

Minutes
DEFIANCE TOWNSHIP TRUSTEES
December 22nd, 2020 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, December 22nd, 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: none.

Visitors present: Jeff Mayer 500 Harrison Ave. & 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 November 24th, 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 November - noted a primary checking reconciliation balance of \$305,075.18-- balance is minus the outstanding checks and Township investment funds & is taken from the Bank's monthly statement.
- b) Receipt report:
 - i) Receipts for December (UAN software-) were \$17,771.49.
- c) Payment reports:
 - i) Payments for December (UAN software-) were \$48,383.01.
- d) The Cash fund summary through December 20th, 2020, (UAN software) showed an "ending fund balance" of \$1,012,521.41.
 - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$680,985.47.
- e) Appropriation Status showed that through December 21st, 2020 (UAN software), 32% 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 12-21-2020 was \$741,547.02.
- g) The Fiscal Officer reviewed the Supplemental Appropriations & 2nd Amended Certificate for 2020.
 - i) Trustees were asked to refer to **Exhibit 3-d above** which showed that the fiscal officer adjusted fund line 4401 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-g** of this session was 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 2020 OPWC grant funds posted to the Twp was for \$17,528.67. These OPWC grant funds were used on Def. Twp. road projects in 2020. Refer to the County Engineer letter dated 10-28-2020 - part of this packet for an explanation of projects.
 - iii) The 2020 OPWC project funds had increased the previous (original) amended certificate amount of \$1,417,778.08 approved January 6th, 2020. The new amended certificate was issued by the County

Auditor for \$1,435,306.75 dated 11-25-20. 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-g) contains:
 - (1) The County Engineer's letter (2 pages) dated 10-28 indicating the amount of OPWC funds applied to Def. Twp projects in 2020 and explains the use of OPWC funds of 2020.
 - (2) The amended certificate#1 dated January 6, 2020.
 - (3) Resolution 14-2020 – 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 11-25-2020 for \$1,435,306.75.
 - (6) A UAN appropriation status and revenue status report showing the OPWC funds posted to the 2020 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 14-2020– attached - approves the amended certificate.
 - (1) Trustees were requested to approve attached resolution 16-2019 which will codify the posted grant.
 - (2) Trustees approved and signed the resolution.

- h) The fiscal officer then reviewed the 2020 BWC premium payment-
 - i) Part of bill packet of this session.
 - ii) Pays BWC estimated 2021 premium in full (\$939.00) – Twp receives a 2% discount.
 - iii) True up for 2020 premium payment that was processed last December will be done in January.
 - iv) The chair asked if there were any questions
 - (1) There were none.

- i) The fiscal officer reminded Trustees that the Twp accounts are now closed for year-end close out. Any work/or purchases done in 2020 needs posted to the 2020 accounts. (day of purchase-not date of bill).
 - (1) Any purchases in the remainder of 2020 should be for emergency only and must be provided to the fiscal officer as soon as incurred.
 - (2) There should be no further purchases until the 2021 Twp accounts are approved by Trustees at the January 12th 2021 re-organizational/business session.

- j) December bills through the 21st, were then reviewed and signed by Trustees.
- k) Payroll & December time cards (time cards provided trustees prior to session) – Trustees Reviewed & signed
 - i) There was no discussion.

- l) Mr. Peck requested a motion to accept the December financial reports.
 - MOTION by: Shaffer
 - SECOND by: Mayer
 - YEA(s) 3 NAY(s) 0 Passed X FailedThe financial reports were approved.

ORDER OF BUSINESS NO. 4 – Zoning - Status update on the following zoning Issues as of this session:

- a) December Monthly Zoning report -
 - i) permits issued:
 - (1) 1 permit(s) issued-
 - ii) Zoning issues:
 - (1) None
 - iii) Nuisance violations:
 - (1) Tim Johnson 24889 Watson Rd:
 - (a) Junk in yard (complaint from neighbors)..
 - (i) He has started to clean this up.
 - iv) Site reviews:
 - (1) None
- v) Misc :
 - (1) Signed two land split proposals which are to be presented to Maumee Valley Planning for review:

- (a) Tom & Bill Webb – Paulding Title agency
- (b) Pete Schlegel - Weber, Hill Attorneys –
- (2) Purchased permit forms from Hilltop printing of Defiance (250)

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) It was noted that the F550 was taken to Machinery Services for hydraulic line repairs.
 - (1) Repairs were expected to be completed before Christmas.
 - (2) The fiscal officer asked that the invoice be acquired so that the expense could properly be posted to the 2020 accounts.
 - 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 Mayer.
 - i) Mayer reported all roads looked good.
 - ii) The January review is to be by Trustee Peck.
- 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 28th 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 28th. 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) Chipseal: - completed and paid as of the Oct. session	Est.	Actual cost
(i) Estimated total exp. of chip seals	\$18,425	\$22,758.94
(b) Patching: - completed & paid as of the May 2020 session.		
(i) See previous mins for details.		
(ii) Estimated & actual total patching exp -	\$33,270	\$32,785.60
(c) Crack Seal- completed and paid as of the August 2020 session.		
(i) See previous mins for details:		
1. Estimated & actual total exp. crack seal	\$7,943	\$12,013.25
(d) Pavement Markings: completed and paid as of the Dec. 2020 session.		
(i) Karnes Rd – f Bowman to Waton – 5228'	<u>\$618.00</u>	<u>\$ 602.35</u>
(ii) Refer to exhibit 6-b- ii of this session f Engineer's office.		
(e) Total est and final expenses for 2020-	\$60,257	\$68,160.14

- 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 13th, 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 22nd

a. Est. cost	Actual cost
i. \$81,750	\$78,783.25 – paid in July
 - 2. **Pavement Markings:**

a. \$2,105	\$2,759.98 – paid in December
i. Refer to exhibit 6-b-ii of this session.	
 - 3. WIDENING: - completed as of June 23rd.

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 the co. eng staff did work from March 11 through July 30th 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 was \$113,775

1. Total spent in 2020 on this section of rebuild was \$109,758.23 cash paid plus \$11,047.79 in OPWC grant funds= \$120,805.

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

- i) The Chair asked if there were 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 had asked that Mr. Peck will contact the Co. Engineer to ask them to address this issue which will be billed to the Twp.
- (2) Dec. session update:
- (a) Mr. Peck stated that the Engineer's will address this as time permits.

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. Trustees tabled this project during the April 2020 session.

- i) Dec. update if any.
- ii) There was none.

e) 2020 financial impact review by the fiscal officer:

- i) The fiscal officer reported:
- | | |
|---|------------------|
| (1) Total road fund revenues year date are | \$222,814 |
| (2) Total road fund expenses year to date are | \$208,868 |
- (a) Road salt purchased winter 2019 – 2020 – total \$5,062.60 as of 11-20-2020.
- i) Anticipated revenue for 2020 – based on the November 25th 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.
- ii) Total expenses from Twp rd acc'ts for 2020 is based on the posted expenses through the last meeting of the Trustees in 2020 (Dec 22nd)
- (1) \$208,868 actual expenses for 2020 as of this session.**

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 had 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 30th 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 certificated to the Twp budget has been processed by the County Budget Commission.
- (b) Refer to exhibit 3-g-h of this session.
- (c) The amount of OPWC grant funds spent on the Twp's behalf in 2020 was \$17,528.67.
- (i) The Chair asked if there are any questions?
- (ii) 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 were 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 are any cemetery issues for discussion?
 - i) There was none.

ORDER OF BUSINESS NO. 8 – PERSONNEL

- a) The Chair asked Trustees if there are any issues for discussion?
 - i) It was noted by the fiscal officer that at the November 2020 session Trustees accepted verbal resignations from Twp eq. operator's Mike & Scott McKibben and Dave Bulka.
 - ii) Trustees instructed the fiscal officer to send notices to each.
 - iii) The fiscal officer reported that each person was notified and instructed to contact OPERS to see if they are eligible to receive a refund on their OPERS contributions.
 - (1) The fiscal officer stated he had notified OPERS of the resignations.
 - iv) The Chair asked if there was any discussion.
 - (1) There was none.

ORDER OF BUSINESS NO. 9 - Handouts.

- a) Monthly (December 20) GrassRoots clippings – will be provided when it is received.
- b) **Exhibit 9-b** is notice from the Defiance, Fulton, Paulding & Williams Counties Joint Solid Waste Management District of a public hearing for comments on the revised draft district solid waste management plan. This meeting follows a 30 day comment period from Dec. 14, 2020 through Jan13, 2021.
 - i) The public hearing will be held Jan 28th 2021 from 10a to 11a at the Def. Co. Engineer's conf room, 500 court st, suite E, Defiance, Ohio 43512.
 - ii) The Chair asked if there is any comment?
 - (1) There was none.

ORDER OF BUSINESS NO. 10 - Old Business

- a) The Chair asked if there is any old business to come before the Board?
 - i) Exhibit 11-A of the November 2020 session was 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 project paid by the Twp and OPWC projects.
 - (1) As of this session - Trustees are awaiting the Co. Engineer's annual review and road maintenance proposals, which should be provided to the Trustees in Jan or Feb.
 - (2) There was no further discussion.

ORDER OF BUSINESS NO. 11 - New Business.

- a) The Chair asked if there is any new business to be discussed....
 - i) OTARMA ins premium quote for 2021 was reviewed.
 - (1) Quote is **exhibit 11-a** attached.
 - (2) Cost for 2021 premium at 3million coverage plus eq is \$3,522.
 - (1) Premium for 2020 was of \$3,646.
 - (2) The 2019 premium was for \$3,530.
 - (3) Trustees reviewed and directed :
 - (a) The fiscal officer is to process the premium payment.
 - (b) This will be done after the budget adoption session which is scheduled for Jan. 12th.
 - ii) OTARMA property appraisal report. This is for ins purposes.
 - (1) A pdf copy is on file with the fiscal officer - Trustees were emailed a copy on 12-19.
 - (2) Est value is \$181k more or less.
 - (3) Discussion if any.
 - (a) There was none.

- b) 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, January 12th, 2021 – re-organization – budget & 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 December 22nd, 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