

RECORD OF PROCEEDINGS

Minutes of

Danbury Township Board of Trustees Regular

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

January 13, 2016²⁰

The Regular Meeting of the Danbury Township Board of Trustees held at the Danbury Township Hall, 5972 E. Port Clinton Eastern Road, Marblehead, January 13, 2016, was called to order at 6:30 p.m. by President Charles B. Scott; the pledge of allegiance was recited, with Mr. Scott, Ms. Dianne M. Rozak, and Mr. David M. Hirt in attendance. Also present Fiscal Officer Shelley Seamon, Road Superintendent Brett Waldron, Police Chief Mike Meisler, and Zoning & Planning Administrator Kathryn Dale. Fire Chief Keith Kahler was excused.

Visitors in attendance were Vito & Lynn Kaminskas.

The first order of business for this meeting was to elect Board members to service on one year terms for the Danbury Township Volunteer Fire Fighters' Dependents Fund Board in 2016.

Mr. Scott announced that Timothy Almendinger nor Shannon Belcher were able to attend tonight's meeting, however they and Fire Chief Keith Kahler had confirmed that are willing to serve in the same capacity for the Danbury Township Volunteer Fire Fighters' Dependents Fund Board in 2016, as was in 2015. Therefore the Danbury Township Volunteer Fire Fighters' Dependents Fund Board meeting was held and the following business was conducted. (See below).

Danbury Township Annual Volunteer Fire Fighters' Dependents Fund Board Meeting

Mr. Hirt moved and Mr. Rozak seconded the motion that Trustees Charles Scott and Dianne Rozak continue as the legislative representatives for the Danbury Township Volunteer Fire Fighters' Dependents Fund Board in 2016; both to serve a one year term. The vote was unanimous and motion carried.

Mr. Scott moved and Mr. Hirt seconded the motion that Timothy W. Almendinger and Shannon Belcher continue as the Fire Department representatives and Fire Chief Keith Kahler continue as the 5th member representative for the Danbury Township Volunteer Fire Fighters' Dependents Fund Board in 2016; all to serve a one year term. The vote was unanimous and motion carried.

Mr. Scott announced that Timothy W. Almendinger would continue as Chairman and Shannon Belcher as Secretary in 2016 for the Danbury Township Volunteer Fire Fighters' Dependents Fund Board.

Mr. Scott also announced that meetings for the Danbury Township Volunteer Fire Fighters' Dependents Fund Board would be held as needed.

There being no further business before the Board, the Danbury Township Volunteer Fire Fighters' Dependents Fund Board for 2016 concluded at 6:35 p.m. and the Danbury Township Board of Trustees continued to conduct the regular business of the Township.

Approval of the Minutes

Mr. Scott moved and Mr. Hirt seconded the motion to approve the minutes of the regular and special meetings held on December 22, 2105 and December 30, 2015 (respectfully) as presented. The vote was unanimous and motion carried.

Correspondence Received

Ronald P. Lajti Jr., Ottawa County Engineer sent a copy of the Annual Condition Bridge Report.

Virginia M. Park, Ottawa County Recorder sent the annual official notification for recording Zoning Resolutions and Amendments.

A copy of the Grassroots Clippings, January 2016 issue was received from the Ohio Township Association.

Road Superintendent Brett Waldron and Fire Chief Keith Kahler received Certificates of Completion for "Supervisor Training" from Ottawa County Human Resources Director, Michelle M. Ish.

Roads, Buildings, & Grounds

Road Superintendent Brett Waldron reported that 1 full burial was conducted at Sackett Cemetery.

Mr. Waldron explained that the flashing signs at the intersections of Port Clinton Eastern and S. Bridge Road were repaired and are working. Mr. Waldron advised that he would keep the Board abreast if the flashing signs are ordered.

Meadowbrook-Dead Ash Trees

Mr. Waldron and the Trustees held discussion regarding dead ash tree removal at Meadowbrook. Discussion resulted that Mr. Waldron may contact Trico Enterprises to see if they are interested. The Trustees will verify with the Township's liability insurance carrier what must be in place should they decide to let the people remove the dead ash trees for fire wood.

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Danbury Local Schools-Cost per Salting Application

Mr. Waldron shared that he spoke to Dan Parent, Superintendent of Danbury Local Schools regarding the per application salt pricing and asked the Board for direction in the matter. Mr. Waldron indicated that last year the school paid \$100.00 per salting application.

The Trustees held a brief discussion regarding the cost of salt. Discussion resulted that the price per salting application for Danbury Local Schools will remain at \$100.00 per application, to be billed in April of 2016.

2016 Township Clean-ups

Tentatively, the 2016 Township Clean-ups are scheduled for the weeks of April 18th to April 22nd, July 18th to July 22nd, and October 17th to October 21st. Dates will be confirmed once the contractor is consulted with.

Brush Grinding Quotes

The Trustees and Mr. Waldron discussed to quotes to grind the brush and leaves at the collection site. The quotes received were from Universal Farms, in Fremont, Ohio - \$3,077.40 and David Price Metal Services-Land Clearing Division in Norwalk, Ohio - \$2,745.00.

Discussion was tabled and Mr. Waldron will obtain a sample of grindings from David Price Metal Services-Land Clearing Division in Norwalk, Ohio because the second grinding will be done with a smaller screen and gate, which will be compared to grindings previously ground by Universal Farms, in Fremont, Ohio.

2015 Township Highway System Mileage Certification

The Trustees signed the 2015 Township Highway System Mileage certification form that listed the Township has 16.193 miles of road within Danbury Township. The signed certification will be forwarded to the Ottawa County Engineers Office.

Annual Road Tour

The Trustees received notice to schedule their road tour to define projects for 2017, from Ottawa County Engineer Ronald P. Lajti Jr. Mr. Waldron will handle arranging the time and date for the tour with Engineer's Office and he and Trustee Hirt will accompany Mr. Lajti on said tour.

Commitment to Proceed with 2016 Road Projects

Mr. Scott advised that the joint grant application through the Ohio Public Works Commission was not granted and stated the Ohio Public Works Commission was offering 0% loans for projects submitted.

Mr. Scott also advised that he has had no contact from the Trustees of Carroll Township, however it was his understanding if the grant funding did not go through; the Trustees of Carroll Township were not going to proceed.

Mrs. Seamon informed the Trustees that the Township has to pass a resolution this month to commit to 2016 road projects and stated that she needed direction from the Board to prepare the resolution for the January 27th meeting.

The Trustees and Mr. Waldron discussed the matter and because grant funded was not awarded, the Trustees agreed to postpone the resurfacing of Quarry Road until 2017 and commit to the resurfacing of Buck Road and Buck Road extension since these roads were scheduled for improvement before Quarry Road.

Danbury Senior Center**Plowing & Salting Agreement**

Mr. Scott reported that he has consulted with Dianne Mortensen, the Executive Director of Ottawa County Senior Resources. Mr. Scott stated that Mrs. Mortensen is aware the Trustees will not be signing the Plowing & Salting Agreement; however the Township will continue to plow at no cost and per salting applications will be \$25.00 per application, to be billed in April of 2016.

Police

Mr. Scott read the report that was submitted by Police Chief Mike Meisler that listed his department handled 366 incidents during the month of December and 128 incidents to date in January.

Chief Meisler spoke briefly about the annual report his is preparing for his department.

Post-Accident Drug Testing – Drug Free Workplace Policy Changes

The Trustees and Chief Meisler resumed discussion of recent changes for post-accident drug testing, which was "Post-accident testing will be conducted whenever an accident occurs, regardless of whether there's an injury.

Ms. Rozak read the Drug Free Workplace policy draft dated 2/9/09 draft policy, and advised that the concern with post-accident drug testing was compiling with the Bureau of Workers' Compensation (BWC) requirements when an accident occurs. Listed below is an exact copy of what Ms. Rozak read at the meeting.

From Drug Free Workplace(DFW) policy draft dated 2/9/09:

C. Post-accident testing. We will conduct testing whenever an accident occurs. We consider an accident an unplanned, unexpected, or unintended event that occurs on our property or a job site during

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the conduct of township business or during work hours, or which involves one of our motor vehicle or a motor vehicle used in conducting township business or is within the scope of employment and which results in any of the following:

- A fatality of anyone involved in the accident;
- Bodily injury to the employee and/or another person that requires off-site medical attention away from the township's place of employment;
- Vehicular damage in apparent excess of **\$2,500.00;**
- Non-vehicular damage in apparent excess of **\$1,000.00;**

The Trustees, Chief Meisler, and Mr. Waldron discussed the above content of the 2/9/09 DFW draft policy and conversed about discretion for department heads when it's a fender-bender or there is no injury, if the Board had the right to put a dollar limit on vehicular or non-vehicular damage since the BWC requires all accidents (injury or non-injury) to be documented, and over-time that will occur should the department head come in to transport said employee to Firelands Hospital in Sandusky, Ohio for post-accident drug testing.

Chief Meisler spoke to the Trustees about the policy change that showed up on his desk and stated he was concerned with the language "Post-accident testing will be conducted whenever an accident occurs regardless of whether there's an injury". Chief Meisler also spoke to the Board about the date (3/28/12) listed at the end of the policy change and asked for clarification of this date.

Listed below is an exact copy of the policy change that was provided to the department heads by Safety Coordinator Cheryl Harmsen that was under the direction of Trustee Rozak per the attachment to the policy department heads received instructing them to place said policy in the front of their orange "Safe Work Procedures" manuals.

Danbury Township Drug Free Workplace Policy states: "Post-accident testing will be conducted whenever an accident occurs regardless of whether there's an injury" the Township considers an accident as an unplanned, unexpected, or unintended event that occurs on Township property, or during the conduct of Township business, or during working hours, or which involves a Township supplied motor vehicle or any vehicle used in conducting Township business, or is within the scope of employment"

Therefore, the Danbury Township Drug-Free Safety Program has precedence over the Danbury Township Safe Work Procedures related to accidents, post-accident drug testing and pre-employment drug testing. This policy has been in effect since the inception of the township's Drug Free Workplace Policy with the most current policy being dated 3/28/12.

Discussion was held again amongst the Trustees, Chief Meisler, and Mr. Waldron regarding both policies and discretionary measures for department head. Examples of minor non-injury accidents that were discussed are as follows: an officer hitting a deer at 3:00 a.m., mailboxes being hit while plowing the roads and a scrap from a tree branch that does not need medical attention just a band aid

After discussion regarding post-accident testing procedures, Ms. Rozak stated that she would prepare new draft language for the Trustees and Department Heads to review. Discussion will continue at the next meeting.

Fire

Mr. Scott announced that Fire Chief Keith Kahler was excused from tonight's meeting since he was on vacation and read the report that was submitted by Fire Chief Kahler that listed the Danbury Township Fire Department responded a total of 747 calls during 2015. The breakdown of the 747 calls responded to in 2015 was as follows: 620-EMS, 48-Fire, 36-Motor Vehicle Crashes, 38-Alarms, and 5-Carbon Monoxide Investigations.

Mr. Scott reported that Fiscal Officer Shelley Seamon received an email from Chief Kahler prior to him leaving on his vacation, in which Chief Kahler recommends the Board act on the following business during their January 13, 2016 meeting in his absence:

1. Set a time and date to interview 2 candidates to replace Greg Shadler who resigned from his fulltime FF-EMTP position back in the month of December 2015.
2. Terminate Brian Dunegan from the Fired Department because Mr. Dunegan has not signed up for shifts since the first month he worked for the department
3. Declare 7 sections of 5" and 2 sections of 1¾" hose surplus equipment because theses sections of hoses did not pass hose testing.

The Trustees briefly discussed that above matters for the Fire Department and as a result of discussion the following actions were taken:

1. Interviews- the Trustees agreed to hold interviews for the open fulltime FF-EMTP position for the Fire Department one-half hour prior to their January 27, 2016 meeting beginning at 6:00 p.m.
2. Termination- with regret, Ms. Rozak moved and Mr. Hirt seconded the motion to terminate employment of Brian Dunegan from the Danbury Township Volunteer Fire Department effective immediately based on the recommendation of Fire Chief Keith Kahler. The vote was unanimous and motion carried.
3. Surplus Equipment- Mr. Hirt moved and Ms. Rozak seconded the motion to declare 7 sections of 5" and 2 sections of 1¾" hose surplus equipment because theses sections of hoses did not pass hose testing and allow said sections to be disposed of. The vote was unanimous and motion carried.

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Zoning

Zoning & Planning Administrator Kathryn Dale reported that during the month of December, 10 permits were issued, 68 site visits were conducted, and staff responded to 441 calls, emails, and/or in-person inquires. Mrs. Dale also reported that 2 permits were issued to date in January and fees collected totaled \$255.20.

The **Board of Zoning Appeals** will not meet in January because there are no cases to be heard. Their next regular meeting is scheduled for February 17, 2016.

Training for the Board of Zoning Appeals(BZA)

The Trustees and Mrs. Dale discussed holding a training session for the BZA that will be conducted by Jeffrey Stopar of Semro Henry & Spinazze Ltd. at no cost to the Township sometime in April 2016.

Discussion amongst the Trustees and Mrs. Dale regarding an April training session for BZA members resulted as follows: the Trustees agreed to hold the training session for the BZA members and also agreed that Mrs. Dale should invite area zoning inspectors to attend, since Mr. Stopar is open to the idea others may attend.

The **Zoning Commission** met on January 6, at 6:30 p.m. and elected their officers for 2016, results of the election were as follows: Chair of the Board-John Paul Dress, Vice-Chair-Jodi Kopanski, and Secretary-Steve Pitzer. At this meeting the Commission discussed proposed amendments. Mrs. Dale advised the Trustees that additional amendments will be presented to the Commission in March and suggested to them they may want to start thinking about a timeline for public hearings for the proposed and additional amendments.

Resignation

Mrs. Dale shared with the Board the recently appointed Zoning Commission Alternate Kenneth Balsom had resigned because his employment was taking him out of the state, and he was concerned that his work schedule would interfere with attendance of the Zoning Commission meetings. Mrs. Dale indicated that Mr. Balsom was not provided employment paperwork for the position; therefore nothing will be paid out to him.

With regret, Mr. Scott moved and Ms. Rozak seconded the motion to accept the resignation of Zoning Commission Alternate Kenneth Balsom effective immediately. (The vacated alternate seat has an unexpired term ending December 31, 2017). The vote was unanimous and motion carried.

Zoning Commission and/or Board of Zoning Appeal Candidates

Mrs. Dale shared that Vito Kaminskas was in attendance this evening and was interested in serving on the Zoning Commission Board and had applied for the appointed position. Mrs. Dale indicated that Mr. Kaminskas had previously served on the Commission as an Alternate from November 2011-2012, however resigned due to health and a work promotion. Mrs. Dale recommended to the Trustees that Mr. Kaminskas be appointed as an Alternate Zoning Commission member for either the unexpired term ending December 31, 2017 or the unexpired term ending December 31, 2018. Both vacated seats are Alternate positions.

Mrs. Dale also shared that Sharon Michaels had interest in serving and also applied for an appointed position on either the Board of Zoning Appeals or the Zoning Commission. Mrs. Dale indicated that she had spoken with Sharon Michaels and suggested a Trustee also speak with her. Ms. Rozak stated she would contact Sharon Michaels on behalf of the Trustees.

Zoning Commission Appointment

Discussion of Zoning Board appointments concluded and the following action was taken: Ms. Rozak moved and Mr. Scott seconded the motion to appoint Vito Kaminskas as an Alternate member of the Zoning Commission to fulfill the vacated seat with the unexpired term ending December 31, 2018. The vote was unanimous and motion carried.

Violations/Complaints

1. **1070 Englebeck** (Inhabited camper, storage of boats & vehicles)
Nothing was reported. Case status is monitoring.
2. **1825 Bayview** (New Mobile Home not installed to zoning standards-Filut)
Nothing was reported. Case status is monitoring.
3. **1805 Arlington** (Junk & Debris-Holmes)
Nothing was reported. Case status is open.
4. **8098 Rollie** (Installation of shed without a permit)
Mrs. Dale reported that the owner has submitted the necessary paperwork to apply for a variance. Mrs. Dale shared that if the Board of Zoning Appeals denies their request, then the Township will have to the enforcement issue and removal of the shed at a later time.

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Department Updates for Zoning

- Mrs. Dale reported there is still no response from Attorney George Wilber regarding his clients (the Steinbrick's) continuing to operate the taxi business, which she learned during her follow-up call to Attorney John Coppeler that occurred on January 8, 2016. Mrs. Dale shared that Mr. Coppeler indicated to her that he will send a letter to Mr. Wilber stating that since neither he nor his clients have responded to his letter of October 31, 2015, the Township must presume that they have no intentions of complying with the zoning resolution or the Court of Appeals affirmation of the Common Pleas Court judgement and the Township will therefore undertake enforcement proceedings.
- Mrs. Dale submitted and provided a brief summary of the Zoning Departments annual report for 2015. (Annual report is available on the Township website).

Community Development Block Grants (CDBG) & County Land Bank

Kathryn Dale reported that she had compiled a list of abandoned and vacant homes since the county is looking into a Land Bank program and Mark Messa Director of the Ottawa Regional Planning Commission shared the county's list for CDBG is dwindling.

The Trustees and Mrs. Dale discussed the comprehensive list of 23 potential properties within Danbury Township. Chief Meisler proposed another such property for said list. Mr. Scott suggested that he have the opportunity to speak with Mr. Messa prior to submitting the list for consideration of CDBG funding and/or potential land bank properties. Discussion was tabled until the next meeting.

Comment & Concerns Prior to Dismissing the Department Heads

There were none and the Department Heads were dismissed at 7:30 p.m.

Micro Works Support Agreement

Discussion regarding the Micro Works support agreement for 2016 was tabled until the January 27, 2016 meeting. Ms. Rozak will work with Cheryl Harmsen prior to the next meeting regarding the need of the support agreement.

Sign Cemetery Deed

The Trustees signed a cemetery deed for Barbara Harger lot 6; grave 5; in the 2nd addition at Sackett Cemetery.

Approve Payroll & Payment of Bills

After examining payroll and bills totaling \$45,195.57, Mr. Scott moved and Mr. Hirt seconded the motion that they are accepted and warrants or electronic transfers for the various amounts be processed. The vote was unanimous and motion carried.

1-2016	John L Belcher	Wages 12/19/15-1/1/16	\$ 1,325.14
2-2016	Daniel J Bergman	Wages 12/19/15-1/1/16	\$ 1,252.80
3-2016	Bradley L Biers	Wages 12/19/15-1/1/16	\$ 445.28
4-2016	Paul Blaho	Wages 12/19/15-1/1/16	\$ 353.41
5-2016	Terry L Conaway	Wages 12/19/15-1/1/16	\$ 245.91
6-2016	J. Charles Cunningham	Wages 12/19/15-1/1/16	\$ 1,188.80
7-2016	Kathryn A. Dale	Wages 12/19/15-1/1/16	\$ 1,555.55
8-2016	Jared E Griffith	Wages 12/19/15-1/1/16	\$ 1,164.02
9-2016	Cheryl K Harmsen	Wages 12/19/15-1/1/16	\$ 714.62
10-2016	Dean G Heberlein	Wages 12/19/15-1/1/16	\$ 535.26
11-2016	Stephanie A Hunsicker	Wages 12/19/15-1/1/16	\$ 422.41
12-2016	Matilda A Johnson	Wages 12/19/15-1/1/16	\$ 469.39
14-2016	Lindsey N Knox	Wages 12/19/15-1/1/16	\$ 520.79
15-2016	Bradford K LaMarca	Wages 12/19/15-1/1/16	\$ 1,404.24
16-2016	Austin Lucas	Wages 12/19/15-1/1/16	\$ 470.67
17-2016	Brian C McCune	Wages 12/19/15-1/1/16	\$ 613.98
18-2016	Mark A Meisler	Wages 12/19/15-1/1/16	\$ 1,402.14
19-2016	Michael S Meisler	Wages 12/19/15-1/1/16	\$ 1,738.25
20-2016	Zachary D Miramontes	Wages 12/19/15-1/1/16	\$ 383.40
21-2016	Randy R Rakosky	Wages 12/19/15-1/1/16	\$ 494.00
22-2016	Trevor J Ross	Wages 12/19/15-1/1/16	\$ 475.45
23-2016	Matthew J Salyers	Wages 12/19/15-1/1/16	\$ 361.36
24-2016	Brian P. Sloan	Wages 12/19/15-1/1/16	\$ 1,459.22
25-2016	Brandon L Taylor	Wages 12/19/15-1/1/16	\$ 1,574.89
26-2016	Mark M Turinsky	Wages 12/19/15-1/1/16	\$ 1,049.40
27-2016	Brett A Waldron	Wages 12/19/15-1/1/16	\$ 1,411.58
28-2016	Joshua P. Young	Quarterly Response Pay	\$ 1,386.89
30-2016	Timothy J. Almendinger	Quarterly Response Pay	\$ 253.23

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31-2016	Bradley L Biers	Quarterly Response Pay	\$ 210.31
32-2016	Paul Blaho	Quarterly Response Pay	\$ 19.59
33-2016	John C. Englebeck	Quarterly Response Pay	\$ 93.09
34-2016	Donald R Hawk	Quarterly Response Pay	\$ 39.19
35-2016	Dean G Heberlein	Quarterly Response Pay	\$ 19.59
36-2016	Stephanie A Hunsicker	Quarterly Response Pay	\$ 9.74
37-2016	Nichole L. Ihnat	Quarterly Response Pay	\$ 68.18
38-2016	Matilda A Johnson	Quarterly Response Pay	\$ 243.48
39-2016	Tammy J Kahler	Quarterly Response Pay	\$ 146.09
40-2016	Lindsey N Knox	Quarterly Response Pay	\$ 102.88
41-2016	Austin Lucas	Quarterly Response Pay	\$ 150.97
42-2016	Brian C McCune	Quarterly Response Pay	\$ 243.48
43-2016	Jamie T McDonald	Quarterly Response Pay	\$ 34.30
44-2016	Zachary D Miramontes	Quarterly Response Pay	\$ 9.74
45-2016	Kegan J Rakosky	Quarterly Response Pay	\$ 292.18
46-2016	Randy R Rakosky	Quarterly Response Pay	\$ 38.95
47-2016	Trevor J Ross	Quarterly Response Pay	\$ 102.26
48-2016	Matthew J Salyers	Quarterly Response Pay	\$ 156.77
49-2016	Sean A Waugh	Quarterly Response Pay	\$ 19.59
51-2016	Keith M Kahler	Wages 12/19/15-1/1/16 + Qtrly. Response Pay	\$ 1,352.55
54-2016	Internal Revenue	Federal Withholdings	\$ 6,906.43
55-2016	Ohio Public Employees Deferred Comp.	Voluntary Contributions	\$ 530.00
56-2016	Columbia Gas	Natural Gas Services -FS1	\$ 55.47
57-2016	Columbia Gas	Natural Gas Services -Police Station	\$ 130.18
58-2016	Columbia Gas	Natural Gas Services-FS2	\$ 62.70
40332	John D. Grieve	Wages 12/19/15-1/1/16	\$ 284.13
40333	James S Holzhauer	Wages 12/19/15-1/1/16	\$ 128.06
40334	Timothy N Taylor	Wages 12/19/15-1/1/16	\$ 301.65
40335	Ottawa County Municipal Court	Wage Garnishment	\$ 148.41
40336	Ohio Child Support Payment Central	Child Support Withholdings	\$ 185.95
40337	Timothy W. Almendinger	Quarterly Response Pay	\$ 68.18
40338	Cody J Dunn	Quarterly Response Pay	\$ 282.44
40339	John D. Grieve	Quarterly Response Pay	\$ 77.92
40340	Todd A Hefflinger	Quarterly Response Pay	\$ 23.31
40341	Donald J Hess	Quarterly Response Pay	\$ 127.38
40342	Matthew D Hill	Quarterly Response Pay	\$ 68.39
40343	James S Holzhauer	Quarterly Response Pay	\$ 9.47
40344	Thomas E McNeal	Quarterly Response Pay	\$ 181.27
40345	Blake A Molnar	Quarterly Response Pay	\$ 189.92
40346	Timothy N Taylor	Quarterly Response Pay	\$ 19.47
40347	Emily J Tennant	Quarterly Response Pay	\$ 9.74
40348	Everett L Tennant Jr.	Quarterly Response Pay	\$ 136.35
40349	Matthew S Uhinck	Quarterly Response Pay	\$ 107.78
40350	Gregory W Shadler	Quarterly Response Pay	\$ 36.52
40351	Staples Business Advantage	Office Supplies-Roads/Admin.	\$ 85.91
40352	Culligan of Northern Ohio	Bottled Water-Garage	\$ 19.50
40353	Cyclone Services Inc.	Trash Pick-up	\$ 97.00
40354	Verizon Wireless	Cellular Services -EMS	\$ 187.47
40355	MNCO	Legal Notice -Zoning	\$ 63.60
40356	O.E. Meyer CO.	Oxygen-EMS	\$ 55.80
40357	MT Business Technologies, Inc.	Copier/Color Copies-Twp. Hall/Zoning	\$ 78.39
40358	MT Business Technologies, Inc.	Coper/Color Copies-Police Dept.	\$ 35.20
40359	Frontier	Telephone Services -Keepers House/Police Dept.	\$ 75.07
40360	Time Warner Cable Northeast	Telephone/Internet Services-FS1	\$ 137.25
40361	Ottawa County Sanitary Engineering	Water/Sewer Services	\$ 241.54
40362	FRMC/Corporate Health Center	Annual Fee	\$ 66.00

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40363	Birchler Arroyo Assoc. Inc. DBA Clearzoning	Codification -Zoning Resolution	\$ 450.00
40364	Daniel J. Bergman	CDL Reimbursement	\$ 44.75
40365	Bound Tree Medical LLC	Minor Equipment-Ems	\$ 1,119.00
40366	My-Lor, Inc.	Operating Supplies-Fire	\$ 60.84
40367	Luckey Farmers, Inc.	Gasoline/Diesel Fuel	\$ 2,459.12
40368	Fire Safety Services Inc.	Turnout Pants-KMK	\$ 660.00
40369	Penguin Management Inc.	eDispatch.com Services + (Set-up+6 MOS Service)	\$ 973.00
40370	Trugreen	Lawn Care	\$ 190.00
Total Payments:			\$ 45,195.57

Approve December Financial Reports & Bank Reconciliation

Mr. Scott moved and Mr. Hirt seconded the motion to approve the December financial reports and bank reconciliation as submitted by Fiscal Officer Shelley Seamon. The vote was unanimous and motion carried. (Note: The Trustees received said reports via email on January 3, 2016).

Monthly Revenue Report

Revenues receipted for the various fund during the month of December 2015 were as follows: General Fund-\$8,303.67, MVL Tax-\$3,968.09, Gasoline Tax-\$7,678.72, Road & Bridge-\$72.80, Cemetery-\$1,150.00, Police District-\$148.00, Zoning-\$372.93, Drug Law Enforcement-\$100.00, Fire & EMS Levy-\$18,952.13, CPT-2015-\$640.00, and 2015 PWC Road Paving Grant-\$130,634.99.

2016 Budget Discussion

Fiscal Officer Shelley Seamon asked the Trustees for direction regarding budget items for the 2016 General Fund budget. Items discussed amongst the Fiscal Officer, the Trustees and Brett Waldron were: \$5,000.00 for masonry repairs for the Keepers House, \$8,000.00 to repair the driveway apron entrance to the dog park/brush collections site, and replacement of the meeting room furnace.

Employee Assistance Program Workplace Resources

After reviewing the 4th quarter report received from Workplace Resources; discussion of the matter resulted in the following action: The Trustees agreed not to renew the contract with Workplace Resources due to the lack of employee participation in the employee assistance program. Ms. Rozak will prepare a letter to Township employees notifying them of the discontinuation of this program, which will end on March 31, 2016.

Unlawful Discrimination, Harassment, and Intimidation Policy

Ms. Rozak reported that she had prepared a draft policy on January 9, 2016 for an Unlawful Discrimination, Harassment, and Intimidation policy for the Township from the information Trustee Scott obtained from Ottawa County.

A brief discuss was held and resulted in the following action: Mr. Scott moved and Mr. Hirt seconded the motion to adopt the Unlawful Discrimination, Harassment, and Intimidation policy for Danbury Township as presented effective on January 13, 2016. The vote was unanimous and motion carried. (A copy of said policy is listed below).

Standing Order Unlawful Discrimination, Harassment and Intimidation

Policy

Danbury Township is committed to providing a work environment free from unlawful discrimination, harassment and intimidation. Unlawful discrimination is defined as behavior directed toward any employee who is a member of a protected class (i.e. race, color, religion, sex, national origin, age, ancestry, disability, genetic information or military status). Unlawful discrimination occurs when individuals are treated less favorably in their employment because of their membership in a protected class as defined under "Policy" in this order. An employer may not discriminate against an individual with respect to the terms and conditions of employment such as promotions, raises and other job opportunities based upon that individual's membership in a protected class.

Unlawful harassment and intimidation are defined as inappropriate behavior and/or unwelcome conduct directed toward any employee, regardless if they are a member of a protected class as defined above. Unlawful harassment and intimidation will not be tolerated. Harassment and intimidation become unlawful when:

1. Enduring the offensive conduct becomes a condition of continued employment.
2. The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive.

This policy includes, but is not limited to, sexual harassment and conduct that occurs off-duty and off-

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Danbury Township Board of Trustees Regular

Meeting

BEAR GRAPHICS 800-325-8084 FORM NO. 10148

Held

January 13, 2016

premises.

Zero Tolerance:

Danbury Township is committed to providing a work environment that is safe, secure and free of discrimination, harassment, intimidation, threats and violence. Consistent with this, any threats or acts that include discrimination, harassment, intimidation, threats or violence will not be tolerated. Employees who are found to have committed these acts will receive discipline up to and including termination and possible criminal prosecution dependent upon the nature of the offense.

Reporting:

All employees have the right to file a complaint without fear of retaliation. No employee shall be disciplined, harassed or treated unfairly in any manner as a result of filing a complaint. Any employee who feels he/she has been subjected to any of the above-mentioned acts is requested to immediately report the incident in writing for investigation.

Procedure:

1. An employee shall file a complaint in writing to his/her immediate supervisor. The supervisor will review the complaint and attempt to resolve it within a reasonable time and will provide the employee with a written response. This step may be bypassed if the immediate supervisor is the subject of the complaint. The employee is then directed to file the complaint in writing to the township trustees.
2. If the employee is not satisfied with the response of the immediate supervisor he/she may submit the original complaint to the township trustees within 10 days of the supervisor's written response. All material and information will be investigated and the employee will be provided with a written response by the trustees in a timely manner. The response from the trustees shall be final.

Draft: 1/9/2016

Adopted: January 13, 2016

Fund Status Report

The Trustees signed the Fund Status Report dated December 31, 2015.

Comments & Concerns

There were none.

Executive Session

Mr. Scott moved and Ms. Rozak seconded the motion to go into executive session from regular session at 7:52 p.m. to discuss wage compensation of public employees. The vote was unanimous and motion carried.

Reconvene to Regular Session

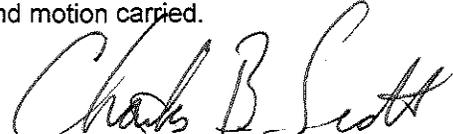
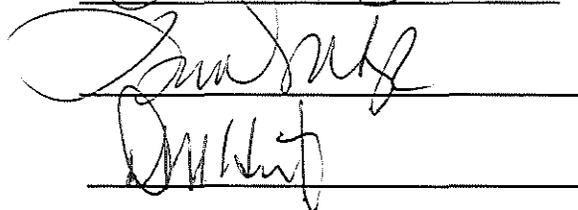
Mr. Scott moved and Mr. Hirt seconded the motion to reconvene to regular session from executive session at 8:29 p.m. The vote was unanimous and motion carried.

Discussion during executive session resulted in no action taken.

There being no further business before the Board, Mr. Scott moved and Ms. Rozak seconded the motion to adjourn at 8:30 p.m. The vote was unanimous and motion carried.



Fiscal Officer

Danbury Township Board of Trustees