

*Minutes*  
**DEFIANCE TOWNSHIP TRUSTEES**  
**May 26<sup>th</sup>, 2020 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, May 26<sup>th</sup>, 2020 at 6:30 p.m. Answering as present were Dan Peck, Diana 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: John Diemer 23361 Defiance-Paulding Co. Line rd 10.

Visitors present: Patti Diemer 23361 Defiance-Paulding Co. Line Rd 10, & JoEllen Houck 8 Deville drive, Defiance County - 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 April 28<sup>th</sup>, 2020 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) There were none.

**ORDER OF BUSINESS NO. 3 - FINANCES –**

The following financial reports provided to the Board were reviewed.

- a) The Reconciliation for April - noted a primary checking reconciliation balance of \$416,425.30-- balance is minus the outstanding checks and Township investment funds & is taken from the Bank's monthly statement.
- b) Receipt report:
  - i) Receipts for May (UAN software-) were \$34,560.94.
- c) Payment reports:
  - i) Payments for May (UAN software-) were \$89,887.72.
- d) The Cash fund summary through May 26<sup>th</sup>, 2020, (UAN software) showed an "ending fund balance" of \$1,068,147.01.
  - i) The "cash available" for encumbrances (unencumbered fund balance- UAN software) was \$501,700.08.
- e) Appropriation Status showed that through May 26<sup>th</sup>, 2020 (UAN software), 10.9% 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 05-26-20 was \$739,861.64.
- g) Trustees had asked the Fiscal Officer to review gas tax revenues comparing revenue after the additional gas tax increase (11cents per gallon) passed the Ohio Legislature in July 2019.
  - i) See Jan. 2020 mins for initial review.
  - ii) 2020 comparisons posted to UAN – through May 26<sup>th</sup>, for review at May 26<sup>th</sup> Twp session:
    - (1) Exhibit 3-g-1 is gas tax posted through May 2019.
      - (a) was \$24,285.35 more or less
      - (b) Exhibit 3-g-2 is 2020 rev posted through May 26<sup>th</sup>, 2020- \$47,600.78 more or less –
      - (c) For the first five months of 2020 the increase is 23,315.35 more or less- 4,663.08 ave per month
- h) Trustees then reviewed exhibit 3h – which was an appropriation supplemental report from the UAN accounting system.
  - i) Per Twp. resolution 01-2020 – (adoption of Twp 2020 budget) – This resolution authorizes the fiscal

officer to transfer funds within a fund line in order to pay legally approved obligations of the Twp.

(1) The transfer was necessary when the Twp. rec'd - in May - an invoice from the city of Defiance for the 4<sup>th</sup> quarter fire combat contract payment.

(2) The attached exhibit documents the fund moves.

- ii) the chair asked for a motion to approve the move of funds within the Fund line as depicted by the UAN report.
- iii) With the approval of these fund moves and the Trustees signing the invoice, the Then and Now P.O. and check for payment – the owed obligation is satisfied.
- iv) Discussion:
  - (1) There was none.

i) May bills through the 26<sup>th</sup>, – were then reviewed & signed by Trustees.

j) Payroll & May time cards (time cards provided trustees prior to session) – were reviewed and signed by Trustees Review.

k) Mr. Peck requested a motion to accept the May 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) May Monthly Zoning report -

i) permits issued:

(1) two –

(a) Marvin Behm – Parkview dr. – room addition.

(b) Joe Sisco – power dam rd – pole barn

ii) Zoning issues:

(1) 1 condition use application for Jordan Carr on bowman road – new home const..

(2) Spoke with Matt from Verizon about cellular tower at the Boy Scout Camp;.

iii) Nuisance violations:

(1) No new issues in May.

iv) Site reviews:

(1) None in May.

Respectfully submitted

John Diemer, Twp. Zoning Inspector

b) The Chair asked again if there were any other zoning issues to come before the Board.

(1) There were none..

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

a) Comments or concerns on current or proposed new eq &/or safety items.

i) There were none.

**ORDER OF BUSINESS NO. 6 - Trustee Report – Monthly Twp. Rd inspection and road projects.**

a) Trustee Report – Monthly Twp Rd inspection by Trustee Shaffer.

i) Roads were reported to be in good shape for this time of year.

ii) The June road report is to be by Trustee Mayer.

b) **2020 Road projects:**

i) Defiance County Engineer Warren Schlatter had presented Trustees with the 2020 Twp Rd. maintenance program as prepared by his office at the Trustees Jan 28<sup>th</sup> business meeting. Refer to exhibit 6-b – of the Jan. Twp session.

ii) Trustees approved as presented:

(1) The projected total cost is \$60,257.00

- (2) 2020 Def. Twp. rd. maintenance program with cost estimates from Eng. dated Jan 28<sup>th</sup>. The road maintenance program does not include major reconstruction projects – i.e. Bowman Rd re-build, or other Twp road expenses assigned by Trustees to Twp personnel or other private contractors.

<b>(a) Chipseal:</b>	<b>Est.</b>	<b>Actual cost</b>
(i) Karnes – from Bowman to Watson- 5328'	\$9,759	
(ii) Keller – from Powers to Kiser – 2640'	\$2,667	
(iii) Sponseller – Def/Pau Co. line to Bowman – 5303'	<u>\$5,999</u>	
(iv) Estimated total exp. of chip seals	<b>\$18,425</b>	

**(b) Patching: - completed & paid as of the May 2020 session.**

(i) Bowman –		
1. from Campbell to Williams – 4 patches	\$5,447	\$5,441.60
2. from St. Rt 66 to Twp line – 2 patches	\$4,085	\$5,459.40
(ii) Carter Rd –from Ginter to St Rt 66 – 2 patches	\$2,931	\$4,392.00
(iii) Def-pau line #10 – from st rt 66 to Holly rd – 2 patches	\$2,118	\$2,473.20
(iv) Garman – from Harding to Wilhelm – 1 patch	\$1,059	\$1,682.00
(v) Ginter rd. – from Carter to Def. City limit – 2 patches	\$3,518	\$0
(vi) Keller rd – from Powers to Kiser – 1 patch	\$ 945	\$1,641.80
(vii) Kibble rd – from Canal to Winn – 1 patch	\$1,210	\$ 816.00
(viii) Kiser – f keller to canal – 3 patches	\$4,083	\$3,732.60
(ix) McCollister rd – f Wilhelm to dead end – 1 patch	\$ 983	\$1,039.50
(x) Singer rd – f St rt 111 to Hammersmith – 1 patch	\$1,059	\$1,049.60
(xi) Sponseller rd – f def/pau co line to Bowman – 3 patches	\$3,177	\$2,978.90
(xii) Wilhelm rd – f Watson to McCollister – 1 patch	\$1,588	\$1,039.50
1. From McCollister to Garmin – 1 patch	<u>\$1,059</u>	<u>\$1,039.50</u>
(xiii) Estimated total patching exp -	<b>\$33,270</b>	<b>\$32,785.60</b>

**(c) Crack Seal-**

(i) Def/Pau Co Line :		
1. f .5mile east of Campbell to Williams – 2640'	\$1,689	
2. f Williams to St Rt 66 – 5306'	\$3,395	
3. St. Rt 66 to Holly – 5359'	<u>\$2,857</u>	
4. Estimated total exp. crack seal	<b>\$7,943</b>	

**(d) Pavement Markings:**

(i) Karnes Rd – f Bowman to Waton – 5228'	<u>\$618.00</u>
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**(e) Total est and final expenses for 2020-** **\$60,257**

- iii) Re-build and widen 4 miles of Twp's portion of Bowman Rd. – see mins from Feb. 2018 for history.
- (1) As of this session:
- (a) In 2019:
- (i) No construction work was done in 2019 due to bid scheduling and engineer's field personnel dedicated to other tasks (no prep work).
- (b) In 2020:
- (i) Co. Engineer Schlatter was informed (at the Jan session ) that the Trustees agreed to dedicate \$190k of its 2020 road funds towards this project.
- (ii) Trustees agreed that the Engineer will manage the project at the Engineer's discretion based on the funding the Twp commits,.
- (c) Cost estimates for 2020- The engineer's office provided the Twp with an updated projects list dated April 13<sup>th</sup>, 2020 –exhibit 6-b-2 of the April 2020 session - which includes the addition of the estimated Bowman Road rebuild expense for 2020:
- (i) **PAVING:**
1. Power Dam to Powerdam N/S -
  2. Power Dam to Sponseller –
  3. Sponseller to Campbell
  4. Est. cost \$81,750
- (ii) **Pavement Markings:**
1. **\$2,105**
- (iii) **WIDENING:**

- 1. \$29,920
- (iv) TOTAL ESTIMATED ON BOWMAN PROJECT IN 2020 IS \$113,775

(v) To date in 2020:

- 1. The Engineer's office stated to the fiscal officer- April session:
  - a. .5 miles of north side between Sponseller and Power Dam have been cleared of brush and trees.
  - b. Residents between Sponseller and Campbell have been informed of clearing op to take place.
  - c. The annual Engineer's bid for road work (which includes the Bowman project) was opened on March 30<sup>th</sup>.
- 2. Engineer's office update for May:
  - a. Bowman has been widen but not paved between St. Rt 66 east to the Twp. line (1 mile).
  - b. Discussion:
    - i. There was none.

**c) Twp projects by Twp staff or other contractors for 2020:**

- i) The Chair asked if there were any proposed projects for the Twp staff or private contractors 2020?
  - (1) There were none offered.

**d) Re-build Ginter/Carter Rd. from Jefferson Ave. (St. Rt 66) to at Carter Rd to Ginter and Jefferson (St. Rt 66)**

- i) At the Jan 2020 session the City proposed a joint project with the Twp: the rebuild of Carter/Ginter road:
- ii) See mins of Jan session for details:
- iii) The effort also includes a use path (sidewalk).
- iv) The road will be rebuilt using cement stabilization; the walk way will be on the west side of the road (Boy Scout Camp side).
- v) The road will be widen.
- vi) Co Engineer Schlatter had prepared a project cost estimate:
  - (1) Road rebuild using cement stabilization with a 2" asphalt cover - \$550,000
  - (2) Use path (side walk) - \$100,000
  - (3) Each party (Def City – Def Twp) would need a local contribution of approx. 130 to 150k
- vii) Schlatter estimated time line and costs for the Twp:
  - (1) If approved by the end of June 2020 – by both the city and Twp
  - (2) A grant proposal and anticipated approval would be written in late summer – fall of 2020 and submitted. The grant would then be reviewed and approved in 2021 for construction in 2022.
  - (3) For the Twp portion (road only – 275k) – the OPWC grant could be used – if used this would take all the remaining grant funds the Twp would acquire in this grant cycle (next 5 years before law must be re-voted).
  - (4) The Twp's actual cash outlay for this project would be 130k to 150k depending upon the bid pricing in 2022.
- viii) As of this session (May) - Trustees remain concerned that the road will be annexed after the improvements are made and that the Twjp's road funds might be better spent on Twp roads that will remain part of the Twp.
  - (1) Trustees have tabled this issue.
  - (2) Discussion:
    - (a) Trustees stated they will await re-contact from the City and will leave the issue on the table.

**e) 2020 financial impact review by the fiscal officer:**

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

(3) Total road fund revenues year date are	<b>\$99,928.99</b>
(4) Total road fund expenses year to date are	<b>\$52,027.84</b>
(a) Road salt purchased winter 2019 – 2020 – total \$3,015.	

- ii) Anticipated revenue for 2020 – based on the January 2nd, Twp amended certificate was:

- (1) \$181,850 more or less

- iii) Anticipated expenses for 2020 – as of this session:

- (1) Regular twp. expenses anticipated for the year, baring emergencies. The estimate for 2020 – based

on historical review, is placed at between \$70,000 and \$100,000 – would include Twp projects listed above in 6-c - & also any work completed so far this year.:

- (2) \$60k as of this session for Co Eng work- in 2020 – refer to item 6-b-1 of the Jan 2020 agenda – (other than Bowman Rd. rebuild).
- (3) 113,775 – as bid March 2020 - Bowman Rd. rebuild –
- (4) ??? - savings towards the Carter/Ginter rd project.

(a) Total projected expenses from Twp rd acc'ts for 2020 is based on the completion of all noted above.

**(i) \$270,000 + savings for Carter/Ginter – updated with bid of Bowman proj for 2020.**

**(ii) Projected deficit exp vs rev of 90k+.**

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 03-10-2020- refer to exhibit 6-f of that session.

i) the OPWC report from the County Engineer's office as of 03-10-2020 indicates that:

(1) The Engineer's Office has posted to Def Twp. for 2020 –

(a) \$2,975.14 for expenses for trimming overhanging tree branches – this work was done Feb. 28<sup>th</sup>.

(2) The engineer's office had posted a 2020 grant of \$48,700 to the Def. Twp. grants line.

(a) the Twp. has \$63,378.21 in grant funds unspent from this and previous grants.

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 5 years or a total of \$125k remaining give or take.

iii) There was no update from the Engineer's office in May.

iv) The Chair asks if there is any discussion?

(1) There was none.

g) The Chair asks if there was 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 asked if there were any cemetery issues for discussion

i) Trustees noted that Twp operator's picked up trash someone had improperly unloaded on the edge of Taylor cemetery. This was taken to the landfill for disposal. The Sheriff's Office was informed.

b) The Chair asked if there were any other cemetery issues for discussion?

i) There were none.

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

a) The Chair asked if there was any personnel business to be discussed?

i) There was none.

#### **ORDER OF BUSINESS NO. 9 - Handouts were distributed as noted below:**

a) Monthly (May 20) GrassRoots clippings – exhibit 9a

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

1) The Chair asked if there is any old business to come before the Board?

a) There was none.

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

1) The Chair asked if there is any new business to be discussed....

i) Mr. Peck noted that Joe Webb a resident on Cromley Rd. had placed several traffic signs along Cromley Rd. (stop signs and dead end no turn around signs.) Two signs were on Twp. right of way.

(1) Mr. Peck noted he had spoken with the Co. Engineer and the signage that is on Twp right of way must be moved off the right of way.

(2) Trustees concurred and Mr. Peck will contact Webb to inform him that the signage must be moved.

ii) Mr. Shaffer stated that new lights are needed at the Twp maintenance building on Hammersmith rd. Mr. Shaffer suggested that new led bulbs & fixtures be purchased to replace the current florescent bulbs.

(1) Trustees agreed to replace the lights.

iii) Mr. Peck asked if an Ohio Plan investigator or adjuster had contacted any of the Trustees regarding the

drainage issue at the Twp maintenance building on Hammersmith rd.  
(1) Trustees Mayer and Shaffer stated they had not been contacted.

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**ORDER OF BUSINESS NO. 12 - NEXT MEETING:**

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

**Date:** Tuesday, June 23<sup>rd</sup>, 2020 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. Peck requested a motion to adjourn the meeting of May 26<sup>th</sup>, 2020.  
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