

*Minutes*  
***DEFIANCE TOWNSHIP TRUSTEES***  
***December 17<sup>th</sup>, 2013 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, December 17<sup>th</sup>, 2013 at 7:00 p.m. Following the Pledge of Allegiance the Chair instructed the clerk to call the roll. Answering as present were Diana Mayer, Daniel Peck, & Charles A. Bakle Jr., also present was Tim Houck, Township fiscal officer. All three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employees present were: Joe Kolb 16492 Cullen Rd, and Ed Young 23013 Watson Rd., Defiance, Ohio.

Visitors present: 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 November 26<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 November regular 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 December – noted a primary checking reconciliation balance of \$354,823.61-- 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- through 12-17) were \$9,102.13.
- c) Payment reports:
  - i) Payments for December (UAN software- through 12-17) 2013 were \$25,830.70.
- d) The Cash fund summary through December 17<sup>th</sup>, 2013, (UAN software) showed an "ending fund balance" of \$931,257.39.
  - i) The "cash available" for encumbrances (current reserve- UAN software) was \$327,048.21.
- e) Appropriation Status showed that through December 17<sup>th</sup>, 2013 (UAN software), 31.6% 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 12-17-13 was \$704,445.02.
- g) Trustees reviewed and signed the December bills.
- h) Exhibit 3-h was reviewed. This exhibit was a request with documentation for submittal to the County Auditor to place on the property taxes of a certain parcel in Def Twp the expenses incurred by the Twp to abate a nuisance - high weeds and grass. This issue was first discussed in the July session when Trustees moved to address the problem and post the cost to the property taxes. The property in question is 905 Indian Bridge lane – owned by Edith Jones.
  - i) At the August Twp session - Trustees determined to wait until the end of the mowing season to account for

multiple mowings, if necessary.

- ii) **Resolution 2013-14** authorizing the work, is part of this exhibit along with the invoice documenting Twp expenses as previously approved by the Trustees.
  - iii) The initial invoice was presented to Trustees for review at the August Twp session.
  - iv) Trustees reviewed and adopted the resolution. The fiscal officer will provide this exhibit with the signed resolution to the Co. Auditor.
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- i) The Fiscal Officer was recognized and again noted that fiscal year 2013 is coming to a close(December 31st). The Twp accounts were closed for normal business on December 15th. Trustees should note that any emergency purchases in December will be processed in December. This action will render inaccurate the fiscal reports of this session. (American Electric was processed after these reports were prepared.) Year end close out will be slightly different than the present reports.
    - i) It was also noted that there is an updated year end close out procedure (training via web) that is slightly more complicated.
    - ii) The fiscal officer requested the re-organization session be moved from current proposed 1-7-14 to 1-14-14, to allow for the Twp accounts to be closed and to prepare the 2014 Twp budget.
      - (1) There should be no spending until the Trustees adopt the 2014 budget at their re-organizational session January 14th.
      - (2) Trustees acknowledged the closeout procedures.
      - (3) Trustees approved the request to move the re-organizational – 2014 budget adoption session to January 14<sup>th</sup>, 7p.m. at the E911 room in the Commissioners building.
  - j) Payroll & December's time cards (time cards provided trustees prior to session) were reviewed without comment.

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

MOTION by: Peck

SECOND by: Mayer

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

The December 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 was not present but had informed the fiscal officer that there was no activity and no report.

**ORDER OF BUSINESS NO. 5 -- Equipment;**

- a) The Chair asked if there were any comments or concerns on current or proposed new eq.
  - i) Young and Kolb noted that the backhoe needed to be checked. Mr. Bakle will assign Daniels to review the equipment to determine issues.
  - ii) There is a need to repair the skid loader and John Deere tractor. Both developed issues from use during recent snow removal efforts. Again, Daniels will be assigned to repair.
  - iii) It was also noted that the v plow needs welded, this will be done after the first of the year by Clemen's Welding.
  - iv) Mr. Bakle thought that some of the issues with the equipment were due to a lack of operator training. He will assign Daniels to provide training to all employees that are not currently working full time for ODOT.

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

- a) The monthly road review was to be reviewed. Mr. Peck noted that all Twp road were snow covered and thusly had no report.
  - i) The January Rd review will be by Trustee Mayer.
- b) Trustees reviewed the proposed 2013 projects as of this session.
  - i) The Trustees approved the Co Engineer's list edited and distributed as exhibit 6-b during the March Twp meeting. In the April Twp session Trustees delayed some projects and added others.
  - ii) purchase orders of 2013 that will fund the projects listed are:

- (a) P.O.'s 8-2013, 9-2013, &
- (b) B.C.'s 36-2013, 45-2013
- (c) P.o.s total \$179,500
- (d) Expenses exceeding this amount with the Co Eng will require transfers and new p.o.s

iii) As of 12-15-13 this list and the additional projects approved in March are as follows – see mins of 2013 for details on all projects:

- (1) A .7 mile rebuild of Hammersmith from Singer to State Route 111- Trustees were reminded to review the minutes from 2011 forward for history:
  - (a) This rebuild project will take place over a three year period starting in 2013.
    - (i) The entire .7 miles will be widened & rough paved in 2013 and the drainage ditch is to be constructed. Property acquisition for right of way to widen the road and construct the ditch will also take place in 2013 and be done by the County engineer. The engineer's office will also contract or construct the ditch in 2013.
      - 1. As of the December 2013 session the project is complete for 2013.
      - 2. See mins of 2013 for details.
    - (ii) Remaining elements of this project:
      - 1. A smooth paving will be applied in 2014- estimated exp \$85,000 depending on asphalt prices.
      - 2. And a final smooth paving will be done in 2015 – estimated exp ??.
- (2) Krouse rd – earlier this year it was reported that the road had been damaged by traffic. This report was noted by a citizen during the March meeting.
  - (a) Trustees reviewed the road earlier this year and determined that dura patching will be applied.
  - (b) The County Engineering dept will coordinate this repair.
    - (i) Estimated cost should not be more than **\$1000**.
    - (ii) Will be billed and posted in 2014.
    - (iii) See mins of 2013 for details.
- (3) Trustees approved during their April session to add floors to the salt bins.
  - (a) Work to be in 2014 – see mins from June forward of 2013 for details.

c) A financial impact review by the fiscal officer was heard:

i) As of this session total anticipated cost of all projects for 2013 per exhibit 6-b have been completed or moved to 2014.

(1) Trustees are reminded that:

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

(b) Anticipated 2013 revenues as noted in the 2013 amended certificate from the County Auditor for road work was \$155,845.

**(c) Total road expenses year to date are \$202,547.25**

**(d) Total road fund revenues year date are \$169,071.77**

(i) Expenses exceeding income utilize Twp road carry over funds.

(2) A recap of the OPWC grants - this report update came from the Co Engineer's Office –updated 11-22-13. The update includes expenditures from future OPWC grants that the Twp might receive. If the Twp fails to receive such grants the twp road funds will be accountable. (see minutes from 2011 forward thru December 2013 for history).

(a) 2013 OPWC postings –

(i) *Hammersmith rd const (ditch work) posted 9-10* \$23,271.02

(ii) *Singer Road drainage project – 30" tile posted 10-9* \$ 3,536.22

(iii) *Total grant dollars posted in 2013* \$26,807.24

(iv) *Actual value posted to Twp fund lines in 2013 was \$33,509.05*

1. *The engineer reduces amount charged to grant per agreement by an applicable percentage.*

2. *The full amount (\$33,509.05) must be posted to the Twp accounts by law.*

(b) *Current status – the OPWC has utilized future grants in the amount of \$(95,267.50)*

- (i) See letter- from Co Engineer dated 11-22-13 noted as exhibit 3-h of 11-26th Twp agenda
- (ii) The amount reported in this exhibit was added to the Twp's 2013 budget in the Twp's amended certificate dated November 25th.

(c) *The Twp rd projects for 2013 to date has exceeded revenue as projected.*

d) The Chair asked for proposed 2014 projects:

- i) Asphalt paving of Hammersmith rd .7 that was widened in 2013.
- ii) Krouse Rd – dura patching from 2013..
- iii) Lakeview repairs to surface and drainage – moved by Trustees from 2013 to 2014?
  - (1) Trustees to determine in early 2014 whether to do this project or delay due to budget issues.
- iv) The County Engineer's office is in the process of doing a Twp road assessment. This report will be issued to the Trustees in January 2014.

e) Trustees again noted that the December work assignments for the Twp crew will be snow removal if necessary. Trustees will contact crew as needed.

f) Twp cemeteries –

- i) No issues were reported.

#### **ORDER OF BUSINESS NO. 7 – Handouts were distributed as noted below:**

- a) Monthly (January 14) GrassRoots clippings – exhibit 7a was distributed.
- b) Trsutees reviewed a notice from the County Engineer's office – exhibit 7-b noting the place and time of the 2014 Defiance County Annual Township Trustees Association and Elected Officials Meeting.
  - i) The session with be held at the Co EMA building 22491 Mill Street, Defiance, Ohio, (Brunersburg); the time is 6p.m. on January 16<sup>th</sup>. This notice was emailed to Trustees in early December.

#### **ORDER OF BUSINESS NO. 8 – Old Business**

- a) Fire – Rescue service contract for Def. Twp was discussed:
  - i) Mr. Peck reported that there was no meeting of the regional review group since the last Trustee session.
  - ii) The fiscal officer reported that in 2013 for the first time and after 3 consecutive years of cost increase the Twp expended \$94,922.98 and rec'd revenue of \$79,809.31.
  - iii) The fiscal analysis (as of fiscal reports dated 12-15) -- suggests that the fund line will be unable to support the contract during the fiscal year beginning 2018.

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

a) The Chair asks if there is any new business to come before the board?

- i) Ed Young noted he will be out of town for the month of January.

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#### **ORDER OF BUSINESS NO. 10 - NEXT MEETING:**

**Date:** Tuesday – January 14<sup>th</sup>, 2014, - annual re-organization/2014 budget adoption – special session.

**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 December 17<sup>th</sup>, 2013

It was moved by: Peck

SECOND by: Maver

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