

**RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR**

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held November 8, 20 2017

The Regular Meeting of the Danbury Township Board of Trustees was held at the Danbury Township Hall, November 8, 2017, and called to order at 6:30 p.m. by President Charles B. Scott.

The pledge of allegiance was recited.

At the conclusion of pledge of allegiance, the roll was called and the following members were present: Mr. Charles B. Scott, Ms. Dianne M. Rozak and Mr. David M. Hirt. Also present were, Fiscal Officer Carolyn Adams, Road Superintendent Brett Waldron, Police Chief Mike Meisler, Fire Chief Keith Kahler, and Zoning & Planning Administrator Kathryn A. Dale. Visitors in attendance were Ottawa County Engineer Ron Lajti, Derek Sprouse, Derrick Stumm, Sherry Roberts, and John Paul Dress.

APPROVAL OF THE MINUTES

Mr. Scott moved and Ms. Rozak seconded the motion to approve the regular meeting minutes for October 25, 2017 as presented. Roll call was unanimous and motion carried.

BUSINESS

Ron Lajti, County Engineer discussed developments at the Regatta Development LLC a new subdivision on East Harbor Road.

Clarification on a street light that will be maintained at the intersection of Bayshore / State Rd / Port Clinton Eastern Roads after construction is complete. Danbury Township will pay operating cost of light.

Mr Derek Sprouse presented the OTARMA liability and property insurance renewal. The premium is \$46,891.00 and term is 11/20/2017-11/19/2018. A motion was made by Mr. Scott and seconded by Mr. Hirt to renew the OTARMA policy. Roll call was unanimous all voted yes.

Mr. Derrick Stumm of the Ashley Group provided information from additional insurance plan quotes. After the alternative plans were discussed a decision was made to remain with the Jefferson Group. Ms. Rozak moved and Mr. Scott seconded to maintain the current coverage with a 9.5% premium increase beginning January 1, 2017. Additionally, the Township will be billed \$39,378.42 in January to fulfill our obligation from OPEC Healthcare. Roll Call was unanimous and motion carried.

CORRESPONDENCE

Ottawa, Sandusky, Seneca joint solid waste district will offer Christmas tree recycling throughout the county. Danbury Township will participate.

Charles E. Harris & Associates soliciting to help prepare submissions to the Hinkle System.

Note from Assistant Cheryl Harmsen offering information on updating the Township's web site.

ROADS-BUILDINGS-GROUNDS

Road Superintendent Brett Waldron reported the following: One full-service burial was conducted at Sackett Cemetery. The parks and grounds are winterized with one more moving possible. The department continues crack sealing the roads.

POLICE

Mr. Scott read the report submitted by Police Chief Mike Meisler that listed his department handled 90 incidents to date. Chief Meisler commented that the new cruiser is being prepared to go into service Chief Meisler will secure insurance on new cruiser and remove the cruiser that was traded in.

FIRE

Mr. Scott read the report submitted by Fire Chief Keith Kahler. Details are listed below:

		Fire & EMS calls				
		EMS	FIRE	MVC	ALARM	CO
AS OF 11/08/17 Year-To-Date		10	2	2	0	0
		604	36	39	51	8

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Ladder, hose and pump testing has been completed. The Feather Party was well attended. Chief Kahler requested nine non-working pagers be declared salvage and traded in for new units. Mr. Scott motioned and Mr. Hirt seconded to declare old pagers salvage and trade for new Commander Pagers. Roll call all voted yes

ZONING

Zoning and Planning Administrator Kathryn Dale reported the following: 2 permits were processed to date in November, and fees collected totaled \$60. The BZA held three hearings on October 18 approving two cases as presented and denying one. The Zoning Commission met on November 1 for one hearing. Mrs. Dale provided a comprehensive update on violations and complaints and updated everyone regarding the Community Open House for the Land Use Plan previously held Friday, November 3rd at Township Hall.

Ms. Dale requested Trustee action on BZA and Zoning commission seats. Ms. Rozak motioned to reappointment Joe Fetzer as a regular member to the BZA & Cathy Bertovich, Alternate to the BZA for terms to expire 12/31/2022, and Michael Brown as a regular member to the Zoning Commission for a term to expire 12/31/2022. Furthermore, to appoint Robert Strauss from an Alternate to a regular member to fulfill John Paul Dress's Zoning Commission term beginning 01/01/2018 and ending 12/31/2019. Mr. Hirt seconded the motion. Roll Call, all voted yes.

NEW BUSINESS

A request was made by the fiscal officer to require any payments the township receives be check or money order. Ms. Rozak motioned to accept only check or money order payments will be received by the Township effective December 1, 2017. Mr. Hirt seconded the motion Roll call was unanimous all voted yes.

Ms. Rozak motioned and Mr. Scott seconded to reschedule the November 22 meeting to Monday November 20th at 6:30pm. Ms. Rozak to notify the media. Roll call was unanimous motion carried.

FISCAL BUSINESS

Bank reconciliation for September was presented for signature. A Sackett Cemetery Deed was prepared for Trustees signature. The BWC 2018 premium of \$20,153.00 will be billed 12/01/2017. The cost has increased 5%. Preliminary audit reports have been received. Bills and payroll totaling \$48,336.30 have been submitted for approval. Motion by Mr. Scott and seconded by Mr. Rozak to pay the bills. Roll call was unanimous and motion carried.

Being no further business before the Board, Mr. Rozak moved and Ms. Scott seconded a motion to adjourn. Roll call was unanimous and motion carried

Fiscal Officer

Danbury Township Board of Trustees