

**DANBURY TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING MINUTES
JANUARY 25, 2017**

The Regular Meeting of the Danbury Township Board of Trustees held at the Danbury Township Hall on January 25, 2017, was called to order at 6:33 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 and Ms. Dianne M. Rozak. Mr. David M. Hirt was excused.

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

Visitors in attended were Sherry Roberts, Christopher Burlingame, Kevin Scarpino, and Joe Boss.

Approval of the Minutes for January 11, 2017

Mr. Scott moved to and Ms. Rozak seconded the motion to approve the special and regular meeting minutes of January 11, 2017 as presented. The vote was unanimous and motion carried.

Correspondence

Rebecca J. Simpson, Fiscal Manager/Education Specialist sent the 2017 Tree Order Form, which is an annual program sponsored by the Ottawa Soil and Water Conservation District where Townships, Villages, and Cities may purchase landscaping trees or shrubs at a discounted rate.

Lawrence Hartlaub, Ottawa County Auditor sent notice that he officially signed the grant award letter on January 9, 2017 for the \$50,000 Local Government Innovation Fund Grant to study the viability of expanding the County Geographic Information System, which is currently used by the Auditor, Engineer, and Sanitary Engineer departments. The intent of the County is to expand the GIS service to other departments within the county as well as to other political subdivisions. (Note: The Danbury Township Zoning Department is currently using the GIS and has their own license).

The annual donation letter for the Ottawa County Drug Task Force (OCDTF) was received from the Ottawa County Prosecutor James VanEerten and the Ottawa County Sheriff Stephen J. Levorchick. Based on the population in Danbury Township, the suggested contribution was \$3,250.00.

A brief discussion was held between the Trustees and Police Chief Meisler regarding donating to OCDTF, which resulted not to donate in 2017, due to the availability of shared services with the police department's detective and K-9 unit.

Mr. Scott read the email response he received from Jamie Beier Grant, Director of the Ottawa County Improvement Corporation (OCIC) regarding their conversation about Community Reinvestment Area (CRA) Program.

Mr. Scott acknowledged that Ms. Beier Grant had provided an overview of the CRA program and was willing to attend a meeting to speak with the Board about the program. The CRA program is an economic development tool, administered by municipal and county government that provides tax exemptions for property owners who renovate existing or construct new buildings.

Mr. Scott will contact Ms. Beier Grant regarding her availability to attend the next meeting.

Kevin Scarpino, owner of Artimis Arms and his partners Christopher Burlingame and Joe Boss attended because they are looking to move their gun manufacturing business to Danbury Township from Port Clinton and they were aware discussion of the CRA program would be held at tonight's meeting.

Mr. Scarpino and the Trustees briefly discussed his gun manufacturing business and what his intent was to bring to Danbury Township.

Mr. Scarpino shared that Artimis Arms has been in business for about two year and last year they netted \$150,000.00. Mr. Scarpino indicated that they would have a gun and sporting goods retail shop, intended build an in-door range and since they manufacture their own parts, there would be light manufacturing as well.

A brief discussion regarding employment opportunities was held.

**DANBURY TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING MINUTES
JANUARY 25, 2017**

ROADS-BUILDINGS-GROUNDS

Road Superintendent Brett Waldron reported that one full service burial was conducted at Sackett Cemetery. The department has spent a lot of time brush trimming in the road right-of way with the mild weather and maintenance of the department's equipment continues during colder weather.

Mr. Waldron provided the Trustees with a copy of his 2016 annual report.

BRUSH GRINDING QUOTES

Mr. Waldron provided quotes for brush grinding from David Price Metal Services Inc., of Norwalk, Ohio quoted \$5,850.00 and Universal Farms, LLC of Fremont, Ohio quoted \$3,000.00. It was noted both contractor would grind twice and leave the grindings at the site.

A brief discussion occurred and Ms. Rozak moved and Mr. Scott seconded the motion to contract with Universal Farms, LLC of Fremont, Ohio at cost of \$3,000.00 for brush grinding services. The vote was unanimous and motion carried.

2017 FERRIS MOWERS APPROVED

Mr. Waldron provided an estimate from Bill's Implement Sales to trade three (3) 2016 61" Ferris mowers to purchase three (3) 2017 Ferris mowers 61", after trade allowances and bid discounts the final cost of all three (3) 2017 Ferris mowers was \$3,600.00.

A brief discussion of the matter resulted in the following actions: Mr. Scott moved and Ms. Rozak seconded the motion to declare three (3) 2016 61" Ferris mowers surplus equipment and allow said mowers are traded to Bill Implement Sales to purchase three (3) 2017 61" Ferris mowers at a final cost of \$3,600.00, which is after trade allowances and bid discounts; and it was noted that \$2,400.00 will be charged to the Road & Bridge Fund and \$1,200.00 will be charged to the Cemetery Fund. The vote was unanimous and motion carried.

ELECTRICAL BOX-KEEPERS HOUSE

Mr. Waldron reported the John Starcher of Starcher's Enterprises will be looking at the electrical box at the Keeper's House, which is need of repair.

A brief discussion of Mr. Starcher's new roll with the Ottawa County Historical Society was held due to the retirement of Ottawa County Historical Society member Bill Coder.

POLICE

Mr. Scott read the report that was submitted by Police Chief Mike Meisler, which listed his department, handled 269 incidents to date in January.

Chief Meisler provided the Trustees with a copy of his 2016 annual report.

Chief Meisler reported that the ten-week D.A.R.E. program is underway on Thursdays and Fridays for the sixth-grade students at Danbury Local Schools.

Chief Meisler shared that Patrolman Brad LaMarca is instructing the classes and indicated Patrolman LaMarca is doing an outstanding job.

OTTAWA COUNTY COMMUNITY FOUNDATION GRANT

Ms. Rozak and Chief Meisler discussed needs for the police department, which resulted that Ms. Rozak will submit a grant to the Ottawa County Community Foundation (OCCF) for office furniture for the police department office located at Danbury School.

It was noted that previously, the OCCF awarded funds to the police department, which assisted with the purchase of portable AED's for the departments vehicles.

The deadline for the current OCCF grant application is March 15, 2017.

FIRE

Mr. Scott read the report submitted by Fire Chief Keith Kahler that listed his department responded to 39 EMS calls, 1 fire call, 1 motor vehicle crash, 3 alarm activations, and 1 carbon monoxide investigation to date in January.

Chief Kahler reported that the 5" hose ordered from the budget was delivered yesterday and the new fire engine looks like it is going to be ready for delivery in late April.

**DANBURY TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING MINUTES
JANUARY 25, 2017**

Assistant Fire Chief Timothy W. Almendinger reported that they are going to ask the association to purchase 5 more SCBA's for the Rapid Intervention Team (RIT) unit.

MEDICOUNT AGREEMENT RENEWAL

Mr. Scott announced that the renewal agreement for EMS billing services with Medicount Management had been forwarded to the Ottawa County Prosecutor's Office.

Mr. Scott reported that he and Chief Kahler had spoken about the renewal agreement and because Mr. Scott has some questions regarding the billing language in the renewal, a meeting with Heath Smedley of Medicount Management is being arranged.

Mr. Scott and Chief Kahler will meet with Mr. Smedley.

Once the Board has received an opinion back from the Ottawa County Prosecutor, James VanEerten and the meeting with Mr. Smedley occurs, discussion will continue about moving forward with the renewal.

ZONING

Zoning & Planning Administrator Kathryn A. Dale reported that 4 permits were issued to date in January and fees collected totaled \$385.39.

Mrs. Dale reminded the Trustees about her upcoming attendance to the OTA Conference, in Columbus, Ohio, and provided updates regarding electronic submission of the zoning applications via the website, and the Land Use Plan update for 2017.

Mrs. Dale spoke briefly about construction projects that are occurring along SR 269.

The **Board of Zoning Appeals** held a public hearing and the election of their officers for 2017 on January 18, 2017. Listed below are the results of BZA-2017-001.

BZA-2017-001-225 Oak, Approved as presented.

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.

The **Zoning Commission** will not meet on February 1, 2017, since there are no cases to be heard.

VIOLATIONS/COMPLAINTS

There were none.

SELECTION OF 2017 LAND USE PLAN COMMITTEE MEMEBERS

Mr. Scott and Ms. Rozak expressed their opinions on the selections of the 2017 Land Use Plan Committee members with Mrs. Dales. Discussion lasted about fifteen minutes.

Mrs. Dale will provide a finalized list of Land Use Plan committee members for the next meeting to appoint said members. The first meeting of this committee will be scheduled for late February or early March,

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

**FEDERAL SIREN AGREEMENT
CLEVELAND COMMUNICATIONS**

Fiscal Officer Shelley Seamon reported that Alan Close of Cleveland Communication had asked her to about alternate language for the "Renewal/Termination" portion of the provision for the federal sire agreement, since the former Ottawa County Prosecutor Mark Mulligan had approved the agreement as to form with the exception of the automatic renewal language in the provisions.

Mrs. Seamon noted that last night she faxed the revised agreement to Ottawa County Prosecutor James VanEerten for an opinion on alternate language for the "Renewal/Termination" portion of the provision for the federal sire agreement and Mr. Close has advised her to do what is needed in order to move forward since the agreement is to begin on February 1, 2017.

**DANBURY TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING MINUTES
JANUARY 25, 2017**

Therefore, Mr. Scott moved and Ms. Rozak seconded the motion to enter into an agreement with Cleveland Communication to service five (5) sirens at a cost of \$3,900.00 annual, pending approval of alternate language for the for the "Renewal/Termination" portion of the provision for the federal sire agreement, which is forthcoming from the Ottawa County Prosecutor James VanEerten. The vote was unanimous and motion carried.

NEW EMPLOYEE POLICES

Discussion regarding "New Employee Polices" was tabled.

OHIOCHECKBOOK LINK

Ms. Rozak reported that Cheryl Harmsen had found the link to add the Ohiocheckbook transparency program to the township's website; however since only the first half numbers for 2015 are attainable from the site, Mrs. Harmsen is reluctant to add the link.

Ms. Rozak asked Mrs. Seamon who Mrs. Harmsen should contact.

Mrs. Seamon explained that the Ohiocheckbook program is administered by the Ohio Treasurer Josh Mandell's Office and at this time she does not know who Mrs. Harmsen should contact.

Mrs. Seamon stated that she was in the middle of closing out the books for 2016, which this year includes preparing auditing notes before submission may take place, therefore once this is done she would look into the Ohiocheckbook matter.

Mrs. Seamon noted that the 2013-2014 information she had exported herself, however the 2015 information was uploaded to the site by UAN, and stated that once the year was closed and the 2016 information was uploaded it may fix itself.

NORTHSHORE BOULEVARD

At the previous meeting discussion of a road cut that occurred on Northshore Boulevard, prompted review of the minute books beginning with 2004, since Ms. Rozak had reported 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.

Ms. Rozak shared that review of the minute books from 2004 to 2009 were reviewed by herself and Cheryl Harmsen, however they did not find a resolution that prohibited cuts across Northshore Boulevard.

Ms. Rozak indicated that they had found a policy regarding ditches along Northshore Boulevard, which was passed by motion on September 8, 2004 that prohibited the filling or tiling of ditches in the right-of-way along Northshore Boulevard and requested the County Engineer's office not issue any permits for this type of work except for those permits required for a driveway. This policy was enacted in an effort to limit the hazards of flooding along Northshore Boulevard.

DESIGNATION OF PUBLIC RECORDS TRAINING

Mr. Scott moved and Ms. Rozak seconded the motion to designate Fiscal Officer Shelley Seamon to attend "Public Records" training on behalf of the Board of Trustees of Danbury Township. The vote was unanimous and motion carried.

It was noted that this motion does not apply to Trustee David M. Hirt since he was excused from this evening's meeting to attend "Public Records" training at the OTA Conference in Columbus, Ohio.

FUNDS TRANSFER AUTHORIZED

Ms. Rozak moved and Mr. Scott seconded the motion to authorize Fiscal Officer Shelley Seamon to transfer \$100,000.00 from the Marblehead Bank savings account to the Marblehead Bank checking account prior to the next meeting if it is necessary. The vote was unanimous and motion carried.

**DANBURY TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING MINUTES
JANUARY 25, 2017**

AMENDED CERTIFICATE AUTHORIZED

Mr. Scott moved and Ms. Rozak seconded the motion to authorize Fiscal Officer Shelley Seamon to obtain an amended certificate to include the OSS Joint Solid Waste grant award and the Drug Use Prevention grant award, and create the necessary appropriation and/or revenue account for both the OSS Joint Solid Waste grant award and the Drug Use Prevention grant award; and approve additional temporary appropriations not to exceed \$35,000.00.

NEW LIQUOR PERMIT

The Trustees did not request a hearing at the county seat for a new "Class A Permit" for K & M Safari LLC DBA Watering Hole Zoo Monsoon Lagoon, 1530 S. Danbury N. Road, Danbury Township, Port Clinton, Ohio 43452.

APPROVAL OF PAYROLL AND THE PAYMENT OF BILLS

After examining payroll and bills totaling \$77,517.91, Ms. Rozak moved and Mr. Scott 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.

47-2017	John L Belcher	Bi-weekly Wages 12/31/2016-01/13/2017	\$1,446.24
48-2017	Daniel J Bergman	Bi-weekly Wages 12/31/2016-01/13/2017	\$1,325.13
49-2017	Bradley L Biers	Bi-weekly Wages 12/31/2016-01/13/2017	\$336.01
50-2017	Terry L Conaway	Bi-weekly Wages 12/31/2016-01/13/2017	\$250.35
51-2017	J. Charles Cunningham	Bi-weekly Wages 12/31/2016-01/13/2017	\$1,309.57
52-2017	Kathryn A. Dale	Bi-weekly Wages 12/31/2016-01/13/2017	\$1,943.74
53-2017	John D. Grieve	Bi-weekly Wages 12/31/2016-01/13/2017	\$425.23
54-2017	Jared E Griffith	Bi-weekly Wages 12/31/2016-01/13/2017	\$1,236.53
55-2017	Cheryl K Harmsen	Bi-weekly Wages 12/31/2016-01/13/2017	\$810.09
56-2017	David M Hirt	January Salary	\$801.63
57-2017	Scott W Hites	Bi-weekly Wages 12/31/2016-01/13/2017	\$405.63
58-2017	James S Holzhauser	Bi-weekly Wages 12/31/2016-01/13/2017	\$267.18
59-2017	Stephanie A Hunsicker	Bi-weekly Wages 12/31/2016-01/13/2017	\$533.98
60-2017	Matilda A Johnson	Bi-weekly Wages 12/31/2016-01/13/2017	\$505.75
61-2017	Keith M Kahler	Bi-weekly Wages 12/31/2016-01/13/2017	\$1,341.40
62-2017	Tammy J Kahler	Bi-weekly Wages 12/31/2016-01/13/2017	\$417.55
63-2017	Lindsey N Knox	Bi-weekly Wages 12/31/2016-01/13/2017	\$385.68
64-2017	Bradford K LaMarca	Bi-weekly Wages 12/31/2016-01/13/2017	\$1,385.02
65-2017	Brian C McCune	Bi-weekly Wages 12/31/2016-01/13/2017	\$1,085.86
66-2017	Donald D McCune	Bi-weekly Wages 12/31/2016-01/13/2017	\$350.34
67-2017	Mark A Meisler	Bi-weekly Wages 12/31/2016-01/13/2017	\$1,640.74
68-2017	Michael S Meisler	Bi-weekly Wages 12/31/2016-01/13/2017	\$1,852.08
69-2017	Kegan J Rakosky	Bi-weekly Wages 12/31/2016-01/13/2017	\$119.65
70-2017	Randy R Rakosky	Bi-weekly Wages 12/31/2016-01/13/2017	\$578.57
71-2017	Trevor J Ross	Bi-weekly Wages 12/31/2016-01/13/2017	\$608.19
72-2017	Dianne M Rozak	January Salary	\$858.93
73-2017	Matthew J Salyers	Bi-weekly Wages 12/31/2016-01/13/2017	\$251.68
74-2017	Charles B Scott	January Salary	\$904.34
75-2017	Shelley J Seamon	January Salary	\$1,424.94
76-2017	Matthew M Shark	Bi-weekly Wages 12/31/2016-01/13/2017	\$1,229.50
77-2017	Brian P. Sloan	Bi-weekly Wages 12/31/2016-01/13/2017	\$1,447.48
78-2017	Christopher J Suppelsa	Bi-weekly Wages 12/31/2016-01/13/2017	\$534.70
79-2017	Mark M Turinsky	Bi-weekly Wages 12/31/2016-01/13/2017	\$1,178.69
80-2017	Brett A Waldron	Bi-weekly Wages 12/31/2016-01/13/2017	\$1,608.37
81-2017	Sean A Waugh	Bi-weekly Wages 12/31/2016-01/13/2017	\$122.85
82-2017	Joshua P. Young	Bi-weekly Wages 12/31/2016-01/13/2017	\$1,665.92
84-2017	Public Employees Retirement System	OPERS-G - Contributions December 2016	\$8,934.42
85-2017	Public Employees Retirement System	OPERS-L- Contributions December 2016	\$15,819.52
86-2017	Ohio Police & Fire Pension Fund	OP & F Contributions -December 2016	\$4,056.69
87-2017	Ohio Public Employees Deferred Comp.	VOL WH	\$565.00
88-2017	Treasurer of State of Ohio	State WH	\$2,195.65
89-2017	Internal Revenue	Federal WH	\$7,043.16
41372	Ohio Child Support Payment Central	Child Support	\$37.26

**DANBURY TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING MINUTES
JANUARY 25, 2017**

41373	Time Warner Cable Northeast	Telephone/Internet	\$650.65
41374	Cros.net, Inc.	Annual Fee	\$120.00
41375	Kathryn A. Dale	OTA Fee -Reimbursement	\$50.00
41376	Giffels-Webster Engineers, Inc.	Zoning Resolution Codification	\$1,800.00
41377	Judco, Inc.	Operating Supplies Roads	\$78.57
41378	Harry R Bell DBA Bell Electric & Heating	Furnace Maint. -Twp. Hall & Police Dept.	\$271.52
41379	Vanguard-Sentinel Career & Tech. Ctr.	EMT-In Service Tuition	\$210.00
41380	Erie Shore Propane, Inc.	Propane -Twp. Hall/Garages	\$623.35
41381	Semro Henry & Spinazze Ltd.	Legal Fees-Zoning	\$119.54
41382	Ottawa County Treasurer	Special Assessments/Property Tax	\$1,943.04
41385	AccuShred, LLC	Shredding Services	\$85.00
41386	Ohio Insurance Services Agency, Inc.	COBRA Administration Fee	\$325.00
		Total of Payroll & Bills	\$77,517.91

Comments & Concerns

The Trustees and Fiscal Officer addressed comments and concern Sherry Roberts had, which included the Ohiocheckbook program.

There being no further business before the Board, Mr. Scott moved and Ms. Rozak seconded the motion to adjourn at 7:28 p.m. The vote was unanimous and motion carried.