road projects to be addressed by the engineer's Office in 2011.

(a) Trustees are to study and make final the list of projects by the Jan 2011 annual Twp-Engineer's session.

(5) The Chair asked for any additional comments...concerning the engineer's work for the Twp in 2010.

(a) There were none.

iii) A continuing project noted in the Sept 09 Trustee session – trimming of overhanging tree branches along McCollister rd. remains active. It was noted in the June & July session that the Co Engineer's office will address this for the Twp in the fall of 2010. There has been no activity to date.

iv) Mayer is working on Twp long range planning with Dr. Philip Russo, PhD of the Department of Political Science Miami University, Oxford, Ohio, as approved by the Twp Trustees in the Feb 2010 session:

(1) She will report when her review of the Twp source books is complete.

c) - Other possible projects

i) The Chair asked if there are any questions or concerns...

(1) Ed Young stated that the Twp is to place a cross-over pipe new the Tom Mick property on Hammersmith road. This project had been delayed.

(2) Trustees instructed the Twp crew to contact Don Benedele to dig in the cross-over with Twp crew assistance.

(a) Trustees reminded the crew to contact OUPS prior to excavating.

d) Twp cemeteries –

i) Issues were noted in the Trustee road review – exhibit 6-a.

e) The chair asked if there were any other projects to be discussed.

i) There were none.

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

a) The monthly (October 2010) GrassRoots clippings was distributed as exhibit 7a

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

a) Trustees then continued the discussion on a possible new storage facility for Twp records.

i) The Chair asks if there are any comments on the process to acquire a storage out building to be set at the Twp Maintenance building on Hammersmith rd for the storage of the Twp records.

ii) Trustees asked the fiscal officer to determine the size necessary to store the Twp records and to acquire prices to be presented to the Trustees for review.

b) The Chair ask if there is any other old business .....

i) Mr. Peck noted he is representing the Twp at fire-rescue service sessions. There is an effort to review these services by the local gov't providers. The city of Defiance is promoting a regionalization of these services to defray costs.

ii) Mr. Peck will continue to attend these session and report to the Trustees.

c) The Chair ask if there is any other old business .....

i) There were none.

**ORDER OF BUSINESS NO. 9 -- New Business.**

- a) The Chair asks if there is any new business to come before the board?
  - i) The Chair noted that he has been elected President of the Defiance County Township Association at the associations quarterly session held October 21<sup>st</sup>.
    - (1) Other officers are:
      - (a) Gary Crites of Washington Twp – secretary
      - (b) Tom Dietch of Milford Twp – Vice President.
    - ii) Mr. Bakle said he had also been nominated to be the association's representative on the Solid Waste District's (SWD) Policy Committee.
      - (1) The SWD will be submitting ballots to all twelve Def Twp Bds of Trustees – 7 of which must vote to elect Mr. Bakle. Bakle will then serve so long as he is:
        - (a) A trustee
        - (b) Desires the position
        - (c) The Association desires his service.
- a) The Chair asked if there was any other new business to come before the board?
  - i) There was none.

---

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

**Date:** Tuesday – November 29<sup>th</sup>, 2010  
**Time:** 7:30 p.m.  
**Place:** 2<sup>nd</sup> floor of the Defiance County Commissioners building – conf room EMOC  
500 Court Street - Defiance, Ohio

Mr. Bakle requested a motion to adjourn the meeting of October 26<sup>th</sup>, 2010

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