

*Minutes*  
***DEFIANCE TOWNSHIP TRUSTEES***  
***December 21<sup>st</sup>, 2021 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 21<sup>st</sup>, 2021 at 6:30 p.m. Answering as present were Dan Peck, Diane 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: Steve & Marilyn Buchholtz 1615 South Clinton St. all of Defiance, Ohio.

Visitors present: JoEllen Houck 8 DeVille Dr. all of Defiance, Ohio.

**ORDER OF BUSINESS NO. 1**

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

The Chair requested a motion for the approval of minutes from the November 23<sup>rd</sup>, 2021 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 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 –**

- 1) The following financial reports provided to the Board were reviewed.
  - a) The Reconciliation for November - noted a primary checking reconciliation balance of \$418,561.29-- 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 \$35,696.30.
  - c) Payment reports:
    - i) Payments for December (UAN software-) were \$33,271.87.
  - d) The Cash fund summary through- December 21<sup>st</sup>, 2021 (UAN software) showed an "ending fund balance" of \$1,146,344.79.
    - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$880,094.00.
  - e) Appropriation Status showed that through December 21<sup>st</sup>, 2021 (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 12-20-21-2021 was \$742,176.47.
  - g) American Rescue Plan Act – Def. Twp application
    - i) OBM is managing the grants for many of Ohio's political subdivisions.
      - (1) The Def. Twp award is for \$176,505.54
      - (2) There will be two payments the first was for 88,252.77.
      - (3) The second payment will be processed by the Ohio Office of Budget and Management (OBM) in September of 2022.
      - (4) Trustees have been provided use criteria documents and links provided by OTA.
      - (5) As of this Twp session OTA has informed Twp fiscal officers that the criteria for use of ARP funds may change. The US Senate has passed its version of the legislation (S 3011). If the House passes the measure the funds may be used for road construction.
        - (a) Requirements now limit use of funds to covid impact uses and;
          - (i) It is the fiscal officers understanding that as of now - A plan for use must be submitted to OBM

- by Dec 2023 and project completed by end of 2026.  
(ii) The fiscal officer will continue to monitor.

- ii) The Chair asked for discussion  
(1) There was none...
- h) Possible grant from ODOT "Twp Stimulus Program". Funding provided by Federal government – part of covid relief to states.  
i) Trustee Mayer brought this up at the August 2021 session – refer to mins from the August 2021 session forward for updates.  
ii) The ODOT contact person is Program Manager Nichole Lawhorn 614 752 6581.  
(1) This grant is a one-time funding opportunity per ODOT. An email was sent to Trustees on 9-22 with a link to the full packet on the ODOT web page.  
(2) As of this session the Co. Engineer has submitted on the Twp's behalf three project applications. These were presented to Trustees at the Nov. 23<sup>rd</sup> Twp meeting.  
(a) 3-h 1 is for the Ginter Rd rebuild project (joint effort with City of Defiance).  
(b) 3-h 2 Kiser Rd widening  
(c) 3-h 3 Carter reconstruction and widened  
(3) The fiscal officer has an email receipt of ODOT acceptance of the projects.  
(4) The awards are to be announced in 2022.  
(5) Discussion if any...  
(a) none
- i) 2022 BWC premium payment-  
i) Part of December bills (electronic payment) 12-02-21.  
ii) Pays BWC estimate for 2022 premium in full is \$765.00. the 2021 payment was for \$939.00. – Twp receives a 2% discount for early payment.  
iii) True-up for 2021 premium payment that was processed last December will be done in January.  
iv) Questions – discussion..  
(1) There were none
- j) The fiscal officer reminds Trustees that the Twp accounts are now closed for year-end close out. Any work/or purchases done in 2021 needs posted to the 2021 accounts. (day of purchase-not date of bill).  
(1) Any purchases in the remainder of 2021 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 2022 Twp accounts are approved by Trustees at the January 11<sup>th</sup> (depending if the 2022 amended certificate is available from the Co Budget commission) 2022 re-organizational/business session.  
(3) Discussion....  
(a) none
- k) December bills through the 28th, – Trustees Review – Discussion and Signature.
- l) Payroll & December time cards (time cards provided trustees prior to session) – Trustees Review – Discussion and Signature.
- m) 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 monthly Zoning report -  
i) permits issued:  
(1) none  
ii) Zoning issues:  
(1) none  
iii) Nuisance violations:  
(1) none:

- iv) Site reviews:
  - (1) Site review for Dave Brown on Ball road for pole barn
- v) Misc :
  - (1) Signed 3 land splits for Royal property on Harding Road @ Weaner Office
  - (2) Was asked for occupancy letter- for a new home- was told we don't do this

Respectfully submitted  
John Diemer, Twp. Zoning Inspector

- b) The Chair asked if there were any other zoning issues to come before the Board.
  - (1) None were presented.

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

- a) Comments or concerns from Twp employees/Trustees on current or proposed new eq &/or safety items.
  - i) At the August 2021 Twp meeting, Trustees agreed to sell the Twp's 2003 dodge half pick up through the Co. Comm. Office on Govdeals.com.
  - ii) As of this session:
    - (1) The unit has sold to Richard Buick gmc of Beavercreek, Ohio, and has been picked up by the buyer.
    - (2) The County will receive the payment and issue a check to the Twp for the bid price of \$4,250 minus the County's 5% admin fees. **Exhibit 5** is the bill of sale.
    - (3) We await the check.
    - (4) Discussion if any
      - (a) There was none.
- b) The chair again asked if there was any other equipment or safety item discussion?
  - i) Steve Buchholtz stated he has ordered a battery box for the International – he expects the order to arrive in mid-to late January.
- c) The Chair again asked if there were any other equipment issues.
  - i) There was 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) Noted some berming is needed on Parkview Drive.
  - ii) The January review is to be by Trustee Peck.
- b) 2021 Road projects:
  - i) As of this session 2021 projects under the Co. Engineer are completed and paid.
  - ii) Re-build and widen 4 miles of Twp's portion of Bowman Rd. – see mins from Feb. 2018 for history.
    - (1) In 2021 as of this session – the 2<sup>nd</sup> mile is completed and costs have been paid.
    - (2) 2 miles of the 4 mile project remain to be completed:
    - (3) The Twp awaits the Engineer's proposal for 2022.
- c) Twp projects by Twp staff or other contractors for 2021:
  - i) The Chair asked if there are any proposed projects for the Twp staff or private contractors for 2021?
    - (1) At the June 22<sup>nd</sup> session it was noted by Railing that tree branches were hanging over McCollister road.
      - (a) Buchholtz and Railing were to check and determine if they can trim back. If not, then Trustees will contact the Co. Engineer's for assistance on this issue.
      - (b) July update:
        - (i) No work on this issue in July.
      - (c) August update:
        - (i) Buchholtz reported that he had contacted the property owner (Vic Hartzel) and due to poison ivy, this work will be delayed until late fall 2021.
      - (d) Sept:
        - (i) Awaiting first frost.
      - (e) Oct:
        - (i) Buchholtz report trees have not yet been taken down.
        - (ii) Trustees to reassess project.
      - (f) Nov update:

- (i) No work done.
  - (g) Dec. update
    - (i) Buchholtz stated he intended to rent a chipper and do this work in January 2022 weather permitting.
- (2) Re-build Ginter 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.
- (a) At the August 2021 Twp meeting, Trustees and the City agreed to a rebuild project. The Twp agreed to commit its remaining OPWC funds and \$81,148.24 in cash from Twp Rd funds.
    - (i) this is for road reconstruction only – the City has agreed to pay for the proposed sidewalk-bike path.
    - (ii) An agreement is on file and prints out a summary of the work to be performed.
    - (iii) Schlatter has informed Trustees that the OPWC grant application will be made in 2021, the award will be made in 2022 and the construction will begin in 2023.
  - (b) The Co. Engineer has submitted a grant application to ODOT for funding of this project – refer to exhibit 3-h 1 of the November 2021 Twp session.
- (3) Rebuild of Carter Rd. refer to mins of 8-24-21 Twp session.
- (c) The Co. Engineer has submitted a grant application to ODOT for funding of this project – refer exhibit 3-h 3 of the November 2021 Twp session.
- (4) At Sept 2021 session operator Buchholtz informed Trustees that on Bowman Rd just west of Campbell there appears to be a collapsed tile.
- (a) Trustees to review.
  - (b) Oct. update:
    - (i) Buchholtz reported that he had discussed with Co. Engineer's office and was told this is on their "to do" list.
  - (c) Nov. update:
    - (i) No work in November.
  - (d) Dec. update:
    - (i) Trustees noted they await the Co. Engineer to address this issue.
- d) A City of Def and Def. Twp road share Maintenance Agreement –see mins from August 2021 session:
- i) Dec update:
    - (1) In Oct 2021 Trustees asked the fiscal officer to prepare an agreement based on the Auglaize Twp agreement which Def. Trustees approved at their Oct. 2021 session.
    - (a) This is in process as of this session.
- e) **2021 financial impact review by the fiscal officer:**
- i) The fiscal officer reported:
 

(1) Total road fund revenues year date are	<b>\$287,433.86</b>
(2) Total road fund expenses year to date are	<b>\$252,990.01</b>

    - (a) Road salt purchased - 2021– total \$5,460
  - ii) Anticipated road funds revenue for 2021 – based on the January 8th, 2021 1st Twp amended certificate was:
    - (1) \$208,350 more or less
  - iii) Anticipated expenses for 2021 – as of this session:
    - (1) Regular twp. expenses anticipated for the year, baring emergencies. The estimate for 2021 – 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) \$48k as of this session for Co Eng work- in 2021 – refer to item 6-1 of the April 2021 agenda – (other than Bowman Rd. rebuild).
    - (3) \$120,250 – refer to exhibit 6-1 of this session - Bowman Rd. rebuild –
    - (4) New addition as of August 2021 session
      - (a) Ginter rd patching – co. eng. \$5,735.97.
    - (5) savings towards the Ginter rd project- project cost to Twp is remaining OPWC grants and \$81,148.24 cash anticipated to be expended in 2023.
      - (a) it is anticipated that 40k per year will be earmarked in 2022 and 2023.
      - (b) As of the Nov 2021 session there is now a possibility of:
        - (i) ODOT grant (filed Nov 2021) to cover part or all of this project.

- (1) Total road fund expenses for 2021 as of this session is within the projections.
  - (2) The fiscal officer believes at present that there should be sufficient funds to do the 2022 projects currently planned which are:
    - (a) Bowman rd rebuild 1 mile - \$120k
    - (b) Ginter rd project with City of Def (no exp in 2022)- savings only (40k).
    - (c) Annual Twp rd maintenance program with Co. engineer at up to \$60k.
    - (d) Regular twp exp - \$100k
      - (i) Estimated total 300k
    - (e) Analysis does not include potential grant awards or use of the American Rescue Plan grant acquired in 2021. ( need to find an approvable project)
- 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 09-28-2021 (exhibit 6-g of the Sept. session).
- i) Current status as reported by the fiscal officer
    - (1) –OPWC grant work for 2021- culvert/regrading of Bowman rd rebuild project area- \$27,585.50.
      - (a) The amount of OPWC grant funds spent on the Twp’s behalf in 2021 –\$27,585.50.
      - (b) The amount of funds for Twp. use remaining is \$24,744.92 plus remaining grants over the next 4 years.
      - (c) Trustees are reminded that there is no longer a discount in effect from the Co. Engineer for work done on the Twp’s behalf by Engineer staff.. Use of funds is 100%.
  - ii) 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 3 years or a total of \$75k remaining give or take.
  - iii) As of this session:
    - (1) Trustees have committed OPWC grant funds for the Twp’s portion of the Ginter rd project noted above.
    - (2) Co. Engineer’s office is to post to the grant, tile or dich work at the end of Krouse rd per the 9-28-21 update.
- g) The Chair asked if there is 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 asks if there are any cemetery issues for discussion?
  - i) There were none.

**ORDER OF BUSINESS NO. 8 – PERSONNEL**

- a) The Chair asked if there are any personnel issues for discussion.
  - i) There were none.

**ORDER OF BUSINESS NO. 9 - Handouts.**

- a) Monthly (December 21) GrassRoots clippings – **exhibit 9-a**
- b) **Exhibit 9-B** is Ohio PERRP poster for the Twp’s maintenance building.
  - i) Provided to Buchholtz to be displayed at Twp Maintenance building.
- c) **Exhibit 9-C** is notice from the Co. Engineer of the Annual Twp Trustee and Elected Officials meeting.
  - i) Jan 20th, 2022
  - ii) Def. Co. Senior Center – 140 East Broadway Ave, def. Ohio
  - iii) Rsvp
  - iv) \$10 at the meeting.
  - v) All Trustees and the fiscal officer will attend.
    - (1) The fiscal officer will rsvp the Co. Engineer.

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

- a) The Chair asks if there was any old business to come before the Board?
  - (1) There was none presented.

**ORDER OF BUSINESS NO. 11 - New Business.**

- a) The Chair asked if there was any new business to be discussed....
  - i) OTARMA ins premium quote for 2022.- Full packet was emailed to Trustees on 12-14-21.

- (1) Quote is **exhibit 11-a** attached.
  - (2) Trustees review and direction.
  - (3) Cost for 2022 at 3 million coverage plus eq is \$3,491.
  - (4) Cost for 2021 at 3million coverage plus eq was \$3,522.
  - (5) Discussion:
    - (a) Trustees signed the invoice approving the premium payment of \$3,491 for 2022. The bill will be processed after the Jan budget hearing when Twp 2022 funds are activated.
  - b) The Chair again asked if there was any other new business to be discussed.
    - i) there was none presented.
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**ORDER OF BUSINESS NO. 12 - NEXT MEETING:**

- 1) The next regular session.
  - a) The next session.

**Date:** Tuesday, January 11<sup>th</sup>, 2021 re-organization, budget and 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. Shaffer requested a motion to adjourn this meeting of – December 21<sup>st</sup>, 2021.  
     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