

Minutes
DEFIANCE TOWNSHIP TRUSTEES
JANUARY 10TH, 2019 RE-ORGANIZATIONAL
MEETING

The Defiance Township Trustees met in special session (2019 budget, re-organization of the Board and general Township items) at the Northwest Ohio Real Estate Services Office – 618 S. Clinton Street, in Defiance Township, Defiance, Ohio, on Thursday January 10th, 2019 at 6:30 p.m.

The Chair instructed the clerk to call the roll. Answering as present were Daniel Peck, Diana Mayer, and Jason Shaffer; also present was Tim Houck, Township fiscal officer -Clerk. With all three members of the BOARD OF TRUSTEES having answered the roll, a quorum was declared.

Township employees present were: none.

Visitors present: JoEllen Houck of 8 Deville Drive, & Patti Diemer 23361 Defiance Co. Line Rd 10, of Defiance, Ohio.

ORDER OF BUSINESS NO. 1 Review and approval of minutes of the previous session.

Chairman Shaffer requested a motion for the approval of minutes from the December 18th, 2018 regular session.

Mrs. Mayer moved to approve.
Mr. Peck seconded

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

The MINUTE'S for the session were approved.

ORDER OF BUSINESS NO. 2 Election of the Chair and Vice - Chair –

- a) Mr. Shaffer turned the meeting over to the Fiscal Officer to conduct the election process for the Chair
 - i) Mr. Houck then called for nominations for Chairman.
 - (1) Mr. Peck nominated Mr. Shaffer.
 - (2) Mrs. Mayer seconded.
 - (3) The fiscal officer then called for the vote on the question of electing Mr. Shaffer to the Chairman's position for 2019:

MOTION by: Mr. Peck
SECOND by: Mrs. Mayer

Mr. Peck-yea; Mrs. Mayer – yea Mr. Shaffer - yea

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

Mr. Shaffer was elected Chair. The fiscal officer then turned the meeting over to the newly elected Chair.

- b) Chairman Shaffer then called for nominations for Vice-Chair
 - i) Mrs. Mayer nominated Mr. Peck
 - ii) Mr. Peck seconded and there were no further nominations.

c) Chairman Shaffer then called for a vote to elect Mr. Peck Vice-Chair for 2019.

MOTION by: Mrs. Mayer
SECOND by: Mr. Peck

Mr. Peck-yea; Mrs. Mayer – yea Mr. Shaffer - yea

The vote being _3_ Yea(s) ___0___Nea(s)

Mr. Peck was elected Vice – Chair

ORDER OF BUSINESS NO. 3 - 2019 Twp budget – fiscal officer

a) Bank Depository for township funds is presently at the State Bank and Trust.

i) There is an agreement with the Township

ii) Said agreement was renewed by the Trustees on January 23rd, 2018 and is in effect from November 24th, 2017 to November 25th, 2022.

(1) The agreement pledges the bank's assets to cover the Twp funds which are on deposit at this institution.

iii) **Twp investment status as of this session –see exhibit 3-a-1**

(1) Note – Township funds are invested in two accounts at the State Bank & Trust

(a) The primary checking account – as of 12-31-18 was \$191,004.79

(i) 17 was \$153,006.04

(ii) 16 was \$117,266.04

(iii) 15 was \$198,678.30

(iv) 14 was \$230,861.49

(b) The money market account - as of 12-31-18 was \$718,881.87

(i) 17- was \$705,885.26

(ii) 16- was \$705,533.38

(iii) 15- was \$705,180.70

(iv) 14 – was \$704,861.21

(v) 13 – was \$704,828.21

(2) The fiscal officer notes that the increase in 2018 is attributed to Trustee efforts to accumulate funding for the multi-year re-build of Bowman Rd. The fiscal officer recommends that Trustees bear in mind that the checking funds will decrease extensively during this 3 or 4 year rebuild if the engineer's project estimate of expenses is realized.

(a) With the new agreement with the State Bank the "money market funds" are increasing due to increasing interest rates.

(i) It is quite probable that Trustees will need to transfer funds from this account to the checking to pay for the Bowman Rd. project.

(b) Trustees are reminded that the ems rescue contact with the City of Defiance will expire on 12-31-2019.

(c) The general fund for the first time in four years increased. (13k +/-). Previously this fund had four straight years of decline.

(i) The average was around \$2k more or less – exp v income.

(d) Trustees should refer to their appropriation status reports of the 2018 sessions for details.

(3) The increase in the money market is simply the earnings from the year on our money market account now paying per the new agreement a Star Ohio rate.

(4) Report – Cash Fund Summary start of 2019 fiscal year carry over funds –was reviewed, refer to **exhibit 3 –a-2**

(a) This shows the Twp cash position as of the 1st, of January, 2019, prior to the approved 2019 amended certificate. The amended certificate includes anticipated revenue.

b) Adoption of the 2019 township Appropriations & budget includes 2019 estimated revenues as posted in the amended certificate.

i) **Exhibits # 3-b-1** – "Approved Amended Certificate of Estimated Resources" from the County Auditor
(1) \$1,300,886.66 for 2019

- (2) \$1,232,706.30 for 2018
- (3) \$1,188,914.42 for 2017
- (4) \$1,274,073.90 for 2016
- (5) \$1,248,904.70 for 2015

ii) **exhibit 3-b-2** “appropriation status report” - your 2019 budget by object code:

c) break out by fund level – object code: - allows for transfers by fiscal officer within the code.

		19	18	17
i) General fund	(fund # 1000)	\$542,478.58	\$502,091.93	\$501,463.75
ii) Special funds				
(1) Motor Vehicle License	(fund # 2011)	\$ 36,611.12	\$ 33,358.90	\$ 51,735.13
(2) Gasoline Tax	(fund # 2021)	\$315,150.13	\$257,425.23	\$220,408.85
(3) Road & Bridge	(fund # 2031)	\$185,919.41	\$212,448.56	\$213,678.41
(4) Permissive Tax	(fund # 2231)	\$ 63,274.01	\$ 57,270.21	\$ 52,730.18
(5) Fire levy	(fund # 2111)	\$158,915.81	\$153,573.87	\$148,898.10
(6) Permanent Improvements – eq				
	(fund #4301)	\$ 16,537.60	\$ 16,537.60	\$ 0
TOTAL		\$1,300,886.66	\$1,232,706.30	\$1,188,914.42

d) Discussion –

- i) As of the beginning of 2019 – for fiscal officer’s analysis refer to explanation under agenda item “township investment status”.
- ii) The road funds are being utilized as planned. With the continued use of OPWC grants (not to exceed the remaining 6 year program (2019-2024)) with an average of \$25k per year; the Township is funded to continue its current road maintenance and repair program.

Chairman Shaffer requested approval of **resolution # 1** (01-2019) to adopt the 2019 Township Budget by fund line – object code. Resolution will allow the Fiscal Officer to move funds within fund account line’s object code areas as he deems necessary in order to expedite payment. However, per the 07 state audit, Trustees must (as soon as practicable) move to accept the transfers within the lines between object codes at a regular scheduled Twp meeting.

MOTION by: Mrs. Mayer
 SECOND by: Mr. Peck

Mr. Peck-yea; Mrs. Mayer – yea Mr. Shaffer - yea

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

The 2019 Township budget is adopted.

- (1) The exhibits are on file in the fiscal officer’s office.

ORDER OF BUSINESS NO. 4 - Wages for 2019

a) Elected Officials

- i) Pay is set by the State Of Ohio by Ohio Revised Code as noted in the Ohio Twp Association’s November 2018 newsletter. All current Trustees will continue to earn \$11,342.00 per annum beginning January 1, 2019. The Fiscal Officer will continue to earn \$18,717 starting January 1, 2019, per ORC.
- ii) The Trustees and fiscal officer’s salary for 2019 is based on an annual Township budget of between \$750,000 and \$1,500,000, per the ORC.
 - (1) rules passed in 2011 allow for Trustee salaries to be posted to special fund accounts with a statement from Trustees noting their percent of work dedicated to those account fund projects.
 - (2) Previously – in compliance with the State Audit of 07, all Trustee wages and benefits had been posted to the general fund.
 - (3) Our 2019 budget continues to post all elected salaries to the general fund.
 - (4) By law the fiscal officer’s salary must be posted to the General fund –
 - (a) With the resolution is the pay schedule as published in the Ohio Township Association’s newsletter

“Grassroots” November issue.

(b) Discussion....

(i) There was none.

Chairman Shaffer requested approval of **resolution #2** (02-2019) wages of the Township’s elected officers.

MOTION by: Mrs. Mayer

SECOND by: Mr Shaffer

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

The resolution to set salary as pay for elected officials (Trustees & Fiscal Officer) passed

b) Township employees pay

i) Chairman Shaffer asked for discussion.

ii) Trustees elected not to go into executive session.

iii) The fiscal officer reported that:

(1) Defiance Twp appointed employees are in three (3) pay classes.

(a) Operators

(b) Scheduler

(c) Zoning/nuisance inspector

(2) During the January 9th, 2018 Re-organizational session Trustees increased pay for all positions except for the probationary position.

(a) **Operators are \$14.00**

(b) **Scheduler is at \$15.50**

(c) **Zoning/nuisance inspector \$550 monthly**

(3) Trustees determined that a 3% increase was warranted.

(a) Trustees agreed to the following rates of pay for Twp. appointed employees.

(b) Buchholtz, Steve \$14.00 w cdl (a) as of Jan. 9th, 2018 – to \$14.42

(i) Posted to Road & Bridge 2031-330-190

(ii) Posted to Gas tax account 2021-330-190

(iii) General fund – cemetery - 1000-410-190

(iv) General fund –zoning - 1000-130-190 (salary see item ii below)

(c) Bulka, David w cdl - \$14.00 as of Jan. 9th, 2018 - to \$14.42

(i) Posted to Gas tax account 2031-330-190

(ii) Posted to Road & Bridge Account 2031-330-190

(iii) General fund – cemetery 1000-410-190

(d) Diemer, John \$14.00 w cdl (a) as of Jan 9th, 2018 – to \$14.42

(i) Posted to Road & Bridge 2031-330-190

(ii) Posted to Gas tax account 2021-330-190

(iii) General fund – cemetery - 1000-410-190

(iv) General fund –zoning - 1000-130-190 (salary see item ii below)

1. When used as an operator.

(e) Fisher, Doug w cdl (a)\$14.00 as of Jan 9th, 2018 to \$14.42

(i) Posted to Gas tax account 2021-330-190

(ii) Posted to Road & Bridge Account 2031-330-190

(iii) General fund – cemetery - 1000-410-190

(f) Grant, Brian – scheduler - w/cdl \$15.50 as of January 9th, 2018- to \$15.97

(i) Posted to Gas tax account 2021-330-190

(ii) Posted to Road & Bridge Account 2031-330-190

(iii) General fund – cemetery - 1000-410-190

(g) Hall, Mark - \$14.00 no cdl (a) as of January 9th, 2018 - to \$14.42

(i) Posted to Road & Bridge 2031-330-190

- (ii) Posted to Gas tax account 2021-330-190
 - (iii) General fund – cemetery - 1000-410-190
- (h) McKibben, Micheal w cdl (a) \$14.00 as of Jan 9th, 2018 to _\$14.42__
- (i) Posted to Gas tax account 2021-330-190
 - (ii) Posted to Road & Bridge Account 2031-330-190
 - (iii) General fund – cemetery - 1000-410-190
- (i) McKibben, Scott - \$14.00 w cdl (a) as of Jan 9th, 2018 - to _\$14.42__
- (i) Posted to Road & Bridge 2031-330-190
 - (ii) Posted to Gas tax account 2021-330-190
 - (iii) General fund – cemetery - 1000-410-190
 - 1. When working as an operator
- (j) Railing, Harry –w/cdl \$14.00 as of January 9th, 2018- to _\$14.42__
- (i) Posted to Gas tax account 2021-330-190
 - (ii) Posted to Road & Bridge Account 2031-330-190
 - (iii) General fund – cemetery - 1000-410-190
- (k) Rivers, John w cdl (a) \$14.00 as of Jan 9th, 2018 to _\$14.42__
- (i) Posted to Gas tax account 2031-330-190
 - (ii) Posted to Road & Bridge Account 2031-330-190
 - (iii) General fund – cemetery 1000-410-190
- (l) Twp’s probationary period (hire in wage) is presently \$11.60 per hour established in 2010. The Township currently has no one in the probationary period.
- (i) Trustees determined to maintain the current probationary rate in 2019.
 - (ii) Current rate \$11.60 to _\$11.60.
- (m) Zoning Inspector (presently held by John Diemer) - (last increase to base rate in this position was Jan 9th, 2018)
- (i) current salary is \$550..
 - (ii) Salary for 2019 to _\$560.50__.
 - (iii) Posted to General fund –zoning - 1000-130-190

(2) Per the resolution, all salary rates adopted will be paid retroactively to Jan. 1, of 2019.

Chairman Shaffer requested approval of the **resolution #3** to set the wages of the Township’s employees as noted above.

MOTION by: Mr. Peck
 SECOND by: Mrs. Mayer

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

The motion to approve resolution #03-2019 setting the non-elected Twp employees pay for 2019 was approved.

- c) Zoning Board of Appeals and Zoning Commission
- i) Present pay is \$20 per item per meeting for each member in attendance – rate was established in 2008 and had been raised from \$15.
 - ii) The Chair called for discussion
 - (1) Trustees agreed to maintain the stipends at \$20 per item per meeting for each voting member in attendance.

Chairman Shaffer requested approval of resolution #04-2019 to set the wages of the Township’s Zoning Bd of Appeals and Zoning Commission for 2019 at \$20.00 per item per meeting.

MOTION by: Mrs. Mayer
 SECOND by: Mr Peck

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

The motion to approve resolution #04-2019 setting the Township's Zoning Bd of Appeals and Zoning Commission for 2019 at \$20.00 per item per meeting was approved.

ORDER OF BUSINESS NO. 5 -- Expense reimbursements for 2019

- a) Allowance for meals (presently \$45 per day) while on assignment for the Twp
 - i) discussion...
 - (1) Trustees agreed to maintain the reimbursement rate of \$45 per day with documentation as defined in the resolution.

Chairman Shaffer requested approval of resolution #05-2019 setting reimbursement allowance for meals in 2019 at \$45 per day.

MOTION by: Mrs. Mayer
SECOND by: Mr. Peck
YEA(s) 3 NAY(s) 0 Passed x Failed

The motion to approve resolution #05-2019 setting reimbursement allowance for meals in 2019 at \$45 per day was approved.

- b) mileage reimbursement during 2019
 - i) mileage is per allowable federal amount of .58 cents per mile – increased from 2018 rate of .545. (+3.5 cents)
 - (1) With the resolution is an attachment printed from the IRS web page noting the current approved mileage reimbursement amount approved by the IRS for 2019.
 - ii) discussion.....
 - (1) Trustees agreed to adopt the IRS rate for 2019.

Chairman Shaffer requested approval of resolution #06-2019 setting reimbursement for mileage @ .58 cents per mile.

MOTION by: Mr. Peck
SECOND by: Mrs. Mayer
YEA(s) 3 NAY(s) 0 Passed x Failed

The motion to approve resolution #06-2019 setting mileage reimbursement was approved.

c) Use of UAN traveling Clerk in 2019

- i) The clerk requested the continued authority to utilize the UAN traveling clerk as necessary in the performance of his duties. UAN has established this opportunity in order to assist clerks (fiscal officers) in their requirements relative to keeping with the accounting requirements as established by the ORC. This consultant's rate would be \$22.00 per hour. This is the rate paid since 2014. There were no payments made in 2018 for this service.
- ii) Discussion...
 - (1) Trustees agreed to the fiscal officer's request.

Chairman Shaffer requested approval of resolution #07-2019 authorizing the use of the UAN traveling clerk as necessary in 2019.

MOTION by: Mr. Peck
SECOND by: Mrs. Mayer
YEA(s) 3 NAY(s) 0 Passed x Failed

Resolution #07-2019 was adopted.

ORDER OF BUSINESS NO. 6 – Zoning Boards appointments/re-appointments

- a) Review and approval of resolutions for the appointment of Zoning Board of Appeals and Zoning Commission members & alternates whose terms expired 12-31-18.
 - i) **Zoning Bd of Appeals.**
 - (1) Scott McKibben - regular board member-new term commencing 1-01-19 through 12-31-21.
 - (2) Alternates –
 - (a) Tom Webb - new term commencing 1-01-19 through 12-31-21.
 - (i) Previously appointed to replace Robt. Williamson.
 - (b) Roger Ray - new term commencing 1-01-19 through 12-31-21.
 - ii) **Zoning Commission**
 - (1) Ruth Ann Schofield – new term commencing 1-01-19 through 12-31-21.
 - (2) Alternates-
 - (a) Richard Wagner – new term commencing 1-01-19 through 12-31-21.

Chairman Shaffer requested approval of resolution #08-2019 appointing/reappointing members of the Twp zoning board of appeal and commission whose terms expired 12-31-18 as noted above.

MOTION by: Mrs. Mayer

SECOND by: Mr. Peck

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

Resolution #08-2019 was adopted.

ORDER OF BUSINESS NO. 7 – payment of dues from the Twp’s general funds for participation in the Ohio Twp Association and the Defiance County Twp Association in 2019.

- a) Resolution 09-2019 would allow the use of Twp funds from the General fund line for the purpose of payment of dues so that elected officials of the Twp can participate in these two organizations. The resolution is a requirement of law in order for the use of Twp funds for the stated purpose.

Chairman Shaffer requested approval of resolution #09-2019 authorizing Defiance Township funds to be used for payment of membership dues; members to be in the Defiance County Township Association and the Ohio Township Association for 2019.

MOTION by: Mr. Peck

SECOND by: Mrs. Mayer

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

Resolution #09-2019 was adopted.

ORDER OF BUSINESS NO. 8 - Trustees reviewed and signed 4th qrt electronically posted tax bills –

ORDER OF BUSINESS NO. 9 - Purchase orders for 2019

- a) Trustees reviewed and signed –
- b) This activates twp spending for 2019.

ORDER OF BUSINESS NO. 10 - Travel Training upcoming

- a) Reminder - Co Twp Association and Engineer’s annual meeting..1-17-19 – 6 p.m. co ema
 - i) Tjh called in all twp reservations – 3 Trustees and the fiscal officer.
 - ii) Cost is at your expense at the door.\$10 per person.
- b) Reminder of the Annual Ohio Twp Association session in Columbus, Ohio, Jan 30-Feb 2..
 - i) Trustee Shaffer and the fiscal officer Tim Houck are registered to attend.
 - ii) Room reservations have been made at the Drury Inn.
 - iii) Trustees need to approve travel and attendance request.
 - iv) Request for approval to attend - discussion.....

Chairman Shaffer requested a motion to approval travel and expenses for participation in the OTA winter conf by Trustee Shaffer and fiscal officer Houck.

MOTION by: Mr. Peck
SECOND by: Mrs. Mayer

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

The travel request was approved.

ORDER OF BUSINESS NO. 11 – Handouts

- a) The Twp directory for 2019 – exhibit 10a was distributed.

ORDER OF BUSINESS NO. 12- Twp meeting date and times for 2019

- a) The Chair noted that currently the regular scheduled sessions are the fourth Tuesday of each month at 6:30 p.m.
 - i) The chair called for discussion.
 - (1) Trustees determined to continue the established regular monthly meeting date of the fourth Tuesday of each month with a start time of 6:30 p.m. Twp sessions will continue to be held in the Northwest Ohio Real Estate Services Office – 618 S. Clinton Street, in Defiance Township, Defiance, Ohio

It was so moved by Trustee Mayer
Seconded by Trustee Peck

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

The motion was adopted.

The meeting time and location is posted on the Twp's web page. Any changes in dates and times will also be posted on the web page.

<http://www.defiance-county.com/townships/defiance.php>

ORDER OF BUSINESS NO. 13 - Old Business –

- a) Twp liability and asset Insurance – annual plan renewal for 2019
 - i) Current insurance is provided through the Ohio Plan –
 - ii) Trustees requested a competitive quote at their Dec. 2018 session.
 - (1) OTARMA – Ohio Township Associated Risk Management Authority – was requested at Trustee direction to provide an alternate quote.
 - (2) OTARMA rep. Craig Hibner to present @ Jan. 22nd regular monthly twp session.
 - iii) Ohio Plan Ins. Rep Conrad Beck - to explain any changes to coverages and their quote. Also at the Jan. 22nd regular twp session.
 - iv) The Chair asks if there are any questions?
 - (1) There were none.
- b) The Chair asked if there is any other old business.....
 - i) There was none.

ORDER OF BUSINESS NO. 14 - New Business –

- a) The Chair asked if there is any new business.....
 - i) There was none.

ORDER OF BUSINESS NO. 15 – Next session:

The Chair noted that the NEXT regular scheduled MEETING will be:

Date: Tuesday January 22nd, 2019 -

Time: 6:30 p.m.

Place: at the Northwest Ohio Real Estate Services Office – 618 S. Clinton Street, in Defiance Township, Defiance, Ohio.

ORDER OF BUSINESS NO. 16 – Adjournment:

Chairman Shaffer requested a motion to adjourn this “budget/annual re-organizational” meeting of January 10th, 2019.

Motion: Mrs. Mayer
Second: Mr. Peck

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

MEETING ADJOURNED

Respectfully Submitted

Timothy J. Houck, Fiscal Officer