

Minutes
DEFIANCE TOWNSHIP TRUSTEES
November 29th, 2011 MEETING

The Defiance Township Trustees met in regular session at the Defiance County Commissioners building – 2nd Floor conference room, 500 Court Street, in Defiance Township, Defiance, Ohio, on Tuesday, November 29th, 2011 at 7:00 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, Mike Daniels 21786 St Rte 637, Joe Kolb 16492 Cullen rd - eq operators & Ruth Ann Schofield 15968 Campbell Rd – Zoning Commission.

Visitors present: Dave Schmaltz Defiance City Fire Chief, Kenneth Frederick 21525 St. Rte 637, & JoEllen Houck 8 Deville Drive, Defiance, Ohio.

ORDER OF BUSINESS NO. 1

Reviewed and approved the minutes of the previous session.

Chairman Bakle requested a motion for the approval of minutes from the October 30th, 2011, regular session.

Mayer moved to approve.

Peck seconded.

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

The minute's for the October 30th, 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 October – noted a primary checking reconciliation balance of \$238,355.08 balance is minus the outstanding checks and Township investment funds.
- b) Receipt report:
 - i) Receipts for November 2011 were \$17,700.30.
- c) Payment reports:
 - i) Payments for November 2011 were \$10,032.74.
- d) The Cash fund summary through November 30th, 2011, showed an “ending cash balance” of \$947,880.86.
 - i) The unencumbered cash balance “cash available” was \$676,243.86 which is the balance after encumbrances are subtracted from the cash balance.
- e) Appropriation Status showed that through November 30th, 2011, 20.5% 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 11-30-11 was \$703,239.88.
- g) The fiscal officer noted that the fiscal year 2011 is coming to a close (December 31st), per usual, the Twp accounts will be closed as of 12-17-2011, to allow for the payment of all December bills in December and a reconciliation of the accounts.
 - i) There should be no purchases after 12-17-2011.
 - ii) The fiscal officer needs any December purchases invoice in hand the weekend prior to the monthly Trustee session.
 - (1) Twp personnel making purchases should acquire an invoice with the purchase and take the invoice for processing to tjh in the time as noted above.

- iii) Once the accounts are closed there can be no purchases until the Trustees approve the 2012 budget which is tentatively scheduled during the re-organizational session on January 10th.
- iv) The Chair stated he would order fuel on the 17th of December and get the invoice to the fiscal officer. Jason Shaffer provided the Chair with the phone number to the Twp's vendor – Ottawa Oil (800-753-2976).
- v) The Chair asked if there were any questions.
 - (1) There were none.....
- h) The fiscal officer then reviewed Exhibit 3-h which was a packet of information documenting an amended certificate indicating the value in dollars of the receipt of 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 value amount has increased the previous (original) amended certificate amount of \$1,117,788.52 approved January 5th, 2011 to \$1,122,462.35 on an amended certificate dated November 18th, 2011. The additional amount is \$4,673.83. By law this is required to be posted into and out of the Twp fiscal records. Resolution 2011-12 approves the amended certificate.
 - i) The packet (exhibit 3-h) contains:
 - (1) The amended certificate#1 dated January 5, 2011
 - (2) Amended certificate #2 dated November 18th, 2011
 - (3) Resolution 2011-12
 - (4) Information packet to the co auditor requesting the amended certificate – with documentation for the request
 - (5) 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.
 - (6) A "Then & Now" purchase order to expend the funds- needs Trustee signatures.
 - ii) Trustees signed the "Then & Now" purchase order - # 26-2011

Trustee Peck moved to approve resolution 2011-12 which accepts the amended certificate.

Trustee Mayer seconded

The roll was called:

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

The resolution was adopted.

- i) Trustees reviewed and signed the November bills without comment.
- j) Trustees reviewed and signed the November payroll –
 - i) Trustees had, prior to the session, been provided the employee time cards for review.
 - ii) Trustee Mayer – reviewing the timecards questioned Township Operator Ed Young asking:
 - (1) Why were you working on equipment (she had observed that Young was working on hydraulic lines on the skid loader.) when you were not assigned that task per the written work instructions and when you knew the Trustees had directed that all mechanical work be done by Mike Daniels?
 - (2) Young replied that he had noted the problem with the skid loader (bad hydraulic lines) in previous Township sessions. Young asked Joe Kolb to confirm that this concern had been brought up previously and Kolb concurred. Young continued that he felt it was a safety concern that the lines needed replaced and if they were not he felt that as an operator of the skid loader – if the lines broke he would be sprayed and this would then be a possible OSHA and or a worker's compensation issue.
 - (3) Mrs. Mayer then asked Young why he had asked Tom Mick (a neighbor near the Township's maintenance building) for advice on the skid loader repairs. (Mr. Mick is not an operator employee of the Township.)
 - (4) Young replied – Mick has a skid loader just like the Township's. Young also stated that no one had ever trained him on the operational technique of the skid loader.
 - (5) Trustee Mayer stated that the Trustees want Daniels (a mechanic for ODOT full time) our mechanic to handle repair problems. She further instructed Young that if any future mechanical issues arise to write them down and give them to a Trustee. The Trustees will manage the repair efforts.
 - (6) Young replied that the salt spreader's lights are out.
 - (7) Trustee Mayer again stated that the operators should write these needs and issues down and provide the list to a Trustee.
 - (8) Trustee Mayer than asked Young if he had as directed – taken the skid loader in to be washed.

- (9) Young – no. Young then stated he put the plow on the truck. Young further noted that it was Thanksgiving week and he didn't have enough time to get the skid loader washed.
 - (10) Trustee Mayer stated that the direction to wash the skid loader was issued in October in a written directive.
 - (11) Young replied that he was out of town for some of this time.
 - (12) Trustee Bakle said that all operators should contact a Trustee if they were going to be out of Town, especially now during the snow season.
- iii) Written instructions along with the monthly road report were distributed to all Township Operators. Operators are to follow the written instructions and call Trustees if other issues arise.

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

MOTION by: Diana Mayer

SECOND by: Dan Peck

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

The November 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) report for November 2011.
 - ii) Building permit were issued to:
 - (1) Dennis Lichty at 23403 Watson Rd for an addition to his residence.
 - (2) Jayme Price at 19850 Cromley Rd for an addition to his Shop.
 - (3) William Viorol at 13868 Harding Rd for a new home.
 - (4) Laura Cashman at 14940 SR 111 for a sign. Pending OUPS clearance.
 - iii) Pending Court ruling. Tim Font of On the Edge Construction was given an extension to have his property on Baltimore Rd cleaned up or the case will go to a Jury Trial. No word from Defiance Court at of this date.
 - iv) I received another complaint from Ed Steffel reference Don Bendele's property on Power Dam Rd. Mr. Steffel advised me that Bendele was not to put rock/dirt along the Auglaize River bank, and he has not mowed his property all summer. I advised Steffel I would look into the situation, and to give me a couple of days. Steffel stated he would not give me a couple of days, that he would give me (6) six months to get the matter resolved or he would write letters to the Army Corp of Engineers, the County Commissioners, and the paper. I did advise Steffel to not threaten me-- that I would look into it.
 - (1) I did make contact with Bendele, and ask what he was doing along the river. Benele advised that he would move the material as weather permits.
 - (2) I did contact the Defiance County Water and Soil, and asked them to take a look at the river bank to see what Bendele has done, and get there opinion. Ben from Water/Soil, did call me back and advised me that what Bendele was doing on the Auglaize River bank was okay, to their standards. I attempted to make contact with Matt Killion, of City of Bryan. Matt is the Supervisor of the Power Dam. After two (2) attempts. Matt Killion returned my calls. He stated that he had received several complaints from people on Power Dam Rd, but could not furnish any names. I stated that the City of Bryan, could furnish any information on the easements along the river, and what footage it is. Killion stated he would get with their Engineering Dept. mail a copy to my home address. Killion stated he would. As of this dated, nothing has been received.
 - v) Jayme Price has removed the sign for his business on Cromley Rd, at request of Tom Klime, Defiance County Commissioner Office, due to alleged easement issues. Prices sign was not on the easement and Russ Herman of the Prosecutors Office, advised that we should not charge Price for another sign. I asked the Defiance Township Trustees, and they advised not to charge Price for another permit.
 - vi) End November report
- b) Mr. Shaffer submitted a request for mileage reimbursement. The request is for mileage used in his effort to perform the zoning inspector's work. Heretofore, no mileage expense has been approved for reimbursement. A motion is necessary to pay this reimbursement request and a new policy should be established. Trustees reviewed the request presented as exhibit 4-b.
 - i) Trustees noted that when they set the salary for the position of Zoning Inspector they took into account the mileage factor. Trustees believe the monthly salary for this service was sufficient to cover fuel costs involved. Trustees stated they would look at the costs again during their reorganizational session in

January.

- c) 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) Ed Young noted that at the March Trustee session, Trustees had tabled the issue of a heater replacement for the Township maintenance building. Young asked if Trustees wanted the operators to use the "electric heater" which is safe but uses high amounts of electricity. (see minutes of Feb and March 2011 for details).
 - (1) Trustee Peck asked; "Why do we need a heater?"
 - (2) Ed Young responded that if the trucks have salt mix for snow that mixture tends to freeze up without heat.
 - (3) Trustee Mayer asked: "if the building isn't heated won't the fuel in the trucks gel?"
 - (a) Mike Daniel (Township's mechanic) said that with the trucks inside the building there was little possibility of fuel gelling.
 - (4) Trustee Bakle asked that Young provide the quotes Young had acquired for a heater from ebay to the fiscal officer for the records.
 - (a) Copies of quotes from ebay were provided and are in the meeting file.
 - (5) Mike Daniel stated that the building isn't insulated and won't hold heat without proper insulation.
 - ii) The discussion then turned to other issues:
 - (1) Ed Young said that the work order wants Township Trucks to be washed after each snow removal event. Young said there is not enough room in the maintenance building and without heat there could be a freezing problem if washed inside and let stand.
 - (2) Young also noted that the private wash currently being used by Township Operators has to small a wash bay for the Township Trucks, especially the International.
 - (a) Trustee Peck said he will check with Defiance Trucking to see if they will accommodate the Township need.
 - (b) Peck will also contact a mobile wash service he is aware of and get a price for Trustees to consider.
 - (c) Trustees informed the operators that they will find a service provider for this task.
 - iii) Ed Young then asked what the determination was on whether or not a replacement heater should be purchased?
 - (1) Trustees said no at this time.
- b) 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 Bakle was reviewed.
 - i) The Trustees again verbally instructed Young that if any piece of Twp equipment is in need of repairs a list is to be written and provided to a Trustee who will handle the matter.
 - ii) Trustee Bakle reviewed the inspection report from which the monthly work order was prepared and handed out to Township operators.
 - iii) Trustee Bakle asked Young if repairs had been made to Radio drive since his (Bakle's) inspection.
 - (1) Young replied – No.
 - (2) Bakle then stated we still need to replace safety signage on Carter.
 - (a) Mr. Peck stated that he had the signs which he had picked up from the fiscal officer's residence. The signs were ordered by the fiscal officer as directed and delivered to his address. The fiscal office had called Mr. Peck who picked up the signs.
 - (b) Mr. Peck said he would get the signs to the maintenance building.
 - iv) Trustee Bakle verbally instructed crew to check roads tomorrow 11-30 to assess the impact of the last several days of rain and to place "high water" signs as needed.
 - v) The December road review is to be by Trustee Peck
- b) Trustees then reviewed the status of planned and existing projects: - see past minutes for review of items completed.
 - i) The 2011 Project list final was reviewed in the April meeting. It was presented to Trustees as exhibit 6-c-1

in the April session.

- ii) This list had a cover letter dated 3-24-2011 which noted the new road project(s) that the Co Engineer will undertake for the Trustees in 2011 - now stands as follows:
 - (1) Reconstruction of Lakeview – estimated cost as of 3-24-11 is \$31,902.43
 - (a) As of 11-29:
 - (i) Project completed - \$24,809.35
 - (2) Hammersmith road – ditch work – estimated cost \$20k – carryover from 2010
 - (a) As of 11-29:
 - (i) For portion of ditch west of Singer rd
 - (ii) Project was awarded to Webb Const of Defiance.
 - (iii) Trustee Bakle stated he contacted the Co Engineer who said the project is now scheduled for the construction season of 2012 just before this section of the road is rebuilt – also scheduled for 2012.
 - (3) 2nd Hammersmith ditch proj between St Rt 111 and Twp maintenance building – also scheduled in 2011 – estimate unofficial – if work is performed by Co Eng crew \$10k
 - (a) As of 11-29:
 - (i) The Co Engineer has stated that this project maybe done by the Co when the road rebuild is done on this section of Hammersmith.
 - (ii) A private bid of over \$20k for this ditch work was reported to the Trustees in August 2011, by the co eng. The Co engineer's staff will be able to do the work for \$10k or less as estimated as of August 2011.
 - (iii) Trustees opted to wait for the Co engineer's.
 - (4) Indian Bridge lane: - paving project for 2012 with CDBG grant and OPWC grant - \$5,200
 - (a) As of 11-29:
 - (i) In August 2011 – Trustees voting 2-1 approved the following:
 - 1. Drainage project – \$9k to \$12k
 - a. Funding by Twp – either road dollars or OPWC dollars
 - b. Consists of 9 of 11 drainage pipes – to drain storm water on east side of the boulevard to the center of boulevard ditch.
 - 2. The Twp was approved to receive \$15,800 CDBG grant dollars in 2012 towards the paving project in grant funds
 - 3. The Twp is pledged to provide \$5,200 towards paving
 - 4. Mr. Bakle stated that the Co Engineer informed him that the cross over work will be done in the 2011-2012 winter season.
 - 5. Bakle also said he hopes to have another CDBG grant for paving expense for the east side of the boulevard. That grant will be written in 2012. The work – if the grant is approved – would be done in 2012.
 - 6. The Twp awaits work by the Co Engineer.
 - (5) Other work by the Co Engineer on the Twp's behalf is:
 - (i) a proposed drainage project drawing for Hammersmith and Singer Rds discussed with Trustees at a Soil & Water session held at the Twp maintenance building on April 19th.
 - a. This project effects both Hammersmith and Singer and is concerned with a collapsed tile in a farm field south of Hammersmith and east of Singer on a parcel owned by George Newton and farmed by Andrew Shinninger. Issue was raised by Shinninger.
 - b. Estimated cost – unknown as of this session.
 - c. There was no update.
 - (ii) Trustee's determined in the August session that Ball road near the intersection of Canal has a significant depression. It is at this location that a 60" tile crosses under the road. This cross over drains significant acreage to the south of Ball rd.
 - a. The road was patched in October – project complete. The cost was incorporated in the county engineer's invoice of this session with work done on Bowman road.
 - b. That bill totaled \$4161.32.
 - (iii) Trustees were informed in the Sept session of several "bad spots" on Ball rd.
 - 1. This work was completed in Oct when work was done on the above item and on Bowman road in item iv of this section.

- a. The cost was incorporated in the county engineer's invoice of this session with work done on Bowman road.
- b. That bill totaled \$4161.32.

(iv) Trustees were informed by Mr. Young – in the August session; that Bowman rd between Campbell and Williams (east of the bridge about .5 miles east of Campbell) has a large hump in the road.

- 1. This work was completed in Oct when work was done on the above items ii & iii.
 - a. The cost was incorporated in the county engineer's invoice of this session with work done on Ball road.
 - b. That bill totaled \$4161.32.

(6) Items by the Co Engineer on the Twp's behalf completed in 2011:
 (a) "chip – seal" portion of Krouse road south of Hammersmith- August

(7) Other work by outside contractor's:
 (a) Chair asked for update if any for work yet to be done in 2011.
 (i) There was none.

(8) The chair then asked for projects for the Co Engineer for 2012.

- (a) Hammersmith rd
 - (i) The ditch work - estimated \$20,000 (see item b-2 above)
 - (ii) And a rebuild of the Township's western third of this road.
 - 1. The Co Engineer will provide the Trustees with a cost update in the spring.
- (b) Ball Road
 - (i) A chip & seal
 - (ii) Possible replacement of the culvert at Ball and Canal (this issue was patched in the fall of 2011) and may or may not need replaced.
- (c) Cromley Road
 - (i) A chip and seal on the portion from Krouse east for approximately 2600'.
 - (ii)

iii) The fiscal officer reported on the road account expenses of 2011.

(1) Total for agreed upon projects by Co Engineer as of 10-24-11 was estimated to be \$69,102 more or less – not including the grant funds which must be posted to the Twp accounts.

(2) Regular twp expenses are estimated – base on historical review at between \$70,000 and \$100,000

(3) Anticipated total projected rd work expense in 2011 now stands at \$169,102.

- (a) Includes Indian Bridge lane's drainage and twp portion of asphalt –
 - (i) Drainage to be done yet in 2011
 - (ii) Asphalt is now a 2012 exp.

(4) Anticipated revenues as noted in the 2011 amended certificate from the County Auditor for road work is \$159,345.00

iv) OPWC grant funds for Def Twp – status:

(1) As reported in the amended certificate information of this agenda: an accounting by the Co Eng office of the OPWC grant funds being expended on the Twp's projects was provided.

(2) The 2011 grant includes carryover funds from previous OPWC grants–

- (a) The exhibit listed the projects completed and posted from grants of 2009 through 2011
- (b) The 2011 grant total as of Jan 1 was \$73,149.
- (c) The expenditures from 09 through October 31st, 2011, were (\$20,679.48)
- (d) The grant balance now stands at (no change from Sept) \$55,275.01

(3) The chair asked for discussion.

- (a) There was none.

c) Other possible projects???

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

ii) Trustee Peck said that he had received a citizen report of a flooding issue on Winn Rd. It is believed the

culvert causing the issue is either on private property or is owned by the City of Defiance. Trustees will contact the City to determine who has responsibility.

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

(1) There were none..

d) The December work assignments for the Twp crew – exhibit 6-d- was handed out to staff.

e) Twp cemeteries –

i) No issues reported.

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

i) There were none.

ORDER OF BUSINESS NO. 7 – Personnel

a) Trustee Mayer asked to discuss the possible hiring of additional part time equipment operators for the Twp.

i) Chairman Bakle asked for a motion to go into executive session for the purpose of discussing the possible hiring of additional part time equipment operators for the Twp

MOTION by: Mrs Mayer

SECOND by: Mr. Peck

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

The Trustees moved into executive session for the purpose of employment discussion.

(1) Trustees asked Kenneth Frederick 21525 St. Rte 637 – into the executive session to discuss his application.

ii) The Trustees returned from the executive session chambers

iii) Chairman Bakle asked for a motion to return to the regular meeting.

MOTION: Mr. Peck

SECOND: Mrs. Mayer

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

The Trustees moved back into regular session..

iv) No action was taken.

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

a) Monthly (November 11) GrassRoots clippings – exhibit 7a was distributed without comment.

i) It was noted that the Ohio Township Associations “Winter Conference” schedule is listed in the November GrassRoots Clippings. Trustees Mayer and Bakle will attend.

(1) Trustee Mayer is making room reservations for the two Trustees & the Zoning Inspector.

(2) The Fiscal Office will also attend and make his own room arrangements.

(3) The fiscal office will make conference reservations for both Trustees, the Zoning Inspector & himself.

b) Exhibit 8-b was then reviewed. This was a notice from the County Engineer’s office of the annual Defiance County Township Association’s and Elected Officials meeting. This session will be held on January 19th, 2012, at the Defiance County EMA building in Brunersburg. The time is 6 p.m.

i) Trustees are to choose their dinner from the menu of:

(1) Ham & cheese sub

(2) Chicken Club sub

(3) Steak & cheese sub

(4) BLT sub

- (5) Chicken bacon ranch.
- ii) The fiscal officer will call in the attendance and order.
 - (1) All Trustees are to be called in. The fiscal officer will also place their dinner orders.
- c) Exhibit 8-c was reviewed, this was an invitation to attend the State Bank & Trust company's annual customer reception.
 - i) The reception is on December 8th from 5:30p to 7:30p at the main office on Clinton St. Note the invitation does not require an RSVP.
- d) The Chair asked if there were any other comments on the hand outs of this session.
 - i) there were none.

ORDER OF BUSINESS NO. 9 – Old Business

- a) Trustees were up-dated on "Fire-Rescue" regionalization discussion by Twp's and the City of Defiance. Mr. Peck represents Defiance Twp. Mr. Peck introduced Defiance Fire Chief Dave Schmaltz.
- b) Chief Schmaltz informed the Trustees about the City's proposal to establish a "fire district". According to Chief Schmaltz if a fire district were created it would be its own political subdivision with taxing authority. Presently the City Fire Department is discussing this process with Richland, Noble and now with Defiance Township. If created the Chief believes the economy of scale will allow for professional services over a wider area of eastern Defiance County. It is believed that such a "district" would also be more economical to operate. Trustees asked how the revenue would be raised to fund the District. Chief Schmaltz thought a real estate tax would be required.
 - i) Trustees asked how political subdivisions comprising the "District" would be represented on a Board of Directors of the "District". Schmaltz said probably one person from each of the current political subdivisions that would participate in the to be formed Fire District, although there is no plan now in place, and the creation of a Board of Directors would be discussed in future sessions. Chief Schmaltz noted this was just a preliminary discussion and he felt to complete the process it may take up to 5 or more years.
- c) Chief Schmaltz then noted that if a "fire district" was not possible at this time the City is promoting a proposal to have exiting fire departments divide up areas of authority. The chief did not go into detail. The understanding was that areas without a fire department such as Def Twp would be divided. Fire departments such as Richland's might be assigned the eastern section of Defiance Township.
 - i) Trustee Bakle mentioned that Auglaize Township's volunteer fire department (in Paulding County) currently has several Defiance Township citizens in its ranks, suggesting that Auglaize Fire Department be contacted for this discussion. This would bring in even more assets to provide this service.
 - ii) Trustees thanked the Chief and stated they look forward to participating in the discussions relative to this matter.
- d) Exhibit 9-b was reviewed. This item was a notice from the Defiance County Commissioners office regarding the Defiance Township Trustee's request to seek relief from damages to Township roads, said damage being alleged by the Trustees, to have occurred during the County project to construct sewers along certain said Township roads.
 - i) Trustees did not offer comment other than to state the Township would be grateful for any assistance the County might provide for repairs to its roads (Defiance Township's) that were damaged by this County project.
- e) The Chair asked if there was any other old business
 - 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?
- b) Trustees then heard from the fiscal officer about a needed resolution to support the Township's participation in the State of Ohio's "cooperative purchasing" program. Trustees reviewed exhibit 10-a which was a packet of information from the Ohio Department of Administrative Services (DAS) regarding their cooperative purchasing program.
 - i) Defiance Township is and has been a member of the program.
 - ii) The Township Trustees approved the renewal fee in August 2011. The new agreement runs from 8-1-11 to 8-1-2012.
 - iii) DAS is requesting a resolution from the Twp supporting the Twp's participation. Resolution #2011-13 is

attached for review and approval.

It was moved by Diane Mayer to approve the resolution

Seconded by Dan Peck

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

The Trustees approved the resolution 2011-13.

- c) The Chair asks if there is any other new business to come before the board?
 - i) Jason Shaffer was recognized and noted that someone had driven in the grass area of the Township maintenance building causing damage to the area.
 - ii) Shaffer also noted that the maintenance buildings' outside security light had been repaired by Stollstierner's electric of Defiance.
 - iii) Trustees hope the light and the possibility of neighbors observing anyone around the building causing vandalism would be reported to the proper authorities.

 - d) Trustees had instructed Jason Shaffer to replace the locks on the maintenance building. Jason reported that the task had been completed and provided the Trustees with keys to the new locks. Trustees distributed the keys:
 - i) One each to:
 - (1) Each Trustee
 - (2) Joe Kolb
 - (3) Jason Shaffer
 - (4) Mike Daniel
 - (5) Steve Buchholz
 - (6) Tim Houck – the fiscal office was also given extra keys all of which will be kept on file.
 - (7) Trustees were to get a key to Ed Young following the meeting.

 - e) The Chair asked if there was any other new business to come before the board?
 - i) There was none.
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ORDER OF BUSINESS NO. 11 - NEXT MEETING:

Date: Tuesday – December 20th, 2011. – changed due to Christmas schedule from the regular last Tuesday ~~Thursday~~ of the month.(amended from the Dec 20th session). The meeting change – per policy will be posted on the public bulletin boards in the Commissioner's building and Courthouse.

Time: 7:00 p.m.

Place: 2nd 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 29th, 2011
It was moved by: Mayer
SECOND by: Peck

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