

**RECORD OF PROCEEDINGS**

Minutes of

**DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING**

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held January 24, 20 2018

The Organizational and Regular Meeting of the Danbury Township Board of Trustees was held at the Danbury Township Hall, January 24, 2018, and called to order at 6:30 p.m. by Trustee Dianne Rozak.

The pledge of allegiance was recited.

At the conclusion of pledge of allegiance, the roll was called and the following members were present: Mr. John Paul Dress and Ms. Dianne M. Rozak. Mr. David M. Hirt was excused. Also present were, Fiscal Officer Carolyn Adams, Road Superintendent Brett Waldron, Police Chief Mike Meisler, and Zoning & Planning Administrator Kathryn A. Dale and visitor Sherry Roberts.

**APPROVAL OF THE MINUTES**

Ms. Rozak motioned and Mr. Dress seconded approval the January 10<sup>th</sup> meeting minutes. Roll call all voted yes.

**CORRESPONDENCE**

Ohio Department of Natural Resources sent a registered letter to the Trustees RE: Preliminary identification of Lake Erie coastal erosion areas in Danbury Township. Information was received outlining Lake Erie Shores and Islands 2018 Compass Learning Series,

**ROADS BUILDINGS AND GROUNDS**

Road Superintendent Brett Waldron reported the following: one full burial was held at Sackett Cemetery. The Department has been busy with several snow events and maintaining vehicles and equipment. Brush material grinding. Universal Farms, \$3250.00 and Barnes Nursery at \$7525.00. Ms. Rozak moved and Mr. Dress seconded to contract with Universal Farms. Roll call all voted yes. Clean up dates for the Township have been set for 2018, April 16-20, July 16-20, October 15-19<sup>th</sup>. The Trustees accepted year-end report. Brett will be attending the National Paving Expo and Trade show in Cleveland. Ms. Rozak moved and Mr. Dress seconded the Superintendents' attendance. All voted yes. The annual inventory and departmental report was received and signed.

**POLICE**

Mr. Dress reviewed the report submitted by Police Chief Mike Meisler that listed 253 incidents handled to date in January. Police Department inventory was presented to Trustees for signatures. The Police Department will be conducting ALICE (ALERT, LOCKDOWN, INFORM, COUNTER and EVACUATE) training January 27<sup>th</sup> from 9AM until Noon at St. Paul and St. John's Lutheran Churches.

**FIRE**

**RESOLUTION 2-2018 TO PROCEED FIRE TAX LEVY.**

Ms. Rozak motioned and Mr. Dress seconded. Roll call Ms. Rozak, YES, Mr. Dress YES.. Motion carried. Fiscal Officer to present Levy packet to the Board of Elections. Six EMT's will be attending Life Flight School. Chief Kahler will be absent from the next meeting. Chief Kahler submitted the Fire department report. The Department assisted with Mutual Aid 2 times in January.

Fire & EMS calls

EMS	FIRE	MVC	ALARM	CO
53	2	1	3	0
61	2	1	3	0

AS OF  
1/24/2018  
Year-To-Date

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## ZONING

To-date this month there has been 7 permit applications submitted/processed totaling \$967.28.

The BZA held adjudication hearings January 17, 2018 on the following cases:

- a. **BZA-2018-001** **Approved**  
**as Presented**  
**436 Poplar.** To allow a front porch addition on a nonconforming structure to continue to encroach into the front-yard setback. **Charles & Joyce Meyer, Owners/ Applicant.**
- b. **BZA-2018-002**  
**Appeal – Denied**  
**416 Walnut Area Variance – Denied** to allow for the voluntary removal, alteration and demolition of more than 75% of the reproductive value of the structure and rebuild the single-family home in the same location BZA denied their appeal and variances, are waiting owners and their team's decision to appeal the BZA's decision with the Ottawa County Court of Common Pleas and resubmit with compliant plans.  
**Keith & Anna LePage, Owners/ Applicant; Greg Schmid, Poulos + Schmid, Agent.**

Following the hearings, the BZA held their Election of Officers. Sherry Roberts will serve as the Chair for 2018, Joe Fetzer as Vice-Chair and Loretta Grentzer as Secretary. Following the meeting, Mrs. Carol Robertson submitted her letter of resignation after 22 yrs. of service. Ms. Rozak motioned and seconded by Mr. Dress to accept the resignation of Carole Robertson member of the Zoning Board of Appeals. Roll call all voted yes. We will need to appoint an Alternate to fulfill her term which will end 12/31/21. Our Alternates are Sharon Michael (12/31/18) and Cathy Bertovich (12/31/22).

Ms. Dale presented information for her continuing education conference to be held April 20<sup>th</sup> – 25<sup>th</sup> in New Orleans. Travel and lodging was secured at a price of \$2283.00. Motion was made by Mr. Dress and seconded by Ms. Rozak. Roll call was unanimous.

**Zoning Commission:**

Ms. Rosak motioned and Mr Dress seconded to appoint Jack McGrew to the zoning board, term ending 12-31-2018

The Zoning Commission public hearing February 7, 2018:

- a. **ZC-2018-003 9573 E. Harbor Road.** Request for a Map Amendment from "L" Lakeside to "C-2" General Commercial for PIN# 0140174204553000 (Sec. 1, Lot 10 Firelands Survey) consisting of approximately 0.715 total acres. **Dan Dudley, CFO & COO for Lakeside Association, Owner/Applicant.**

The Ottawa County Regional Planning Commission met January 16, 2018 and unanimously recommended **Approval** of the request.

- Something to look for soon, there are some changes the BZA & ZC would like to make to their by-laws that will require text amendments. Changes are in reference to what happens in the result of a tie vote and term limits for elected positions (Chair, Vice-Chair, and Secretary).

**5040 E. Port Clinton Eastern Road (Junk Vehicles, Junk & Debris)** Complaint about garbage cans being left at the street, a mattress that had been left at the street for a couple of weeks and at least 3 junk vehicles on the property. Owners were given 14 days to remove three vehicles that are not concealed and have remained in their same locations on the property between 4-7 years.

**Comments and concerns**

Susan Dress discussed a survey for Ida Rupp strategic planning.

Dismissal of Dept. Heads.

Ms. Rozak moved and Mr. Dress seconded to go into executive session All voted yes. Chief Meisler was invited to the executive session at 7:04 p.m. to discuss personnel matters required to be kept confidential by law.

A motion to reconvene regular session by Mr. Dress, and seconded by Ms. Rozak at 7:45 p.m. All voted yes. A letter will be sent to the prosecutor to clarify the guidelines for Chief Meisler's retire/rehire.

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NEW BUSINESS

Ms. Rozak presented a draft of the first Township News Letter of 2018. Trustees will have department heads review the comp time policy. At this time the flex time and work from home policies will be tabled until such time as either policy is needed to be put in place.

FISCAL BUSINESS

Fiscal year 2017 is closed with Year End reports submitted to the State Auditor. Permanent Appropriation Budget has been presented. Motion to approve Payroll and operating \$182,171.18 was made by Mr. Hirt and seconded by Mr. Dress. All voted yes.

Motion to adjourn was made by Mr. Hirt at 8:10 and seconded by Mr. Dress. Motion carried

Fiscal Officer

Danbury Township Board of Trustees

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