

RECORD OF PROCEEDINGS

Minutes of

Danbury Township Board of Trustees Regular

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

February 24, 2016

The Regular Meeting of the Danbury Township Board of Trustees held at the Danbury Township Hall building on February 24, 2016, was called to order at 6:28 p.m. by President Charles B. Scott; the pledge of allegiance was recited, with Mr. Scott, Ms. Dianne M. Rozak, and Mr. David M. Hirt in attendance. Also present Fiscal Officer Shelley Seamon, Road Superintendent Brett Waldron, Police Chief Mike Meisler, Fire Chief Keith Kahler and Zoning & Planning Administrator Kathryn Dale.

There were no visitors in attendance.

Approval of the Minutes

Ms. Rozak moved and Mr. Hirt seconded the motion to approve the minutes of the special meeting held on January 29, 2016, the minutes of the regular meeting held on February 9, 2016, and the minutes of the special meeting held on February 18, 2016 as presented. The vote was unanimous and motion carried.

Correspondence Received

Karen McTague, Deputy Director of the Ottawa County Board of Elections sent notification regarding the upcoming Primary Election precincts set up for Tuesday, March 15, 2016.

Sara Toris, Director of the Ottawa County Veterans Office sent information about participation in the Wreaths Across America ceremony for December 2016. Cemetery Sexton Brett Waldron will respond on behalf of the Trustees to regarding the Township's interest to participate.

Rebecca Simpson, Fiscal Manager/Education Specialist of the Ottawa Soil and Water Conservation District sent information about their annual tree discount program. Road Superintendent Brett Waldron will review what is available and per the Board may purchase trees for the Township.

Attorney John A. Coppeler of Flynn, Py, & Kruse sent notice to the Trustees that he will no longer represent the Township for legal matters.

Mark Messa, Director of the Ottawa Regional Planning Commission sent information about the public hearings the Ottawa County Commissioners have scheduled for the 2016 Community Development Block Grant Program.

The Police Department received a thank-you card from Liz Rowland.

Dave Robenstine, Secretary/Treasurer of the Ottawa County Township Association sent notification that the February 25, 2016 meeting in Allen Township has been cancelled due to the sudden passing of the Allen-Clay Fire District Station #1 Chief, Timothy L. Tank.

Trustee Charles Scott read the press release regarding the memorial arrangements for Fire Chief Timothy L. Tank that was received from Chief Dennis L. Hartman of the Allen-Clay Joint Fire District.

Roads, Buildings, & Grounds

Road Superintendent Brett Waldron reported that the brush and leaves at the brush site had been ground, one full burial was conducted at Sackett Cemetery, and two minor snow & ice events were handled. Mr. Waldron also reported that vehicle and equipment maintenance continues as time allows.

Mowers –Bill's Implement Sales

Mr. Hirt excused himself from the discussion of purchasing and trading the three 2016 61" Ferris mowers from Bill's Implement Sales because this is his employer and exited the meeting room at 6:37 p.m.

Mr. Scott and Ms. Rozak reviewed and discussed the quote from Bill Implement Sales with Road Superintendent Brett Waldron. Discussion of this matter resulted in the following action: Mr. Scott moved and Ms. Rozak seconded the motion to declare the three 2015 61" Ferris mowers surplus equipment and allow them to be traded to purchase three 2016 61" Ferris mowers at a final cost (after trade and bid discounts) of \$3,600.00 that will be disbursed as follows: \$2,400.00 from the Road & Bridge line item account #2031-330-740-0000 (Machinery, Equipment, & Furniture) and \$1,200.00 from the Cemetery line item account #2041-210-740-0000 (Machinery, Equipment, & Furniture). Vote: Ms. Rozak-yes & Mr. Scott-yes and motion carried.

The business involving Bill's Implement Sales concluded and Mr. Hirt re-entered the meeting room at 6:39 p.m.

Police

Mr. Scott read the report submitted by Police Chief Mike Meisler that his department handled 271 incidents during the month of January and 249 incidents thus far in February 2016.

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**Employee Assistance Program (EAP)
Workplace Resources vs the Jefferson Plan**

Ms. Rozak reported that all employees (with the exception) of the fire department personnel other than Chief Kahler and Brian McCune) are covered under the Townships health insurance and would be covered by their EAP entitled the "Jefferson Plan" for five annual sessions at no charge that includes the employees family member. Ms. Rozak also reported that additional services are available under the Jefferson Plan, however there are costs involved.

Ms. Rozak explained that under the Workplace Resources contract there would be a flat \$300.00 per year fee and EAP services are \$75.00 for client sessions and \$150.00 per hour for crisis sessions. Ms. Rozak also explained that the contract also listed other services that are available on a per hour basis.

Chief Mike Meisler expressed interest in retaining services of Dr. Lewton of Workplace Resources for EAP because Dr. Lewton because he specializes in Police and Fire incidents.

Ms. Rozak asked Chief Meisler and Chief Kahler to have a conversation regarding if they were willing to split the per year fee of \$300.00 to retain Workplace Resources for the staffs and family members.

Chief Meisler shared that he and Chief Kahler had already discussed that matter and they are both on board.

Chief Keith Kahler stated that he has known Dr. Lewton for 20 years and he is okay with splitting the fee to retain Dr. Lewton of Workplace Resources.

Ms. Rozak asked Brett Waldron if the EAP through Workplace Resources would benefit his department.

Mr. Waldron stated that his department has seen plane crashes and house fire and it probably would benefit he and his staff as well.

Ms. Rozak asked Kathryn Dale if she was interested in the EAP through Workplace Resources for herself and Cheryl Harmsen.

Mrs. Dale responded that she did not see herself or Mrs. Harmsen needing anything.

Mr. Waldron, Chief Meisler, and Chief Kahler agreed to split the cost for the EAP through Workplace Resources from their budgets, the Trustees asked Fiscal Officer Shelley Seamon to prepare supplemental appropriations for the next meeting to allow for payment of the \$300.00 for the EAP.

Ms. Rozak will contact Darlene at Workplace Resources regarding if a new contract is needed.

Fire

Mr. Scott read the report that was submitted by Fire Chief Kahler that his department responded to 37 EMS & 3 Alarms calls thus far in February 2016. Year-to-date numbers reported were as follows: 62 EMS, 2 Fire, 1 Motor Vehicle Crash, 5 Alarm and 0 Carbon Monoxide investigations.

Chief Kahler reported that Brian McCune is doing well in his fulltime position with department and squad #550 is in Loudonville, Ohio for warranty work.

Zoning

Zoning & Planning Administrator Kathryn Dale reported that as of February 22, 2016 11 permits were issued and the fees collected totaled \$602.00.

The **Board of Zoning Appeals** met February 17, 2016; details regarding matters of the February 17, 2016 meeting are listed below:

BZA-2016-002 8098 Rollie Request for Area Variance from Section 3.5.7 to allow a storage shed addition onto the existing house to encroach into the west, 5' required side-yard setback (10' proposed) Peter & Linda Neura Appellant/Owner. **(Case denied –reconsideration may occur).**

BZA-2016-007 518 Erie Beach Request for Area Variance from Section 5.8.1.B to allow a 12' x 25' in ground pool in the side yard (3 sided front with no rear yard) to be 5' from the northern side property line (10' required). Tom & Cathy Dearth. Appellant/Owner. **(Case denied).**

BZA-2016-009 2109 Tecumseh Request for Area Variance from Section 5.3.7 to allow for the construction of a new home to encroach into the north, 20' required front-yard setback (11' proposed). Don & Judy Kiser Appellant/Owner. **(Case approved).**

BZA-2016-010 5831 E Harbor Request for a Conditional Use to allow for a 26 unit Condominium Development in accordance with Section 3.1.10.Ciii and Section 4.3. Larry & Linda Beerman, Owner in Contract with Rospert Enterprises Inc. William & Bree Brown, Agents. **(Case continued).**

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BZA-2016-011 5401 Maritime Shoreway Request for a Conditional Use to allow for a 26 unit Condominium Development in accordance with Section 3.1.10.Ciii and Section 4.3. West Harbor Marina LLC (William Brown), Owner, Bree Brown, Agent. **(Case continued)**

Zoning & Planning Administrator Kathryn Dale reported that the Board of Zoning Appeals held the election of Officers and as a result of the election Carol Robertson was elected Chair, Loretta Grentzer Vice-Chair, and William Smith Secretary.

The **Zoning Commission** is scheduled to meet on March 2, 2016 to continue discussion of Text Amendments for updates to the Zoning Resolution.

Flex Time

Mrs. Dale shared that Cheryl Harmsen will be on vacation for two weeks and indicated that during this time; there will be a Zoning Commission and Trustee meeting. Mrs. Dale explained that she did not want straight time or overtime, she wanted to flex extra hours for these meetings over a longer period of time because she will not have the opportunity to flex the hours within the pay period the hours are earned.

The Trustees agreed that since Mrs. Dale will not have the opportunity to flex meeting hours for the upcoming Zoning Commission and Trustee meetings in March while Mrs. Harmsen was on vacation they would allow a longer period of time for Mrs. Dale to flex the extra hours worked,

Therefore Mr. Scott moved and Ms. Rozak seconded the motion that Zoning & Planning Administrator Kathryn Dale will have until March 31, 2016 to flex extra hours worked due to the March 2, 2016 Zoning Commission meeting and the March 9, 2016 Trustee meeting. The vote was unanimous and motion carried.

Lakeside Design Review Board Attendance

Mrs. Dale explained that Lakeside has asked if she is available to attend their Design Review Board meeting on Saturday, March 5, 2016 at 9:00 a.m. and stated that there were 13 cases before the Board.

Ms. Rozak shared that she and Mrs. Dale had a conversation regarding her attendance to the March 5, 2016. Ms. Rozak indicated that if Lakeside wanted Mrs. Dale to attend, they should pay Mrs. Dale wages.

Mrs. Dale spoke briefly with the Trustees regarding why she should attend.

Each Trustee expressed their opinion in the matter and discussion concluded.

Ms. Rozak will contact Lakeside regarding if they will pay Mrs. Dale's wages if she attends their Design Review Board meeting on Saturday, March 5, 2016.

Legal Counsel

The Trustees and Mrs. Dale briefly discussion obtaining legal counsel for the Steinbrick cases and other Township matters because the Board received a letter from Attorney John Coppeler of Flynn, Py, Kruse that he will no longer represent the Township in legal matters.

Mrs. Dale shared that she has one representative who is interested and indicated that they will put together a presentation for the Board if they so wished.

Discussion resulted that the Trustees will look outside of Ottawa County for legal counsel and Ms. Rozak will contact Mr. Coppeler to obtain the files for the Steinbrick case.

Violations/Complaints

1. **1070 Englebeck** (Inhabited camper, storage of boats & vehicles)
There has been no progress made on the fence. Permit is set to expire February 27, 2016. Case status is monitoring.
2. **1825 Bayview** (New Mobile Home not installed to zoning standards-Filut)
Nothing new was reported. Case status is monitoring.
3. **1805 Arlington** (Junk & Debris-Holmes)
Nothing new was reported. Case status is open.
4. **180 Elizabeth** (Timber stock-pile)
Nothing new was reported. Case status is monitoring.
5. **0 Gravel Bar** (Hudak property)
Nothing new was reported. Case status is monitoring.

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Comment & Concerns Prior to Dismissing the Department Heads

There were none and the Department Heads were dismissed at 7:08 p.m.

Amended Certificate Approved

Mr. Scott moved and Ms. Rozak seconded the motion to approve adding revenue in the amount of \$2,218.00 for the 2015 Solid Waste Sign Grant that will be reimbursed in 2016 and obtain an amended certificate from the County Auditor. The vote was unanimous and motion carried.

2016 Annual Appropriation Resolution

Resolution No. 02-2016

The Board of Trustees of Danbury Township, in Ottawa County, Ohio met in Regular Session on the 24th day of February, 2016 at the Danbury Township Hall with the following members present: Mr. Charles B. Scott, Ms. Dianne M. Rozak, and Mr. David M. Hirt.

Mr. Scott moved the adoption of the following Resolution:

BE IT RESOLVED by the Board of Trustees of Danbury Township, Ottawa County, Ohio that to provide for the current expenses and other expenditures of said Board of Trustees, during fiscal year, ending **December 31, 2016**, the following sums be and the same hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

DANBURY TOWNSHIP, OTTAWA COUNTY, OHIO RECAPITULATION OF FUNDS	
GENERAL FUND	\$ 580,870.85
SPECIAL REVENUE FUNDS	
MOTOR VEHICLE LICENSE TAX	\$ 153,697.98
GASOLINE TAX	383,201.33
ROAD & BRIDGE	929,627.73
CEMETERY	71,861.04
POLICE DISTRICT	1,081,587.11
FIRE DISTRICT	190,113.44
ZONING	23,582.36
FIRE LEVY	3,911.99
DRUG LAW ENFORCEMENT	3,266.19
ENFORCEMENT & EDUCATION (DUI)	8,980.05
FIRE & EMS LEVY	1,642,815.65
CPT 2015	1,345.00
TOTAL SPECIAL REVENUE FUNDS	\$ 4,493,989.87
TOTAL ALL FUNDS	\$ 5,074,860.72

Ms. Rozak seconded the Resolution and the roll being called upon its adoption the vote resulted as follows: Mr. Hirt-yes; Ms. Rozak -yes; Mr. Scott-yes.

Adopted this 24th day of February 2016.

Fuel Credit Card Approval

Mrs. Seamon reported that at the January 27, 2016 meeting she had advised that the Shell station along State Route 163 was now a BP Station and she had asked the Board to allow her to obtain a BP fuel credit card and close the Shell account, which they had acted on, however this business was inadvertently omitted from the January 27, 2016 minutes,

Therefore at the request of Fiscal Officer Shelley Seamon, Mr. Scott moved and Ms. Rozak seconded the motion to authorize Fiscal Officer Shelley Seamon to obtain a new fuel credit card account with BP Business Solutions and close the Shell account. The vote was unanimous and motion carried.

Approve Payroll & Payment of Bills

After examining payroll and bills totaling \$122,785.32; Mr. Hirt moved and Ms. Rozak seconded the motion that they are accepted and warrants or electronic transfers for the various amounts be processed. The vote was unanimous and motion carried.

142-2016	John L Belcher	Wages 1/30/16-2/12/16	\$1,142.37
143-2016	Daniel J Bergman	Wages 1/30/16-2/12/16	\$1,333.21
144-2016	Bradley L Biers	Wages 1/30/16-2/12/16	\$256.69
145-2016	Paul Blaho	Wages 1/30/16-2/12/16	\$118.25
146-2016	Terry L Conaway	Wages 1/30/16-2/12/16	\$125.15

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147-2016	J. Charles Cunningham	Wages 1/30/16-2/12/16	\$1,108.36
148-2016	Kathryn A. Dale	Wages 1/30/16-2/12/16+Monthly	\$1,880.35
149-2016	John D. Grieve	Wages 1/30/16-2/12/16	\$516.57
150-2016	Jared E Griffith	Wages 1/30/16-2/12/16	\$1,241.12
151-2016	Cheryl K Harmsen	Wages 1/30/16-2/12/16	\$744.07
152-2016	Dean G Heberlein	Wages 1/30/16-2/12/16	\$535.26
153-2016	David M Hirt	February Salary-Trustee	\$800.71
154-2016	James S Holzhauer	Wages 1/30/16-2/12/16	\$442.06
155-2016	Stephanie A Hunsicker	Wages 1/30/16-2/12/16	\$486.64
156-2016	Matilda A Johnson	Wages 1/30/16-2/12/16	\$523.13
157-2016	Keith M Kahler	Wages 1/30/16-2/12/16	\$1,385.47
158-2016	Tammy J Kahler	Wages 1/30/16-2/12/16	\$118.73
159-2016	Lindsey N Knox	Wages 1/30/16-2/12/16	\$256.69
160-2016	Bradford K LaMarca	Wages 1/30/16-2/12/16	\$1,227.38
161-2016	Austin Lucas	Wages 1/30/16-2/12/16	\$305.59
162-2016	Brian C McCune	Wages 1/30/16-2/12/16	\$326.43
163-2016	Mark A Meisler	Wages 1/30/16-2/12/16	\$1,433.24
164-2016	Michael S Meisler	Wages 1/30/16-2/12/16	\$1,610.97
165-2016	Zachary D Miramontes	Wages 1/30/16-2/12/16	\$266.74
166-2016	Randy R Rakosky	Wages 1/30/16-2/12/16	\$494.00
167-2016	Trevor J Ross	Wages 1/30/16-2/12/16	\$493.87
168-2016	Dianne M Rozak	February Salary-Trustee	\$837.03
169-2016	Matthew J Salyers	Wages 1/30/16-2/12/16	\$293.97
170-2016	Charles B Scott	February Salary-Trustee	\$904.32
171-2016	Shelley J Seamon	February Salary-Fiscal Officer	\$1,338.74
172-2016	Gregory W Shadler	Wages 1/30/16-2/12/16	\$250.95
173-2016	Brian P. Sloan	Wages 1/30/16-2/12/16	\$1,266.38
174-2016	Brandon L Taylor	Wages 1/30/16-2/12/16	\$1,343.16
175-2016	Timothy N Taylor	Wages 1/30/16-2/12/16	\$481.78
176-2016	Mark M Turinsky	Wages 1/30/16-2/12/16	\$1,107.31
177-2016	Brett A Waldron	Wages 1/30/16-2/12/16 + Monthly	\$1,611.97
178-2016	Joshua P. Young	Wages 1/30/16-2/12/16	\$1,426.92
180-2016	Ohio Public Employees Deferred Comp.	Voluntary Contributions	\$565.00
181-2016	Internal Revenue	Federal WH	\$6,499.20
182-2016	Treasurer of State of Ohio	State WH	\$1,934.57
183-2016	Public Employees Retirement System	OPERS-G Contributions	\$8,681.17
184-2016	Public Employees Retirement System	OPERS-L Contributions	\$16,353.47
185-2016	Ohio Police & Fire Pension Fund	OP & F Contributions	\$2,297.07
40433	Ohio Child Support Payment Central	Child Support WH	\$185.95
40434	Ohio Insurance Services Agency, Inc.	March Premiums	\$1,315.00
40435	Douglas & Pamela Crowell DBA Universal Farms LLC	Brush Grinding	\$3,077.40
40436	Ohio Treasurer of State	Annual M.V.R Checks Police & Roads	\$102.00
40437	Verizon Wireless	Cellular Services-Police Dept.	\$361.89
40438	Ohio Machinery Co. DBA Ohio CAT	Ladder Testing -Fire Dept.	\$975.25
40439	Severe Service Inc.	Tire Repair-Roads	\$35.00
40440	Ehove Career Center	EMS Training (8 Students)	\$10,184.00
40441	Staples Credit Plan	Computer Equipment /Floor Mat Fire & Zoning Depts.	\$1,007.97
40442	AccuShred, LLC	Shredding Services	\$150.00
40443	Paul J Wallen DBA Catawba Security	Contracted Service- Keepers House	\$239.40
40444	Brian McCune	Reimbursement for Hose Repair Kit -Fire Dept.	\$3.49
40445	Hylant Administrative Services	Fiscal Officer Bond Premium	\$862.00
40446	O.E. Meyer CO.	Torch Tank Refill-Roads	\$65.62
40447	Staples Business Advantage	Computer Equipment -Fire Dept.	\$173.89

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40448	Mark A. Meisler	Reimbursement for Postage -Police Dept.	\$7.89
40449	Treasurer State of Ohio	Drug/Alcohol Testing-Police Dept.	\$74.00
40450	Chief Law Enforcement Supply	Duty Boots- JPY	\$152.48
40451	Bradley S. Meek DBA Logo to a Tee	Embroidery Services (MAM & MSM)	\$60.00
40452	Fire Safety Services Inc.	MSA Cylinder Adapters/ Fire Dex Suspenders/ MSA Gas CAL Meter	\$1,490.00
40453	O.E. Meyer CO.	EMS Supplies(Medical Oxygen)	\$231.40
40454	Cleveland Communications, Inc.	VHF Base/Batteries/ Earphone Lapel Microphone	\$3,073.19
40455	Ohio Edison	Electricity	\$170.27
40456	Time Warner Cable Northeast	Telephone/Internet Services- Police & Fire Depts.	\$274.25
40457	Finley Fire Equipment Co.	Ball Value Kit /V#555	\$143.00
40458	Wal-Mart Community	Office/Operating Supplies-Variou Depts.	\$370.66
40459	Ohio Insurance Services Agency, Inc.	March Premiums	\$31,558.26
40460	Everett L Tennant Jr.	Reimbursement for Back Ground Checks (EMT Training)	\$75.00
		Total Payments:	\$122,785.32

Fund Status Report

The Trustees signed the Fund Status Report dated February 24, 2016.

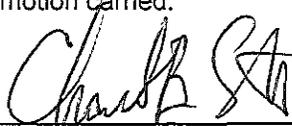
Comments & Concerns

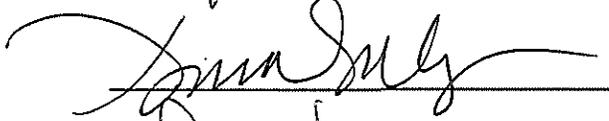
There were none.

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



Fiscal Officer







Danbury Township Board of Trustees