

# RECORD OF PROCEEDINGS

Minutes of

Danbury Township Board of Trustees Regular

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

January 28, 2015<sup>20</sup>

The Regular Meeting of the Danbury Township Board of Trustees held at the Danbury Township Hall, 5972 E. Port Clinton Eastern Road, Marblehead, Ohio on January 28, 2015, was called to order at 6:31 p.m. by President Charles B. Scott; the pledge of allegiance was recited, with Mr. Scott, Ms. Dianne M. Rozak. Mr. David M. Hirt was excused. Also present Fiscal Officer Shelley Seamon, Road Superintendent Brett Waldron, Police Chief Mike Meisler, Fire Chief Keith Kahler and Zoning and Planning Administrator Kathryn Dale.

There were no visitors in attendance.

### Approval of the Minutes

Mr. Scott moved to approve the minutes of the special and regular meetings held on January 14, 2015 as presented. Ms. Rozak seconded the motion. The vote was unanimous and motion.

### Amend the Organization Minutes of January 6, 2015

Mr. Scott moved to amend the minutes of the organizational meeting held on January 6, 2015 to correct Charlie Cunningham's hourly wage to \$23.13 from \$23.08 (calculation error), add Brandon Taylor's new hourly rate of \$22.91 (inadvertently omitted, and correct the new hourly rates of part-time EMT-P's and part-time FF/EMT-B's to \$11.85 from \$11.77 (calculation error) retroactive to January 3, 2015. Ms. Rozak seconded the motion. The vote was unanimous and motion carried.

### Correspondence

The police department received a thank-you card accompanied with a monetary donation from Barb Gillum of Shade Tree Country RV Park.

The Ohio Bureau of Worker's Compensation sent notice that they approved the Townships participation in their Drug-Free Safety Program at the *Basic* level for the program year beginning January 1, 2015 and provided a list of requirements the Township must accomplish throughout the year. (A copy was provided to Safety Coordinator Cheryl Harmsen).

Fiscal Officer Shelley Seamon received notice from the Ohio Plan that they will be providing cyber liability coverage effective with the Township's 2015 property and liability insurance renewal. Ms. Rozak asked that Mrs. Seamon obtain costs and information regarding cyber liability coverage. Mrs. Seamon said that she would contact Sandy Burt at Hylant Administrative Services.

The Trustees received the OSS Joint Solid Waste Management District winter newsletter.

Fiscal Officer Shelley Seamon sent notice to the Ottawa County Auditor that parcel id. #014-11244-15034-001 is no longer used for farmland, since it is now under a conservation easement with Danbury Township and the Black Swamp Conservancy.

### Roads, Buildings, & Grounds

Road Superintendent Brett Waldron reported on several winter storms his department handled and provided a brief overview of his annual report that was submitted to the Board.

Mr. Waldron announced that the Annual Road Tour with the Ottawa County Engineer was scheduled for Monday, March 2<sup>nd</sup>, 2015 at 8:30 p.m.

Mr. Waldron also announced that the Township Clean-Up dates for 2015; Clean-up will be held the weeks of April 20<sup>th</sup>-24<sup>th</sup>, July 20<sup>th</sup>-24<sup>th</sup>, and October 19<sup>th</sup>-23<sup>rd</sup>.

### Brush Grinding Discussion

The Trustees and Mr. Waldron discussed a brush grinding quote in the amount of \$2,380.00 received from David Price Metal Services –Land Clearing Division in Norwalk, Ohio. Mr. Waldron reported that other contractors were contacted to provide quotes, however they did not respond.

The Board agreed to move forward and accept the quote from David Price Metal Services –Land Clearing Division for brush grinding. Whereas the dollar amount of the service was under \$2,500.00, Mr. Scott advised Mr. Waldron to sign the agreement on behalf of the Township.

### Police

Police Chief Mike Meisler reported that his department handled 275 to date in the month of January. Chief Meisler announced that Danbury Local Schools will host an assembly in the auditorium on Friday, January 30, 2015 to honor local law enforcement, beginning at 2:00 p.m. Mr. Scott read aloud the resolution received declaring January 30, 2015 "Heroes in Blue" day.

### Fire

Fire Chief Keith Kahler reported that his department responded to 49-EMS calls, 2-Fire calls, and 3-Motor Vehicle Crashes, 1-Alarm call, and 1 Carbon Monoxide Investigation to date in the month of January.

### Ohio BWC Safety Grant Application

Mr. Scott moved to approve applying for an Ohio Bureau of Worker's Compensation grant to assist with the cost to purchase 2 Power Loading Systems for 2 of the Fire Departments ambulances and acknowledge that he would sign the necessary document as President of the Board. Ms. Rozak seconded the motion. The vote was unanimous and motion carried.

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**Resignation Accepted**

With regret, Ms. Rozak moved to accept the resignation of Judy Meyer from the Danbury Township Fire Department effective on January 26, 2015. Mr. Scott seconded the motion. The vote was unanimous and motion carried.

**Appointment of Fire Department Personnel**

Based on the recommendation of Fire Chief Kahler, Mr. Scott moved to appoint the following persons to the Danbury Township Volunteer Fire Department effective January 28<sup>th</sup>, 2015, Tammy Kahler - FF/EMT-A, Lindsey Knox - EMT-P, and Chad Christ - probationary member until certifications are completed. Ms. Rozak seconded the motion. The vote was unanimous and motion carried.

**Training Costs for Fire Department Personnel**

Fiscal Officer Shelley Seamon reported that because she received a training reimbursement from FF-EMT-P Doug Waugh, she emailed the County Prosecutor regarding whether or not donations received by the Fire Department may be used to reimburse Fire Department personnel for tuition or materials since the donations received did not specify a particular use.

Mrs. Seamon stated that County Prosecutor Mark Mulligan responded "You may use the funds as you propose". Therefore, Mr. Scott moved to approve additional temporary appropriation within the Fire and EMS levy fund in the amount of \$7,653.00 for training services of Fire Department Personnel. Ms. Rozak seconded the motion. The vote was unanimous and motion carried.

Mrs. Seamon stated that each reimbursement should be accompanied by the members' completion certificate.

Chief Kahler noted that it may take months for personnel to obtain their certificates and recommended that personnel provide some type of receipt for reimbursement instead of their completion certificate.

The Trustees agreed that a receipt with the FF/EMT's name and cost of training would be enough for reimbursement purposes.

Chief Kahler stated that training for personnel was being offered at Kalahari in Sandusky, Ohio and several members were planning to attend; should each member attend all three sessions, the cost per attendee will be \$175.00.

**Zoning**

Zoning & Planning Administrator Kathryn Dale reported that 6 permit applications were processed to date in the month of January and fees collected totaled \$455.08.

Mrs. Dale also reported that the website has been updated for 2015 meeting dates, 2014 minutes/resolutions have been archived, and codifications of the amendments to the Zoning Resolution were been sent to ClearZoning.

The **Board of Zoning Appeal's** is scheduled to meet on Wednesday, February 18, 2015 at the Danbury Township Hall at 6:30 p.m. Applications are due by Friday, January 30, 2015.

Notice for the Danbury Township Board of Trustees public hearing on Wednesday, February 11, 2015, beginning at 6:15 for application: **ZC-2014-206** a Map Amendment from "A" Agricultural to "C-2" General Commercial for 0.95 acres located at 9065 E. Harbor Road/S.R. 163 will be published this Friday, January 30, 2015 in the Peninsula News.

**Complaints and/or Violations**

**1070 Englebeck**-nothing new was reported regarding an inhabited camper and storage of boats and vehicles.

Blighted, unsafe structure at **1049 Englebeck**, Mrs. Dale acknowledged that the Building Department has deemed the structure on this property unsafe and contact was made with Attorney Jeffery Stoper of Eastman & Smith to verify procedures if this is something the Trustees want to pursue as an abatement. Mrs. Dale reported that she has contacted several demolition contractors and only received one quote; however she estimates the demolition of the home would be \$5000.00 to \$7,500.00 that would be disbursed from the general fund. Whereas Mrs. Dale was seeking direction in the matter, the Board asked Mrs. Dale to obtain another quote for demolition of the home at 1049 Englebeck.

**Ligation Updates**

Mrs. Dale reported that oral arguments have not been set yet at the 6<sup>th</sup> District Court of Appeals in Toledo, Ohio for the Steinbrick case; however Mr. Coppeler said it could be another month before oral arguments are scheduled.

Mrs. Dale also reported that a decision in the Bay's Edge /Willow Bend case was forthcoming.

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### Ottawa County Regional Planning Commission

Mrs. Dale explained that the Ottawa County Regional Planning Commission discussed and reviewed January 20, 2015 a Preliminary Plat for Phase 3 & 4 of Lighthouse Bluffs that includes 47 "single family" lots and the replat of 6 duplex lots.

Mrs. Dale reported that there was a list of items that need to be corrected, but the Commission approved the Preliminary Plat conditionally on the list being addressed. Mrs. Dale also reported that there are potential variances being needed from the County and the applicant also needs to get final approval of these 2 phases from our Board of Zoning Appeals as well because it was a conditional Cluster Housing Community.

Prior to dismissing the department heads, a brief discussion was held amongst the Trustees and Department Heads regarding the professional developmental training provided to employees by Scott Warrick on Tuesday, January 27, 2015. Comments were both positive and negative.

Ms. Rozak provided the Trustees and Department Heads information about a class that is being offered at EHOVE regarding "Social Media's Impact on the Workplace" in April 2015. Tuition is \$49.00 per person. The Trustees encouraged attendance and agreed to reimburse personnel for the tuition of the class.

Department Heads were dismissed at 7:15 p.m. Mrs. Dale elected to stay to participate in the discussion about the 2017 Land Use Plan costs for the 2015 budget.

Mr. Scott moved to take a short recess at 7:16 p.m. Ms. Rozak seconded the motion. The vote was unanimous and motion carried.

Mr. Scott moved to reconvene from recess to regular session at 7:36 p.m. Ms. Rozak seconded the motion. The vote was unanimous and motion carried.

### 2017 Land Use Plan Costs

Mrs. Seamon reported that she and Mrs. Dale met last Wednesday to discuss related costs for the 2017 Land Use Plan. Mrs. Seamon also reported that Mrs. Dale estimated \$5,000.00 would cover expenses for printing, postage, advertising, office supplies, and other expenses such as refreshments during community outreach events or pizza if the committee is working late.

Mrs. Seamon shared that she initially told Mrs. Dale she planned to create new line items within the general fund for Land Use Plan costs. Mrs. Seamon indicated to the Board that she felt it was not necessary to create new line items, since the costs for the Land Use Plan could easily be tracked in an excel spreadsheet.

The Trustees and Mrs. Dale held a brief discussion regarding the matter. Discussion concluded and the Trustees agreed \$5,000.00 was a reasonable budget for the Land Use Plan and advised Fiscal Officer Shelley Seamon to make the necessary increases for printing, advertising, office supplies, and other expenses within the general fund. The Trustees also agreed that Mrs. Seamon would track expenses in an excel spreadsheet instead of creating new line item accounts specific to Land Use Plan costs.

### Time Warner Agreement

Discussion regarding the Time Warner Agreement to bundle telephone, internet, cable services for the Township was tabled since a revised agreement implementing the recommendations of the County Prosecutor was not available in time for tonight's meeting.

### Website Domain Renewal with Computer Resources

With regard to the website and/or email domain renewal with Computer Resources, Ms. Rozak reported that the domain renewal was in conjunction with the [www.danburytownship.com](http://www.danburytownship.com) emails and should be paid since the Time Warner agreement has not been finalized.

Ms. Rozak moved to approve that the warrant in the amount of \$120.00 be drawn to Cros Net Inc. prior to the next meeting since it is due by January 30, 2015. Mr. Scott seconded the motion. The vote was unanimous and motion carried.

### Annual Support & Hardware Warranty Agreement-Shortel Phone System

Ms. Rozak moved to enter into an agreement with Micro Works Inc., for one year for support of the Shortel Phone System and a hardware warranty as recommended by Zoning & Administrative Assistant Cheryl Harmsen. Mr. Scott seconded the motion. The vote was unanimous and motion carried.

### Approve Payment to Micro Works, Inc.

Ms. Rozak moved to approve payment in the amount of \$445.00 to Micro Works, Inc., for the annual support of the Shortel Phone System and a hardware warranty to be disbursed from the general fund and acknowledged that warrant # 39377 was prepared on 1/22/15, however was not mailed. Mr. Scott seconded the motion. The vote was unanimous and motion carried.

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#### Final Budget Discussion

The Trustees agreed to hold final discussion of the 2015 budgets at the regular meeting on February 11, 2015 at the conclusion of Committee Reports.

#### Approval to Obtain an Amended Certificate from the County Auditor

Whereas Police Chief Mike Meisler has applied for and received \$640.00 from the Ohio Attorney General's Office for Certified Peace Officer training costs; Mr. Scott moved to create the necessary revenue (2901-539-0000 – CPT-2015) and appropriation (2901-210-318-0000)-accounts and authorize Fiscal Officer Shelley Seamon to obtain an amended certificate from the County Auditor. Ms. Rozak seconded the motion. The vote was unanimous and motion carried.

#### Sign Cemetery Deed

The Trustees signed a Cemetery Deed for Gaylord Taylor, lot 42; graves 7 & 8; in the 1<sup>st</sup> addition at Sackett Cemetery.

#### Aluminum Can Recycling

The Trustees held discussion regarding allowing other groups to participate with the aluminum can recycling trailer. Discussion resulted that the Trustees agreed the Boy Scouts, the Peninsula Youth Athletic League, and the Girl Scouts will share the aluminum can recycling trailer and related up-clean on a two-month rotation for each group. Mr. Scott will notify the adult leaders of each group.

#### Annual Dog Show

The Trustees discussed and agreed to sponsor the 2<sup>nd</sup> annual "Dog Show" on May 17, 2015 to benefit the Ottawa County Humane Society.

#### Electrical Hazard Analysis

Ms. Rozak reported that Safety Coordinator Cheryl Hamsen had provided information to the Department Heads and Trustees regarding "Electrical Hazard Analysis" that refers to "Electrical Safety Compliance Services" and proposes the question "Is your company (Township) protecting its most important asset-employees?" The information was prepared by JDRM Engineering, Inc. and Mrs. Hamsen received said information at her recent Ottawa County Safety Council meeting.

#### Motor Vehicle Records (MVR's)

Fiscal Officer Shelley Seamon reported that the paperwork to obtain MVR's was distributed to the Road and Police Department personnel and a check was issued to have the MVR's processed after tonight's meeting. Mrs. Seamon also reported that in 2014, she neglected to obtain MVR's for the Road and Police Department personnel, however moving forward MVR's will be processed during the month of January hereafter.

Mrs. Seamon shared that on April 27, 2011, "Mr. Scott moved to approve obtaining Motor Vehicle Records for those employees who drive township owned vehicles. Seconded by Mr. Hirt. Vote: Mr. Hirt-yes, Mr. Scott-yes, and Ms. Rozak-yes. Motion carried."

Mrs. Seamon explained that recently she had spoken with Fire Chief Keith Kahler regarding obtaining MVR's for his department and had offered to attend the next Fire Department meeting since one of the forms must be notarized.

Mrs. Seamon presented the Trustees with the necessary forms and ask the Trustees if she should proceed.

The Trustees discussed the matter and agreed Fire Department personnel should be included since they drive township owned vehicles.

#### Approve Payroll & Payment of Bills

After examining payroll and bills totaling \$84,435.81 Mr. Scott moved that they be accepted and warrants or electronic transfers for the various amounts be processed. Ms. Rozak seconded the motion. The vote was unanimous and motion carried.

51-2015	Shannon M Belcher	Wages 1/3/15-1/16/15	\$ 65.40
52-2015	John L Belcher	Wages 1/3/15-1/16/15	\$ 1,154.80
53-2015	Daniel J Bergman	Wages 1/3/15-1/16/15	\$ 1,433.81
54-2015	Bradley L Biers	Wages 1/3/15-1/16/15	\$ 601.97
55-2015	Terry L Conaway	Wages 1/3/15-1/16/15	\$ 241.14
56-2015	J. Charles Cunningham	Wages 1/3/15-1/16/15	\$ 1,158.92
57-2015	Kathryn A. Dale	Wages 1/3/15-1/16/15	\$ 1,898.24
58-2015	Jared E Griffith	Wages 1/3/15-1/16/15	\$ 1,300.98
59-2015	Cheryl K Hamsen	Wages 1/3/15-1/16/15	\$ 788.02
60-2015	David M Hirt	Trustee Salary-January	\$ 800.82
61-2015	Stephanie A Hunsicker	Wages 1/3/15-1/16/15	\$ 422.32
62-2015	Matilda A Johnson	Wages 1/3/15-1/16/15	\$ 299.02
63-2015	Keith M Kahler	Wages 1/3/15-1/16/15	\$ 1,253.35
64-2015	Bradford K LaMarca	Wages 1/3/15-1/16/15	\$ 1,220.75

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65-2015	Brian C McCune	Wages 1/3/15-1/16/15	\$ 127.51
66-2015	Mark A Meisler	Wages 1/3/15-1/16/15	\$ 1,428.14
67-2015	Michael S Meisler	Wages 1/3/15-1/16/15	\$ 1,631.82
68-2015	Judy A Meyer	Wages 1/3/15-1/16/15	\$ 256.54
69-2015	Zachary D Miramontes	Wages 1/3/15-1/16/15	\$ 360.58
70-2015	Randy R Rakosky	Wages 1/3/15-1/16/15	\$ 260.49
71-2015	Trevor J Ross	Wages 1/3/15-1/16/15	\$ 454.48
72-2015	Dianne M Rozak	Trustee Salary-January	\$ 870.82
73-2015	Matthew J Salyers	Wages 1/3/15-1/16/15	\$ 261.35
74-2015	Charles B Scott	Trustee Salary-January	\$ 904.13
75-2015	Shelley J Seamon	Fiscal Officer Salary- January	\$ 1,338.00
76-2015	Brian P. Sloan	Wages 1/3/15-1/16/15	\$ 1,341.34
77-2015	Brandon L Taylor	Wages 1/3/15-1/16/15	\$ 1,352.86
78-2015	Mark M Turinsky	Wages 1/3/15-1/16/15	\$ 1,240.32
79-2015	Brett A Waldron	Wages 1/3/15-1/16/15	\$ 1,867.31
80-2015	Gordon D Waugh	Wages 1/3/15-1/16/15	\$ 1,040.15
81-2015	Joshua P. Young	Wages 1/3/15-1/16/15	\$ 1,387.54
83-2015	Internal Revenue	Federal WH	\$ 5,821.52
84-2015	OH Public Employees Deferred Comp.	Voluntary Contributions	\$ 430.00
85-2015	Treasurer of State of Ohio	State WH	\$ 1,850.56
39378	Austin Lucas	Wages 1/3/15-1/16/15	\$ 166.44
39379	Ohio Child Support Payment Central	Child Support WH	\$ 185.95
39380	Luckey Farmers, Inc.	Fuel -December 2014	\$ 3,346.62
39381	Ohio Insurance Services Agency, Inc.	February Premium	\$ 28,827.02
39382	Ohio Edison	Electricity-Twp. Bldgs/Sirens/P.O.L.	\$ 625.55
39383	Ohio Edison	Electricity-Fire Stations	\$ 416.34
39384	Ohio Edison	Electricity-Roads/Police	\$ 395.59
39385	Ohio Edison	Street Lights	\$ 625.05
39386	H2 Designs, LLC	Re-Lettering Fire Dept. Vehicles	\$ 2,955.00
39387	Hanson Aggregates Midwest, LLC	Stone-Road	\$ 185.73
39388	Bound Tree Medical LLC	EMS Supplies	\$ 820.57
39389	Fire Safety Services Inc.	Fire Supplies	\$ 94.00
39390	OH Portable Power Solutions DBA Interstate Battery	Battery - Fire Dept.	\$ 15.00
39391	Ramaker & Associates, Inc.	CIMS Professional Fee	\$ 350.00
39392	Lakeland Auto & Marine Inc.	Road & Fire Dept. Supplies	\$ 958.25
39393	Ottawa County Treasurer	Real Estate Taxes	\$ 1,726.50
39394	West Publishing Corporation	OCR/Zoning Law Subscriptions	\$ 216.08
39395	Ferrara Fire Apparatus, Inc.	Fire Supplies	\$ 698.02
39396	Ray Allen Manufacturing, LLC	K-9 supplies	\$ 252.98
39397	Truck Sales & Service Inc.	Road Vehicle Repairs	\$ 421.58
39398	Verizon Wireless	Cellular Services -Police	\$ 367.92
39399	Cros.net, Inc.	Internet Services -Fire Dept.	\$ 24.95
39400	AmeriGas Propane LP	Propane Hall/Garage	\$ 630.58
39401	O.E. Meyer CO.	EMS Supplies	\$ 106.11
39402	Wal-Mart Community	Fire Dept. Supplies/Minor Equip.	\$ 137.06
39403	Tanner Supply Company Inc.	Key-code Installation-Fire Dept.	\$ 2,496.30
39404	Dianne M. Rozak	Training Supplies	\$ 139.08
39405	Knox Associates Inc.	Software for Med Vault	\$ 239.00
39406	Ohio Treasurer of State	MVR's -Police/Roads	\$ 102.00
39407	First Communications	Long Distance (2 mos.)	\$ 45.54
Total Expenditures			\$ 84,435.81

### Revenue Report

Revenues received 1/16/15-1/27/15 for the various funds totaled \$3,852.13. The breakdown of revenues was as follows: \$2,009.17-Local Govt., \$219.48-2014 BWC premium refund, \$300.00-Cemetery, \$100.00-Police Dept., \$744.65 EMS Billing Services, and \$478.83-Zoning.

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**Fund Status Report**

The Trustees signed the Fund Status Report dated January 28, 2015.

**Comments & Concerns**

There were none.

**Executive Session**

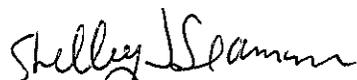
Mr. Scott moved to go into Executive Session from Regular Session at 7:51 p.m. to discuss compensation of public employees. Ms. Rozak seconded the motion. The vote was unanimous and motion carried

**Regular Session**

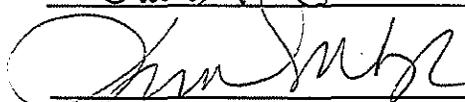
Mr. Scott moved to reconvene to Regular Session from Executive Session at 8:20 p.m. Ms. Rozak seconded the motion. The vote was unanimous and motion carried.

Mr. Scott moved approve increases for PT EMT-A (fka EMT-I) to \$11.21 from \$10.71 and PT FF/EMT-A (fka FF/EMT-I) to \$12.35 from \$11.85 based on the recommendation of Fire Chief Keith Kahler. Ms. Rozak seconded the motion. The vote was unanimous and motion carried.

There being no further business before the Board, Mr. Scott moved to adjourn at 8: 22 p.m. Ms. Rozak seconded the motion. The vote was unanimous and motion carried.



Fiscal Officer



Danbury Township Board of Trustees