

*Minutes*  
***DEFIANCE TOWNSHIP TRUSTEES***  
***November 24<sup>th</sup>, 2015 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>, 2015 at 7:00 p.m. Following the Pledge of Allegiance the Chair instructed the clerk to call the roll. Answering as present were Dan Peck, Diana Mayer, & Charles A. Bakle Jr., also present was Tim Houck, Township fiscal officer. With all three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employees present were: John Diemer 23361 Defiance-Paulding Co Line Rd 10 & Jason Shaffer 13386 State Rte 15, Defiance, Ohio.

Visitors present: Patti Diemer 23361 Defiance-County Line Rd 10, Rhonda Shaffer State Rte 15, & JoEllen Houck 8 Deville Dr. all of Defiance, Ohio.

**ORDER OF BUSINESS NO. 1**

Reviewed and approved the minutes of the previous session.

Mr. Bakle requested a motion for the approval of minutes from the October 27<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 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 \$241,213.31-- 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 \$12,401.84
- c) Payment reports:
  - i) Payments for November (UAN software-) were \$31,513.85.
- d) The Cash fund summary through November 23<sup>rd</sup>, 2015, (UAN software) showed an "ending fund balance" of \$917,897.96.
  - i) The "cash available" for encumbrances (current reserve- UAN software) was \$263,585.30.
- e) Appropriation Status showed that through November 23<sup>rd</sup>, 2015 (UAN software), 28.3% 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 11-23-15 was \$705,120.82.
- g) Trustees reviewed and signed the November bills.
- h) The Fiscal Officer reviewed Supplemental Appropriations in November.
  - (1) Trustees were asked to refer to Exhibit 3-e above which shows the fiscal officer adjusted fund line 4404 so that anticipated expenses could be posted to the correct line and to account for the annual amended certificate regarding the Ohio Public Works Commission (OPWC) grant funds used on the Twp's behalf under the authority of the County Engineer.. Trustees will be requested to approve attached resolution 2015-18 which will codify the posted grant.
- i) Exhibit 3-h was reviewed by Trustees. This packet of information documented an amended certificate indicating the value in dollars of the work performed by the Def Co engineer's office for Def Twp and funded

with "Ohio Public works Commission" OPWC grant funds (formerly issue 2 and LTIP). The 2015 OPWC grant funds were posted to the Twp in the amount of \$900.00. These OPWC grant funds were used on Def. Twp. road projects in 2015. Refer to the County Engineer letter dated 11-18-15 as part of this packet.

- i) The OPWC grant amount has increased the previous (original) amended certificate amount of \$1,248,904.70 approved January 2<sup>nd</sup>, 2015. The new amended certificate issued by the County Auditor will be in the amount of \$1,249,804.70. By law the OPWC grant funds provided for Twp work are required to be posted into and out of the Twp fiscal records. Resolution 2015-18 – approves the amended certificate.
- ii) The packet (**exhibit 3- H**) contains:
  - (1) The County Engineer's letter (2 pages) dated 11-18 indicating the amount of OPWCD funds applied to Def. Twp projects in 2015 and explains the use of OPWC funds of 2015 (pg 2 of the Engineer's letter.
  - (2) The amended certificate#1 dated January 2, 2015
  - (3) Resolution 2015-18 – approving the new amended certificate
  - (4) A letter to the co auditor for the Co Budget Commission to approve the new amended certificate – with documentation as indicated in the letter- for the request
  - (5) A UAN appropriation status and revenue status report showing the OPWC funds posted to the 2015 Twp accounts.
  - (6) A "Then & Now" purchase order to expend the funds- needs Trustee signatures.
  - (7) A memo receipt noting the posting of the grant funds to the proper account (4401-538-000)- & the expenditure of the funds from the proper (4401-330-360-000) account line.
- iii) Trustees approved resolution 2015-18.
- j) The fiscal officer noted that fiscal year 2015 is coming to a close (December 31<sup>st</sup>), per usual, the Twp accounts will need to be closed so that the December meeting can be prepared (12-22-15).
  - i) All account activity will be closed as of 12-15- (means no purchases unless absolute emergency).
  - ii) Any bills/purchases in December – the invoice should be given to the fiscal officers as soon as possible, those making purchases should call before the purchase to ensure the line that must be used has sufficient funds to cover the expense.
  - iii) After Dec. 31 - there should be no spending until the Trustees adopt the 2015 budget at their re-organizational session tentatively scheduled for Wednesday January 13th.
- k) Payroll & November's time cards (time cards provided trustees prior to session) – Trustees Review – Discussion and Signature.

Mr. Bakle requested a motion to accept the **November** financial reports.

MOTION by: Peck  
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) **November report –**
  - i) **Building Permits were issued to the following:**
    - (1) **Cyndi Ensign @ 2169 Ginter Rd for a pole barn.**
  - ii) **Building Permit paperwork was given to the following**
    - (1) **John Karnes on SR111 for a garage.**
    - (2) **Marilyn Thornburg on Watson Rd for a room addition.**
    - (3) **Norma Thurau on Kiser Rd for pole barn.**
    - (4) **Raymond Castaneda 65 Lakeview Dr for a pole barn.**
  - iii) **Violation Notices were given to the following:**
    - (1) **Raymond / Donna Lambert at 3051 SR 66 for junk motor vehicles.**
    - (2) **I spoke with the Municipal Court (Carson Slade) reference this and other issues. She advised that a**

second notice, should be issued with a time frame of completion of the movement to get the violation resolved prior to a Court date. A second letter will be mailed with a time to have the issue resolved or a court date will be issued.

iv) Violation notices will be given by mail to the following:

- (1) Elmer Garn at 21450 Parkview Dr for junk motor vehicles
- (2) Lawrence Huff at 21275 Parkview Dr for junk motor vehicles/camper. (possibly deceased)
- (3) Along with a couple other residences on Parkview dr. Renters not owners. Will look into this issue.

Jason Shaffer  
Defiance Township[ Zoning Inspector  
Defiance, Ohio 43512

- b) The Chair asked if there were any Zoning issues to be discussed by the Trustees.  
i) 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) Jason Shaffer reported that the snow blade has been mounted onto the 2004 International dump truck.
- b) Trustees continue to work on the possibility of acquiring a new or used tractor for roadside mowing. See agendas from May 2015 forward for details.  
i) Trustees will check on State Bids.
- c) It was reported that the left "ear" on the "reclaimer" remains broken.  
i) Jason Shaffer stated that this needs professional welding.  
ii) Trustees state crew to take to Clemens Welding.
- d) The Chair asked if there are any other equipment issues to be discussed..  
i) There was no further discussion on equipment.

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

- a) Trustee Report (**exhibit 6-a**) – Monthly Twp Rd inspection by Trustee Bakle.  
i) Trustees noted that crews need to spot berm as noted on the report.
- b) **2015 Road projects:** During the January 2015 session Trustees were provided a proposed list of projects for 2015 presented as exhibit 6-c – from the Engineer's office.  
i) As of 11-24-15 Trustee session the proposed work list is as follows. Projects or portions of projects that have been completed are removed from this agenda. For a history see minutes of Twp sessions from January 2015 forward.  
ii) Remaining proposed projects as of 11-24-15 are as follows- engineer's work is in bold – twp projects are not in bold:
- (1) **Bowman Road:**
    - (a) **Pavement markings:** from Power Dam to Twp line - \$3,051
    - (b) Trustees noted a slight adjustment to this project at their March session:
      - (i) 1/3 of the road will have a fog sealant applied to the chip/seal, 1/3 a micro sealant, and 1/3 with just the chip/seal. – completed and billed in Oct. this item will be removed from future agendas.
      - (ii) This is to test the longevity of the various applications related to the cost per lane mile to determine the most cost efficient process.
      - (iii) The additional project cost was estimated by Mr. Bakle at \$5,000.
      - (iv) Project complete – check to engineer's in this months billing.
      - (v) To be removed from future agendas.

(2) **Karnes Road:**

- (a) **Pavement markings:** from Bowman to Watson - \$342.00

- (b) Project complete – billing covered in check to engineer’s office- & part of OPWC grant.
  - (i) To be removed from future agendas.
  
- (3) In the March 2014 session Trustees approved the berming of Cromley Road to reduce or eliminate drop off.
  - (a) Trustees assigned this to staff as soon as possible.
  - (b) During the August/Sept/Oct sessions Mr. Diemer stated that most of the berming has been completed.
  - (c) This project was reported as completed.
    - (i) To be removed from future agendas.
  
- (4) In the March session Trustees instructed staff to complete the insulation of the maintenance building as directed in 2013.
  - (a) Trustees had previously directed staff to address in November, December etc. with a not to exceed expense of \$3,000 for materials.
  - (b) In the Sept session employees noted that with their regular jobs and the mowing and other assignments from the Trustees – employees do not have enough time to carry out this project.
    - (i) Trustees determined to acquire quotes from a contractor.
    - (ii) In the October session Mr. Peck reported:
      - 1. He contacted three contractors
        - a. Barth Builders of Def
        - b. Hoffman Const of Def
        - c. Richland Const of Def.
      - 2. Only Richland submitted a bid for this project - \$12,295
    - (iii) Trustees determined to proceed with the project.
    - (iv) Trustees determined to award this project after the first of year. (early 2016)
  
- (5) Trustees noted that repairs to the ditch area of McColister rd were not made in July/Aug/Sept/Oct. This damage was caused by Twp mowing efforts in June. (very wet conditions).
  - (a) Twp staff was to address this issue in November.
    - (i) This was reported as completed.
    - (ii) To be removed from future agendas.
  
- (6) A water supply for the Twp maintenance building on Hammersmith rd.
  - (a) Trustees determined in the Sept session that they would seek quotes to acquire a water supply for this building.
    - (i) No progress was reported at the Oct session.
    - (ii) During the November session Trustees are soliciting informal quotes from Y2K Plumbing and from Tressler Plumbing, Mr. Peck to acquire a 3<sup>rd</sup> informal quote.
  
- (7) Salt for 2015016 –
  - (a) Email from co engineer’s 11-5-15 regarding salt. cost will be
    - (i) Mixed \$57.80
    - (ii) Pure \$72.66
    - (iii) 500 tons are available for Def Twp.
  
- (8) Jason Shaffer reported that he had as directed acquired a quote on a “cold storage” building. He had quoted a building from Menards of Defiance.
  - (a) Trustees directed that two additional quotes be acquired.

**c) A financial impact review by the fiscal officer:**

- i) As of this session total anticipated cost of all proposed and approved projects for 2015 are estimated to be \$161,028 more or less (\$128,028 f eng report plus items 11, 12 and 13- estimated \$13,000 + estimated \$5k for various sealants on the Bowman rd project.)
- ii) Trustees are reminded that:
  - (1) Regular twp. expenses are estimated – based on historical review, at between \$70,000 and \$100,000 – would include projects 6 through 9 on this agenda – salaries, mowing, snow removal etc. which are not part of the engineer’s projects list.

iii) Total road expenses anticipated for 2015 would be \$161,028 plus an estimated \$72,000 (see note on regular twp expenses above) for an estimated total of \$233,028.

(1) Anticipated 2015 revenues as noted in the 2015 amended certificate from the County Auditor for road work was \$165,615.00.

(2) Total road expenses year to date are **\$161,877.84**

(3) Total road fund revenues year date are **\$167,537.46**

(4) A recap of the OPWC grants – see minutes of previous sessions for history. The last update from the **Co Engineer's Office is dated 11-18-2015** and was presented to Trustees at the November 2015 session as part of the “amended certificate” packet. The update includes expenditures from future OPWC grants that the Twp. might receive.

(a) (See minutes from 2011 forward thru December 2013 for history).

(b) In 2015 the OPWC grant funds used on Def Twp projects totaled \$900.00.

(c) Current status – the OPWC has utilized future grants in the amount of \$46,136.00.

(d) The Engineer has informed the Trustees that the grants are promised by law with the passage of issue 1 several years ago. The average annual grant for Def Twp is \$25k for the next 9 years or a total of \$225k remaining give or take.

d) The Chair asks if there are any new proposed projects for 2016?

i) None were proposed at this time.

e) Trustees noted that the November work assignments for the Twp. crew are noted in the November monthly road report.

f) Twp cemeteries –

i) The Chair asks if there are any cemetery issues to be discussed.....

(1) There were no cemetery issues discussed.

#### **ORDER OF BUSINESS NO. 7 – Personnel:**

a) Hiring of a part time equipment operator.

i) In the August 2015 twp session Trustees determined to seek applications for a part time eq operator.

(1) During the Oct. meeting no applications had been submitted in answer to the advertisement in the Crescent News.

(2) Discussion..

b) In the June 2015 session – Trustees noted a concern with equipment breakdowns (repeated break downs – it was noted that age of equipment and or size of eq may contribute to this problem. Trustees also were concerned that operator error might be playing a roll)

(1) As of 11-24 – no training session(s) had been held.

(2) Trustees directed that the ad be run again in December.

c) Twp Zoning position open as of Jan 1, 2016

i) Trustees directed that an ad be run in the Crescent news advertising for candidates for the position.

d) Trustees will conduct an “twp eq operators” training session on Saturday, November 21<sup>st</sup>.

#### **ORDER OF BUSINESS NO. 8 - Handouts were distributed as noted below:**

a) Monthly (November 15) GrassRoots clippings – **exhibit 8a**

#### **ORDER OF BUSINESS NO. 9 – Old Business**

a) The Chair asked if there was any old business to come before the Board.

i) There were none.

**ORDER OF BUSINESS NO. 10 - New Business.**

- a) The Chair asked if there is any new business to come before the board?
  - i) There was none.

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**ORDER OF BUSINESS NO. 11 - NEXT MEETING:**

- a) Regular scheduled session.

**Date:** Tuesday – December 22<sup>nd</sup>, 2015.  
**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. 12 – Adjournment:**

Mr. Bakle requested a motion to adjourn the meeting of November 24<sup>th</sup>, 2015

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