

RECORD OF PROCEEDINGS

Minutes of

Danbury Township Board of Trustees Regular

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____

_____ **January 27, 2016** _____

The Regular Meeting of the Danbury Township Board of Trustees held at the Danbury Township Hall building on January 27, 2016, was called to order at 6:38 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

Mr. Scott moved and Mr. Hirt seconded the motion to approve the minutes of the regular meeting held on January 27, 2016 that included the annual Volunteer Fire Fighters' Dependent Fund Board meeting as presented. The vote was unanimous and motion carried.

Correspondence Received

Dave Robenstine, Secretary/Treasurer of the Ottawa County Township Association sent notice that the next meeting will be held in Genoa, Ohio at the Allen Clay Joint Fire District Headquarters on Thursday, February 25, 2016 beginning at 6:00 p.m. The host of the meeting will be the Allen Township Trustees and Fiscal Officer.

Roads, Buildings, & Grounds

Road Superintendent Brett Waldron provided an overview of the activity he and his department conducted since the last meeting. Items spoken about were several small snow events, the delivery of road salt that is through the State of Ohio, vendor being The Detroit Salt Company, and Mr. Waldron's and Mr. Hirt's attendance to the January 21, 2016 Ottawa County EMA "Hazard Mitigation Plan" meeting.

Mr. Waldron acknowledged that he had prepared an annual report the Road Department, which includes Sackett Cemetery and provided the Trustees each a copy.

Annual Road Tour

Mr. Waldron announced that the annual road tour with the County Engineer will be conducted on March 8, 2016 and 9:00 a.m. Mr. Waldron and Mr. Hirt will conduct the road tour with the County Engineer on behalf of the Board.

Grinding Quotes

The Trustees compared brush grinding samples from Universal Farms LLC and David Price Metals Services – Land Clearing Division. A brief discussion occurred and as a result of discussion, Ms. Rozak moved and Mr. Hirt seconded the motion to contract with Universal Farms LLC to grind brush and leaves twice at a cost not to exceed \$3,077.40. The vote was unanimous and motion carried.

2016 Road Projects

Mr. Scott explained that just last evening he made contact with Mr. Biggert (Trustee of Carroll Township) and their Board does want to pursue the 0% financing opportunity, which is available through the Ohio Public Works Commission, therefore discussion was held about the cost of Quarry Road, Buck Road, and Buck Road extension. Discussion resulted to move forward to obtain 0% financing from the Ohio Public Works Commission to complete road improvements for Quarry Road, Buck Road, and Buck Road extension in 2016, therefore not postponing Quarry Road until 2017. The resolution that was prepared for this evening's meeting was not passed.

Mr. Scott asked Brett Waldron to contact Tina Molnar at the Engineers Office to verify what roads Danbury Township initially applied for in the Ohio Public Works Commission grant.

Mr. Scott will coordinate arranging a time and date to jointly pass the necessary resolutions with Carroll Township to obtain 0% financing from the Ohio Public Works Commission.

Mr. Scott will also be in contact with Tina Molar who has offered to assist the Township with writing the necessary "Joint Resolutions" to proceed for the 0% financing from the Ohio Public Works Commission.

Police

Mr. Scott read the report that was submitted by Police Chief Mike Meisler that listed his department handled 239 incidents to date in January.

Chief Meisler acknowledged that he had prepared the annual report for the Police Department and provided the Trustees each a copy.

Post-Accident Drug Testing – Drug Free Workplace Policy Changes

The Trustees and Chief Meisler resumed discussion of recent changes for post-accident drug testing again, which was "Post-accident drug testing will be conducted whenever an accident occurs, regardless of whether there's an injury.

Discussion evolved around the draft recommendation dated January 22, 2016 that Trustee Rozak had prepared for this evening.

Listed below is an exact copy of said draft language for post-accident drug testing:

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3. *Post-accident testing: (DRAFT RECOMMENDATION 1/22/16)*

Post-accident testing will be conducted whenever an accident occurs resulting in bodily injury that requires treatment at a medical facility. The Township considers an accident as an unplanned, unexpected or unintended event that occurs on Township property, or during the conduct of Township business, or during working hours, or which involves a Township supplied motor vehicle or any vehicle used in conducting Township business, or is within the scope of employment, and which results in any of the following:

- A fatality of anyone involved in the accident
- Bodily injury to the employee and/or another person requiring treatment at a medical facility

When such an accident results in one of the situations above, any employee who may have contributed to the accident will be tested for drugs and/or alcohol or both. When possible, the supervisor of the employee shall accompany the employee to Firelands Corporate Health for drug/alcohol testing, or in the case of required emergency medical treatment, to the nearest medical facility.

Drug testing will occur as quickly as possible, but no later than 32 hours following an employment-related accident. Alcohol testing will occur as quickly as possible, but no later than eight hours following an employment-related accident.

Accidents involving significant vehicular or property damage must be reported immediately to the employee's supervisor. The supervisor is authorized to make the determination whether or not the accident is significant and whether or not the employee should be subjected to post-accident testing. The trustees consider accidents such as fender-benders, deer collisions, mail box destruction, etc. to be normal hazards in the course of duty and therefore not significant.

If the employee responsible for an employment-related accident is injured, it is a condition of employment that the employee grant the Township the right to request that attending medical personnel obtain the appropriate specimens (breath, urine and/or blood) for the purpose of conducting alcohol and/or drug testing.

Any employee who is subject to post-accident testing shall make himself/herself readily available for such testing or shall be deemed to have refused to submit to testing. If the test is not administered within the specified time following the accident, the test shall not be administered and a written statement explaining why the test was not administered shall be submitted to the Township.

Further, all employees grant the Township access to any and all other medical information that may be relevant in conducting a complete and thorough investigation of the work-related accident. This includes a full medical report from the examining physician(s) or other health care providers. A refusal to sign a form consenting to be tested when designated for testing under this policy is considered a refusal to be tested and a violation of this policy.

ELIMINATE THIS UNNECESSARY PARAGRAPH: Danbury Township Trustees reserve the right to determine who may have caused or contributed to a work-related accident and may choose not to test after minor accidents if there is no violation of a safety or work rule, minor damage and/or injuries and no reasonable suspicion.

After a lengthy discussion of the above draft recommendation, the following action was taken: Ms. Rozak moved and Mr. Scott seconded the motion to adopt the draft recommendation Post-accident drug testing language as written, therefore eliminating this paragraph " Danbury Township Trustees reserve the right to determine who may have caused or contributed to a work-related accident and may choose not to test after minor accidents if there is no violation of safety or work rule, minor damage and/or injuries and no reasonable suspicion". The vote was unanimous and motion carried.

Police Training Opportunities

Chief Meisler provided the Trustees with information regarding D.A.R.E Instructor training as well as information about the 2016 School Resource Officer (SRO)/D.A.R.E. Officer Conference. Chief Meisler spoke of the importance of each program and how each program will benefit the community. Chief Meisler recommended to the Board the Patrolman Brad LaMarca attend both trainings as he has voiced interest in doing so.

The Trustees and Chief Meisler discuss the costs involved for the trainings as well as Patrolman Brandon Taylor is no longer interested in the School Resource Officer position. Discussion concluded and the following actions were taken:

Mr. Scott moved and Ms. Rozak seconded the motion to approve the \$1,000.00 registration fee for Patrolman Brad LaMarca to attend the D.A.R.E Officer Training, September 19-30, 2016 at the Crowne Plaza Columbus North Ohio. The vote was unanimous and motion carried.

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Mr. Scott moved and Mr. Hirt seconded the motion to approve the \$565.00 registration fee for Patrolman Brad LaMarca to attend the 2016 SRO/D.A.R.E. conference, June 26-28, 2016 at the Crown Plaza Columbus/Dublin hotel. The vote was unanimous and motion carried.

Fire

Mr. Scott read the report that was submitted by Fire Chief Kahler that listed the Danbury Township Fire Department responded 21 EMS calls, 1-Fire call, 1 Motor Vehicle Crash and 2 alarm investigations to date in January.

EHOVE-EMT Training Classes

Chief Keith Kahler spoke to the Trustees about EMT training at EhoVe as well as necessary back ground checks and drug testing for said training. A brief discussion of the training and costs for the training occurred and resulted as follows: Mr. Scott moved and Ms. Rozak seconded the motion to approve training costs for 8 fire department personnel totaling \$10,184.00, payable to EhoVe. The vote was unanimous and motion carried.

Surplus Equipment

Based on the recommendation of Fire Chief Keith Kahler the following action was taken: Mr. Scott moved and Ms. Rozak seconded the motion to declare the following items owned by the fire department, surplus equipment, 8-large masks, 3-small masks, 6-medium masks, 13-Scott SCBA backpacks, 28 – Aluminum 30 minute bottles, 16-Composite 30 minute bottles, 13-PASS alarms, and 12-Rehab Keys for PASS alarms and allow these items to be donated or discarded. The vote was unanimous and motion carried.

Estate of Gerald Kihlken

Mr. Scott read the letter received from George Wilber of Wilber & Wilber regarding the Mr. Kihlken had a cat named Snickers and a motion was file in Probate Court to give the Executor of the Estate \$5,000.00 for current and future expenses for Snickers.

The Trustees, Police Chief, and Fire Chief discussed the matter, and agreed not to contest the request. Mr. Scott signed the necessary document and it will be returned to Attorney George Wilber.

Zoning

Zoning & Planning Administrator Kathryn Dale reported that 8 permits were processed to date in January and fees collected totaled. \$705.20.

The **Board of Zoning Appeals** is scheduled to meet February 17, 2016 to date the following cases have been submitted.

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.

BZA-2016-006 Lot 21, Plat II of Harbor Bay Estates (Roche Pointe Condominiums). Request for a Major Modification to a previously approved Conditional Use (BZA-2007-217) to eliminate 4 structures/8 condo units and replace with 2 detached garage buildings containing 6 garage bays/units for the owners of Roche Pointe Condo units. Dan Talip, Agent/Appellant, American Title Agency, Inc./Owner.

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.

The **Zoning Commission** will not meet in February because there are no cases to be heard.

Violations/Complaints

1. **1070 Englebeck** (Inhabited camper, storage of boats & vehicles)
Nothing was reported. Case status is monitoring.
2. **1825 Bayview** (New Mobile Home not installed to zoning standards-Filut)
Nothing was reported. Case status is monitoring.
3. **1805 Arlington** (Junk & Debris-Holmes)
Nothing was reported. Case status is open.

Community Development Block Grants (CDBG) & County Land Bank

Discussion resumed regarding list of abandoned and vacant homes that is to be submitted to Mark Messa, Director of the Ottawa County Regional Planning Commission. The Trustees agreed not to submit the list until Mr. Scott arranges to meet with Kathryn Dale regarding the list. Discussion will continue at the next meeting.

The Trustees, Fiscal Officer, and Department Heads briefly discussed budgets for 2016. The department heads will prepare a list of items for their individual budgets and submit them to Mrs. Seamon.

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Comment & Concerns Prior to Dismissing the Department Heads

There were none and the Department Heads were dismissed at 7:30 p.m.

Other Business

Ms. Rozak announced the 3rd annual dog show will be held on May 22, 2016, beginning at 1:00 p.m. at the Township's off-leash dog park located at 310 S. Bridge Road. The funds raised will be donated to the Ottawa County Humane Society.

Mr. Scott announced the school officials will be resubmitting the Safe Routes to School grant application and the Floyd Browne Group has agreed to update costs of the plan at no charge.

Micro Works Support Agreement

Discussion regarding the Micro Works support agreement for 2016 resumed and resulted with the Board agreeing not to enter into a support agreement for the phone system in 2016, however should services be needed, the Township will be charged \$125.00 per hour, which will be disbursed from the General Fund.

Approve Payroll & Payment of Bills

After examining payroll and bills totaling \$103,196.50, Mr. Scott moved and Mr. Hirt 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.

59-2016	Public Employees Retirement System	OPERS-G Contributions	\$5,966.52
60-2016	Public Employees Retirement System	OPERS-L Contribution	\$10,460.01
61-2016	Ohio Police & Fire Pension Fund	OP & F Contributions	\$2,450.15
62-2016	John L Belcher	Wages 1/2/16-1/15/16	\$1,110.20
63-2016	Daniel J Bergman	Wages 1/2/16-1/15/16	\$1,356.07
64-2016	Bradley L Biers	Wages 1/2/16-1/15/16	\$485.85
65-2016	Paul Blaho	Wages 1/2/16-1/15/16	\$236.14
66-2016	Terry L Conaway	Wages 1/2/16-1/15/16	\$241.09
67-2016	J. Charles Cunningham	Wages 1/2/16-1/15/16	\$1,162.54
68-2016	Kathryn A. Dale	Wages 1/2/16-1/15/16	\$1,845.80
69-2016	John D. Grieve	Wages 1/2/16-1/15/16	\$543.09
70-2016	Jared E Griffith	Wages 1/2/16-1/15/16	\$1,295.16
71-2016	Cheryl K Harmsen	Wages 1/2/16-1/15/16	\$765.49
72-2016	Dean G Heberlein	Wages 1/2/16-1/15/16	\$535.26
73-2016	David M Hirt	Trustee Salary 01-2016	\$800.71
74-2016	Stephanie A Hunsicker	Wages 1/2/16-1/15/16	\$270.79
75-2016	Matilda A Johnson	Wages 1/2/16-1/15/16	\$523.13
76-2016	Keith M Kahler	Wages 1/2/16-1/15/16	\$1,236.82
77-2016	Lindsey N Knox	Wages 1/2/16-1/15/16	\$372.01
78-2016	Bradford K LaMarca	Wages 1/2/16-1/15/16	\$1,196.10
79-2016	Austin Lucas	Wages 1/2/16-1/15/16	\$470.57
80-2016	Brian C McCune	Wages 1/2/16-1/15/16	\$251.74
81-2016	Mark A Meisler	Wages 1/2/16-1/15/16	\$1,402.14
82-2016	Michael S Meisler	Wages 1/2/16-1/15/16	\$1,581.68
83-2016	Zachary D Miramontes	Wages 1/2/16-1/15/16	\$511.17
84-2016	Randy R Rakosky	Wages 1/2/16-1/15/16	\$446.52
85-2016	Trevor J Ross	Wages 1/2/16-1/15/16	\$521.51
86-2016	Dianne M Rozak	Trustee Salary 01-2016	\$837.03
87-2016	Matthew J Salyers	Wages 1/2/16-1/15/16	\$241.39
88-2016	Charles B Scott	Trustee Salary 01-2016	\$904.32
89-2016	Shelley J Seamon	Fiscal Officer Salary 01-2016	\$1,338.74
90-2016	Brian P. Sloan	Wages 1/2/16-1/15/16	\$1,320.99
91-2016	Brandon L Taylor	Wages 1/2/16-1/15/16	\$1,306.36
92-2016	Timothy N Taylor	Wages 1/2/16-1/15/16	\$607.77
93-2016	Mark M Turinsky	Wages 1/2/16-1/15/16	\$1,218.48
94-2016	Brett A Waldron	Wages 1/2/16-1/15/16	\$1,652.04
95-2016	Joshua P. Young	Wages 1/2/16-1/15/16	\$1,340.97
97-2016	Internal Revenue	Federal WH	\$6,602.16
98-2016	Ohio Public Employees Deferred Comp.	Voluntary Contributions	\$530.00
99-2016	Treasurer of State of Ohio	State WH	\$1,927.17
40371	James S Holzhauer	Wages 1/2/16-1/15/16	\$320.87

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40372	Megan A. Rakosky	Wages 1/2/16-1/15/16	\$58.99
40373	Ohio Child Support Payment Central	Child Support WH	\$185.95
40374	Ohio Insurance Services Agency, Inc.	February Premiums (Employee Share)	\$1,315.00
40375	Ottawa County Municipal Court	Garnishment	\$54.82
40376	Finley Fire Equipment Co. Inc.	Fire Dept.	\$19.20
40377	AccuShred, LLC	Shredding Services	\$85.00
40378	Bell's Heating & Electric	Furnace Repair -Police Station	\$368.61
40379	Sandusky Electric, Inc.	Police Supplies	\$104.50
40380	Postmaster	Stamps-Police Dept.	\$49.00
40381	Ohio Edison	Electricity	\$603.02
40382	Ohio Edison	Street Light	\$1,501.74
40383	Martin A. Veverka	Computer Repair-Roads	\$56.04
40384	Lakeland Auto & Marine Inc.	Road Supplies	\$27.34
40385	Northwind Safety Corporation	First Aid Kit Refills -Roads	\$24.45
40386	Wal-Mart Community	Misc. Supplies	\$194.50
40387	Time Warner Cable Northeast	Telephone/Internet Services	\$274.25
40388	Ottawa County Treasurer	Property Taxes	\$1,931.17
40389	John Deere Financial	Police Supplies	\$32.99
40390	Lafarge North America Inc.	Stone	\$169.61
40391	Staples Business Advantage	Office Supplies	\$121.87
40392	Erie Shore Propane, Inc.	Propane	\$718.94
40393	Ohio Insurance Services Agency, Inc.	February Premiums	\$30,888.12
40394	Galls, AN Aramark Company	Fire Dept. Supplies	\$24.99
40395	Cros.net, Inc.	Annual Domain Fee	\$120.00
40396	Pat McCarthy Productions, Inc.	Training Fee- Police Dept.	\$1,047.00
40397	The Detroit Salt Company LLC	Road Salt	\$5,032.75
Total Payments:			\$103,196.50

Fund Status Report

The Trustees signed the Fund Status Report dated January 27, 2016.

Comments & Concerns

There were none.

Executive Session

Mr. Scott moved and Mr. Hirt seconded the motion to go into executive session from regular session at 7:36 p.m. to discuss wage compensation of public employees. The vote was unanimous and motion carried.

Reconvene to Regular Session

Mr. Scott moved and Mr. Hirt seconded the motion to reconvene to regular session from executive session at 8:49 p.m. The vote was unanimous and motion carried.

Discussion during executive session resulted as follows: Mr. Scott moved and Ms. Rozak seconded the motion to approve the following wage increases: Police and Road Department personnel will receive a 3% increase in their hourly wages, retroactive to the pay period beginning January 2, 2016, Fire Chief Keith Kahler will receive a 3% increase in his hourly wage retroactive to the pay period beginning January 2, 2016, and the Zoning & Planning Administrator and Administrative/Zoning Assistant will receive a 2.5% increase in the hourly wages retroactive to the pay period beginning January 2, 2016, The vote was unanimous and motion carried.

There being no further business before the Board, Mr. Scott moved and Ms. Rozak seconded the motion to adjourn at 8:50p.m. The vote was unanimous and motion carried.



Fiscal Officer



Danbury Township Board of Trustees

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