

**DANBURY TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING MINUTES
JANUARY 11, 2017**

The Regular Meeting of the Danbury Township Board of Trustees held at the Danbury Township Hall on January 11, 2017, was called to order at 6:31 p.m. by President Mr. Charles B. Scott. The pledge of allegiance was recited. The roll being called, 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, Fire Chief Keith Kahler, Assistant Fire Chief Timothy W. Almendinger, and Zoning & Planning Administrator Kathryn A. Dale. Police Chief Mike Meisler was excused.

Visitors in attendance were Susan Dress and John Paul Dress.

Annual Volunteer Fire Fighters' Dependents Fund Board Meeting

Mr. Scott announced that the first order of business for tonight's meeting was to elect two Trustees and three members of the Danbury Township Volunteer Fire Department to serve on the 2017 Danbury Township Volunteer Fire Fighters' Dependents Fund Board.

Mr. Hirt moved and Mr. Scott seconded the motion that Trustees Charles B. Scott and Dianne M. Rozak continue as the legislative representatives for the Danbury Township Volunteer Fire Fighters' Dependents Fund Board in 2017. The vote was unanimous and motion carried.

Ms. Rozak moved and Mr. Hirt seconded the motion that Timothy W. Almendinger, and Keith Kahler continue as the Fire Department Board Members representatives; and that Emily Mitchell be elected as a Fire Department Board Member for the Danbury Township Volunteer Fire Fighters' Dependents Fund Board in 2017. The vote was unanimous and motion carried.

Timothy W. Almendinger will continue as Chairman of the Board in 2017 and Emily Mitchell will serve as Secretary of the Board in 2017.

All members will serve a one year term and meetings will be held as needed.

There being no further business before the Danbury Township Volunteer Fire Fighters' Dependents Fund Board the meeting concluded at 6:35 p.m.

**Approval of the Minutes for
December 28, 2016 & January 2, 2017**

Mr. Hirt moved to and Ms. Rozak seconded the motion to approve the regular meeting minutes of December 28, 2016 and the special meeting minutes of January 2, 2017 as presented. The vote was unanimous and motion carried.

Correspondence

A thank-you card was received from the Ottawa County Wreath Committee for assisting and participating in the Wreaths across America ceremony held at Sackett Cemetery during the month of December 2016.

Newsletters were received from the Ottawa County Historical Society and the Ohio Township Association,

Ms. Rozak read the utilization report received from Workplace Resources for the 4th quarter of 2016, which is an Employee Assistance Program for Road, Police, and Fire/EMS personnel.

Ms. Rozak read the letter she received from U.S. Representative Marcy Kaptur, which was in response to the Board's request for assistance to have a traffic light installed at the intersection of Northshore Boulevard and Englebeck Road. Accompanying Ms. Kaptur's letter was the response Ms. Kaptur received from ODOT District Planning Engineer Michael A. Stormer, P.E., in which Mr. Stormer maintains that this intersection does not meet specific qualifications to be considered for a traffic light, as well as an informational brochure regarding Roundabouts. (See attached).

Roads, Buildings & Grounds

Road Superintendent Brett Waldron reported that one full service burial was conducted at Sackett Cemetery. Brush grinding quotes are forthcoming and his department handled several ice and snow events since the last meeting.

Grant Award

Ms. Rozak announced that the township was awarded the \$1,000.00 Infrastructure Grant from the OSS Joint Solid Waste District.

Clean-up Dates Set for 2017

Township Clean-ups will be held the weeks of April 17th-21, July 17th-21st, and October 16th-20th.

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Northshore Boulevard

The Trustees and Mr. Waldron discussed a road cut across Northshore Boulevard that was due to utility issues. Ms. Rozak advised that John Englebeck had called her to say the Trustees passed a resolution several years ago prohibiting cuts across Northshore Boulevard and that any such work must be performed by boring.

Mr. Waldron stated that he is on top of the situation and the contractor was expected to complete the project and repair the road by Friday, however the township was never directly notified of the cut and a county permit was not completed prior to the work being done. Mr. Waldron provided a permit to the contractor to complete.

Ms. Rozak will have Cheryl Harmsen review the minute books to find the resolution so it may be provided to the County before further situations occur.

Electrical Box-Keepers House

A brief discussion was held regarding the corrosion of the electrical box at the Keeper's House and review of the photos of the electrical box were reviewed.

Grant Award

Ms. Rozak announced that the township was awarded the \$1,000.00 Infrastructure Grant from the OSS Joint Solid Waste District.

Police

Mr. Scott read the report that was submitted by Police Chief Mike Meisler, which listed his department, handled 137 incidents to date in January.

Fire

Mr. Scott read the annual fire report that was submitted by Fire Chief Keith Kahler, which listed his department, responded to 684 EMS calls, 53 fire calls, 39 motor vehicle crashes, 53 alarm activations, and 4 carbon monoxide investigations in 2016.

Chief Kahler reported that 2016 was a banner year for his department and a brief discussion was held regarding the 2016 Annual Report he submitted for the Fire Department.

Mr. Scott read the report that was submitted by Fire Chief Keith Kahler, which listed his department, responded to 22 EMS calls, 1 fire calls, 1 motor vehicle crashes, 1 alarm activations, and 1 carbon monoxide investigations to date in January.

Chief Kahler informed the Board about the Rapid Intervention Team (RIT) he and his department is forming with the Port Clinton Fire Department.

Approval for New SCBA Bottles/Surplus of 9 Old SCBA Bottles

Chief Kahler advised that the Danbury Township Fire Department Association has approved the of purchase 5 SCBA bottles for the department and asked the Board to approve the township purchasing an additional 5 SCBA bottles at a cost of \$763.00 per bottle.

The Trustees and Chief Kahler discussed the matter and the following action was taken: Ms. Rozak moved and Mr. Hirt seconded the motion to approve purchasing 5 SCBA bottles from Fire Safety Services at a cost of \$3,815.00. The vote was unanimous and motion carried.

Chief Kahler asked the Trustees to declare 9 old SCBA bottles surplus equipment and allow the bottles to be donated to the Port Clinton Fire Department.

Based on the recommendation of Chief Kahler, Mr. Scott moved and Mr. Hirt seconded the motion to declare 9 old SCBA bottles surplus equipment and allow the bottles to be donated to the Port Clinton Fire Department. The vote was unanimous and motion carried.

Zoning

Zoning & Planning Administrator Kathryn A. Dale reported that during the month of December 13 permits were processed, fee collected totaled, \$2,297.44, 56 site visits were conducted, and staff responded to 421 calls, emails and in-person inquires. To date in January 2 permits were processed.

The **Board of Zoning Appeals** will hold a public hearing on January 18, 2017 at the Township Hall beginning at 6:30 p.m.

The case to be heard is **BZA-2017-001– 225 Oak**; request for an Area Variance from Section 3.1.5.D to allow for construction of a decorative roof overhang to be located 4' from the western front property line (5' setback required). Jack Madison, Owner/Applicant: Raymond J. Schaefer Construction Agent.

Mrs. Dale reported, **BZA-2017-002-8067 Mary Lane** was withdrawn and explained why to the Board.

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The **Zoning Commission** met on January 4, 2017 and held their election of officers for 2017 and discussed potential goals for the year.

Violations/Complaints

There were none.

OTA Conference/Expenses Approved

Mrs. Dale requested approval to attend the OTA Conference on Friday, January 27, 2017, which would include hotel costs for one night and meals.

The Trustees and Mrs. Dale discussed the matter and the following actions was taken: Ms. Rozak moved and Mr. Scott seconded the motion to approve travel & meeting expenses, as well as the registration fee, which will be coded as training services for Mrs. Dale to attend the OTA Conference in Columbus, Ohio on Friday, January 27, 2017. The vote was unanimous and motion carried.

Mrs. Dale provided the Trustees with the 2016 Annual Report for her department. Discussion regarding the 2016 Annual Report for Zoning was held.

There were no comments or concerns from the visitors, therefore the department heads were dismissed at 7:15 p.m.

Approval of Ohio Insurance Service Agency Administating COBRA

Mr. Scott moved and Ms. Rozak seconded the motion to continue contracting with Ohio Insurance Services Agency to administer COBRA for the Township in 2017 at an annual cost of \$325.00. The vote was unanimous and motion carried.

New Employee Polices

Ms. Rozak provided the Trustees with new employee polices for as well as the email Mrs. Dale had shared with them regarding the proposed new employee polices.

Ms. Rozak as the Trustees to review the information provided and discussion was tabled until the next meeting.

CareWorks Comp –Ohio BWC Group-Experience-Rating Program

The Trustees reviewed and discussed the information received from CareWorks Comp regarding the renewal of the program at an annual cost of \$1,241.00.

Discussion concluded and the following action was taken: Ms. Rozak moved and Mr. Hirt seconded the motion to authorize Trustee Charles Scott as the signatory of Employer Statement for the Ohio BWC Group-Experience-Rating Program as well as the Ohio BWC Permanent Authorization form and authorize payment to CareWorks Comp in the amount of \$1,241.00. The vote was unanimous and motion carried.

Approval of Payroll & Payment of Bills

After examining payroll and bills totaling \$86,581.23, 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.

1-2017	Timothy J. Almendinger	4th QTR Response Wages	\$418.78
2-2017	John L Belcher	Wages 12/17/16-12/30/16	\$1,397.38
3-2017	Daniel J Bergman	Wages 12/17/16-12/30/16	\$1,275.43
4-2017	Bradley L Biers	Wages 12/17/16-12/30/16 +4th QTR RW	\$541.45
5-2017	Paul Blaho	4th QTR Response Wages	\$117.15
6-2017	Terry L Conaway	Wages 12/17/16-12/30/16	\$250.80
7-2017	J. Charles Cunningham	Wages 12/17/16-12/30/16	\$1,219.39
8-2017	Kathryn A. Dale	Wages 12/17/16-12/30/16	\$1,596.09
9-2017	Bradley A Dunn	4th QTR Response Wages	\$104.26
10-2017	John C. Englebeck	4th QTR Response Wages	\$44.10
11-2017	John D. Grieve	4th QTR Response Wages	\$112.94
12-2017	Jared E Griffith	Wages 12/17/16-12/30/16	\$1,340.33
13-2017	Cheryl K Harmsen	Wages 12/17/16-12/30/16	\$745.05
14-2017	Donald R Hawk	4th QTR Response Wages	\$39.19
15-2017	Scott W Hites	Wages 12/17/16-12/30/16 +4th QTR RW	\$625.43
16-2017	James S Holzhauer	4th QTR Response Wages	\$9.47
17-2017	Stephanie A Hunsicker	Wages 12/17/16-12/30/16 +4th QTR RW	\$348.11
18-2017	Nichole L. Ihnat	4th QTR Response Wages	\$29.22

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19-2017	Matilda A Johnson	Wages 12/17/16-12/30/16 +4th QTR RW	\$769.45
20-2017	Keith M Kahler	Wages 12/17/16-12/30/16 +4th QTR RW	\$1,454.48
21-2017	Tammy J Kahler	Wages 12/17/16-12/30/16 +4th QTR RW	\$371.36
22-2017	Lindsey N Knox	Wages 12/17/16-12/30/16 +4th QTR RW	\$676.65
23-2017	Bradford K LaMarca	Wages 12/17/16-12/30/16	\$1,337.65
24-2017	Austin Lucas	4th QTR Response Wages	\$107.13
25-2017	Brian C McCune	Wages 12/17/16-12/30/16 +4th QTR RW	\$1,246.92
26-2017	Jamie T McDonald	4th QTR Response Wages	\$29.40
27-2017	Mark A Meisler	Wages 12/17/16-12/30/16	\$1,566.71
28-2017	Michael S Meisler	Wages 12/17/16-12/30/16	\$1,746.89
29-2017	Kegan J Rakosky	Wages 12/17/16-12/30/16 +4th QTR RW	\$1,028.95
30-2017	Megan A. Rakosky	4th QTR Response Wages	\$73.06
31-2017	Randy R Rakosky	Wages 12/17/16-12/30/16 +4th QTR RW	\$558.59
32-2017	Trevor J Ross	Wages 12/17/16-12/30/16 +4th QTR RW	\$626.07
33-2017	Matthew J Salyers	Wages 12/17/16-12/30/16	\$414.80
34-2017	Gregory W Shadler	4th QTR Response Wages	\$72.73
35-2017	Matthew M Shark	Wages 12/17/16-12/30/16	\$1,170.84
36-2017	Brian P. Sloan	Wages 12/17/16-12/30/16	\$1,397.35
37-2017	Christopher J Suppelsa	Wages 12/17/16-12/30/16 +4th QTR RW	\$1,203.48
38-2017	Mark M Turinsky	Wages 12/17/16-12/30/16	\$1,162.77
39-2017	Brett A Waldron	Wages 12/17/16-12/30/16	\$1,844.13
40-2017	Sean A Waugh	Wages 12/17/16-12/30/16 +4th QTR RW	\$267.98
41-2017	Joshua P. Young	Wages 12/17/16-12/30/16	\$1,374.47
44-2017	Ohio Public Employees Deferred Comp.	Voluntary Contributions	\$565.00
45-2017	Internal Revenue	Federal WH	\$8,139.26
46-2017	Bureau of Workers' Compensation	2017 Premiums	\$19,168.00
41346	Timothy W. Almendinger	4th QTR Response Wages	\$321.39
41347	Cody J Dunn	4th QTR Response Wages	\$428.53
41348	Todd A Hefflinger	4th QTR Response Wages	\$368.01
41349	Matthew D Hill	4th QTR Response Wages	\$78.19
41350	Donald D McCune	4th QTR Response Wages	\$1,031.22
41351	Layne W.H. McNeal	4th QTR Response Wages	\$116.87
41352	Thomas E McNeal	4th QTR Response Wages	\$352.74
41353	Blake A Molnar	4th QTR Response Wages	\$112.94
41354	Emily J Tennant	4th QTR Response Wages	\$48.70
41355	Everett L Tennant Jr.	4th QTR Response Wages	\$165.57
41356	Matthew S Uhinck	4th QTR Response Wages	\$127.38
41357	Collin R Armstrong	4th QTR Response Wages	\$283.34
41358	Ohio Child Support Payment Central	Child Support WH	\$37.26
41359	Ottawa County Municipal Count	Garnishment	\$169.48
41361	Scott Harris	BZA Application Refund	\$125.90
41362	Elite K-9, Inc.	K-9 Supplies	\$110.47
41363	Spoerr Precast Concrete, Inc.	Footer	\$26.00
41364	Cyclone Services Inc.	Trash Services	\$100.00
41365	Culligan of Northern Ohio	Bottled Water	\$19.70
41366	O.E. Meyer CO.	EMS Supplies	\$55.80
41367	Ohio Insurance Services Agency, Inc.	ADR Premium 2016	\$19,000.00
41368	Staples Business Advantage	Office Supplies	\$243.09
41369	Verizon Wireless	Cellular Services	\$316.48
41370	Lucky Farmers, Inc.	Fuel-December 2016	\$4,111.94
41371	Ottawa County Sanitary Engineering	Water/Sewer	\$241.54
		Payment Total	\$86581.23

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Approval of December Financial Reports & Bank Reconciliation

Mr. Scott moved and Ms. Rozak 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.

Comments & Concerns

Susan Dress had questions about the information in the letter received from U.S. Representative Marcy Kaptur. The Trustees briefly discussed the matter of the need for the traffic signal at the intersection of Northshore Boulevard and Englebeck Road, which ODOT has determined that this intersection does not warrant a traffic signal. Ms. Dress was provided a copy of the correspondence received from Ms. Kaptur.

Executive Session

Mr. Scott moved and Mr. Hirt seconded the motion to go into executive session from regular session at 7:33 p.m. to discuss wage compensation of public employees for 2017. The vote was unanimous and motion carried.

At 8:10 p.m. Mr. Scott moved and Mr. Hirt seconded the motion to reconvene to regular session from executive session. The vote was unanimous and motion carried.

Discussion during executive session resulted in the follow action: Ms. Rozak moved and Mr. Hirt seconded the motion that all hourly employees of Danbury Township receive a 4% increase beginning with the pay period of 12/31/16, with the exception of Matthew Shark who will receive a \$1.00 per hour increase, Brian McCune who will receive a \$2.23 per hour increase, and Mark Turinsky who will receive a \$2.00 per hour increase; it was noted that stipends for the members of both zoning boards will remain the same as was in 2016. The vote was unanimous and motion carried.

There being no further business before the Board, Ms. Rozak moved and Mr. Scott seconded the motion to adjourn at 8:11 p.m. The vote was unanimous and motion carried.