

**DANBURY TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MAY 10, 2017**

The Regular Meeting of the Danbury Township Board of Trustees held at the Danbury Township Hall on May 10, 2017, was called to order at 6:39 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 Shelley Seamon, Road Superintendent Brett Waldron, Police Chief Mike Meisler, Fire Chief Keith Kahler, and Zoning & Planning Administrator Kathryn A. Dale.

Visitors in attendance were John Paul Dress, Susan Dress, Sherry Roberts, and Ottawa County Prosecutor James VanEerten.

Mr. Scott moved and Ms. Rozak seconded the motion to approve the special meeting minutes for the public hearing held on April 26, 2017, the regular meeting minutes for April 26, 2017, and the special meeting minutes for continued discussion of the Trex application held on May 4, 2017 as presented. The vote was unanimous and motion carried.

CORRESPONDENCE

The Trustees received an invitation from the Marblehead Peninsula Chamber of Commerce to attend their 80th annual banquet on May 18, 2017 at Mon Ami Restaurant.

Police Chief Mike Meisler, Detective Sergeant Mark Meisler, and Patrolman Brad LaMarca received thank-you cards from Danbury Local Schools signed by Julie Oglesbee and Joe Miller for assisting with recent mock crash event.

Mr. Scott read a copy of the article entitled "D.A.R.E. to Dream" that was published in the UAW-Ford Community magazine, which featured the Danbury Township D.A.R.E Program and D.A.R.E. Officer Brad LaMarca.

Ottawa County Engineer Ron Lajti sent an informational letter that the Ottawa County Commissioners accepted their request to enact an additional \$5.00 license fee under section 4504.16 of the Ohio Revised Code. The first hearing will be held at 11:00 a.m. on May 23, 2017 in the Commissioners Chambers at the Courthouse in Port Clinton, Ohio. The second hearing will be held at 5:30 p.m. June 1, 2017 at the Ottawa County Engineer's Office, in Oak Harbor, Ohio.

APPROVAL OF THE MINUTES

Mr. Scott moved and Ms. Rozak seconded the motion approve the following meeting minutes as presented: Special Meeting held on April 26, 2017 (Public Hearing –ZC-2017-019), Regular Meeting held on April 26, 2017, and Special Meeting held on May 4, 2017 (Trex App. for Bay's Edge). The vote was unanimous and motion carried.

ROADS-BUILDINGS-GROUNDS

Road Superintendent Brett Waldron reported that the department's primary focus has been mowing the parks and along the roadways. The repaving of Quarry Road is complete, however striping has not occurred. Masonry Construction has installed the concrete pad at the recycling area.

**CROSS TRAFFIC DOES NOT STOP
FLASHING SIGN REPLACEMENT APPROVED**

Mr. Waldron explained that the 3 "cross traffic does not stop" flashing signs were in need of replacement for various reasons, one of which was the beating the signs take during snow plowing season. The total cost to replace the signs through TAPCO was \$3825.00.

The Trustees briefly discuss the matter and Mrs. Seamon confirmed funds were available for the purchase in the Road & Bridge fund. Discussion concluded and Ms. Rozak moved and Mr. Hirt seconded the motion to purchase 3 "cross traffic does not stop" flashing signs for the Road Department from TAPCO at cost of \$3825.00. The vote was unanimous and motion carried.

ATTORNEY GENERAL OPINION 2017-008 RESPONSE

Ms. Rozak reported that she had received a response from Rhonda Slauterbeck and the Ottawa County Commissioners had discussed the Township's request for assistance with the concrete pad for the recycling area at their April 25, 2017 meeting. The Commissioner's realized it is allowed by the AG opinion, but they respectfully declined to assist with the cost.

Ms. Rozak explained that the Commissioners did not want to set a precedent if approached by other townships or villages and recognized that the County is looking at some very large revenue cuts from Davis Besse and Medicaid Sales Tax.

**DANBURY TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MAY 10, 2017**

POLICE

Mr. Scott read the report submitted by Police Chief Mike Meisler that listed his department handled 362 incidents during the month of April and 101 incidents to date in May.

**2017 OHIO POLICE & FIRE GAMES
TRAINING & EXPENSE REIMBURSEMENTS APPROVED**

Chief Meisler reported that Patrolman Josh Young was interested in attending the 2017 Ohio Police & Fire Games training for himself and Joe-Joe. Chief Meisler shared that last year Joe-Joe did well in the competition last year receiving silver & bronze medals. Chief Meisler shared that this is excellent training, and indicated he recommended the Board approved hotel accommodations for 2 nights, meals, and the registration fee of \$50.00 for Patrolman Josh Young and Joe-Joe to participate in the 2017 Ohio Police & Fire Games training in Canton, Ohio on June 13th-14th, 2017.

Mr. Scott asked for a motion to approve the training. Mr. Hirt moved and Ms. Rozak seconded the motion to approve the registration fee of \$50.00 to be reimbursed to Patrolman Josh Young, hotel accommodations for 2 nights, and meal expenses for Patrolman Josh Young and Joe-Joe to participate in the 2017 Ohio Police & Fire Games training in Canton, Ohio on June 13th-14th, 2017. The vote was unanimous and motion carried.

FIRE

Mr. Scott read the report submitted by Fire Chief Keith Kahler that listed his department responded to 51 EMS calls, 2 fire calls, 6 motor vehicle crashes, 3 alarm activations, and 1 carbon dioxide investigation during the month of April and 13 EMS calls, 2 fire calls, 2 alarm activations and 1 carbon dioxide investigation to date in May.

Chief Kahler shared that Squad 550 was back at Selking International since the catalytic converter hand gone out and indicated this repair should be covered under warranty.

One application was for employment is in process.

Chief Kahler explained that he attended the recent EMA Davis-Besse Disaster Relief exercise held in the EOC at the Courthouse, since EMA had asked him to be a Fire Liaison.

2017 STUPHEN FIRE ENGINE

Mr. Scott acknowledged that before the meeting Chief Kahler provided photos of the 2017 Stuphen Fire Engine and the Board briefly reviewed the photos. Chief Kahler shared that they would be doing the final inspection and indicated staff would pick up the new fire engine on May 24, 2017.

CHANGE ORDER APPROVED

The Trustees reviewed the change order for the graphics on the 2017 Stuphen Fire Engine and Ms. Rozak moved and Mr. Scott seconded the motion to approve the additional cost of graphics totaling \$1,133.65 payable The Stuphen Corporation making the cost of the 2017 Stuphen Fire Engine \$481,120.65 from \$479,987.00. The vote was unanimous and motion carried. Mr. Scott signed the change order on behalf of the Board.

LINE ITEM/FUND TRANSFERS APPROVED

Mr. Scott and Chief Kahler discussed payment for the 2017 Stuphen Fire Engine. Mrs. Seamon shared that a line item transfer of \$1,133.65 and a fund transfer of \$481,120.65 were necessary prior to May 24, 2017 since Chief Kahler had to have payment in order to pick up the new fire engine.

Mrs. Seamon suggested scheduling a special meeting the Monday before May 24th.

The Trustees discussed other options and discussion resulted in the following actions: Mr. Scott moved and Ms. Rozak seconded the motion to approve transferring \$481,120.65 from the Marblehead Bank savings account to the Marblehead checking account and; authorizing Fiscal Officer Shelley Seamon to prepare the check in the amount of \$481,120.65 payable The Stuphen Corporation for signatures prior to the May 24, 2017 meeting and; transferring \$1,133.65 from Other-other expense (2281-230-599-0000) to motor vehicles (2281-230-750-0000) to complete the purchase of the 2017 Stuphen Fire Engine. The vote was unanimous and motion carried.

ZONING

Zoning & Planning Administrator Kathryn A. Dale reported that during the month of April 21 permits were issued, fees collected totaled \$2,103.15, staff responded to 540 calls, emails, and in-person inquires and conducted 87 site visits. To date in May 6 permits were issued and fees collected totaled \$120.00.

**DANBURY TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MAY 10, 2017**

The **Danbury Township Board of Zoning Appeals (BZA)** will hold public hearings May 17, 2017 on the following cases:

BZA-2017-065 2135 Robert.

A request for an Area Variance from Section 3.5.7 to allow for a detached garage addition to be located 8' from the front property lines (20' required) and Section 7.9.3 to allow the addition to exceed 20% on a nonconforming structure (142s.f. allowed. 212s.f. proposed). **Craig & Tammy Lindsey, Owner/Michael Prosser, Agent.**

BZA-2017-066 442 N. Hidden Beach.

A request for an Area Variance from Section 3.5.7 to allow for a 2' x 16' addition to be located 6'6" from the southern property line (20' required). **Bruce & Patricia Baker, Owner/Applicant.**

The **Danbury Township Zoning Commission (DZC)** met on May 3, 2017 and reviewed proposed language regarding medical marijuana that will become a part of the Danbury Township Zoning Resolution. The DZC initiated language for medical marijuana and forwarded to the Ottawa County Regional Planning Commission (OCRPC). The OCRPC is scheduled to hold their public hearing on May 16, 2017. The DZC will hold their public hearing June 7, 2017.

LAND USE PLAN COMMITTEE (LUPC)

Mrs. Dale spoke briefly about the May 8, 2017 LUPC meeting, which nearly all of the representatives were present. Mrs. Dale explained that the LUPC conducted the exercise that will be done with the public in June at the Community Choices Event. Mrs. Dale announced that the LUPC will meet on June 5, 2017 at 4:00 p.m. to re-review the facilitation of the event. The Community Choices Events will be held in the auditorium at Danbury Local Schools on June 9, 2017 at 7:00 p.m. and June 11, 2017 at 3:00 p.m. The next LUPC meeting is scheduled for July 10, 2017.

VIOLATIONS/COMPLAINTS

Mrs. Dale provided details involving several zoning violations/complaints. Listed below are the property address, the nature of the violation or complaint, and the status of each case.

1. **4474 E. Harbor Road**, Misleading Advertising of Property for Sale-Hoty-Closed.
2. **442 Hidden Beach Drive**, Addition w/out Permit-Baker-Pending BZA Review.
3. **2230 N. Buck Road**, Brush & Debris-Ceccoli-Closed.
4. **130 Deer Run**, Junk, debris, & tall grass-Kobak-Monitoring.
5. **600 Oak**, Deck w/out Permit-Dillon-Open.
6. **9957 Huron Trail**, Covered porch w/out Permit-Sasala-Open.
7. **453 Walnut**, Deck & porch w/out Permit-Takacs-Open.

Ms. Rozak announced that Department Heads should email her items for the Summer Newsletter prior to the next meeting.

COMMENTS & CONCERNS

Mr. Scott opened the floor for comments from the public that might be better answered by department heads before they are dismissed. There were none and the department heads were dismissed at 7:04 p.m.

**ACKNOWLEDGEMENT
OF YEARS OF SERVICE**

On 5/23/17, **Patrolman Matthew Shark** will complete 1 year of service with the Township and sick & vacation accruals will be processed in the pay period beginning on 5/20/17. Mr. Shark's hourly rate will remain at \$20.00 per hour.

2015-2016 AUDIT

The pre-engagement meeting for the 2015-2016 State Audit was waived and the audit began on May 1, 2017.

MEMORIAL FLAG DONATION APPROVED

Mr. Hirt moved and Ms. Rozak seconded the motion donate \$100.00 to the Marblehead VFW Post 7572 for the purchase of American flags to decorate the graves of our Veterans for Memorial Day at Sacket Cemetery. The vote was unanimous and motion carried.

PAYMENT TO BILL'S IMPLEMENT SALES APPROVED

Ms. Rozak moved and Mr. Scott seconded the motion to approve payment to Bill's Implement Sales totaling \$4,015.92 for the purchase of lawn mowers, supplies, and minor equipment. The vote was as follows: Mr. Hirt-abstained, Ms. Rozak-yes, Mr. Scott-yes. Motion carried.

APRIL FINANCIAL REPORTS & BANK RECONCILIATION APPROVED

Mr. Scott moved and Ms. Rozak seconded the motion to approve the April financial reports and bank reconciliation as submitted by Fiscal Officer Shelley. The vote was unanimous and motion carried.

**DANBURY TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MAY 10, 2017**

LINE ITEM TRANSFER FOR TAX COLLECTION FEES APPROVED

Mr. Hirt moved and Ms. Rozak seconded the motion to increase the Tax Collection Fees line item for the General Fund due to an unexpected estate tax revenue receipt, which had fees of \$1,350.49 and transferring \$1,350.49 to Tax Collection Fees (1000-1110-314-000) from Other-other Expense (1000-110-599-0000). The vote was unanimous and motion carried.

PAYROLL AND THE PAYMENT OF BILLS APPROVED

After examining payroll and bills totaling \$64,343.72, Mr. Scott moved and Ms. Rozak 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.

340-2017	John L Belcher	Wages 4/8/17-4/21/17	\$1,333.15
341-2017	Daniel J Bergman	Wages 4/8/17-4/21/17	\$1,334.02
342-2017	Bradley L Biers	Wages 4/8/17-4/21/17	\$435.00
343-2017	Terry L Conaway	Wages 4/8/17-4/21/17	\$250.35
344-2017	J. Charles Cunningham	Wages 4/8/17-4/21/17	\$1,309.85
345-2017	Kathryn A. Dale	Wages 4/8/17-4/21/17	\$1,653.50
346-2017	John D. Grieve	Wages 4/8/17-4/21/17	\$425.23
347-2017	Jared E Griffith	Wages 4/8/17-4/21/17	\$1,237.44
348-2017	Cheryl K Harmsen	Wages 4/8/17-4/21/17	\$677.34
349-2017	Scott W Hites	Wages 4/8/17-4/21/17	\$646.33
350-2017	James S Holzhauser	Wages 4/8/17-4/21/17	\$200.35
351-2017	Stephanie A Hunsicker	Wages 4/8/17-4/21/17	\$113.59
352-2017	Matilda A Johnson	Wages 4/8/17-4/21/17	\$579.96
353-2017	Keith M Kahler	Wages 4/8/17-4/21/17	\$1,314.88
354-2017	Tammy J Kahler	Wages 4/8/17-4/21/17	\$298.77
355-2017	Lindsey N Knox	Wages 4/8/17-4/21/17	\$265.95
356-2017	Bradford K LaMarca	Wages 4/8/17-4/21/17	\$1,440.92
357-2017	Brian C McCune	Wages 4/8/17-4/21/17	\$1,085.86
358-2017	Donald D McCune	Wages 4/8/17-4/21/17	\$129.87
359-2017	Mark A Meisler	Wages 4/8/17-4/21/17	\$1,501.02
360-2017	Michael S Meisler	Wages 4/8/17-4/21/17	\$1,595.12
361-2017	Kegan J Rakosky	Wages 4/8/17-4/21/17	\$645.81
362-2017	Randy R Rakosky	Wages 4/8/17-4/21/17	\$620.23
363-2017	Trevor J Ross	Wages 4/8/17-4/21/17	\$498.08
364-2017	Matthew J Salyers	Wages 4/8/17-4/21/17	\$251.68
365-2017	Matthew M Shark	Wages 4/8/17-4/21/17	\$1,162.84
366-2017	Brian P. Sloan	Wages 4/8/17-4/21/17	\$1,321.69
367-2017	Timothy N Taylor	Wages 4/8/17-4/21/17	\$379.19
368-2017	Mark M Turinsky	Wages 4/8/17-4/21/17	\$1,193.78
369-2017	Brett A Waldron	Wages 4/8/17-4/21/17	\$1,613.15
370-2017	Sean A Waugh	Wages 4/8/17-4/21/17	\$242.93
371-2017	Joshua P. Young	Wages 4/8/17-4/21/17	\$1,476.97
373-2017	Internal Revenue	Federal WH	\$6,048.11
374-2017	Ohio Public Employees Deferred Comp.	Voluntary Retirement Contributions	\$585.00
375-2017	Marblehead Bank	April Bank Fees	\$59.64
41612	Ohio Child Support Payment Central	Child Support WH	\$37.26
41613	OTTAWA COUNTY MUNICIPAL COURT	Garnishment WH	\$69.14
41616	Ohio Edison	Electricity	\$257.55
41617	Verizon Wireless	Cellular Services	\$316.52
41618	Cyclone Services Inc.	Trash Pick-up	\$100.00
41619	Frontier	Telephone	\$77.54
41620	Culligan of Northern Ohio	Bottled Water	\$36.30
41621	Cyclone Services Inc.	Township Cleanup	\$8,251.90
41622	Ottawa County Sanitary Engineering	Water/Sewer	\$241.54
41623	Trugreen	Lawn Care-Parks	\$825.00
41624	Shelley J. Seamon	Stamps-Admin	\$29.40
41625	Lowe's	Park Supplies	\$27.00
41626	Pioneer Manufacturing Company	Park Supplies	\$100.00
41627	Time Warner Cable Northeast	Telephone/Internet	\$515.50

**DANBURY TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MAY 10, 2017**

41628	Keith Kahler	Uniform Shoes	\$55.00
41629	Columbia Gas	Natural Gas	\$179.39
41630	D.R. Ebel Police & Fire Equipment	Repairs Police Vehicle 436	\$97.99
41631	Fire Safety Services Inc.	Minor Equipment-Fire/EMS	\$1,421.00
41632	Fire Safety Services Inc.	Equipment-Fire/EMS	\$3,815.00
41633	Masonry Construction Co., Inc.	Concrete Pad-Recycling Area	\$9,140.00
41634	Semro Henry & Spinazze Ltd.	Legal Fees-Zoning	\$1,904.80
41635	AccuShred, LLC	Shredding Services	\$85.00
41636	Terry L. Fisher	License Fee-Police Dept.	\$300.00
41637	Port Clinton Police Dept.	Software Service Agreement- Police Dept.	\$187.29
41638	Chief Law Enforcement Supply	Uniform Belt-M.Shark	\$12.99
41639	Wolf Bros. Supply Inc.	Twp. Hall Supplies	\$111.86
41640	NACOP	Annual Dues-Police Dept.	\$60.00
41641	Rakich & Rakich, Inc.	Uniform Pants-M.Shark	\$149.98
41642	Minuteman Press	LUP Printing	\$147.89
41643	ABCO Printing Plus, LLC	Checks	\$215.94
41644	Arrow International, Inc.	EMS Supplies	\$1,667.34
		Total Payments:	\$64,363.72

COMMENTS & CONCERNS

Mr. Scott opened the floor for comments from the public. There were none.

Executive Session

Mr. Scott moved and Ms. Rozak seconded the motion to go into executive session from regular session at 7:06 p.m. to discuss employment with Ottawa County Prosecutor, James VanEerten.

Mr. Hirt moved and Ms. Rozak seconded the motion to reconvene to regular session from executive session at 7:30 p.m. The vote was unanimous and motion carried.

The Trustees discussed the details to compile a press release for the opening for Fiscal Officer that included there is about 10 weeks until Mrs. Seamon's departure, an assistant to Mrs. Seamon will be appointed to shadow her for training and this position will pay \$15.00 per hour without benefits.

The Trustees acknowledged they had received applications and scheduled a special meeting to interview both candidates on May 22, 2017 at the Danbury Township Hall beginning at 6:00 p.m. The interviews will be held in executive session.

There being no further business before the Board, Ms. Rozak moved and Mr. Hirt seconded the motion to adjourn at 7:36 p.m. The vote was unanimous and motion carried.

**DANBURY TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MAY 10, 2017**

THIS PAGE LEFT BLANK