

*Minutes*  
**DEFIANCE TOWNSHIP TRUSTEES**  
**November 24<sup>th</sup>, 2020 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, November 24<sup>th</sup>, 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: 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 October 27<sup>th</sup>, 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 October - noted a primary checking reconciliation balance of \$328,683.74-- balance is minus the outstanding checks and Township investment funds & is taken from the Bank's monthly statement.
- b) Receipt report:
  - i) Receipts for November (UAN software-) were \$21,798.79.
- c) Payment reports:
  - i) Payments for November (UAN software-) were \$22,457.25.
- d) The Cash fund summary through November 22<sup>nd</sup>, 2020, (UAN software) showed an "ending fund balance" of \$1,027,904.25.
  - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$671,943.01.
- e) Appropriation Status showed that through November 22<sup>nd</sup>, 2020 (UAN software), 29% 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 11-22-2020 was \$741,465.15.
- g) The fiscal officer reminded Trustees that the Twp accounts will be closed at year's end and any work/or purchases done in 2020 needs posted to the 2020 accounts. (day of purchase-not date of bill).
  - i) Any purchases and billing for any work should be provided to the fiscal officer by December 15<sup>th</sup> and no purchases other than emergency purchases should take place from the 15<sup>th</sup> forward until the 2021 Twp accounts are approved by Trustees at the January 12<sup>th</sup> (depending if the 2021 amended certificate is available from the Co Budget commission) 2021 re-organizational / budget session.
- h) November bills through the 22<sup>nd</sup>, were then reviewed and signed by Trustees.
- i) Payroll & November time cards (time cards provided trustees prior to session) – Trustees Reviewed & signed
  - i) There was no discussion.
- j) Mr. Peck requested a motion to accept the November 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) 2 permits issued-
      - (a) Jason Shaffer Pole barn
      - (b) Tom Steensma- Addition- room
  - ii) Zoning issues:
    - (1) None
  - iii) Nuisance violations:
    - (1) none
  - iv) Site reviews:
    - (1) 1 site review for Chad Shirey- pole barn

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 – unit 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 the Twp unit has been repaired under warranty and it has been delivered back to the Twp.
- 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 Shaffer.
  - i) Shaffer reported all roads looked good. He noted that Krouse needs dura patch on several areas and suggested Mr. Peck contact the Co. Engineer to schedule this.
  - ii) Shaffer also noted that there is a hole in Bowman road where the cross-over is located.
    - (1) Trustees deemed this a low priority and will schedule repairs for spring of 2021.
  - iii) The December review is to be by Trustee Mayer.

**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 28<sup>th</sup> 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 28<sup>th</sup>. 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) <b>Chipseal: - completed and paid as of the Oct. session</b>		
	<b>Est.</b>	<b>Actual cost</b>
(i) Estimated total exp. of chip seals	\$18,425	<b>\$22,758.94</b>
<b>(b) Patching: - completed &amp; paid as of the May 2020 session.</b>		
(i) See previous mins for details.		
(ii) Estimated & actual total patching exp -	\$33,270	<b>\$32,785.60</b>
<b>(c) Crack Seal- completed and paid as of the August 2020 session.</b>		
(i) See previous mins for details:		
1. Estimated & actual total exp. crack seal	\$7,943	<b>\$12,013.25</b>
<b>(d) Pavement Markings:</b>		
(i) Karnes Rd – f Bowman to Waton – 5228’	<u>\$618.00</u>	
(ii) Engineer’s office stated that work is complete and billing is being processed.		
<b>(e) Total est and final expenses for 2020-</b>	<b>\$60,257</b>	

- 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 13<sup>th</sup>, 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 22<sup>nd</sup>
      - 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 23<sup>rd</sup>.
      - 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 30<sup>th</sup> 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 November
    - 1. No activity
    - 2. Engineer's office is preparing invoice for pavement markings.

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

- i) The Chair asked 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.
  - (2) Nov session update:
    - (a) none

**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) Trustees noted that a resident of this road (lives on City section) called and complained about the quality of the road. Resident desired repair and repave.
    - (a) Trustees are studying the issue and will continue discussions with the City of Defiance.

**e) 2020 financial impact review by the fiscal officer:**

- i) The fiscal officer reported:
  - (1) Total road fund revenues year date are **\$209,581**
  - (2) Total road fund expenses year to date are **\$201,556**
  - (a) Road salt purchased winter 2019 – 2020 – total \$5,062.60 as of 11-20-2020.
- i) Anticipated revenue for 2020 – based on the January 2nd, Twp amended certificate was:
  - (1) \$181,850 more or less
- ii) 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 11-2020 session:**

- 1. ~~\$270,000~~– ~~\$250,000~~ **\$225,000 + 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 30<sup>th</sup> 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) Current status as reported by the fiscal officer

(1) –OPWC grant work for 2020 is completed and the Twp has submitted documentation to the County Auditor.

(a) An amended certificate to the Twp budget is now being processed by the County Budget Commission.

(b) The amount of OPWC grant funds spent on the Twp's behalf in 2020 was \$17,528.67.

(c) The requested revised amended certificate should then be:

(i) \$1,417,778.08 (current amended certificate) plus the OPWC grant amount of \$17,528.67 for a new amended certificate of \$1,435,306.75.

(d) An amended budget resolution will be placed before the Trustees at the Dec. 22<sup>nd</sup>, session.

(i) The Chair asked if there were any questions?

1. There were none.

iii) The Engineer had 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.

iv) The Chair asked if there was any discussion regarding the OPWC grant?

(1) There was none.

g) The Chair asked 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 he has deeds prepared for Mr. Chris Bowers who had submitted a request to purchase two lots in Taylor cemetery.

ii) The Twp invoice was paid.

iii) The Deeds were notarized with Trustees signatures. The fiscal officer will send to Mr. Bowers.

iv) The Chair asked if there is any other cemetery items for discussion?

(1) There were none.

#### **ORDER OF BUSINESS NO. 8 – PERSONNEL**

a) The Chair asked if there was any personnel business to be discussed?

i) Trustee Mayer stated she had received verbal resignations from Twp eq. operator's Mike & Scott McKibben and also had notice that Twp Operator Dave Bulka had verbally resigned.

ii) Trustees noted that these three part time operator's have not worked on Twp road projects for over a year.

iii) Trustees directed the fiscal officer to write a letter to each and express the Townships thanks for the past work and that Trustees accept their resignations.

iv) All three operators will be removed from the Twp directory and OPERS will be notified.

(1) Operators will be notified by the Twp that they may be eligible for OPERS reimbursement of their retirement contributions.

b) Mr. Peck requested a motion to accept the resignations of the above noted Twp part time employees as presented by Trustee Mayer.

MOTION by: Shaffer

SECOND by: Mayer

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

The resignation were approved.

c) 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 (November 20) GrassRoots clippings – exhibit 9a

#### **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.
- 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....
  - b) **Exhibit 11-A** was reviewed. This is the annual request from the Co. Engineer's office for projects that the Engineer's would undertake on behalf of the Township. This would cover both projects paid by the Twp and OPWC projects.
  - c) Trustees will study possible 2021 projects and submit to the Co. Engineer in early 2021.
  - d) The chair asked if there was any other New business?
    - i) There was none.
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**ORDER OF BUSINESS NO. 12 - NEXT MEETING:**

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

**Date:** Tuesday, December 22<sup>nd</sup>, 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 November 24<sup>th</sup>, 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