

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

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The Regular Meeting of the Danbury Township Board of Trustees held at the Danbury Township Hall on February 8, 2017, was called to order at 6:32 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, Police Chief Mike Meisler, Fire Chief Keith Kahler, and Zoning & Planning Administrator Kathryn A. Dale.

Visitors in attended were Susan Dress, Christopher Burlingame, Kevin Scarpino, Joe Boss, Dan Parent, Shane Baumgartner, Jamie Beier Grant, Bruce Brockert, Charlie Wittman, and Troy Wittman.

**JAMIE BEIER GRANT
OTTAWA COUNTY IMPROVEMENT CORPORATION**

Jamie Beier Grant, Director of the Ottawa County Improvement Corporation (OCIC) attended to provide an overview of the Community Reinvestment Area (CRA) Program.

The CRA Program is an economic development tool administered by municipal and county government that provides real property tax exemptions for property owners (residential and commercial) who renovate existing or construct new buildings.

The presentation lasted approximately twenty minutes and a question /answer opportunity occurred amongst the Trustees, Ms. Beier Grant, Kathryn Dale, and Susan Dress. An overview of the program is attached.

**APPROVAL TO CORRECT THE
REGULAR MEETING MINUTES
FOR JANUARY 11, 2017**

Ms. Rozak moved and Mr. Hirt seconded the motion to correct the regular meeting minutes of 1/11/17 to read that Mrs. Dale requested approval to attend the OTA Conference on January 26th & 27th, 2017, which would include reimbursement for one night's stay and meals. The Trustees and Mrs. Dale discussed the matter and the following action 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 January 26th & 27th, 2017. (Amends page 0493; dated 1/11/17). The vote was unanimous and motion carried.

**APPROVAL OF THE
REGULAR MEETING MINUTES
FOR JANUARY 25, 2017**

Mr. Scott and Mr. Hirt seconded the motion to approve the regular meeting minutes for 1/25/17 as presented. The vote was unanimous and motion carried.

CORRESPONDENCE

The Trustees received an email invitation from Mary Ann Hirsch, Lakeside Chautauqua, and Assistant to the President/CEO & Director of Guest Services to participate in a master planning focus group for Lakeside Chautauqua on Wednesday, February 15, 2017. Mr. Scott will attend and Kathryn A. Dale may attend also.

A copy of the annual report for the Ottawa County Municipal Court was received.

ROADS-BUILDINGS-GROUNDS

Road Superintendent Brett Waldron reported that one full service burial was conducted at Sackett Cemetery. The department has been trimming brush and cleaning ditches in the road right-of way and continues maintenance of their equipment.

On Wednesday, February 1, 2017, staff attended a "Pavement Preservation" presentation that was held in Sandusky, Ohio.

The annual road tour with the County Engineer will be scheduled for Thursday, March 9, 2017. Mr. Waldron and Mr. Hirt will accompany the County Engineer on the road tour.

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POLICE

Mr. Scott read the report that was submitted by Police Chief Mike Meisler, which listed his department, handled 326 incidents during the month of January and 70 incidents to date in February.

FIRE

Mr. Scott read the report submitted by Fire Chief Keith Kahler that listed his department responded to 50 EMS calls, 1 fire call, 1 motor vehicle crash, 4 alarm activations, and 1 carbon monoxide investigation during the month of January and 5 fire calls and 1 carbon monoxide investigation to date in February.

Chief Kahler reported that the Port Clinton Fire Department will be donating equipment for the Rapid Intervention Team (RIT) unit.

Mr. Scott spoke briefly about the meeting he and Chief Kahler had with Heath Smedley of Medicount Management. Mr. Scott reported that his questions regarding private pay billing of residents who pay property taxes were answered and now the Board was awaiting an opinion from the Ottawa County Prosecutor.

**OHIO FIRE ASSOCIATION CONFERENCE
JULY 2017**

Discussion was held regarding the Fire Chief Keith Kahler and Assistant Fire Chief Timothy W. Almendinger's attendance to the Ohio Fire Association Conference in July, since hotel rooms have been reserved. Approvals of said expenses for the conference will be approved at a later date.

ZONING

Zoning & Planning Administrator Kathryn A. Dale reported that issued during the month of January 6 permits were issued, fees collected totaled \$642.01, staff responded to 413 calls, emails, and in-person inquires, and 83 site visits were conducted; and to date in February 4 permits were processed and fees collected totaled \$1,033.20.

Mrs. Dale provided an overview of the sessions she attended at the OTA conference in Columbus, Ohio on January 26th & 27th, 2017 and reported the electronic submission of zoning applications via the website is now complete.

The **Board of Zoning Appeals** will hold a public hearing on February 15, 2017 on the following case:

BZA-2017-008 1530 S. Danbury N./SR 269 (Former Monsoon Lagoon).

Request for a Conditional Use in accordance with Section 3.1.10.C.vii & Section 4.16 to allow a Commercial Amusement Enterprise; and a Use Variance from Section 3.1.10B.xxvi and Section 4.21 for a Temporary Building/Use/Structure. Request is to allow a temporary tent for and indoor/outdoor petting zoo until the completion of a permanent indoor/outdoor petting zoo facility. North Coast Zoological, LLC Owner/Applicant, Michael Prosser Agent.

Mrs. Dale shared that there was a potential of appearance of legal counsel from various parties and a court reporter had been requested for the above mentioned case.

The **Zoning Commission** is anticipating two (2) cases for their March 1, 2017 meeting.

VIOLATIONS/COMPLAINTS

There were none.

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**APPOINTMENTS
2017 LAND USE PLAN COMMITTEE MEMEBERS**

Ms. Rozak moved and Mr. Scott seconded the motion to appoint the following individuals as an appointee or an alternate to serve on the 2017 Land Use Plan Committee:

	<u>Appointee</u>	<u>Alternate</u>
Danbury Schools	Dan Parent	Denny Coles
Ottawa County	Mark Messa	Ron Lajti Jr.
Zoning Commission	Jodi Kopanski	John Paul Dress
Chamber of Commerce	Emily Dunfee	Ann Duez
Board of Zoning Appeals	Carol Robertson	Loretta Grentzer
Lakeside	Kevin Sibbring	Dan Dudley
Board of Trustees	Dianne Rozak	Charles Scott
OCIC	Jaime Beier Grant	OCIC Staff
Village of Marblehead	Bob Hruska	***
Environmental	Joe Uhinck	OCSWCD Staff
At Large Member	Tim Feller	***
At Large Member	Linda Huber	***
At Large Member	June Galvin	***
At Large Member	Charles Rasko	***
Realtor/Builder	Sherry Roberts	Tom Dearth
Local Family	John Englebeck	Jackie Tibbels
Local Family	Mike Turinsky	***

***** Denotes no alternate.**

The vote was unanimous and motion carried.

DRUG FREE SAFETY TRAINING DATES

Ms. Rozak announced that Safety Coordinator Cheryl Harmsen had arranged the following dates and times for township employees to complete Drug Free Safety Refresher training, which is mandated by participation in the Ohio BWC Drug Free Safety Program.

Drug Free Safety Refresher training will be held at the Danbury Township Hall located at 5972 E. Port Clinton Eastern Road, Marblehead, Ohio on: Wednesday, March 1, 2017, 8:00 a.m. (supervisors); 9:00 a.m. (employees); and Wednesday, March 29, 2017 6:00 p.m. (employees).

Ms. Rozak moved and Mr. Hirt seconded the motion to approved overtime for those police officers who are not regularly scheduled during the daytime hours. The vote was unanimous and motion carried.

Dan Parent, Superintendent of Danbury Schools attended to acknowledge the school's appreciation for the Police Department for their partnership. Currently the Police Department has a sub-station in the school, co-sponsors the Safety Town event, and recently added D.A.R.E. instruction for students, which is instructed by Patrolman Brad LaMarca.

Comments from the visitors concluded at 7:20 p.m., therefore the department heads were dismissed.

NEW EMPLOYEE POLICES

Discussion regarding "New Employee Polices" was tabled due to the incorporation of suggestions received from the Zoning Staff and a 3rd draft of the policy was presented to the Board.

ACKNOWLEDGEMENT OF YEARS OF SERVICE

On January 29, 2017, Patrolman Brian Sloan completed 6 years of fulltime service. Sick/vacation accruals will be adjusted in the pay period beginning on January 28, 2017. Officer Sloan's hourly wage remained at \$24.53 per hour.

FUND STATUS REPORT SIGNED

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

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**REVENUE & EXPENDITURE
MONTHLY TOTALS FOR
DECEMBER 2016**

Fund	Revenues	Expenditures
General	\$7,244.80	\$37,657.30
Motor Vehicle License Tax	\$4,232.98	\$0.00
Gasoline Tax	\$7,911.49	\$0.00
Road and Bridge	\$300.00	\$38,093.20
Cemetery	\$2,794.00	\$206.18
Police District	\$1,096.75	\$66,663.18
Fire District	\$0.00	\$0.00
Zoning	\$2,512.44	\$1,404.36
Fire Levy	\$0.00	\$0.00
Drug Law Enforcement	\$205.00	\$0.00
Enforcement and Education	\$0.00	\$0.00
Fire & EMS Levy	\$43,861.84	\$65,592.31
CPT-2015	\$0.00	\$0.00
DARE Grant 2016-2017	\$0.00	\$0.00
2015 Solid Waste Sign Grant	\$0.00	\$0.00
	\$70,159.30	\$209,616.53

**REVENUE & EXPENDITURE
MONTHLY TOTALS FOR
JANUARY 2017**

Fund	Revenues	Expenditures
General	\$3,913.72	\$31,758.76
Motor Vehicle License Tax	\$3,853.37	\$0.00
Gasoline Tax	\$6,558.24	\$0.00
Road and Bridge	\$14,752.18	\$36,945.38
Cemetery	\$600.61	\$229.48
Police District	\$246.79	\$78,210.69
Fire District	\$0.00	\$0.00
Zoning	\$893.81	\$2,356.67
Drug Law Enforcement	\$100.00	\$0.00
Enforcement and Education	\$25.00	\$0.00
Fire & EMS Levy	\$21,774.39	\$51,013.10
CPT-2015	\$1,760.00	\$0.00
DARE Grant 2016-2017	\$0.00	\$0.00
	\$54,478.11	\$200,514.08

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.

90-2017	John L Belcher	Wages 1/14/17-1/27/17	\$1,446.24
91-2017	Daniel J Bergman	Wages 1/14/17-1/27/17	\$1,326.96
92-2017	Bradley L Biers	Wages 1/14/17-1/27/17	\$435.00
93-2017	Terry L Conaway	Wages 1/14/17-1/27/17	\$250.35
94-2017	J. Charles Cunningham	Wages 1/14/17-1/27/17	\$1,324.15

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95-2017	Kathryn A. Dale	Wages 1/14/17-1/27/17	\$1,653.50
96-2017	Jared E Griffith	Wages 1/14/17-1/27/17	\$1,238.35
97-2017	Cheryl K Harmsen	Wages 1/14/17-1/27/17	\$850.21
98-2017	Scott W Hites	Wages 1/14/17-1/27/17	\$538.50
99-2017	James S Holzhauser	Wages 1/14/17-1/27/17	\$333.71
100-2017	Stephanie A Hunsicker	Wages 1/14/17-1/27/17	\$122.70
101-2017	Matilda A Johnson	Wages 1/14/17-1/27/17	\$440.38
102-2017	Keith M Kahler	Wages 1/14/17-1/27/17	\$1,351.43
103-2017	Tammy J Kahler	Wages 1/14/17-1/27/17	\$294.04
104-2017	Lindsey N Knox	Wages 1/14/17-1/27/17	\$385.68
105-2017	Bradford K LaMarca	Wages 1/14/17-1/27/17	\$1,385.02
106-2017	Brian C McCune	Wages 1/14/17-1/27/17	\$1,085.86
107-2017	Donald D McCune	Wages 1/14/17-1/27/17	\$425.78
108-2017	Mark A Meisler	Wages 1/14/17-1/27/17	\$1,547.41
109-2017	Michael S Meisler	Wages 1/14/17-1/27/17	\$1,812.70
110-2017	Kegan J Rakosky	Wages 1/14/17-1/27/17	\$337.43
111-2017	Randy R Rakosky	Wages 1/14/17-1/27/17	\$522.20
112-2017	Trevor J Ross	Wages 1/14/17-1/27/17	\$435.63
113-2017	Matthew J Salyers	Wages 1/14/17-1/27/17	\$425.05
114-2017	Matthew M Shark	Wages 1/14/17-1/27/17	\$1,229.50
115-2017	Brian P. Sloan	Wages 1/14/17-1/27/17	\$1,447.48
116-2017	Christopher J Suppelsa	Wages 1/14/17-1/27/17	\$593.51
117-2017	Timothy N Taylor	Wages 1/14/17-1/27/17	\$151.02
118-2017	Mark M Turinsky	Wages 1/14/17-1/27/17	\$1,178.69
119-2017	Brett A Waldron	Wages 1/14/17-1/27/17	\$1,503.89
120-2017	Sean A Waugh	Wages 1/14/17-1/27/17	\$242.93
121-2017	Joshua P. Young	Wages 1/14/17-1/27/17	\$1,559.11
23-2017	Ohio Public Employees Deferred Comp.	Voluntary Contributions	\$485.00
124-2017	Internal Revenue	Federal WH	\$6,406.63
41387	Ohio Insurance Services Agency, Inc.	March Premiums-Employees	\$2,035.00
41388	Ohio Insurance Services Agency, Inc.	March Premiums-Employer	\$28,919.87
41389	Walmart Community	Misc. Supplies-Various Depts.	\$351.39
41390	Staples Business Advantage	Office Supplies -Fire & Zoning Depts.	\$230.41
41391	Brian McCune	Training Fee Reimbursement	\$150.00
41392	Verizon Wireless	Cell Phones-Police Dept.	\$361.11
41393	Finley Fire Equipment Co.	Operating Supplies-Fire	\$31.18
41394	Galls, AN Aramark Company	Uniforms-BCM	\$124.98
41395	Ohio Edison	Street Lights	\$572.60
41396	Ohio Edison	Electricity	\$1,468.66
41397	Gregory W Shadler	Wages 1/14/17-1/27/17	\$469.65
41398	Ohio Child Support Payment Central	Child Support WH	\$37.26
41399	Ottawa /County Municipal Court	Garnishment WH	\$9.91
41400	Ken Gill Construction, LLC	Contract Services -Quarry Road	\$2,800.00
41401	Cyclone Services Inc.	Trash Pick-up	\$100.00
41402	Frontier	Telephone-Police Dept.	\$43.65
41403	MNCO	Legal Notices-Zoning	\$140.68
41404	Shelley J. Seamon	Duplicate Title Fees Reimbursement	\$32.00
41407	AccuShred, LLC	Shredding	\$65.00
41408	Ottawa County Sanitary Engineering	Water & Sewer'	\$241.54
41409	Lowe's	Operating Supplies – Road & Police Depts.	\$15.42
41410	Brian McCune	Operating Supplies Reimbursement	\$91.04
41411	JVS Garage Door Co.	Repairs (Garage Doors) Road & Police Depts.	\$245.50

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41412	Galls, AN Aramark Company	Operating Supplies- Road Dept.	\$137.97
41413	Columbia Gas	Natural Gas	\$577.51
41414	Paul J Wallen DBA Catawba Security	Other Expense- Keeper's House	\$239.40
41415	Creative Product Sourcing, Inc.	DARE Awards	\$560.94
41416	Port Clinton Ford Mercury Inc.	Repairs/Maint.- Police Dept. Vehicles	\$236.75
41417	Harry R Bell DBA Bell Electric & Heating	Repairs (Replace Ballasts) Police Dept.	\$148.51
41418	Elite K-9, Inc.	Minor Equipment-K-9	\$169.95
41419	MT Business Technologies, Inc.	Copier Maint./Color Copies - Hall/Police/Fire	\$381.64
41420	Kathryn A. Dale	Travel/Mtg. Expenses Reimbursement	\$152.93
41421	Frontier	Telephone-Keeper's House	\$32.53
41422	Winzer Corporation	Operating Supplies-Road Dept.	\$392.48
41423	Midway Inc.	Operating Supplies-Road Dept.	\$66.26
41424	Zoll Medical Corp	Minor Equipment-EMS	\$400.20
		Total of Payroll & Bills	\$76,799.96

Comments & Concerns

There were none.

There being no further business before the Board, Ms. Rozak moved and Mr. Hirt seconded the motion to adjourn at 7:32 p.m. The vote was unanimous and motion carried.

Fiscal Officer

Danbury Township Board of Trustees