

RECORD OF PROCEEDINGS

Minutes of

Meeting

Danbury Township Board of Trustees Regular

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

January 14, 2015

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 14, 2015, was called to order at 6:30 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, Police Chief Mike Meisler, Fire Chief Keith Kahler and Zoning and Planning Administrator Kathryn Dale. Road Superintendent Brett Waldron was excused.

Visitors in attendance were Sherry Roberts and John & Gloria Ryhner.

Approval of the Minutes

Mr. Scott moved to approve the minutes of the Regular Meeting held on December 23, 2014, the minutes of the Special Meeting held on December 29, 2014, and the minutes of the Organizational Meeting held on January 6, 2015 as presented. Ms. Rozak seconded the motion. The vote was unanimous and motion.

Correspondence

The 2014 Tenure, Ownership, and Transition of Agricultural Land (TOTAL survey was received from the United States Department of Agriculture. Trustee Charles Scott completed and submitted the survey.

The Trustees & Zoning & Planning Administrator each received copies of the Replat of Lot 1, Block 3 and portion of an Alley, Avalon-On-The-Bay and also the Preliminary Plat of Lighthouse Bluffs Phase 3 and 4 was received from Mark Messa, Director of the Ottawa County Planning Commission.

A copy of the January 2015 Grassroots Clippings was received from the Ohio Township Association.

Notice was received that the Ottawa/Lucas East County (FSA) will hold a series of meetings to educate farm producers and landowners about the New Farm Bill Programs (ARC and PLC). Meetings will be held at the Ottawa County Agricultural Complex building located at 240 W. Lake Street, in Oak Harbor, Ohio. Three sessions will be offered each day: January 22nd and January 27th, 2015. 9:00 a.m. - 1:00 p.m. - 7:00 p.m.

John Schaffner, Publisher of The Beacon sent an informational letter regarding "Legal Advertising".

Virginia M. Park, Recorder, Ottawa County sent an informational letter regarding 2015 fees for recording zoning documents. (A copy was provided to the Zoning & Planning Administrator, Kathryn Dale).

A thank-you letter and Certificate of Appreciation was received from Sara A. Toris, Director of the Ottawa County Veterans Office for allowing them to bring "Wreaths Across America" to Danbury Township.

Roads, Buildings, & Grounds

Trustee David Hirt reported that the Road/Maintenance Department conducted 2 full service burials at Sackett Cemetery and handled various winter weather events since the last meeting. Brush trimming along the roadways, in the Road Right of Way, and in the parks continued during the end of December while temperatures were mild.

Road Salt

Mr. Hirt announced that the Ottawa County Engineer's Office has secured 200 tons of road salt for Danbury Township through ODOT; cost per ton \$112.00, however the Board must commit to purchasing the road salt from the County by Thursday, January 15, 2015 at 11:00 a.m.

The Trustees and Fiscal Officer discussed that matter that resulted in the following action: Mr. Scott moved that Danbury Township shall enter into an agreement with the Ottawa County Engineer's Office to purchase 200 tons of road salt that has been reserved for Danbury Township at a cost of \$112.00 per ton. Ms. Rozak seconded the motion. The vote was unanimous and motion carried.

Road Tour with the Ottawa County Engineer

Mr. Hirt spoke briefly about the Annual Road Tour with the Ottawa County Engineer and stated that the tour would occur in March; however the date of the tour is to be determined.

Police

Police Chief Mike Meisler reported that his department handled 137 to date in the month of January.

Chief Meisler provided a brief overview of his annual report that was submitted to the Board.

Chief Meisler announced that Patrolman Brad LaMarca was accepting an award on his behalf from the Board of Education of Danbury Local Schools this evening that would declare January 30, 2015 as "Heroes in Blue" day in the Danbury Local School District to recognize and honor local, state, and county law enforcement for the services they provide to the communities.

Fire

Fire Chief Keith Kahler reported that his department responded to 34-EMS calls, 1-Fire call, and 2-Motor Vehicle Crashes during the month of January. Chief Kahler provided a brief overview of his annual report that was submitted to the Board. Chief Kahler announced that he was taking the necessary steps to apply for a Safety Grant through the Bureau of Worker's Compensation to purchase two Power Load Systems for two of the Departments ambulances.

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Re-Lettering Approval

Mr. Scott moved to approve re-lettering of the Fire Trucks of the Danbury Township Fire Department through H²Designs in the amount of \$2,955.00. Ms. Rozak seconded the motion. The vote was unanimous and motion carried.

Annual Volunteer Firefighter Dependents Fund Annual Meeting

The Trustees and the Danbury Township Fire Department will hold their annual meeting for the Volunteer Firefighter Dependents Fund Board (election of Officers) on Wednesday, January 28, 2015 beginning at 6:00 p.m. at the Danbury Township Hall, 5972 E. Port Clinton Eastern Road, Marblehead, Ohio.

Zoning

Zoning & Planning Administrator Kathryn Dale provided a re-cap of the December business conducted by the Zoning Office, the Board of Zoning Appeals, the Zoning Commission that included but was not limited to the Zoning Office responded to 313 calls, e-mails, and in-person inquires and went on 53 site visits. Mrs. Dale provided a brief overview of her annual report that was submitted to the Board. To date in the month of January 2 permits were processed and fees collected totaled \$50.00.

The **Board of Zoning Appeal's** meeting for Wednesday, January 21, 2015 at 6:30 p.m. has been cancelled, whereas there are no cases before the Board.

The **Zoning Commission** held a public hearing on Wednesday, January 7, 2015 on a Map Amendment application for the property at 9065 E. Harbor Road and recommended approval as presented.

Public Hearing Scheduled

The Danbury Township Board of Trustees will hold a public hearing on Wednesday, February 11, 2015, at the Danbury Township Hall 5972 E. Port Clinton Eastern Road, Marblehead, Ohio at 6:15 for the following application: ZC-2014-206 Map Amendment from "A" Agricultural to "C-2" General Commercial for 0.95 acres located at 9065 E. Harbor Road/S.R. 163. (William & Margaret Klaehn/Owner & Applicant).

Complaints and/or Violations

Mrs. Dale also provided updates regarding outstanding complaints and/or violations that resulted with the case at 309.315. & 321 Sacket was closing. With regard to 1070 Englebeck-the owner was contacted after Christmas with a verbal reminder to obtain permits, however the owner has not made any attempt to obtain permits, therefore a 2nd violation letter will be sent once snow melts so that staff may document the vehicles and other items the owner agreed to correct.

Steinbrick Ligation Update

Mrs. Dale acknowledged that January 2, 2015 she received a copy of the response brief Mr. Coppeler filed on the Township's behalf in regards to the Steinbrick brief that was filed with the 6th District Court of Appeals on December 12, 2014. Mrs. Dale also acknowledged that the Steinbrick's had 10 days to file a reply brief; however she has not heard when oral arguments will be scheduled in, Toledo, Ohio.

MOAA/Harbor Bay Estates

Mrs. Dale shared that she met with the developer and the attorney for Harbor Bay Estates on January 9, 2015. Mrs. Dale indicated that as a result of the MOAA with the Army Corps of Engineers and their desire to sell the 5 acres of undisturbed land to the Archeological Conservancy, they will have to resubmit their development plan to the Board of Zoning Appeals because they also want to maintain their higher density even though land will be removed and sold. Ms. Dale announced that a revised plat to the Ottawa County Regional Planning Commission will also have to be reviewed.

Re-plats for Avalon-On-The-Bay & Lighthouse Bluffs

Mrs. Dale explained that the 2 plats received from the Ottawa County Regional Planning Commission will be reviewed by the Commission on January 20, 2015 at 7:30 p.m. in the EOC meeting room at the Courthouse. Mrs. Dale also explained that one is replat for Avalon-On-The-Bay, essentially vacating a paper stub street in the area where mobiles homes were recently all removed. The other is for the Phase 3 & 4 of Lighthouse Bluffs that includes 47 "single family" lots and the replat of 6 duplex lots.

Approval for Attendance to the OTA Winter Conference

Mr. Scott moved to approve registration fees and lunch reimbursement for up to 3 Township attendees for the upcoming Ohio Township Association, Winter Conference to be held in Columbus, Ohio, January 28 – January 31, 2015. Ms. Rozak seconded the motion. The vote was unanimous and motion carried.

There were no comments or concerns from the visitor's and the department heads were dismissed at 7:01 p.m. Zoning & Planning Administrator Kathryn Dale and Fire Chief Keith Kahler elected to remain.

2017 Land Use Plan

Planning Administrator Kathryn Dale provided a comprehensive overview of several options to revise the current Land Use Plan for the Township. Discussion amongst the Trustees and Mrs. Dale resulted that the Trustees will begin by preparing press releases to obtain committee members for a 2017 Land Use Plan committee; flyers will be printed and mailed to residents to promote community involvement.

¹ Fiscal Officer Shelley Seamon questioned if the costs for the 2017 Land Use Plan would come

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from the Zoning Fund. Discussion of the matter resulted as the Trustees agreed that costs of the 2017 Land Use Plan would be disbursed from the General Fund and not the Zoning Fund.

Mrs. Seamon stated that she does not understand why the General Fund would have to absorb the costs for the 2017 Land Use Plan revision and she does not understand why everything in Danbury Township always revolves around Zoning. Mrs. Seamon also stated that she voiced concern with the declining carryover balance of the General Funds during the budget meeting this evening and advised that preparing the General Fund budget for 2016 may prove to be quiet challenging. Ms. Rozak and Mrs. Dale will provide 2017 Land Use Plan costs to Mrs. Seamon for the 2015 General Fund Budget.

Trustee Charles Scott reported that a local resident has volunteered to work on the Land Use Plan revision. A brief discussion was held regarding William Leonard qualifications that resulted as Ms. Rozak will contact Mr. Leonard regarding arranging a time that she and Mrs. Dale may meet with Mr. Leonard.

Data Back-up Township Hall Computers

Trustees Dianne Rozak reviewed information regarding data back-up of the Zoning Office computers since recently the staff learned the Go-Daddy back-up is not working. Discussion resulted that Ms. Rozak moved to contract with BizTech of Toledo, Ohio for an onsite assessment at a cost of \$345.00 that will be disbursed from the General Fund. Mr. Scott seconded the motion. The vote was unanimous and motion carried.

Domain Renewal with Computer Resources aka Cros.net Inc.

Fiscal Officer Shelley Seamon advised that the annual domain renewal was approaching and asked that a Trustee contact Computer Resources that the Township would not be renewing the website domain with them because the website domain was previously renewed through GoDaddy for the next 10 years. Ms. Rozak stated that she would contact Mary at Computer Resources.

Grant Opportunities

Trustee Dianne Rozak spoke briefly about grant opportunities that are available through the OSS Joint Solid Waste District for signage and yard waste. Ms. Rozak announced she had attended the necessary meeting this January to apply for funding for the sign replacement for the Township Hall building. Ms. Rozak presented several options of signage to the Board that was prepared by Allure.

Discussion was held and resulted in the adoption of Resolution # 001-2015.

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in a regular session at 6:30 p.m., on January 14, 2015 at the Danbury Township Hall, 5972 E. Port Clinton Eastern Road, Marblehead, Ohio 43440, with the following members present: Mr. Charles B. Scott, Ms. Dianne M. Rozak, and Mr. David M. Hirt.

RESOLUTION #001-2015

RESOLUTION OF THE BOARD OF TRUSTEES OF DANBURY TOWNSHIP OF OTTAWA COUNTY, OHIO, FOR THE PURPOSE OF APPLYING FOR THE OSS SOLID WASTE DISTRICT'S COMPETITIVE FUNDING GRANT.

Trustee Hirt moved the adoption of the following resolution:

WHEREAS, the Danbury Township Board of Trustees find it necessary to apply for grant funding to purchase a recycled material identification sign for Danbury Township Hall, and

WHEREAS, grant funding is available through the OSS Solid Waste District's Competitive Funding Grant:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF DANBURY TOWNSHIP OF OTTAWA COUNTY, OHIO: THAT, this Board of Township Trustees of Danbury Township declares it shall approve to pursue the application of a grant from the OSS Solid Waste District in the amount of \$2,218.00 toward the purchase of a 100% recycled material sign for the Danbury Township Hall building and that an original price quote in the amount of \$3,233.66 has been received from Allure Advertising, and that Danbury Township will provide 31% matching funds in the amount of \$1,016.00 and that Trustee Dianne M. Rozak will be the designated contact person for this project and may be contacted at (419) 798-4071 by telephone and at dianne@danburytownship.com by email.

This Board of Township Trustees of Danbury Township hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board; and that all deliberations of this Board which resulted in this formal action were taken in meetings open to the public in full compliance with applicable legal requirements, including ORC 121.22.

The motion was seconded by Trustee Scott. Roll Call Vote: Trustee Hirt-yes; Trustee Rozak-yes; Trustee Scott.

PASSED AND ADOPTED by the Board of Trustees of Danbury Township
of Ottawa County at Marblehead, Ohio,
on the 14th day of January, 2015.

Trustee Pay Method in 2015

Discussion regarding the 2015 pay method of the Trustees resulted to remain monthly.

Attorney & Paralegal Fees for the firm of Flynn, Py, & Kruse

Whereas Mr. Coppeler's services are needed until the duration of the cases he is handling on behalf of the Township and his rates were not available by the Organizational Meeting held on January 6,

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2015. The Trustees discussed the proposed rates and discussion resulted as follows: Mr. Scott moved to accept the 2015 attorney and paralegals fees of the firm of Flynn, Py, & Kruse at \$140.00 per hour for attorney services and \$90.00 per hour for paralegal services. Mr. Hirt seconded the motion. The vote was unanimous and motion carried.

Permission Granted for the placement of a Bike Rack at Lake Point Park

Mr. Scott acknowledged that he received an e-mail from the Village of Marblehead regarding giving permission to place a bike rack at Lake Point Park that was a part of the ODOT bike trail plan. The Trustees discussed that matter and agreed to allow the placement of a bike rack at Lake Point Park as long as the Board has input as to where the bike rack will be placed.

Mr. Scott will respond to the Village of Marblehead regarding that the Trustees have agreed to allow a bike rack at Lake Point Park as long as the Board has input as to where the bike rack is placed.

2014 Annual Inventory Approved

Mr. Hirt moved to approve the 2014 Annual Inventory as submitted by the Fiscal Officer and the Department Heads. Ms. Rozak seconded the motion. The vote was unanimous and motion carried.

Internet Services

The Trustees, Fiscal Officer, and Fire Chief discussed the annual billing received from Computer Resources, and since the Township is in the process of bundling phone, internet, and cable services, Chief Kahler was advised to contact Computer Resources to obtain monthly billing for internet services instead of paying for internet services annually.

Domain Renewal with Computer Resources

Fiscal Officer Shelley Seamon advised the Trustees that the domain renewal was approaching with Computer Resources and asked a Trustee to contact them that the Township would not be renewing this service them because the website domain was previously renewed through GoDaddy for the next 10 years. Ms. Rozak stated that she would contact Mary at Computer Resources regarding that the Township will not renew the website domain with Computer Resources.

Approve Payroll & Payment of Bills

After examining payroll and bills totaling \$35,811.08, 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.

1-2015	John L Belcher	Wages 12/20/14 to 1/2/15	\$1,311.30
2-2015	Daniel J Bergman	Wages 12/20/14 to 1/2/15	\$1,261.81
3-2015	Bradley L Biers	Wages 12/20/14 to 1/2/15	\$577.51
4-2015	J. Charles Cunningham	Wages 12/20/14 to 1/2/15	\$1,331.77
5-2015	Kathryn A. Dale	Wages 12/20/14 to 1/2/15	\$1,563.59
6-2015	Jared E Griffith	Wages 12/20/14 to 1/2/15	\$1,184.43
7-2015	Cheryl K Harmsen	Wages 12/20/14 to 1/2/15	\$592.98
8-2015	Dean G Heberlein	Wages 12/20/14 to 1/2/15	\$635.60
9-2015	Stephanie A Hunsicker	Wages 12/20/14 to 1/2/15	\$364.00
10-2015	Matilda A Johnson	Wages 12/20/14 to 1/2/15	\$338.23
11-2015	Keith M Kahler	Wages 12/20/14 to 1/2/15	\$1,072.37
12-2015	Bradford K LaMarca	Wages 12/20/14 to 1/2/15	\$1,391.61
13-2015	Brian C McCune	Wages 12/20/14 to 1/2/15	\$350.34
14-2015	Mark A Meisler	Wages 12/20/14 to 1/2/15	\$1,414.31
15-2015	Michael S Meisler	Wages 12/20/14 to 1/2/15	\$1,563.35
16-2015	Judy A Meyer	Wages 12/20/14 to 1/2/15	\$63.47
17-2015	Zachary D Miramontes	Wages 12/20/14 to 1/2/15	\$493.73
18-2015	Randy R Rakosky	Wages 12/20/14 to 1/2/15	\$370.04
19-2015	Trevor J Ross	Wages 12/20/14 to 1/2/15	\$398.98
20-2015	Matthew J Salyers	Wages 12/20/14 to 1/2/15	\$253.69
21-2015	Brian P. Sloan	Wages 12/20/14 to 1/2/15	\$1,479.23
22-2015	Brandon L Taylor	Wages 12/20/14 to 1/2/15	\$1,554.60
23-2015	Mark M Turinsky	Wages 12/20/14 to 1/2/15	\$1,070.97
24-2015	Brett A Waldron	Wages 12/20/14 to 1/2/15	\$1,417.87
25-2015	Gordon D Waugh	Wages 12/20/14 to 1/2/15	\$1,026.83

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26-2015	Joshua P. Young	Wages 12/20/14 to 1/2/15	\$1,631.24
28-2015	Timothy J. Almendinger	4th Quarter Honorariums	\$122.89
29-2015	Bradley L Biers	4th Quarter Honorariums	\$246.72
30-2015	Paul Blaho	4th Quarter Honorariums	\$9.51
31-2015	Terry L Conaway	4th Quarter Honorariums	\$19.02
32-2015	Christie L Heberlein	4th Quarter Honorariums	\$19.02
33-2015	Dean G Heberlein	4th Quarter Honorariums	\$142.68
34-2015	Stephanie A Hunsicker	4th Quarter Honorariums	\$37.81
35-2015	Nichole L. Ihnat	4th Quarter Honorariums	\$122.89
36-2015	Matilda A Johnson	4th Quarter Honorariums	\$415.93
37-2015	Brian C McCune	4th Quarter Honorariums	\$155.97
38-2015	Jamie T McDonald	4th Quarter Honorariums	\$19.02
39-2015	Judy A Meyer	4th Quarter Honorariums	\$9.51
40-2015	Zachary D Miramontes	4th Quarter Honorariums	\$18.90
41-2015	Randy R Rakosky	4th Quarter Honorariums	\$66.17
42-2015	Trevor J Ross	4th Quarter Honorariums	\$94.53
43-2015	Matthew J Salyers	4th Quarter Honorariums	\$171.22
44-2015	Sean A Waugh	4th Quarter Honorariums	\$38.05
49-2015	Internal Revenue	Federal WH	\$5,942.38
50-2015	OH P. E. Deferred Comp. Program	Voluntary Contributions	\$430.00
39347	Austin Lucas	Wages 12/20/14 to 1/2/15	\$263.26
39348	Timothy W. Almendinger	4th Quarter Honorariums	\$66.17
39349	Cecil G Barton	4th Quarter Honorariums	\$19.02
39350	Kim A Caskey	4th Quarter Honorariums	\$19.02
39351	John C. Englebeck	4th Quarter Honorariums	\$66.58
39352	John D. Grieve	4th Quarter Honorariums	\$113.44
39353	Donald J Hess	4th Quarter Honorariums	\$57.07
39354	Matthew D Hill	4th Quarter Honorariums	\$85.61
39355	Austin Lucas	4th Quarter Honorariums	\$113.44
39356	Thomas E McNeal	4th Quarter Honorariums	\$76.10
39357	Blake A Molnar	4th Quarter Honorariums	\$37.81
39358	Kegan J Rakosky	4th Quarter Honorariums	\$113.44
39359	Emily J Tennant	4th Quarter Honorariums	\$37.81
39360	Matthew S Uhinck	4th Quarter Honorariums	\$114.15
39361	Michael R Uhinck	4th Quarter Honorariums	\$28.35
39362	Bryon A. Wohlers	4th Quarter Honorariums	\$28.53
39363	Keith M Kahler	4th Quarter Honorariums	\$103.33
39364	Ohio Child Support Payment Central	Child Support WH	\$185.95
39365	Christopher J Suppelsa	4th Quarter Honorariums	\$56.72
39366	Everett L Tennant Jr.	4th Quarter Honorariums	\$28.35
39367	Ohio Edison	Electricity-Sirens	\$185.25
39368	Cros.net, Inc.	Computer Services-Police Dept.	\$227.50
39369	Spoerr Precast Concrete, Inc.	Footers-Cemetery	\$54.00
39370	Civitas Media LLC	Legal Ads-Zoning/Fiscal	\$65.45
39371	Ottawa County Sanitary Engineering	Water/Sewer Services-Variou Depts.	\$241.54
39372	Culligan of Northern Ohio	Bottled Water	\$17.30
39373	Ottawa County Recorder	Recording Fee-Zoning	\$20.00
39374	Starcher Enterprises DBA Village Pro Hardware	Fire Supplies	\$90.89
39375	Time Warner Cable	Internet Services-Police Dept.	\$71.95
39376	Frontier	Telephone Services-Variou Depts.	\$426.98
		Total Expenditures	\$35,811.08

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Approve December Financial Reports & Bank Reconciliation

Whereas the Trustees received copies (via e-mail) of the December financial reports and bank reconciliation on January 1, 2015, Mr. Hirt moved to approve the December financial reports and bank reconciliation as submitted by Fiscal Officer Shelley Seamon. Ms. Rozak seconded the motion. The vote was unanimous and motion carried.

Revenue Report

Revenues receipted from January 2, 2015 to January 9, 2015 for the various funds totaled \$1,712.50. The breakdown of revenues was as follows, Lease Payment for Cell Tower-\$793.50, O.C. Municipal Court-\$319.00, Police Fund-\$200.00, Cemetery Fund-\$250.00, Fire/EMS Fund- \$100.00, and Zoning Fund-\$50.00.

The Trustees signed the Fund Status Report dated January 14, 2015.

Comments & Concerns

John Ryhner had several questions regarding the 2017 Land Use Plan revision that the Trustees answered. Sherry Roberts announced to the Board that she had contacted Comcast and resolved her own issues with her Time Warner Cable Services.

Executive Session

Mr. Scott moved to go into Executive Session from Regular Session at 8:50 p.m. to discuss discipline of personnel and wage compensation of public employees. Ms. Rozak seconded the motion. The vote was unanimous and motion carried.

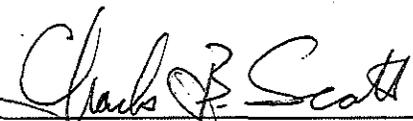
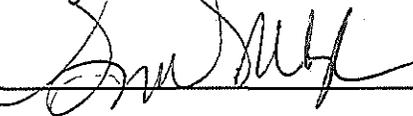
Regular Session

Ms. Rozak moved to reconvene to Regular Session from Executive Session at 9:51 p.m. Mr. Scott seconded the motion. The vote was unanimous and motion carried.

Mr. Scott moved that Cheryl Harmsen, Keith Kahler, and Doug Waugh receive their 3% wage increase at the completion of their six-month probationary periods (8/17/15, 8/24/15, and 8/30/15 respectively) instead of after completing one year of full time service with the Township as was previously stated in the Organizational Meeting Minutes of January 6, 2015 and that Board of Zoning Appeals and Zoning Commission members receive a 3% increase raising the per meeting and/or per hearing stipend to \$15.45, effective on January 1, 2015 as members are paid annually. 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 9:52 p.m. Ms. Rozak seconded the motion. The vote was unanimous and motion carried.


Fiscal Officer

Danbury Township Board of Trustees