

*Minutes*  
**DEFIANCE TOWNSHIP TRUSTEES**  
*December 19<sup>th</sup>, 2017 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 19<sup>th</sup>, 2017 at 6:30 p.m. Answering as present were Diana Mayer, Dan Peck & Jason Shaffer, with three of three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employees present were: John Diemer 23361 Defiance-Paulding Co Line Rd 10- Defiance, Ohio.

Visitors present: Patti Diemer 23361 Defiance-Paulding Co. Line Rd 10 & JoEllen Houck 8 Deville Dr., 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 28<sup>th</sup>, 2017, 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) The Chair noted that he had received a concern from Howard Schultz who resides in the Twp at the corner of Wilhelm and Watson roads (on Wilhelm – twp rd). The concern was that a drop off existed along the road at this intersection.

i) Trustees noted that they had the Twp. operators' berm this area to remediate the drop off.

**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 \$171,267.40-- 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 \$9,052.77.

c) Payment reports:

i) Payments for December (UAN software-) were \$27,831.99.

d) The Cash fund summary through December 18<sup>th</sup>, 2017, (UAN software) showed an "ending fund balance" of \$853,162.70.

i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$220,364.82.

e) Appropriation Status showed that through December 18<sup>th</sup>, 2017 (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 12-18-17 was \$705,857.22.

g) Bank Depository for township funds expired in November 2017. The depository for Township fund is presently with the State Bank and Trust.

i) The fiscal officer reported in Oct to Trustees that he is currently researching investment rates and is comparing "Star Ohio" vs the State Bank.

ii) As of this session Star Ohio is presently at an annual rate of 1.25% v .05% for funds in the money market of the state bank, this per the monthly account statement from the State Bank dated 11-30-17.

iii) It is the fiscal officer's intention to transfer the money market investment from the State Bank to Star Ohio after the first of the year – after the year-end close out to avoid any possible issues with the close out of fiscal year 2017.

- (1) Trustee Peck suggested that the State Bank be given the opportunity to meet the Star Ohio Rate.  
(a) The fiscal officer said he will discuss this with the State Bank but notes the State Bank would need to continue meeting the Star Ohio rate, not just meet it now.

- h) The fiscal officer reminded Trustees that the Twp accounts will be closed at year's end and any work/or purchases done in 2017 needs posted to the 2017 accounts. (day of purchase-not date of bill).
- i) Any purchases and billing for any work so far in December, should have already been provided to the fiscal officer, as the Twp is now in the process of closing out 2017. There should be no purchases other than emergency purchases from now until the Twp's 2018 budget is approved by Trustees at the January 9th, 2018 re-organizational session.
  - ii) Per accounting requirements – the 4th qrt. Taxes will be processed on the 31st of December. These checks and any other emergency purchases checks will be brought to Trustees for their signature at the re-organizational meeting.
  - iii) There was no further discussion....
- i) December bills were then reviewed by Trustees and Signed.
- j) Payroll & December time cards (time cards provided trustees prior to session) – Trustees Reviewed & Signed.

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      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  
(1) pond and home permit for steve chandler
  - ii) Site reviews pending  
(1) mark sukup about a fence variance required
  - iii) nuisance issues  
(1) none

Respectfully submitted  
John Diemer, Twp Zoning Inspector

- b) Mr. Peck asked if there are any other zoning/nuisance issues to come before the Board?
  - i) The fiscal officer – also serving as zoning sec't – reminded the Bd that the alternate seat on the Appeals Bd – previously held by Robert Williamson, who had passed away, remains vacant.
  - ii) Trustees need to make an appointment.
  - iii) Trustees determined to work on contacting potential appointments over the next several weeks.
  - iv) Trustees will review this item again at the Jan. 9<sup>th</sup> re-organizational session and meetings thereafter until the vacancy is filled.
- c) The Chair asked if there were any other Zoning/nuisance issues to be discussed.
  - i) There were none.

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

- a) Comments or concerns from Twp employees on current or proposed new eq &/or safety items.
  - i) Trustee Shaffer stated that the Twp needs a cordless drill and larger wrenches. The larger wrenches would be needed for the heavy equipment. If these are purchased Twp operators could address some of the smaller maintenance issues instead of taking the units to or calling in a heavy eq mechanic.  
(1) Trustees approved the purchases noting the purchases should be made after the 2018 budget has been

approved.

- b) A sales notice was reviewed. This was presented as exhibit 5-b from Mopar – local Chrysler dealer – of salt neutralizer and eco silicone spray – possible use at Twp salt bins to neutralize and or reduce concentration of salt run off.
  - i) Trustees agreed that Mr. Shaffer will discuss the product with sales representative at Mopar. Trustees approved Shaffer to purchase if Shaffer determined the product might work at the Twp maintenance building where salt is a concern near the salt bins due to spillage during loading operations.

c) The Chair asks if there are any other equipment issues to be discussed.

- 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 Peck.

- i) Mr. Peck stated he did not have a report for December.
- ii) The January Rd review is to be by Trustee Mayer.

b) **2017 Road projects:**

- i) At this session (December) the proposed 2017 project list that is to be managed or completed by the Co. Engineer's office for the Trustees have been completed. See past mins of 2017 for details.
  - (a) All 2017 projects have been posted to Twp accounts. See past mins of sessions of 2017 for details.
  - (b) As of this session (December 17) total paid to Co Eng for 2017 projects is 90K more or less.

c) **Twp projects by Twp staff or other contractors for 2017:**

- i) All twp projects for 2017 have been addressed – see past agendas for details.

d) The Chair asked if there are any new projects to be addressed in December?

- i) There were none.

e) 2018 proposed projects:

- i) The Trustees noted they are discussing 2018 proposed projects with the County Engineer's staff. Proposed projects will be discussed in the first quarter of 2018. Trustees hope to finalize the 2018 project list by the end of March.

f) A financial impact review by the fiscal officer:

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

(1) Total road fund revenues year date are	<b>\$214,213.50</b>
(2) Total road fund expenses year to date are	<b>\$182,906.40</b>

ii) Anticipated revenue for 2017 – based on the January 6<sup>th</sup> Twp amended certificate was:

- (1) \$167,715 more or less
  - (a) Difference is slightly more rev from Co auditor then anticipated and;
  - (b) 16k from the sale of two pieces of twp eq.

iii) Anticipated expenses for 2017 – 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:
- (2) \$76,500 to 86,620 for Co Eng work
  - (a) 90k paid through this session
- (3) \$44,000 for truck and plow/spreader purchase.
- (4) Total anticipated expenses were adjusted by the fiscal officer as the oct. session: from \$220,500 to \$240,00 – to **185k to 195k** - worst case scenario.

g) 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 11-15-2017 and was presented to Trustees at the November 2017 session. That update included expenditures from future OPWC grants that the Twp. received this year.

- i) Current status – the OPWC report from the County Engineer's office as of 11-15-17 indicates that:
  - (1) the Twp had used in 2017 a total of \$20,216.25 of future grant funding bringing the total of future funds used to \$32,530.68.

- ii) The Engineer has previously informed the Trustees that the grants are promised by law with the passage of issue 1 several years ago. The average annual grant for Def Twp is \$25k for the next 7 years or a total of \$175k remaining give or take.
- iii) The Chair asked for discussion....
  - (1) There was none.
- h) The Chair asks if there are were any cemetery issues for discussion...
  - i) There was none.

**ORDER OF BUSINESS NO. 7 Personnel**

- a) **Exhibit 7-a** - Bonds for re-elected Trustees Peck and Mayer – terms are from Jan. 1, 2018 to December 31, 2022.
  - i) Bonds were signed.
  - ii) The fiscal officer will submit to Co. Treasurer and keep on file with the Twp records.
- b) **Exhibit 7-b** was the Oath of Office form–
  - (1) Form was filled out and witnessed by the fiscal officer.
- c) **Exhibit 7-c** was from the Co EMA noting regarding the Twp’s CDL random drug and alcohol testing program with the Co. EMA. This program was active in Dec.
  - i) Operator Mike Mckibben was selected and tested on Dec. 7th at 1 p.m.
  - ii) The Twp awaits results.

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

- a) Monthly (December 17) GrassRoots clippings – was presented as **exhibit 8a**
- b) **Exhibit 8-b** was the 2017 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, 2018. The engineer’s certify 22.7 miles of Twp roads, same as in 2016.
  - ii) Trustees signed the certification form.
- c) **Exhibit 8-c** was notice of the annual Def. Co. Township Trustees and elected officials session.
  - i) The meeting is to be held Jan. 18th, 6p. at the Co EMA building 22491 Mill St., Defiance (Brunersberg), Ohio 43512.
  - ii) Discussion....
    - (1) All trustees and the fiscal officer will attend.
    - (2) The fiscal officer is to call-in the attendance to the Co. Engineer’s office.

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

- a) The Chair asked if there was any old business to come before the Board?
  - i) Exhibit 9-a was reviewed. This was from the November 2017 session – Trustees had reviewed a notice of from the Ohio Plan (Twp ins carrier) – of proposed safety – operational items from the Ohio Plan annual review of Twp procedures which may impact insurance rates etc..
    - (1) Proposals are:
      - (a) Review annually the driving records of twp employees. &;
      - (b) Adopt a public records plan...
        - (i) Currently the twp has a policy in place to facilitate public access to twp records (see policy #08). The Twp does not have a records destruction policy all records are stored at the Twp storage building at Hammersmith rd.
      - (c) Trustees asked the fiscal officer to contact the Co. to acquire information on how to implement an annual driver’s license check of Twp operators.
      - (d) This item will be a further agenda item until the annual check-up of operator’s licenses is implemented by the Twp.
- b) The Chair asked if there was any other old business to be discussed....
  - i) There was none.

**ORDER OF BUSINESS NO. 10 - New Business.**

- a) The Chair asked if there is any other new business to be discussed....
  - i) It was noted that the Ohio Plan again this year emailed a release form to be signed by citizens requesting a tow or push from Twp eq which is a "towing/pushing motor vehicle waiver of damages form". This is in anticipation that during winter snow removal operations, Twp operator's maybe asked by motorist for a tow.
  - ii) In 2016 The Trustees ordered that (from mins of Dec. 2016 session):
    - (1) During snow removal operations Twp eq might be asked by citizens to assist a citizen stuck in the snow on Twp roads.
    - (2) Insurance recommends that no towing of private citizen vehicles should be allowed unless there is an emergency/safety concern.
    - (3) Trustees instructed all Twp operators that Twp eq will not be used to move private citizen vehicles. Operators are to call the Sherriff's office then Trustee(s) and stand by until proper authority is on the scene.
  - iii) Discussion...Trustees again order that Twp operators will not tow or push private citizen vehicles. Operators are to call the Sherriff's office then Trustee(s) and stand by until proper authority is on the scene.
- b) Again, the Chair asked if there was any other new business to be brought before the Board.
  - i) There was none.

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**ORDER OF BUSINESS NO. 11 - NEXT MEETING:**

- a) The next regular session.

**Date:** Tuesday – January 9<sup>th</sup>, 2017 – 2018 budget and re-organizational meeting.  
**Time:** 6:30 p.m.  
**Place:** Northwest Ohio Real Estate Services - 618 S Clinton St, Defiance, OH 43512

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

- a) Mr. Peck requested a motion to adjourn the meeting of December 19<sup>th</sup>, 2017.  
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