RECORD OF PROCEEDINGS

Minutes of Danbury Township Board of Trustees Regular Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held November 24, 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 November 24, 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 & Planning Administrator Kathryn Dale. Road Superintendent Brett Waldron was excused.

There were no visitors in attendance.

Approval of the Minutes

Mr. Scott moved and Ms. Rozak seconded the motion to approve the minutes of the special and regular meetings held on November 10, 2015 as presented. The vote was unanimous and motion carried.

Correspondence Received

The Trustees received newsletters from the Ohio Township Association, the Ohio Plan, and the Ohio Police & Fire Pension Fund.

Regular Meeting Date Changed

The Danbury Township Board of Trustees regular meeting scheduled for Wednesday, December 23, 2015 has been changed to Tuesday, December 22, 2015 due to the Christmas Holiday. The Board will meet at their normal time of 6:30p.m. in the lower meeting room at the Township Hall.

Roads, Buildings, & Grounds

Mr. Hirt announced that Road Superintendent Brett Waldron was excused from tonight's meeting and reported the following activities for the Road Department. The Wreath Across America ceremony will be held on December 12, 2015 at Sacket Cemetery. Crack sealing is still underway, however the winterization of the parks and grounds is complete. The brush drop-off collection site will close on December 1, 2015 and quotes are being obtained for the final brush grinding of the brush currently at the site.

Approve 2007 International Plow Truck Repair Bill & Line Item Transfer

Mr. Hirt spoke briefly about the repair bill for 2007 International plow truck that had been taken in for diagnostic testing and repair in preparation for the upcoming winter season.

Mr. Hirt explained that in order to get to the repair, several parts were broken because of the inherent corrosion, which is caused from the salt the plow truck handles, therefore the repair bill for the 2007 International plow truck totaled $5,347.02.

Ms. Rozak moved and Mr. Hirt seconded the motion to approve payment to Truck Sales & Services in Norwalk, Ohio in the amount of $5,347.02 for repair of the 2007 International plow truck. , Ohio. The vote was unanimous and motion carried.

Mr. Hirt moved and Mr. Scott seconded the motion to approve the transfer of $3,000.00 from account # 2031-230-599-0000 to account #2031-230-323-0000 as recommended by Fiscal Officer Shelley Seamon to cover the cost of the repair bill for the 2007 International plow truck. The vote was unanimous and motion carried.

Updates

Ms. Rozak announced that she had spoken to Janice Barth and Mrs. Barth has given the Township permission to trim the large pine tree adjacent to the driveway entrance for the dog park and brush collection site located at 310 S. Bridge Road, in Danbury Township.

Mr. Hirt acknowledged that he had nothing to report regarding the gutter/down spout installation for the Keeper's House.

Police

Mr. Scott read the report that was submitted by Police Chief Mike Meisler that listed his department handled 273 to date in November.

Chief Meisler explained that recently he visited the Clay Township Police Department because Jo-Jo was invited to participate in a drug search at Clay High School with other K-9's. Chief Meisler reported that the Clay Township Police Department had a monogrammed floor rug with their logo, which was manufactured by Cintas.

Chief Meisler shared that he would be meeting with the area Cintas representative on Friday, December 4, 2015,; unless the Board object to obtain pricing for floor rugs and indicated as long as the department enters into a service agreement for the cleaning of the floor rugs, Cintas will monogram at no cost.

A brief discussion was held amongst the Trustees and Chief Meisler regarding how many floor rugs

the department has currently and the condition of the carpet, which is approaching 5 years old.

Discussion of the matter resulted as the Trustees agreed floor rugs will help to protect the carpet at the station and having a monogrammed floor rug for the main entrance would look very nice, therefore discussion will continue once pricing is obtained.

Fire

Mr. Scott read the report that was submitted by Fire Chief Keith Kahler listing that the Danbury Township Fire Department responded to 42-EMS calls, 7-Fire Calls, 1-Motor Vehicle Crash, and 1-Alarm call to date in November.

Chief Kahler spoke to the Trustees about the recent meeting of Ottawa County Fire Chiefs Association meeting and acknowledged both Jim Lucas of the Ottawa County Sheriff's Office and Fred Petersen of EMA attended.

Chief Kahler explained to the Trustees that Jim Lucas of the Ottawa County Sheriff's Department provided him with the information about eDispatches.com and what he liked about eDispatches.com was there is no contract, there is a 30 day trial period, and there is not initial start-up fees, however after the trail period ends, the cost of the device is $199.00, thereafter the monthly cost is determined by the number of personnel participating, which for his department would be about $129.99 per month, unless the police officers are added the cost would increase.

Chief Kahler recommended that the Trustees move forward with eDispatches.com for the interim because this system relays voice or text messages within seconds to cellular phones, it is inexpensive and it will work with the department's pagers.

The matter was discussed and discussion resulted with the Trustees agreeing that the Fire Department will try eDispatches.com for 30days. Chief Meisler will review the information about eDispatches.com and inform the Board if this is something he would like for his department.

Zoning

Zoning & Planning Administrator Kathryn Dale reported that 10 permits were issued to date in November and fees collected totaled $501.32.

Board of Zoning Appeals (BZA)

The BZA held an adjudication hearing November 16, 2015 on the following case:

- **BZA-2015-155-4394 State Road.** **Approved with Conditions**
  A request for Conditional Use in accordance with Section 3.1.1.Cxi and Section 4.10 to allow for a Type B at-home daycare. **Tito & Dominque Antonio-Lopez, Applicant/Owner.**

- Extension request for: **1 yr. extension was granted until January 28, 2017.**
  BZA-2012-178-5115 E Bayshore Road, Application for a Conditional Use for a Recreational Camp in the "R-C" Recreational Commercial zoning district per Section 3.1.10.C.11 and subject to Section 4.2 requirements. Also requesting an Area Variance to Section 4.2.2.iii to allow for an east side yard setback of 20' (45' required). **Shaina Frisch, Agent, Pete Sheid Applicant.**

Mrs. Dale reported that the BZA meeting for December was cancelled yesterday because there are no cases to be heard.

Zoning Commission (ZC)

The Zoning Commission is scheduled to meet on December 2, 2015 at 6:30 p.m.

BZA & ZC Appointment Discussion

Mrs. Dale reported that an application was received from Joseph Fetzer who is interested in serving on BZA. Richard Krajcer's term as a regular BZA member will expire December 31, 2015 and Mr. Krajcer has submitted a letter of interest to continue serving on this Board. Sherry Roberts has expressed interest in moving into a fulltime regular member position from her Alternate positon on the BZA.

Mrs. Dale also reported that the BZA has an alternate opening that needs to be filled and the term will end December 31, 2017.

Mrs. Dale explained that Steve Pitzer's term was due to expire December 31, 2015 and Mr. Pitzer has expressed interest to continue as a regular ZC member. Mrs. Dale also explained that the ZC has 2 alternate and 1 regular openings that need to be filled.

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Ms. Rozak asked Mrs. Dale if Mr. Krajcer had interest in serving on the Zoning Commission Board.

Mrs. Dale responded that she would have to ask Mr. Krajcer because she did not have that conversation with him.

Ms. Rozak suggested that Mrs. Dale contact Mr. Krajcer to see if he would be interested in serving on the Zoning Commission.

Mr. Scott stated that "are we not forcing him from one board to serve on the other".

Ms. Rozak responded "no" and stated that she personally felt Mr. Krajcer would be an asset to the Zoning Commission and she would like him to consider the move.

No action was taken regarding BZA or ZC appoints or re-appoints.

Violations/ Complaints

1070 Englebeck *(Inhabited camper, storage of boats and vehicles)*
Mrs. Dale reported that a follow-up letter will be sent to the property owner asking them to execute their permit because it will expire at the end of February 2016. The permit is for a fence installation.

1825 Bayview *(New Mobile Home not installed to zoning standards - Filut)*
Mrs. Dale explained that it appears all work at this property has stalled for the winter and stated she will continue to monitor the property.

1805 Arlington *(Junk & Debris – Holmes)*
Mrs. Dale shared that the owners have until November 30, 2015 to complete the property clean-up and indicated if clean-up is not completed by November 30, 2015, LaFarge will consider the junk to be abandoned and will take what steps they need to dispose of the remaining items.

2061 S Walleye (Tall grass-Cieslak)
Mrs. Dale spoke to the Trustees about why this property was temporarily removed from sheriff sale and explained once the matter is corrected the sheriff sale will occur.

Ligation Update

Mrs. Dale explained about why Attorney John Coppeler had extended the offer for follow-up from Attorney George Wilber to November 30, 2015 from November 15, 2015 regarding his clients (the Steinbrick's) continued operation of the taxi business.

Second Regular Meeting for December

The Danbury Township Board of Trustees changed the second regular meeting in December to Tuesday, December 22, 2015 at 6:30 p.m. from Wednesday, December 23, 2015 at 6:30 p.m. due to the Christmas Holiday.

Comment & Concerns Prior to Dismissing the Department Heads

There were none.

Department heads were dismissed at 6:58 p.m.

Drug Free Workplace Policy Amended

Ms. Rozak moved and Mr. Scott seconded the motion to amend the Drug Free Workplace policy to include the following: BZA & ZC members are covered un the township's Worker's Compensation plan, BZA & ZC members are not subject to pre-employment drug testing, BZA & ZC members will receive a copy of the township's drug free policy and any written materials that are provided to the program and policy, BZA & ZC members are not required to attend annual mandatory drug free training, and BZA & ZC members are subject to post-accident testing should an accident occur during the course of their regular assigned work, which was approved at to form by Ottawa County Prosecutor Mark Mulligan on November 6, 2015. The vote was unanimous and motion carried.

Ms. Rozak will advise Safety Coordinator Cheryl Harmsen to provide the amended Drug Free Workplace policy to all Township employees.

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Progressive Energy Consultants
Customer Usage Information Authorization

Fiscal Officer Shelley Seamon reported that she received a request for copies of the Township's electric bills from Anita Sellaro of Progress Energy Consultants, which were provided to Ms. Sellaro.

Mrs. Seamon explained that Ms. Sellaro wanted her to sign a Customer Usage Information Authorization form that would allow Ms. Sellaro to speak to Ohio Edison about the Township electric accounts to obtain information to lower electric rates.

Mrs. Seamon shared that signing the form does not bind the Township in any way and indicated that Ms. Sellaro had assured her that billing would still be through Ohio Edison.

A brief discussion amongst the Trustees was held regarding this matter and resulted in no action taken. Mrs. Seamon will notify Anita Sellaro of Progress Energy Consultants of the Boards decision.

OPEC Delta Dental Renewal for 2016

Fiscal Officer Shelley Seamon announced that the premiums for the dental coverage remained the same as were in 2015, Subscriber Only - $25.07 per month, Subscriber + 1 or more $67.20 per month, and premiums will remain effective until January 1, 2017 therefore, Mr. Scott moved and Ms. Rozak seconded the motion to approve the 2015 OPEC Delta Dental renewal for 2016 as presented. The vote was unanimous and motion carried.

Burnham & Flower –Health Insurance Alternative to OPEC-HC Renewal Offer

The Trustees discussed the opportunity presented in a letter dated November 19, 2015 from Michelle Crockett of Burnham & Flower Insurance Group regarding their offer of a fully insured, safe alternative to the Township's OPEC-HC renewal terms.

Discussion of the matter resulted in no action taken.

Announcement

Ms. Rozak announced that she would not be in attendance for the December 9, 2015, meeting and asked that she is excused.

Approve Payroll & Payment of Bills

After examining payroll and bills totaling $101,955.85 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.

823-2015	Ohio Police & Fire Pension Fund	OP & F Contributions	$2,499.34
824-2015	Public Employees Retirement System	OPERS-L Contributions	$10,458.65
825-2015	Public Employees Retirement System	OPERS-G Contributions	$5,161.99
826-2015	John L Belcher	Wages 10/24/15 -11/6/15	$1,138.70
827-2015	Daniel J Bergman	Wages 10/24/15 -11/6/15	$1,303.60
828-2015	Bradley L Biers	Wages 10/24/15 -11/6/15	$485.85
829-2015	Paul Blaho	Wages 10/24/15 -11/6/15	$118.25
830-2015	Terry L Conaway	Wages 10/24/15 -11/6/15	$125.25
831-2015	J. Charles Cunningham	Wages 10/24/15 -11/6/15	$1,134.24
832-2015	Kathryn A. Dale	Wages 10/24/15 -11/6/15	$1,896.30
833-2015	Jared E Griffith	Wages 10/24/15 -11/6/15	$1,213.61
834-2015	Cheryl K Harmsen	Wages 10/24/15 -11/6/15	$762.81
835-2015	Dean G Heberlein	Wages 10/24/15 -11/6/15	$473.64
836-2015	David M Hirt	November Trustee Salary	$801.16
837-2015	Stephanie A Hunsicker	Wages 10/24/15 -11/6/15	$323.08
838-2015	Matilda A Johnson	Wages 10/24/15 -11/6/15	$576.85
839-2015	Keith M Kahler	Wages 10/24/15 -11/6/15	$1,378.69
840-2015	Tammy J Kahler	Wages 10/24/15 -11/6/15	$370.78
841-2015	Lindsey N Knox	Wages 10/24/15 -11/6/15	$256.59
842-2015	Bradford K LaMarca	Wages 10/24/15 -11/6/15	$1,224.60
843-2015	Brian C McCune	Wages 10/24/15 -11/6/15	$225.92
844-2015	Mark A Meisler	Wages 10/24/15 -11/6/15	$1,443.80
845-2015	Michael S Meisler	Wages 10/24/15 -11/6/15	$1,596.26
846-2015	Zachary D Miramontes	Wages 10/24/15 -11/6/15	$392.39
847-2015	Randy R Rakosky	Wages 10/24/15 -11/6/15	$503.67
848-2015	Trevor J Ross	Wages 10/24/15 -11/6/15	$501.83
849-2015	Dianne M Rozak	November Trustee Salary	$871.16
850-2015	Matthew J Salyers	Wages 10/24/15 -11/6/15	$252.19

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851-2015	Charles B Scott	November Trustee Salary	$904.32
852-2015	Shelley J Seamon	November Fiscal Officer Salary	$1,338.96
853-2015	Gregory W Shadler	Wages 10/24/15 -11/6/15	$982.52
854-2015	Brian P. Sloan	Wages 10/24/15 -11/6/15	$1,257.78
855-2015	Brandon L Taylor	Wages 10/24/15 -11/6/15	$1,357.16
856-2015	Mark M Turinsky	Wages 10/24/15 -11/6/15	$1,095.76
857-2015	Brett A Waldron	Wages 10/24/15 -11/6/15	$1,565.65
858-2015	Joshua P. Young	Wages 10/24/15 -11/6/15	$1,392.07
860-2015	Internal Revenue	Federal WH	$6,256.02
861-2015	Ohio Public Employees Deferred Comp.	Voluntary Contribution	$530.00
862-2015	Treasurer of State of Ohio	State WH	$1,861.89
40182	Brian R Dunegan	Wages 10/24/15 -11/6/15	$146.99
40183	John D. Grieve	Wages 10/24/15 -11/6/15	$180.75
40184	James S Holzhauer	Wages 10/24/15 -11/6/15	$192.60
40185	Austin Lucas	Wages 10/24/15 -11/6/15	$406.42
40186	Blake A Molnar	Wages 10/24/15 -11/6/15	$72.59
40187	Timothy N Taylor	Wages 10/24/15 -11/6/15	$145.18
40188	Ohio Child Support Payment Central	Child Support WH	$185.95
40189	Port Clinton Glass	Window Repair-Police Station	$294.54
40190	Ohio Edison	Street Lights	$587.64
40191	Ohio Edison	Electricity -Various Depts.	$1,052.32
40192	Tuffman Equipment & Supply	Brooms/Rain Paints-Road Dept.	$68.63
40193	Ohio Peace Officer Training Academy	Training -BLT	$225.00
40194	Allure Advertising	Business Cards-Police Dept.	$42.00
40195	Thaddeus H Wierzba DBA Danbury Hardware	Caulk-Road Dept.	$4.85
40196	Spoerr Precast Concrete, Inc.	Footer-Sackett Cemetery	$69.00
40197	Finley Fire Equipment Co.	Gaskets/Adapter-Fire Dept.	$171.40
40198	Ottawa County Engineer	Road Striping	$5,323.76
40199	Zoll Medical Corp	CPR Stat & Pedz Pads -EMS	$1,140.07
40200	Ohio Insurance Services Agency, Inc.	December Premiums	$27,644.03
40201	O.E. Meyer CO.	Oxygen Cylinders-EMS	$125.90
40202	MT Business Technologies, Inc.	Copier Maint./Color Copies Police Dept.	$48.10
40203	MT Business Technologies, Inc.	Copier Maint./Color Copies Hall/Zoning	$191.32
40204	Lake Erie Tree Service LLC	Tree Removal-Road Dept.	$1,100.00
40205	Cheryl Harmsen	Reimbursement-Zoning Fire Safe	$39.99
40206	Ottawa County Recorder	Recording Fee/Resolution 26-2015	$20.00
40207	Lafarge North America Inc.	Stone-Road Dept.	$182.49
40208	Wal-Mart Community	Misc. Supplies -Various Depts.	$478.13
40209	Stryker Medical	Squad Repairs	$695.10
40210	Ottawa County Commissioners	Training Fees -Various Depts.	$60.00
40211	Trugreen	Lawn care	$1,125.00
40212	Ohio Edison	Electricity -Sirens	$192.90
40213	H.B. Magruder Hospital	Medication EMS	$193.21
40214	Dale C Funderwhite	Reimbursement-Postage Fire Dept.	$9.75
40215	Allure Advertising	Twp. Hall Signage	$3,233.66
40216	Time Warner Cable Northeast	Telephone/Internet Services Fire/Police Depts.	$273.25
		Total Payments:	$101,955.85

Fund Status Report

The Trustees signed the Fund Status Report dated November 24, 2015

Comments & Concerns

There were none.

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Held **November 24. 2015**

Executive Session

Mr. Scott moved and Mr. Hirt seconded the motion to go into executive session from regular session at 7:02 p.m. to discuss wage compensation for public employees, the purchase of property, and matters that must be kept confidential in accordance to federal and state laws. The vote was unanimous and motion carried.

Ms. Rozak moved and Mr. Scott seconded the motion to reconvene to regular session from executive at 7:33 p.m. The vote was unanimous and motion carried.

Discussions during executive session resulted in no action taken.

There being no further business before the Board, Mr. Scott moved and Mr. Hirt seconded the motion to adjourn at 7:34 p.m. The vote was unanimous and motion carried.

Shelley J Siamon
Fiscal Officer

Charles Scott

Don Hirt

Danbury Township Board of Trustees