

*Minutes*  
**DEFIANCE TOWNSHIP TRUSTEES**  
**December 28<sup>th</sup>, 2010 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 28<sup>th</sup>, 2010 at 7:30 p.m. Following the Pledge of Allegiance the Chair instructed the clerk to call the roll. Answering as present were Daniel Peck, Charles A. Bakle Jr. and Diana Mayer; also present was Tim Houck, Township fiscal officer -Clerk. All three (3) members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employees present were: Jason Shaffer (equipment operator and zoning inspector) – 13386 St Rte 15, Ed Young - 23013 Watson Rd. eq operator, Joe Kolb 16492 Cullen rd., Ruth Ann Schofield -15968 Campbell Rd, Twp Zoning Commission.

Visitors present: JoEllen Houck 8 Deville Drive – all of 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 30<sup>th</sup>, 2010 session.

Mayer moved to approve.

Peck seconded.

The vote being   3   Yea(s)   0   Nea(s)

The MINUTE'S for the November 30<sup>th</sup>, session were approved.

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

- a) The chair asked for citizen concerns from the floor.
  - i) 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 \$114,417.90 balance is minus the outstanding checks and Township investment funds.
- b) Receipt & Payment reports
  - i) Receipts for December 2010 were \$12,187.98. Payments for December (bills & payroll) totaled \$20,047.93.
- c) The Cash fund summary through December 31<sup>st</sup> 2010, showed an “ending cash balance” of \$807,729.00.
- d) The unencumbered cash balance “cash available” was \$600,488.93 which is the balance after encumbrances are subtracted from the cash balance.
- e) Appropriation Status showed that through December 31<sup>st</sup>, 2010, 29.3% of the years’ appropriations had been expended. All reports will be on file in the Fiscal Officer’s office.
- f) The fund status report showed:
  - i) The money market investment fund balance as of 12-31-10 was \$702,401.39.
- g) Trustees reviewed and signed the December bills without comment.
- h) Trustees reviewed and signed the December payroll without comment.
- i) Trustees reviewed exhibit 3-I a transfer of funds within the road fund account lines of fund 2231. The Township pays its electric bill for the Hammersmith road maintenance building from this fund. Per state auditor’s past audits – Trustees must review the in fund line transfer. This transfer does not impact the total fund budget
  - i) Trustees initialed the exhibit noting there approval of the transfer.

1. Exhibit 3-j was then reviewed. This was 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 value amount has increased the previous (original) amended certificate amount by \$13,934.93 to \$1,100,605.05. By law the value of such work on the Township's behalf is required to be posted into and out of the Twp fiscal records.

- i) The exhibit 3-j packet contained:
  - (1) The amended certificate#1
  - (2) Resolution 2010-13
  - (3) Letter to the co auditor requesting the amended certificate – with documentation for the request
  - (4) A memo receipt 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.
  - (5) A "Then & Now" purchase order to expend the funds.
- ii) Trustees then approved Resolution 2010-13 approving the amended certificate.

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

MOTION by: Dan Peck

SECOND by: Diana 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 provided the following electronic copy of this report.
  - i) December 2010
    - (1) No activity was recorded for the month of December 2010.
- b) The fiscal officer again reported that the Zoning Commission had completed its task of reviewing and editing the Twp's Zoning Plan. This effort included review and edits to the text, and to the Twp Zoning Map and the Twp land use (planning) map. The Plan was then reviewed by the County Prosecutor. The Prosecutor found the work of the Commission to be within their legal purview.
  - i) Shaffer and Houck were working with Soil & Water to revise the Plan per the approved changes. Soil & Water made recommendations in a Nov 15<sup>th</sup> email. Houck is now working to make the changes in the Plan.
  - ii) All changes are effective as of Trustee approval on July 27<sup>th</sup> 2010.
- c) Mr. Bakle asked if there are any other zoning issues to come before the Board?
  - i) There were none.

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

- a) The Chair asked if there were any comments or concerns from Twp employees on current or proposed new eq.
  - i) Township equipment operator Ed Young noted he is still looking for a battery charger. The purchase of a battery charger was approved by the Trustees in the November session.
    - (1) Young said he is waiting to find the size noted on sale.
  - ii) Young also noted that the shoes on the International front plow need replaced.
    - (1) After some discussion Trustees authorized the purchase of 6 shoes for each of the Township's two plows.
      - (a) Shoes are to be purchased for both the International plow and the Ford F550 one ton truck's plow.

Peck moved to approve the purchase of the shoes as noted above (order to be made after the 2011 Twp budget is approved at the January 11<sup>th</sup>, re-organizational session.)

Mayer seconded

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

- iii) Trustees instructed the fiscal officer to order four (4) bump or bump ahead signs.

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

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

- a) The Trustee Monthly Twp Rd inspection report, exhibit 6-a as completed by Trustee Peck was reviewed.
  - i) Twp employees present were provided a copy of the monthly road report and instructed to use as a work order.
  - ii) The January - Rd review is to be done by Trustee Mayer.
- b) Project(s) review: – Up-date on existing projects:
  - i) The 2011 Project list of work to be done for the Twp by the Co Engineer's office to be approved by the Trustees was discussed. The project list estimated cost is \$121,926.
  - ii) The fiscal officer also noted that the Twp's normal road maintenance expenses average between \$70,000 and \$100,000 annually. This amount includes eq maintenance and purchases/payments on eq debt and work crew salary.
    - (1) The chair asks for any discussion – Trustees referred to the proposed list previously provided in the October Twp session and reviewed in the Nov session:
      - (a) The Chair noted that to date Trustees committed to:
        - (i) the Lakeview Dr project
          - 1. There was continued debate as to whether or not to accept the Engineer's project proposal or to increase the project by paving with additional asphalt
          - 2. Bakle noted that he had spoken to the Co Engineer and here is a third option – which was estimated to cost about 15% less than asphalt and should last about as long.
          - 3. The engineer's proposal is to micro-surface – cost is about \$21k
          - 4. If Trustees order 1.5" of asphalt cost is about \$49k
          - 5. Option three is about \$42k
          - 6. All three project costs did not include an estimated \$1k for catch basin and associated pipe
          - 7. Peck said he needed to discuss these options with the County Engineer to get a better understanding relative to the investment of each compared to the time each might last given the traffic count assigned to this road.
        - (ii) The Hammersmith rd project – to be broken down into a three year effort.
          - 1. In 2011 – the drainage work is to be done. Estimated cost is \$20k
        - (iii) Cromley road repairs – estimated cost \$
          - 1. Mayer noted that in her opinion the section of Cromely recommended by the engineer's office to be repaired in 2011 is not the worst part of the road. Mayer recommended that the Trustees discuss with the engineer their concern and possibly get a quote on repairs to the whole road.
        - (iv) Indian Bridge lane –
          - 1. Bakle noted the Twp was discussing how much of this project to address in 2011. The entire project estimated cost is \$50+k
            - a. Bakle noted the Twp agreed to submit a CDBG grant in 2011 for the project. He thought it might be possible that the Twp would get the CDBG and the Twp portion of the expense with a CDBG is 50%.
            - b. Bakle said it is possible only the drainage part of the project would be approved. The estimated cost for drainage was \$18k – Twp portion is 50%
            - c. Bakle said that if the CDBG is denied then the Twp should at least address drainage on the eastern side of the road and that cost would be \$12k
            - d. Peck and Mayer said they are appreciative of the drainage issues but have not committed to this road repair due to budget issues. Both Trustees noted that the state has an 8 billion dollar deficit to address and they are uncertain as to whether this will have an impact on Twp funding.
        - (v) Cement stabilization of Lowell and Brand
          - 1. Trustees determined that these two road should be addressed in 2011. The estimated cost was not part of the Co Engineer's project list. Trustees will need to acquire this cost

estimate from the County Engineer's office for budgeting purposes.

(vi) Trustees concluded this discussion by noting agreement to address:

1. A Lakeview Dr project – cost to be determined.
2. A Hammersmith project – (ditch, drainage work) estimated cost \$20K
3. Cement stabilization of Lowell and Brand – estimated cost to be determined.

(vii) The discussion of the 2011 road work projects by the Co Engineer on the Twp behalf will continue at the January sessions.

iii) Snow removal-plowing was discussed.

(1) Township operators noted they were told by Lester Sanders of May road that the Twp should not plow unless he calls. The Twp trucks tear up his private drive where the road ends. It is the only area for the trucks to turn around.

c) The chair asked if there were any other projects to be discussed.

i) There were none.

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

a) The monthly (December 2010) GrassRoots clippings was distributed as exhibit 7a

b) Exhibit 7-b a notice from the County Engineer's office of the 2011 Annual Township Trustees and Elected Officials Meeting hosted by County Engineer's office was reviewed.

i) All trustees will attend. The fiscal officer will call in the rsvp's.

ii) The date is January 20<sup>th</sup>, at the EMA building in Brunersburg.

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

a) The effort to acquire a new storage facility for Twp records was discussed.

i) In the Oct 2010 Twp session, Trustees asked the fiscal officer to work with Twp crews to acquire a price for the unit which will be utilized to house Twp records.

ii) Trustee Peck and Twp employee Ed Young contacted a local vendor from Okolona, Ohio. They stated that a building 10 x 16 could be constructed and placed at the Hammersmith road site for approximately \$2,800.

(1) Young suggested putting a metal roof on the unit. He will contact the vendor to get this price and report back in the January session.

b) An up-date on "Fire-Rescue" regionalization discussion by Twps and the City of Defiance was presented. Mr. Peck represents Defiance Twp

i) Mr. Peck noted that he attended the most recent meeting and feels from that session there is little support to regionalize fire service.

ii) The next session will focus on rescue. The committee is getting financial reports on this service. Peck feels there is more of a possibility that rescue service could be privatized due to the expense, the financial report will provide the committee with greater detail. He will report on that committee's session at the next Trustee meeting in January.

c) The Chair ask if there is any other old business .....

i) There were none.

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

a) Trustees reviewed exhibit 10 –a – a dues statement from the Defiance County Township Association. In order to pay this statement from Township funds Trustees must approve the payment. The cost is \$40 per person.

Mr. Bakle requested a motion to approve the 2011 Def Co Township Association dues statement for payment for three Trustees and the Fiscal Officer.

MOTION by: Diana Mayer

SECOND by: Dan Peck

YEA(s) 3    NAY(s) 0    Passed X    Failed  
The motion to pay the Association dues was approved.

- b) The annual State Twp Association Winter conf is Feb 9th, 10th, & 11th 2011.
  - i) Trustees Mayer, Bakle & the fiscal officer will attend.
  - ii) The fiscal officer will register the attendees. Attendees will acquire their own accommodations.
  - iii) The fiscal officer noted that itemized computer generated receipts are needed for reimbursement.
  
- c) 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. 10 - NEXT MEETING:**

Date:            Tuesday – January 11<sup>th</sup>, 2011 – the annual re-organizational session.  
Time:            7:30 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. 11 – Adjournment:**

Mr. Bakle requested a motion to adjourn the meeting of December 28th, 2010  
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