

*Minutes*  
***DEFIANCE TOWNSHIP TRUSTEES***  
***December 18<sup>th</sup>, 2018 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, December 18<sup>th</sup>, 2018 at 6:30 p.m. Answering as present were Diana Mayer, Jason Shaffer & Dan Peck. With all three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employee(s) present were: Harry Railing 14951 Power Dam Rd., & John Diemer – Zoning Inspector – 23361 Defiance-Paulding Co. Line Rd 10 all from Defiance, Ohio.

Visitors present: Patti Diemer 23361 Defiance-Paulding Co. Line Rd 10, & JoEllen Houck 8 Deville Dr. - all from Defiance Twp. /Defiance City.

**ORDER OF BUSINESS NO. 1**

Reviewed and approved the minutes of the previous session(s).

Mr. Shaffer requested a motion for the approval of minutes from the November 27<sup>th</sup>, 2018, regular 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 sessions were approved.

**ORDER OF BUSINESS NO. 2 - Citizen concerns:**

- 1) The chair asked for citizen concerns from the floor.
  - a) There was 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 \$212,610.15 - 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 \$10,075.04.
- c) Payment reports:
  - i) Payments for December (UAN software-) were \$24,467.80.
- d) The Cash fund summary through December 18<sup>th</sup>, 2018, (UAN software) showed an "ending fund balance" of \$895,996.45.
  - i) The "cash available" for encumbrances (current reserve for encumbrance - UAN software) was \$188,889.58.
- e) Appropriation Status showed that through December 18<sup>th</sup>, 2018 (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 12-18-18 was \$717,449.93.
- g) December bills through the 18<sup>th</sup>, – Trustees Reviewed & signed.
- h) The Fiscal Officer reviewed a Supplemental Appropriations & 2<sup>nd</sup> Amended Certificate for 2018.
  - i) Refer to meeting **Exhibit 3-h** which shows 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-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 2018 OPWC grant funds posted to the Twp. was for \$8,505.00. These OPWC grant funds were used on Def. Twp. road projects in 2018. Refer to the County Engineer letter dated 11-15-18 as part of this packet.

- iii) The OPWC grant amount has increased the previous (original) amended certificate amount of \$1,232,706.30 dated January 2<sup>nd</sup>, 2018. The County Auditor issued the new amended certificate for \$1,241,211.30 dated 11-28-18. 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 2018 and explains the use of OPWC funds of 2018.
  - (2) The amended certificate#1 dated January 2, 2018
  - (3) Resolution 17-2018 – 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 11-28 for \$1,241,211.30.
  - (6) A UAN appropriation status and revenue status report showing the OPWC funds posted to the 2018 Twp. accounts.
  - (7) A "Then & Now" purchase order to expend the funds- needs Trustee signatures.
    - (a) Trustees signed.
  - (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 17-2018 – attached – will approve the amended certificate.
  - (1) Trustees are requested to approve attached resolution 17-2018 which will codify the posted grant.
  - (2) Trustees approved and signed the resolution as presented.
- i) 2019 BWC premium payment-
  - i) Part of bill packet of this session.
  - ii) Pays BWC estimated premium for 2019 in full – Twp. receives a 2% discount.
  - iii) True up for 2018 payment made last January will be done in January 2019 by the deadline date (Jan. 31<sup>st</sup>.)
  - iv) The Chair asked if there were any Questions – discussion...
    - (1) There was none.
- j) The fiscal officer reminded Trustees that the Twp. accounts are now closed for year-end close out. Any work/or purchases done in 2018 needs posted to the 2018 accounts. (Day of purchase-not date of bill).
  - (1) Any purchases in the remainder of 2018 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 2019 Twp. accounts are approved by Trustees at the January 10<sup>th</sup> 2019 re-organizational session.
  - (3) There was no further discussion....
- k) Payroll & December time cards (time cards provided trustees prior to session) – Trustees Reviewed & Signed.

Mr. Shaffer 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 report –
  - i) Permits issued
  - (1) None

- ii) Zoning questions
  - (1) Signed a land spit for Jeff Behlke St Rt 15-sent to Eastman and Smith attorneys of Toledo
  - (2) Talked to health dept. about pond issues
  - (3) Talked to JD Hahn about a car repair business in the township
- iii) Site Reviews pending –
  - (1) None
- iv) Nuisance issues
  - (1) Talked to Rick Sanford about draining water on Kiser Road for John Shaw Property

Respectfully submitted  
John Diemer, Twp. Zoning Inspector

- b) Mr. Shaffer asked if there are any other zoning/nuisance issues to come before the Board?
  - i) There was none.

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

- a) Comments or concerns from Twp. employees on current or proposed new eq &/or safety items.
  - i) No issues were reported by Eq. Operators present.

**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 Peck.
  - i) Mr. Peck's report noted that several roads require berm.
    - (1) Trustees instructed Operators to use the report as a work order for January if weather conditions permit.
  - ii) The January Rd review is to be by Trustee Mayer.

**b) 2018 Road projects:**

- i) At the February 2018 session, Trustees approved the County Engineer's 2018 project list.
- ii) At the April 2018, session an amended estimate was provided dated 4-6-18 – as exhibit 6-b.
- iii) All 2018 work by the Co. Engineer has been completed and paid as of the Oct 2018 session.
  - (1) See Oct 2018 mins for details.
- iv) From past 2018 sessions, Trustees had approved the Co Engineer to do the following:
  - (2) Repair street drain covers in the Lakeview addition.
    - (a) No cost estimate provided.
      - (i) Trustees report no activity as of the Nov. Twp. meeting.
      - (ii) Mr. Shaffer was to discuss with co. Eng.
      - (iii) Dec. update...
        - 1. No activity reported.
    - (b) Some storm water drains (twp. catch basins) are filled with leaves - Shaffer has asked the Co. Engineer to use the jet vac to remove this debris.
      - (i) It was agreed that the work would be done in Oct. or early Nov. After the leaves have fallen.
      - (ii) No cost estimated provided.
      - (iii) Trustees report no activity as of the Nov. Twp. meeting.
      - (iv) Mr. Shaffer was to discuss with Co. Eng.
      - (v) Dec. update...
        - 1. No activity reported
    - (c) Dura Patching is needed on Wilhelm Rd – about 500' south of McAlistar and on Co. Line Rd 10 east of 66 and again 100' further west.
      - (i) No cost estimates acquired.
      - (ii) As this item was not completed in Oct, the project will be moved to 2019 due to weather conditions.
    - (d) Nov. 2018 session - Mr. Shaffer noted that he had been contacted by a Twp. resident on Garmin Rd. with a complaint that tree branches overhang onto the road and need trimmed back.
      - (i) Mr. Shaffer stated he confirmed this during his Nov. road inspection.

1. The tree branches overhanging are too high up in the tree for Twp. operators. Shaffer will asked the Co. Engineer to address.
  - a. Trustees concurred.
  - b. Dec. update...
    - i. No activity reported.

**(e) Total est. expenses for co Eng work on twp behalf in 2018 as of this session is \$103,308.**

**c) Twp. projects by Twp. staff or other contractors for 2018:**

- i) Trustees have previously noted that Karnes Rd was damaged by contractors working to replace the Watson Rd Bridge.
  - (1) The contractor acknowledges the damage per Trustee Shaffer and the contractor is to repair the road.
  - (2) There is no cost to the Twp.
  - (3) There was no work on this in Nov.
  - (4) Dec. update....
    - (a) No work in Dec.
- ii) The Chair asked if there were any other projects.
  - (1) None was proposed.

**d) Future major Twp. road projects – first discussed at the Feb. 2018 session.**

- i) See mins of all 2018 sessions for details.
- ii) The Bd decided to begin a rebuild of Bowman Rd. in 2019 (twp. portion).
  - (1) rebuild of Bowman Rd – to start in 2019.
    - (a) The Co. Engineer provided the following information and cost estimates:
      1. There is no need to acquire right of way.
      2. Grading and seeding will cost approximately \$30k per mile and can be done in sections.
      3. Widening of the road will cost an estimated \$55k per mile –
        - a. Engineer noted that the Twp. could break this down 1 side at a time.
      4. Paving and striping is estimated to cost \$55k per mile –
        - a. Again, this can be broken into sections.
      5. According to the Engineer the Twp., section of Bowman road is 4 miles in length.
    - (b) During the Oct. session - Trustees determined to do one mile in 2019.
      1. Said mile to include grading, seeding, widening and paving. Trustees to inform the Co. Engineer in Jan. 2019 when the Engineer will provide a form for a list of Twp. projects.
      2. Total project cost for 2019 for 1 mile of reconstruction of Bowman Road is estimated – based on engineer’s est above – at \$140k.
    - (c) The Chair asks if there are any updates...
      1. None was offered.

**e) 2018 financial impact review by the fiscal officer:**

- i) The fiscal officer reported that total road expenses year to date are:

<b>(1) Total road fund revenues year date are</b>	<b>\$195,458.15</b>
<b>(2) Total road fund expenses year to date are</b>	<b>\$169,965.26</b>

- ii) Anticipated revenue for 2018 – based on the January 2<sup>nd</sup>, Twp. amended certificate was:
  - (1) \$171,715.00 more or less

- iii) Anticipated expenses for 2018 – 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 & completed so far this year.
- (2) \$103,000 for Co Eng. work- completed to-date in 2018.
- (3) Salt purchases (in 2018) to-date:
  - (a) \$12,870
    - (i) Salt price in fall of 18 is \$62.**

- (4) Total anticipated road fund(s) expenses based on the above:

- (a) from \$150,000 to 200,000k if there are no new major Twp. projects undertaken in 2018.
  - (i) The fiscal officer noted the expenditures are within projections.
- 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 10-9-18 provided at the Oct session as exhibit 6-f.
- i) Current status – the OPWC report from the County Engineer's office as of 10-9-18 indicates that:
    - (1) The Engineer's Office had posted to Def Twp. – the Twp's 2018 grant of \$43,455. (money is with the Co Eng. – any used in 2018 will be posted to Twp. fund lines as pass through money. This left the Twp. in the black.
      - (a) In Oct. the Engineer's posted \$8,505 against the Twp. grant line.
        - (i) Total grant dollars used by the Co. Eng. on behalf of the Twp. for 2018 is \$8,505.
        - (b) As of (10-23-18) the Twp. has \$2,419.32 remaining from the 2018 grant.
        - (c) An amended certificate (part of this agenda – see fiscal section) has been processed to account for the receipt and expenditure of these funds on behalf of the Twp.
    - ii) The Engineer has 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 7 years or a total of \$175k remaining give or take.
- g) The Chair asked if there are any other discussion regarding the fiscal impact report?
- i) There was none.
- h) The Chair asked if there are any **cemetery issues** for discussion
- i) Trustees noted that during the August session Trustees were requested to sell burial lots in Taylor cemetery. Trustees adopted lot fees passing resolution 14-2018. This resolution established lot sale prices for all Twp. cemeteries.
  - ii) Rhonda Caster made the request for lot purchases in Taylor in August.
    - (a) The Twp. hired Merle Butler of Defiance - a licensed surveyor - to survey available lots –
    - (b) The Twp. awaits the map noting available lots for sale and a bill from Mr. Butler.
    - (c) Once lots have been surveyed, the Twp. will complete the sale to Mrs. Caster.
    - (d) Trustees noted in their Nov. session that Mr. Butler is behind on his work and this work for the Twp. will be done in early 2019.
  - iii) The Chair asked if there were any other cemetery issues for discussion.
    - (1) There was none.

#### **ORDER OF BUSINESS NO. 7- Handouts**

- a) Monthly (December 18) GrassRoots clippings – **exhibit 7a**
- b) **Exhibit 7-b** was the 2018 Co Hwy system mileage certification notice from the Def. Co. Engineer.
  - i) Trustees were asked to review and sign for the fiscal officer to return to the engineer's office by Jan. 29th, 2019. The engineer's certify 22.7 miles of Twp. roads, same as in 2017.
  - ii) Trustees signed the mileage certification notice.

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

- a) The Chair asked if there was any old business to come before the Board?
  - i) The Ohio Plan renewal for 2019 is in process. Required data has been sent to Ohio Plan rep Conrad Beck.
  - i) We await a quote
  - ii) Discussion if any...
    - (1) Trustees instructed the fiscal officer to contact OTARMA to acquire another quote.
      - (a) The fiscal officer will provide an update at the next Twp. session.
- b) Trustees were reminded that the 2019 annual elected officials – def. twp. association meeting.
  - i) Meeting is 1-17-19
  - ii) 6 p.m.
  - iii) 2249 mill st (co ema building) Brunersburg.
  - iv) Cost is \$10 per person at the door.
    - (1) All Trustees and the Fiscal Officer will attend.
    - (2) Fiscal officer to inform Co. Engineer's Office.
- c) The Chair asked if there was any other old business for discussion.

- i) There was none.

**ORDER OF BUSINESS NO. 9 - New Business.**

- a) The Chair asked if there was any new business to be discussed....
  - i) Scheduling of the 2019 Budget-Re-organizational session was discussed.
  - ii) The Co. Auditor indicated to the fiscal officer the earliest that the 1st 2019 amended certificate can be ready would be Jan. 7th.
  - iii) The Twp. session can be held on Thursday Jan 10th –
  - iv) Meeting info will be posted to the Twp. web page.
  - v) Trustees moved the re-organizational/business session to Jan. 10<sup>th</sup>, 6:30p.
    - (1) Notice to be placed on the Twp. web page.
- b) The Chair asked if there was any other new business to be discussed....
  - i) There was none.

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

- a) The next session – “annual re-organizational/budget meeting”.

**Date:** Thursday – January 10<sup>th</sup>, 2019.  
**Time:** 6:30 p.m.  
**Place:** Northwest Ohio Real Estate Services - 618 S Clinton St, Defiance, OH 43512

**ORDER OF BUSINESS NO. 11 – Adjournment:**

Mr. Shaffer requested a motion to adjourn the meeting of December 18<sup>th</sup>, 2018.

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