

*Minutes*  
***DEFIANCE TOWNSHIP TRUSTEES***  
***December 18<sup>th</sup>, 2014 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 Thursday, December 18<sup>th</sup>, 2014 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: Jason Shaffer 13386 State Route 15, all from Defiance, Ohio.

Visitors present: Penny Bakle 1204 Wayne Ave., & JoEllen Houck 8 Deville Drive, - all from 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 25<sup>th</sup>, 2014 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 November - noted a primary checking reconciliation balance of \$268,912.20-- 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 \$6,837.82.
- c) Payment reports:
  - i) Payments for December (UAN software-) were \$27,643.76.
- d) The Cash fund summary through December 17<sup>th</sup>, 2014, (UAN software) showed an "ending fund balance" of \$934,945.45.
  - i) The "cash available" for encumbrances (current reserve- UAN software) was \$344,395.24.
- e) Appropriation Status showed that through December 17<sup>th</sup>, 2014 (UAN software), 26% 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 12-17-14 was \$704,796.35.
- g) Trustees reviewed and signed the December bills.
- h) Exhibit 3-I was the Twp's 2nd amended certificate as approved by the Trustees at the November session. (for your files) The amended certificate is for the Co. Engineer's 2014 OPWC grant for work they performed for the Twp in the amount of \$675.62. Refer to the County Engineer letter dated 11-18-14 provided to Trustees in the November session.
  - i) The OPWC grant amount had increased the previous (original) amended certificate amount of \$1,243,337.93 approved January 2<sup>nd</sup>, 2014 to \$1,278,368.55. By law the OPWC grant funds provided for

Two work items are required to be posted into and out of the Township fiscal records.

- i) The fiscal officer reminded Trustees that the fiscal year 2014 is coming to a close (December 31st), per usual, the Township accounts are now closed. Any spending should be for emergency purposes only and prior approval should be acquired from the Trustees who should then inform the fiscal officer. There should be no spending until the Trustees adopt the 2015 budget at their re-organizational session on January 13th.

- (1) For any emergency spending, Township personnel making purchases must notify the fiscal officer and provide him with the invoice prior to Dec. 31<sup>st</sup>.

- j) Payroll & December's time cards (time cards provided to trustees prior to session) were then reviewed by Trustees – there was no comment.

- k) Mr. Bakle then 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 financial reports were approved.

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

- a) December Zoning report –
  - i) Building Permits Issued
    - (1) Jason Fredrick on Bowman Road for a Pole Barn.
  - ii) Building Permit Paperwork Packets Issued to:
    - (1) Sheila Vincent on Hammersmith Road for a Garage. Pending water/Soil approval, and driveway access.
    - (2) Ken Moninger for Pole Barn on Power Dam Road. Pending Water/Soil, Maumee Valley approval.

Jason A. Shaffer  
Defiance Township Zoning Inspector  
Defiance, Ohio 43512

- b) The Chair asked if there were any other Zoning issues to be discussed.
  - 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 equipment.
  - i) There was none.

**ORDER OF BUSINESS NO. 6 - Trustee Report – Monthly Township Road inspection**

- a) The monthly road inspection report –for December.
  - i) Mr. Peck stated there was no report.
  - ii) Trustees noted that Benedele has addressed the widening and turnaround area on May road. Benedele is to submit a bill prior to the end of the month.
    - (1) This bill will be processed in December.
  - iii) The January Road review will be by Trustee Mayer.
- b) Trustees continued their review of the proposed 2014 projects.
  - i) The proposed project list was prepared by the Defiance County Engineer's Office for the Trustees. The project list was presented at the January 28<sup>th</sup> session as exhibit 6-b, 2014 Def Township preliminary estimate. Trustees modified the project list at their March 2014 session.
  - ii) purchase orders of 2014 that will fund the projects listed are:

- (a) P.O.'s 9-2014, &
  - (b) B.C.'s 36-2014
  - (c) P.o.s total \$225,000
  - (d) Expenses exceeding this amount with the Co Eng will require transfers and new p.o.s
- iii) As of 12-18-14 this list is as follows:

(1) **Hammersmith rd re-build project: Resurfacing:**

- (a) A .7 mile rebuild of *Hammersmith* from Singer to State Route 111- Trustees were reminded to review the minutes from 2011 forward for history:
  - (i) This rebuild project was designed to be financed over a three year period starting in 2012.
  - (ii) In 2014 – resurface ( from Singer to State rt 111) with asphalt – estimated cost \$59,615.00 – previous estimate was \$63,000.
  - (iii) Pavement markings - \$824.00
  - (iv) As of this session the project is complete and billing has been processed. Final expenses for pavement markings are in this sessions bills. Total project cost was \$60,469.86.

(2) Trustees approved, during their April 2013 session, to add cement floors to the salt bins.

- (a) see mins from April 2013 forward for details.
- (b) the south side floor was completed Oct 25<sup>th</sup>, 2014.
  - (i) Trustees approved the Twp staff to do the north side in spring of 2015 due to winter weather.

(3) In the March session Trustees approved the berming of Cromley Road to reduce or eliminate drop off.

- (a) Trustees assigned this to staff as soon as possible.

(4) In the March session Trustees instructed staff to complete the insulation of the maintenance building as directed in 2013.

- (a) Trustees directed staff to address in November with a not to exceed expense of \$3,000 for materials.
  - (i) Crew was unable to address this task in November.
  - (ii) Trustees directed that this be a priority in December.

(5) Due to budget constraints all other road projects as presented on exhibit 6-b during the January regular Twp. session will be delayed at least one year and will be reviewed again for the 2015 construction year.

c) A financial impact review by the fiscal officer:

- i) As of this session total anticipated cost of all approved projects for 2014 are \$146,000 more or less with the expense for Hammersmith rd., & Sponseller Rds. being billed to Twp. road funds.

ii) Trustees are reminded that:

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

- (2) Anticipated 2014 revenues as noted in the 2014 amended certificate from the County Auditor for road work was \$159,092.00.

**(3) Total road expenses year to date are \$147,464.92**

**(4) Total road fund revenues year date are \$169,253.26**

(5) A recap of the OPWC grants – see minutes of previous sessions for history. The last update from the **Co Engineer's Office is dated 11-18-2014** and was presented to Trustees at the November session. 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) Note: the 2014 OPWC grant of \$34,355.00 had been posted against the future grant amounts used, as directed by the Trustees.

- (i) In addition the Engineer has posted \$675.62 of project work (Bowman rd patching, Hammersmith rd asphalt testing and Krouse rd dura-patching to future grants. It is this amount for actual work performed on the Twp's behalf that is posted to the 2<sup>nd</sup> amended certificate as noted in section 3 of this agenda.

(c) Current status – the OPWC has utilized future grants in the amount of \$61,483.00 (reduced from the \$95,267.50 at the beginning of 2014..

- d) The Chair asks if there are any new proposed 2015 projects:
  - i) Trustees are to review the Co Engineer's list which will be presented to Trustee's in January 2015.
  - ii) Mr. Bakle proposed to micro surface link and 2 miles of Bowman road in 2015. Bakle estimated costs to be \$70 to 80k.
- e) Trustees noted that they will be contacting Twp crew when snow is to be addressed. Trustees will provide verbal direction for the remainder of December and January.
- f) Twp cemeteries –
  - i) no issues were reported.

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

- a) Trustees were to acquire a resignation letter from Joe Kolb-
  - i) Trustees were unable to acquire the resignation letter.
  - ii) Trustees acknowledged the resignation and accepted the resignation as of this session.
- b) During the November session, Trustees instructed the fiscal officer to run an ad in the crescent news seeking applicants for a part time Twp operator position.
  - i) Ad was approved by Trustees via email and ran in the paper December 4<sup>th</sup> .- refer to email from fiscal officer to Trustees dated 11-24.
  - ii) The fiscal officer did not receive any applications or requests for applications.
  - iii) The Trustees have employed as of this time the following:
    - (1) Jason Shaffer – zoning, nuisance, and operator
    - (2) John Diemer – operator
    - (3) Steve Buchholtz – operator
    - (4) Mike McKibben – operator
    - (5) Brian Grant – operator
    - (6) Ed Young – operator
    - (7) Paul Pixler – operator (probationary)
    - (8) Doug Fisher – operator (probationary)
    - (9) Mike Daniels – mechanic
  - iv) Mr. Bakle reminded Trustees that the Township's Zoning Appeals Board is now short one of the five standing members. Mr. Roy Perez became ineligible to serve on this board when the City completed the annexation of Indian Bridge Lane. In order to serve on the Twp Zoning boards a person must be a resident of the rural portion of the Township.
    - (1) Mr. Bakle proposed that Mr. Scott Mckibben – currently serving as an alternate on the Twp's Zoning Appeals board, be appointed to the Board as a standing member.
    - (2) Mr. Bakle then proposed to appoint Roger Ray – 2191 Ginter Rd, Defiance, to the alternate's position just vacated by the appointment of Mr. Mckibben.

Mrs. Mayer moved to approve the proposal.

Mr. Peck seconded

YEA(s) 3 NAY(s) 0 Passed X Failed  
The motion passed.

- v) There was no further personnel discussion.

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

- a) The monthly ( December 14) GrassRoots clippings was distributed as exhibit 7a.

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

- a) The Fire – Rescue service contract for Def. Twp with the City of Defiance was modified per the City and

Trustees as required approved the modification during the Twp's July meeting. The cost for rescue services was increased by \$24k.

- i) In response the Twp Trustees placed a ballot issue before the voters (November 2014) of Twp precincts A & B where that service is rendered.
- ii) See minutes from January 2014 forward to review history of a 2014 proposed fire-rescue service levy to be placed on the November 2014 ballot to cover the proposed City increase.

iii) As of December 18<sup>th</sup>:

(1) The ballot issue was defeated in November.

(a) 276 votes for – 318 against.

(2) Trustee's in November voted to place the issue before the voters again in the May 2015 primary.

(3) Mr. Peck was to review the process with the prosecutor's office.

(4) Mr. Peck noted the Prosecutor's office is preparing the proper resolutions and paper work to have the issue placed on the May 2015 primary.

(5) Further, Mr. Peck stated that Noble Twp is discussing the possibility of providing Def Twp with Fire protection. (Noble does not have rescue service units – they contract rescue with Def. City).

iv) There was no further discussion..

b) The Chair asked if there was any other additional old business to come before the Board?

i) There was none.

#### **ORDER OF BUSINESS NO. 10 – New Business.**

a) 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:**

a) Re-organizational/2014 budget adoption special session.

Date: Tuesday – January 13, 2014.

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 18<sup>th</sup>, 2014

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