

Minutes
DEFIANCE TOWNSHIP TRUSTEES
November 28th, 2017 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, November 28th, 2017 at 6:30 p.m. Answering as present were Diana Mayer, Dan Peck & Jason Shaffer, with three of three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employees present were: Harry Railing 14951 Power Dam Rd., & John Diemer 23361 Defiance-Paulding Co Line Rd 10- Defiance, Ohio.

Visitors present: Steve Buchholz 1615 South Clinton St., & JoEllen Houck 8 Deville Dr., 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 24th, 2017, regular session.

Mrs. Mayer moved to approve the minutes as presented.

Mr. Shaffer 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 \$183,876.47-- 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 \$36,228.14.
 - c) Payment reports:
 - i) Payments for November (UAN software-) were \$44,408.14.
 - d) The Cash fund summary through November 26th, 2017, (UAN software) showed an "ending fund balance" of \$871,941.92.
 - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$240,772.36.
 - e) Appropriation Status showed that through November 26th, 2017 (UAN software), 30% 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 11-26-17 was \$705,828.21.
- a) Bank Depository for township funds expires in November 2017. The depository for Township fund is presently with the State Bank and Trust.
- i) The fiscal officer reported in Oct to Trustees that he is currently researching investment rates and is comparing "Star Ohio" vs the State Bank.
 - ii) Star Ohio is presently at an annual rate of 1.25% v .01% for funds in the money market of the state bank, this per the monthly account statement from the State Bank dated 10-31-17.
 - iii) It is the fiscal officer's intention to transfer the money market investment from the State Bank to Star Ohio after the first of the year – after the year end close out so as to avoid any possible issues with the close out of fiscal year 2017.
- (1) The chair asked for discussion....
 - (a) Trustees agreed to move the investment money market to Star Ohio after Jan. 1, 2018.

b) Fiscal Officer reviews Supplemental Appropriations in November for 2017.

- i) Trustees were referred to **Exhibit 3-h** which shows the fiscal officer adjusted fund line 4404 so that expenses could be posted to the line and to account for the annual amended certificate regarding the OPWC grant funds used on the Twp's behalf under the authority of the County Engineer..
- ii) Exhibit 3-h of this session is a packet of information documenting 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 2017 OPWC grant funds posted to the Twp was in the amount of \$20,216.25. These OPWC grant funds were used on Def. Twp. road projects in 2017. Refer to the County Engineer letter dated 11-15-17 as part of this packet.
- iii) The OPWC grant amount has increased the previous (original) amended certificate amount of \$1,188,914.22 approved January 6th, 2017. The new amended certificate was issued by the County Auditor in the amount of \$1,209,130.47 dated 11-22-17. By law the OPWC grant funds provided for Twp work are required to be posted into and out of the Twp fiscal records.
- iv) The packet (exhibit 3- h) contains:
 - (1) The County Engineer's letter (2 pages) dated 11-15 indicating the amount of OPWC funds applied to Def. Twp projects in 2017 and explains the use of OPWC funds of 2017 (pg 2 of the Engineer's letter.
 - (2) The amended certificate#1 dated January 6, 2017
 - (3) Resolution 2017-18 – approving the new amended certificate
 - (4) A letter to the co auditor from the Twp fiscal officer for the Co Budget Commission to approve the new amended certificate – with documentation as indicated in the letter- for the request.
 - (5) The new amended certificate #2 – approved by the Budget Commission on 11-22 in the amount of \$1,209,130.47.
 - (6) A UAN appropriation status and revenue status report showing the OPWC funds posted to the 2017 Twp accounts.
 - (7) A "Then & Now" purchase order to expend the funds- needs Trustee signatures.
 - (8) A receipt and payment voucher 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.
- v) Resolution 2017-18 – attached - approves the amended certificate.
 - (1) Trustees are requested to approve attached resolution 2017-18 which will codify the posted grant.
 - (a) Shaffer moved to approve
 - (b) Mayer seconded
 - (2) All three Trustees signed the resolution.
- c) The fiscal officer reminded Trustees that the Twp accounts will be closed at year's end and any work/or purchases done in 2017 needs posted to the 2017 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 15th and no purchases other than emergency purchases should take place from the 15th forward until the 2018 Twp accounts are approved by Trustees at the January 9th, 2018 re-organizational session.
 - ii) There was no further discussion....
- g) November bills were then reviewed by Trustees and Signed.
- h) Payroll & November time cards (time cards provided trustees prior to session) – Trustees Reviewed & Signed.

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) Just prior to this session the Twp Zoning Appeals Bd met to review a request for a "conditional use" permit for

the construction of a new home on 3.5 acres more or less of land from a Defiance Township parcel zoned "agricultural" has been made by Steve Chandler. The parcel is located in section 1 – part of the Northeast quarter, Township 3 north, Range 4 east of Defiance Township. The portion of land being petitioned for conditional use is being split from parcel ID #B11-0001-0-018-00 (split) which contains 16.78 acres more or less.

- i) The Appeals Bd approved the request. (see appeals bd session minutes for details.)
- b) November report
 - i) Permits
 - (1) pole barn to Steve Chandler on St Rt 15
 - (2) Conditional use meeting for Steve Chandler - permit granted for home
 - ii) Site reviews pending
 - (1) None
 - iii) nuisance issues
 - (1) Huff building was torn down on Parkview Dr.

Respectfully submitted
John Diemer, Twp Zoning Inspector

- c) Trustees noted that the Twp Appeals Bd has a vacancy in the "alternate" position. Mr. Robert Williams held that position and had passed away.
 - i) Trustees will appoint a replacement at their Jan. 9th re-organizational session.
- d) The Chair asked if there were any other Zoning/nuisance issues to be discussed.
 - i) There were none.

ORDER OF BUSINESS NO. 5 -- Equipment;

- a) Comments or concerns from Twp employees on current or proposed new eq &/or safety items.
 - i) None.
- b) A sales notice was reviewed. This was presented as exhibit 5-b from Mopar – local Chrysler dealer – of salt neutralizer and eco silicone spray – possible use at Twp salt bins to neutralize and or reduce concentration of salt run off.
 - i) Trustees agreed that Mr. Shaffer will discuss the product with sales representative at Mopar. Trustees approved Shaffer to purchase if Shaffer determined the product might work at the Twp maintenance building where salt is a concern near the salt bins due to spillage during loading operations.
- c) The Chair asks if there are any other equipment issues to be discussed.
 - 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) It was noted that Twp operator's should review the inspection report and address berming and patching as noted in December.
 - ii) The December Rd review is to be by Trustee Peck.
- b) **2017 Road projects:**
 - i) At this session (November) the proposed 2017 project list is as follows approved by Trustees at their Feb. 2017 session. Projects are to be managed or completed by the Defiance County Engineer's office on the Township's behalf. All projects by Co Eng. are completed. See past mins of 2017 for details.
 - (a) As of this session (November 17) total paid to Co Eng for 2017 projects is 90K more or less.
- c) **Twp projects by Twp staff or other contractors for 2017:**
 - i) All twp projects for 2017 have been addressed – see past agendas for details.
 - ii) The Chair asked if there are any new projects to be addressed in December?
 - (1) None per presented.

d) A financial impact review by the fiscal officer:

i) The fiscal officer reported that:

(1) Total road fund revenues year date are	\$205,407.26
(2) Total road fund expenses year to date are	\$177,209.92

ii) Anticipated revenue for 2017 – based on the January 6th Twp amended certificate was:

(1) \$167,715 more or less

(a) Difference is slightly more rev from Co auditor then anticipated and;

(b) 16k from the sale of two pieces of twp eq.

iii) Anticipated expenses for 2017 – 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) \$76,500 to 86,620 for Co Eng work

(a) 90k paid through this session

(3) \$44,000 for truck and plow/spreader purchase.

(4) Total anticipated expenses were adjusted by the fiscal officer as the oct. session: from \$220,500 to \$240,00 – to **185k to 195k** - worst case scenario.

e) 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 11-15-2017 and was presented to Trustees as exhibit 3-h of this session. That update included expenditures from future OPWC grants that the Twp. received this year.

i) Current status – the OPWC report from the County Engineer's office as of 11-15-17 indicates that:

(1) the Twp had used in 2017 a total of \$20,216.25 of future grant funding bringing the total of future funds used to \$32,530.68.

ii) The Engineer has previously 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 7 years or a total of \$175k remaining give or take.

f) The Chair asked if there was discussion regarding the fiscal impact report.

iii) There was none.

g) **Exhibit 6-f** – was the annual request from the Co. Engineer's office for 2018 work that the Co Engineer's would do for the Twp. the exhibit also includes an estimated price list of materials. The Engineer would like to have the list of Trustee proposed work returned to the engineer's office by Feb. 1. 2018.

i) The chair asked for discussion.....

(1) Trustees noted they are studying projects for 2018 and will review these with the Co. Engineer's office.

h) The Chair asks if there are were any cemetery issues for discussion...

i) There was none.

ORDER OF BUSINESS NO. 7 Personnel

a) During the October session Trustees determined to solicit candidates for Twp equipment operator. This was deemed appropriate to address upcoming winter snow removal and road salting operations. Any person hired would also be available for year round work. All Twp work is part time without benefits.

i) the twp posted to its web page a request for applications for the position of Twp eq operator.

ii) Twp provided the application on the web page as well and noted it would accept applications until 6:30p.m. on 11-28.

iii) Review of applications:

(1) One application was received from Steve Bucholtz.

(a) Trustees asked Buchholtz why he wanted to return to Defiance Twp as he had worked for the Twp from 2013 through December 2015.

(b) Buchholtz stated he needed something more to do.

(c) Trustees determined that by adding another operator to the Twp work force the Twp would be more likely able to address snow removal needs, given the work force of the Twp is all part time and most have other full time positions.

- iv) Trustee Mayer stated that Buchholtz work in the pass was satisfactory and that she recommends re-hiring Buchholtz at the current Twp regular operator pay rate of \$13.50, waving the 90 day hire-in (probationary) rate of \$11.60. Further, Mayer suggested that Buchholtz begin with a review of Twp eq by supervisor Brian Grant on December 1st.
- v) Trustees Shaffer and Peck concurred.
- vi) Resolution 17-2017 was prepared which re-employs Steve Buchholtz as a Twp operator with a pay rate of \$13.50 per hour.
 - (1) Trustee Mayer moved to adopt
 - (2) Trustee Shaffer seconded

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

The resolution was adopted.

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

- a) Monthly (November 17) GrassRoots clippings – **exhibit 7a**

ORDER OF BUSINESS NO. 9- Old Business

- a) The Chair asked if there was any old business to come before the Board?
 - i) Dead trees at maintenance building on Hammersmith rd – possibly from salt run off from Twp salt bins.
 - (1) See mins of sessions from August 2017 forward for details.
 - (2) On Nov 15th the chair emailed Trustees an update – see exhibit 9-i.
 - (3) The exhibit also contains a report on the issue from Defiance County Soil and Water, this was sent to trustees via email on 11-2.
 - (4) The Chair asks if there is any discussion....
 - (a) Trustees noted that as the leaves have fallen the Twp must now wait until spring to determine if the affected trees are on Twp, Co. or private property.
 - (b) Also, Trustees note that they have already address storm water-melt flow and have re-directed said run off away from the woods.
 - (c) Procedures have been discussed with Twp operators to mitigate salt spillage during loading for winter snow removal events on Twp roads.
 - (d) This issue will be re-visited in the upcoming spring.
- b) The Chair asks if there is any other old business to be discussed....
 - i) There was none.

ORDER OF BUSINESS NO. 10 - New Business.

- a) The Chair asked if there was any new business to come before the board?
 - i) **Exhibit 10-a** was reviewed. This item was a notice of from the Ohio Plan (Twp ins carrier) – of proposed safety – operational items from the Ohio Plan annual review of Twp procedures which may impact insurance rates etc..
 - (1) Proposals are:
 - (a) Review annually the driving records of twp employees. &;
 - (b) Adopt a public records plan...
 - (i) Currently the twp has a policy in place to facilitate public access to twp records (see policy #08). The Twp does not have a records destruction policy all records are kept at the Twp storage building at Hammersmith rd.
 - (2) The Chair asked for discussion.....
 - (a) Trustees asked the fiscal officer to contact the Co. to acquire information on how to implement an annual driver's license check of Twp operators.
 - (b) This item will be a further agenda item until the annual check is implemented by the Twp.
 - ii) 2018 BWC participation certification.
 - (1) Exhibit 10-b is from the BWC and is required to be posted where Twp personnel may review, (maintenance building).
 - (2) This certificate informs the reader that Def Twp is a participating entity.
 - (3) A copy will be on file with the fiscal officer.
 - (4) Trustees will have the certificated posted at the Hammermsith Twp building.

ORDER OF BUSINESS NO. 11 - NEXT MEETING:

- a) The next regular session- moved per Trustee's October session from regular 4th Tuesday of December to the 3rd Tuesday due to the Christmas holiday. Notice will be posted to the Twp web page next week.

Date: Tuesday – December 19th, 2017.

Time: 6:30 p.m.

Place: Northwest Ohio Real Estate Services - 618 S Clinton St, Defiance, OH 43512

ORDER OF BUSINESS NO. 11 – Adjournment:

- a) Mr. Peck requested a motion to adjourn the meeting of November 28th, 2017.

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