

**DANBURY TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
MARCH 8, 2017**

The Regular Meeting of the Danbury Township Board of Trustees held at the Danbury Township Hall on March 8, 2017, was called to order at 6:30 p.m. by Vice President Ms. Dianne M. Rozak. The pledge of allegiance was recited. The roll being called, the following members were present: Ms. Dianne M. Rozak and Mr. David M. Hirt. Mr. Charles B. Scott was excused.

Also present were, Fiscal Officer Shelley Seamon, Road Superintendent Brett Waldron, Police Chief Mike Meisler, and Zoning & Planning Administrator Kathryn A. Dale. Fire Chief Keith Kahler was excused.

Visitors in attended were Jennie Buchanan, Alison Mugler-MT Business Technologies, Robert Strauss and Susan Dress.

**CORRESPONDENCE**

The Trustees received newsletters OTARMA, Danbury Schools, and the Ohio Police & Fire Pension Fund.

Ms. Rozak received an email on March 5, 2017 from Bill Coder regarding a meeting the Ottawa County Historical Society had on March 4, 2017 and one of the topics discussed at this meeting was the safety and preservation of the "Land Mark" Keepers House.

Mr. Coder advised in the email that John Starcher, Paul Moon, and he will meet on Friday, March 17, 2017 at 1 p.m. to check the electrical box, breakers, and ground faults for any danger of outages, electric shock and fire. As well as look at the tree limbs and the current condition of the stone and mortar on the outside walls.

Mr. Coder stated in the email that, "We do believe that the Danbury trustees can understand our concerns for the safety of the Volunteers and Visitors as we move forward in the summer season.

Mr. Coder also stated in his email that, "We trust that Brett and one or more of the Trustees could join us on this inspection." In closing, Mr. Coder asked if Ms. Rozak had any results for funding of the masonry repairs for the Keepers House.

Ms. Rozak responded to Mr. Coder on March 6, 2017 via email and notify him that the Township did not get the grant which was applied for, for the masonry and mortar repair of the Keepers House and acknowledged that Mr. Scott, Mr. Hirt, and Mrs. Seamon were copied so they were aware of the March 17, 2017 meeting also.

The 2017 Ottawa County Agricultural Community Breakfast will be held on Friday, March 17, 2017 beginning at 8:00 a.m. at St. John's Lutheran Church in Oak Harbor, Ohio. Tickets are \$5.00.

The Ottawa County Engineer Ron Lajti sent an informational letter regarding that his office is considering making a formal request to the Ottawa County Board of Commissioners to enact an additional \$5.00 license fee under section 4504.16 of the Ohio Revised Code. This fee would be charged to all eligible vehicles registered within Ottawa County.

Mark Messa Director of the Ottawa County Regional Planning Commission sent an informational letter regarding FY 2017 Community Development Block Grant Program (CDBG). The Community Development Implementation Strategy meeting for the CDBG program will be held on March 16, 2017 at 10:00 a.m. in the Emergency Operation Center located in the basement of the Ottawa County Court House in Port Clinton, Ohio.

Mark Messa Director of the Ottawa County Regional Planning Commission sent notification that on February 21, 2017 the Commission reviewed and considered the rezoning request for Route 269 Marine LLC/Michael Pollock. Request for a Map Amendment for "A" Agricultural to "C-2" General Commercial for approximately 1.90 acres at the rear of a 4.358 acre parcel (PIN# 0141147815711006) located at 434 S. Bridge Road, and including all of 424 S. Bridge Road, a 1.621 acre parcel (PIN# 0141147815711005).

Mr. Messa noted that the Commission voted to recommend approval of the rezoning request based on the Danbury Township Land Use Plan and the current use of the surrounding land.

Mark Messa Director of the Ottawa County Regional Planning Commission sent notification that on February 21, 2017 the Commission reviewed and considered text amendments that initiated by an application file by the Lakeside Association. The text amendment request was to Article 5, Section 5.2 eliminating Automobile Parking Requirements for nonresidential uses in the "LBO" Lakeside Business District Overlay, which would create a parking exception for non-residential uses located in the LBO zoning district in Lakeside.

Mr. Messa noted that the voted to recommend approval of the text amendments.

Ottawa County Recorder, Virginia Park sent the annual official notification that the Board has a duty under the Ohio Revised Code at Sections 303.11, 303.12, 519.11, and 519.12 to file any newly enacted zoning resolutions or amendments with the County Recorder. The cost of filing a resolution at the County Recorder's Office is \$50.00 and the \$20.00 for an amendment.

The Ohio Insurance Services Agency, sent an informational letter with a performance update for the OPEC Health Care Cooperative. (See attached).

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**COPIER LEASE PRESENTATION**

Alison Mugler of MT Business Technologies gave a presentation on her companies lease program for a new multi-function copier for the Township Hall.

The Trustees, Fiscal Officer, and Ms. Mugler held a lengthy discussion in which costs of the lease program versus purchasing a new machine and if the newer machine was an upgrade to the current copier occurred for approximately 25 minutes. Discussion concluded and was tabled until the next meeting.

**ROADS-BUILDINGS-GROUNDS**

Road Superintendent Brett Waldron reported that one full service burial was conducted at Sackett Cemetery. Mr. Waldron explained that the department is ahead of schedule with brush trimming and ditch cleaning due to the mild temperatures. Recently the staff trimmed brush on Hartshorn Road and cleaned ditches on Marblewood Drive. Maintenance continues on the road department equipment.

Mr. Waldron explained that on Wednesday, February 1, 2017, staff attended a "Pavement Preservation" presentation that was held in Sandusky, Ohio and provided a brief overview of the discussion held at this meeting.

**2017 Road Paving Project Discussion**

Mrs. Seamon informed the Board that the Engineers Office was in need of a commitment resolution for the Buck Road and Buck Road Extension paving project estimated by their office in 2016.

Mrs. Seamon reminded the Board that last year's paving of Quarry Road did not occur and the contract awarded was about 129,372.00.

Mrs. Seamon shared that the Township was committed to this project because the Ohio Public Works Commission had approved a 0% loan for half of the Quarry Road paving cost, which may be repaid over a period of 10 years and indicated that this was a joint venture with Carroll Township whose road was paved in 2016.

Mrs. Seamon explained the current estimate for Buck Road was \$153,912.00 and for Buck Road Extension the estimate was \$48,285.00.

Mrs. Seamon spoke briefly about the Kirk Road repairs since the Township was given a check from Mosser totaling \$14,690.00. Mrs. Seamon said it was her understating that the money received from Mosser was a portion of the costs, since other repairs were needed.

Mrs. Seamon reported that at the December budget discussion meeting, Mr. Waldron had informed the Board that in 2018 the road department would possibly look to replace the backhoe and the International plow truck.

Mrs. Seamon provided a brief overview of the fund balances for the Road & Bridge, MVL, and Gasoline Tax Funds.

Mr. Waldron shared that in 2018 he felt replacement of the International plow truck took precedents over replacing the backhoe, and indicated the cost of a new plow truck to be between \$140,000.00 to \$150,000.00 dollars.

Ms. Rozak asked Mrs. Seamon to provide something in writing regarding each project and the availability of funds. Discussion was tabled until the next Board meeting.

**POLICE**

Ms. Rozak read the report that was submitted by Police Chief Mike Meisler, which listed his department, handled 246 incidents in February and 80 incidents to date in March.

Chief Meisler presented the Trustees with an invitation to attend the Danbury Middle School 6<sup>th</sup> Grade graduation from the D.A.R.E. program on Friday, April 7, 2017 at 2:00 p.m. The graduation ceremony will be held in the auditorium. The D.A.R.E. program is instructed by Patrolman Brad LaMarca.

Chief Meisler announced that Officer Brad LaMarca will be featured in the "UAW Ford Community Magazine", which is a monthly publication is featuring Ford Employees and their families that do something positive. The article will be about the Danbury Township D.A.R.E program, Mr. LaMarca's father; Mr. Kenneth "Ken" LaMarca, who is a long time Ford Employee at the plant in Lima.

Chief Meisler shared that this is a nationwide publication and several photos were taken at the Danbury Township Police Department as well at Danbury Schools. .

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**FIRE**

Ms. Rozak read the report submitted by Fire Chief Keith Kahler that listed his department responded to 23 EMS calls, 2 fire calls, 1 motor vehicle crash, 1 alarm activations, and 1 carbon monoxide investigation in February and 12 EMS calls to date in March.

Mrs. Seamon reported that Chief Kahler had informed her that the new hoses are in and photographs of the new fire truck were sent to Mr. Scott.

**ZONING**

Zoning & Planning Administrator Kathryn A. Dale reported that 11 permits were issued in February and fees collected totaled \$1,900.17, the staff responded to 484 calls, emails, and in-person inquires and went on 59 site visits. To date in March 2 permits were issued and fees collected totaled \$200.00.

The **Board of Zoning Appeals** will meet on March 15, 2017 to approve minutes and the final decision sheet from their February meeting. There are no cases to be heard.

The **Zoning Commission** held public hearings on March 1, 2017 at the Danbury Township Hall building on the following cases :

**CASE #1-APPROVED**

**ZC-2017-010 424 & 434 S Bridge Road**

Request for a Map Amendment for "A" Agricultural to "C-2" General Commercial for approximately 1.90 acres at the rear of a 4.358 acre parcel (PIN# 0141147815711006) located at 434 S. Bridge Road, and including all of 424 S. Bridge Road, a 1.621 acre parcel (PIN# 0141147815711005). Route 269 Marine, LLC/Michael Pollock, Owner/Applicant.

**CASE #2 -APPROVED**

**ZC-2017-011 Lakeside Association.**

Request for a Text Amendment to Article 5, Section 5.2 eliminating Automobile Parking Requirements for nonresidential uses in the "LBO" Lakeside Business District Overlay. Lakeside Association, Applicant.

**ZONING COMMISSION ALTERNATE APPOINTED**

Mrs. Dale reported that Robert Strauss was interested in serving on the Zoning Commission and she had received his application on March 2, 2017. Mrs. Dale advised that she had met with Mr. Strauss and talked about each of the different Boards. Mrs. Dale shared that there 2 open alternate positions and one term was set to expire 12/31/2017 and the other term to expire 12/31/2018. Mrs. Dale indicated that she have no objection to appoint to either of the terms.

Mr. Strauss was in attendance, therefore he and the Trustees discussed his interests and qualifications. Discussion concluded and resulted as follows: Ms. Rozak moved and Mr. Hirt seconded the motion to appoint Robert Strauss to the Zoning Commission as an Alternate Member, to fulfill the unexpired term ending 12/31/2018, to be effected on Wednesday, April 5, 2017. The vote was unanimous and motion carried.

Mrs. Dale reminded the Trustees that the first **Land Use Plan Committee** meeting was set for Monday, March 13, 2017 at 6:30 p.m at the Danbury Township Hall building. Mrs. Dale spoke briefly about the agenda for this meeting.

**VIOLATIONS/COMPLAINTS**

Mrs. Dale reported she received a verbal complaint on 3/6/2017 regarding junk & debris at 5490 E. Port Clinton Eastern Road. (Wohler/Myers) Mrs., Dale explained that the complainant was provided a copy of the Nuisance Complaint form.

There were no comments or concerns from the visitors, therefore the department heads were dismissed at 7:32 p.m.

**2017 BUDGET FINALIZATION**

Mrs. Seamon provided an update regarding finalization of the 2017 budgets and acknowledged that she was struggling with a couple of the funds; however some of her questions were answered tonight.

Mrs. Seamon explained that her goal was to email budget numbers by Monday, March 13, 2017 to the Trustees and Department Heads.

Discussion was held regarding the Police Budget that is needed to apply for the Ottawa County Community Foundation grant for the Police Department office furniture. Mrs. Seamon will provided a spreadsheet of the Police Department budget to Ms. Rozak in order that the grant can be submitted by the deadline.

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**RESOLUTION #1-2017**

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in a regular session at 6:30 p.m., on March 8, 2017 at the Danbury Township Hall, 5972 E. Port Clinton Eastern Road, Marblehead, Ohio 43440, with the following members present: Ms. Dianne M. Rozak, and Mr. David M. Hirt.

Trustee Hirt introduced the following Resolution and moved its adoption.

**RESOLUTION #1-2017  
IN THE MATTER OF SUPPORT FOR A GRANT APPLICATION  
TO THE OHIO DEPARTMENT OF TRANSPORTATION AND  
THE OHIO DEPARTMENT OF HEALTH TO FUND AN ACTIVE  
TRANSPORTATION PLAN FOR OTTAWA COUNTY, OHIO**

**WHEREAS;** The Board of County Commissioners of Ottawa County, Ohio, has authorized a grant application to be submitted to the Ohio Department of Transportation and the Ohio Department of Health to fund the development of an Active Transportation Plan for Ottawa County; and

**WHEREAS,** The Board of Trustees of Danbury Township wishes to participate in the development of an Active Transportation Plan because the Plan will be a long-range guiding document for safe, user-oriented bicycle, pedestrian, and multimodal connections throughout County to encourage an active, healthy lifestyle for residents and visitors to Ottawa County, encouraging additional economic investment in the area,

**THEREFORE, BE IT RESOLVED** by the Board of Trustees of Danbury Township:

The Board of Trustees supports the application for funding for the development of an Active Transportation Plan by being named a partner organization in the application; and

The Board of Trustees will participate in the development an Active Transportation Plan as determined necessary to complete the Active Transportation Plan for the benefit of Danbury Township and the region.

This **Resolution** shall become effective immediately upon its passage.

Trustee Rozak seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows: Vote Record: Mr. Hirt-yes; Ms. Rozak-yes.

**ADOPTED this 8<sup>th</sup> day of March 2017**

I Shelley J ,Seamon, Fiscal Officer of Danbury Township, **HEREBY CERTIFY** that the foregoing is a true and correct transcript of a resolution duly passed by this Board of Trustees in regular session this 8<sup>th</sup> day of March, 2017.

**MILEAGE REIMBURSEMENTS APPROVED**

Ms. Rozak moved and Mr. Hirt seconded the motion approve mileage reimbursement for Cheryl Harmsen for attendance to Safety Council meetings during the 4<sup>th</sup> quarter of 2016 in the amount of \$47.95, and authorizing quarterly mileage reimbursements for attendance to Safety Council meetings in 2017 at the standard mileage rate of 53.5 cent per mile that set by the IRS. The vote was unanimous and motion carried.

**OTHER BUSINESS**

Mr. Hirt advised that the Ottawa County District Health Advisory Council will meeting on Thursday, March 16, 2017 and briefly spoke about the agenda for this meeting.

**CEMETERY DEED SIGNED**

The Trustees signed a Cemetery Deed for Paula Zeiher, lot 142; graves 1 and 2; in the 2<sup>nd</sup> addition at Sackett Cemetery.

**FEBRUARY FINANCIAL REPORTS &  
BANK RECONCILIATION APPROVED**

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

**LINE ITEM TRANSFERS APPROVED**

Mr. Hirt moved and Ms. Rozak seconded the motion to approve transferring \$1,600.00 from Contract Services #1000-120-360-0000 to Contract Services #1000-320-360-0000 for the purpose of paying the bills for the recent brush grinding and; transferring \$42.45 from Other-Other Expenses #2181-130-599-0000 to Office Supplies #2181-130-410-000 within the Zoning Fund for the purpose of purchasing office supplies for the zoning department. The vote was unanimous and motion carried.

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**APPROPRIATION INCREASES APPROVED**

Ms. Rozak moved and Mr. Hirt seconded the motion to increase appropriations for Planning Salaries #1000-190-190-1000 in the amount of \$416.67 to pay the monthly salary for Zoning & Planning Administrator Kathryn A. Dale for the month of March on 3/22/2017 since the final budget for 2017 has not yet been passed. The vote was unanimous and motion carried.

Ms. Rozak moved and Mr. Hirt seconded the motion to increase appropriations for printing (1000-110-344-000) in the amount of \$375.91 for the printing of the spring newsletter. The vote was unanimous and motion carried.

**APPROVAL FOR THE CREATION OF GRANT FUNDS, AND  
REVENUE & APPROPRIATIONS**

Ms. Rozak moved and Mr. Hirt seconded the motion to authorize the creation of a grant fund for the OSS Joint Solid Waste award for paving improvement at the recycling area, as well as create the revenue and appropriation account necessary for this fund, which will include transfer in & advances in accounts, and transfer out & advance out accounts, and; authorize Fiscal Officer Shelley Seamon to obtain an amended certificate for said transaction prior to the next Board meeting. The vote was unanimous and motion carried.

**FUND STATUS REPORT SIGNED**

The Trustees signed the fund status report dated March 8, 2017.

**APPROVAL OF PAYROLL AND THE PAYMENT OF BILLS**

After examining payroll and bills totaling \$74,769.84, Mr. Hirt moved and Ms. Rozak seconded the motion that they are accepted and warrants or electronic transfers for the various amount be processed. The vote was unanimous and motion carried.

170-2017	Marblehead Bank	Bank Fees-February	\$65.96
171-2017	John L Belcher	Wages 2/11/2017-2/24/2017	\$1,446.24
172-2017	Daniel J Bergman	Wages 2/11/2017-2/24/2017	\$1,725.25
173-2017	Bradley L Biers	Wages 2/11/2017-2/24/2017	\$203.67
174-2017	Terry L Conaway	Wages 2/11/2017-2/24/2017	\$250.35
175-2017	J. Charles Cunningham	Wages 2/11/2017-2/24/2017	\$1,479.92
176-2017	Kathryn A. Dale	Wages 2/11/2017-2/24/2017	\$1,653.50
177-2017	John D. Grieve	Wages 2/11/2017-2/24/2017	\$489.87
178-2017	Jared E Griffith	Wages 2/11/2017-2/24/2017	\$1,587.55
179-2017	Cheryl K Harmsen	Wages 2/11/2017-2/24/2017	\$766.21
180-2017	Scott W Hites	Wages 2/11/2017-2/24/2017	\$577.71
181-2017	James S Holzhauer	Wages 2/11/2017-2/24/2017	\$267.18
182-2017	Stephanie A Hunsicker	Wages 2/11/2017-2/24/2017	\$353.33
183-2017	Matilda A Johnson	Wages 2/11/2017-2/24/2017	\$374.97
184-2017	Keith M Kahler	Wages 2/11/2017-2/24/2017	\$1,314.88
185-2017	Tammy J Kahler	Wages 2/11/2017-2/24/2017	\$237.21
186-2017	Lindsey N Knox	Wages 2/11/2017-2/24/2017	\$454.77
187-2017	Bradford K LaMarca	Wages 2/11/2017-2/24/2017	\$1,385.02
188-2017	Brian C McCune	Wages 2/11/2017-2/24/2017	\$1,085.86
189-2017	Donald D McCune	Wages 2/11/2017-2/24/2017	\$545.68
190-2017	Mark A Meisler	Wages 2/11/2017-2/24/2017	\$2,007.31
191-2017	Michael S Meisler	Wages 2/11/2017-2/24/2017	\$1,789.08
192-2017	Kegan J Rakosky	Wages 2/11/2017-2/24/2017	\$480.69
193-2017	Randy R Rakosky	Wages 2/11/2017-2/24/2017	\$630.03
194-2017	Trevor J Ross	Wages 2/11/2017-2/24/2017	\$541.17
195-2017	Matthew J Salyers	Wages 2/11/2017-2/24/2017	\$325.47
196-2017	Gregory W Shadler	Wages 2/11/2017-2/24/2017	\$75.65
197-2017	Matthew M Shark	Wages 2/11/2017-2/24/2017	\$1,229.50
198-2017	Brian P. Sloan	Wages 2/11/2017-2/24/2017	\$1,447.48
199-2017	Christopher J Suppelsa	Wages 2/11/2017-2/24/2017	\$583.71
200-2017	Timothy N Taylor	Wages 2/11/2017-2/24/2017	\$151.02
201-2017	Mark M Turinsky	Wages 2/11/2017-2/24/2017	\$1,576.98
202-2017	Brett A Waldron	Wages 2/11/2017-2/24/2017	\$1,902.80
203-2017	Joshua P. Young	Wages 2/11/2017-2/24/2017	\$1,608.41
205-2017	Internal Revenue	Federal WH	\$6,970.87
206-2017	Ohio Public Employees Deferred Comp.	Voluntary Contributions	\$485.00
41458	Postmaster	Postage-Spring Newsletter	\$782.99
	Ohio Child Support		

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41459	Payment Central	Child Support WH	\$37.26
41460	Ottawa County Sanitary Engineering	Water & Sewer Services-Variou Depts.	\$241.54
41461	Culligan of Northern Ohio	Bottled Water-Garage	\$28.10
41462	Columbia Gas	Natural Gas Fire & Police Depts.	\$481.93
41463	Frontier	Telephone -Keepers House & Police Dept.	\$76.18
41464	Time Warner Cable Northeast	Telephone/Internet-Variou Depts.	\$654.00
41465	Streacker Tractor Sales, Inc.	Backhoe & Mower Parts-Road Dept.	\$365.45
41466	Spoerr Precast Concrete, Inc.	Footer-Sackett Cemetery	\$45.00
41467	Ohio Edison	Electricity	\$232.05
41468	Verizon Wireless	Cellular Services Fire & Police Depts.	\$1,000.72
41469	Lowe's	Supplies Road Dept.	\$56.05
41470	Ohio Edison	Street Lights	\$579.60
41471	Cheryl Harmsen	Mileage 4th Qtr. Safety Council Attendance	\$47.95
41472	Ohio Insurance Services Agency,	General Fund Balance Due for March HC	\$476.11
41473	Creative Product Sourcing, Inc.	Supplies DARE Program	\$79.00
41474	Cyclone Services Inc.	Trash Pickup	\$100.00
41475	Paul J Wallen DBA Catawba Security	Alarm Monitoring & Testing Fees Both Fire Stations	\$642.95
41476	Rakich & Rakich, Inc.	Supplies Police Dept.	\$119.98
41477	Northwind Safety Corporation	First Aid Refills-Police Dept.	\$9.53
41478	H.B. Magruder Hospital	Medications-EMS	\$496.62
41479	MT Business Technologies, Inc.	Service Agreement-Police Dept. Copier	\$39.89
41480	Douglas & Pamela Crowell. DBA Universal Farms	Contract Service-Brush Grinding	\$3,000.00
41481	Staples Business Advantage	Office Supplies-Road & Zoning Depts.	\$72.94
41482	Elite K-9, Inc.	K-9 Supplies	\$102.95
41483	Port Clinton Ford Mercury Inc.	Supplies & Maintenance of Police Vehicles	\$86.58
41484	MNCO	Legal Ad Fees -Admin & Zoning Depts.	\$254.86
41485	Martin A. Veverka DBA Port Clinton Computer Products	On-Site Maintenance for Police Dept. Computers	\$328.40
41486	Fire Safety Services Inc.	Nightscan PowerLite-Fire Dept. Equipment	\$25,845.00
41487	Minuteman Press	Printing-Spring Newsletter	\$375.91
		Total of Payroll & Bills	\$74,729.84

**OTHER BUSINESS**

Mr. Hirt advised that the Ottawa County District Health Advisory Council will meeting on Thursday, March 16, 2017 and briefly spoke about the agenda for this meeting.

**Comments & Concerns**

Susan Dress asked who Cheryl Harmsen was and what she did for the Township. Ms. Rozak answered by saying Mrs. Harmsen in the assistant to the Zoning & Planning Administrator and is the Township's Safety Coordinator.

There being no further business before the Board, Ms. Rozak moved and Mr. Hirt seconded the motion to adjourn at 7:13 p.m. The vote was unanimous and motion carried.