

**DANBURY TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING MINUTES
FEBRUARY 22, 2017**

The Regular Meeting of the Danbury Township Board of Trustees held at the Danbury Township Hall on February 22, 2017, was called to order at 6:30 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 Nolan Johnson, Ray Johnson, Laurie Johnson, Jim Frattaroli, Owen Frattaroli, Nate Frattaroli, and Susan Dress.

**APPROVAL OF THE
REGULAR MEETING MINUTES
FOR FEBRUARY 8, 2017**

Ms. Rozak and Mr. Hirt seconded the motion to approve the regular meeting minutes for 2/8/2017 as presented. The vote was unanimous and motion carried.

CORRESPONDENCE

The police department received a thank you card from Gavin Keller and his family for responding to an incident that occurred at their home. Police Chief Mike Meisler acknowledged that officers Brad LaMarca and Matthew Shark handled this call.

Newsletters were received from the Ottawa County Historical Society and the Ohio Township Association.

Mr. Scott read an email he received from Barb Hamann, which acknowledged that Ms. Hamann and her brother John Grau had paid the back taxes for the property located at 9297 E. Bayshore Road and explained the plan of action they were taking to clean up the property, which included razing the home as well as removing sheds.

Mr. Scott read an email received the Board of Commissioners of Ottawa regarding that the have hired the Poggemeyer Design Group, Inc. to design an Active Transportation Plan for Ottawa County, which will be submitted to ODOT to obtain grant funding. The purpose of the Plan will be to prepare a long-range guiding document for safe, user-oriented bicycle, pedestrian, and multimodal connections throughout the County. The email noted that Linda Amos of the Poggemeyer Design Group Inc. may be contacting the Township Officials for input.

The Trustees discussed this matter and agreed to support the Board of Commissioners of Ottawa County with their grant fund opportunity to obtain funding for fund the development of an Active Transportation Plan for Ottawa County. Mr. Scott said that he would contact Ottawa County Commissioner Jim Sass regarding Danbury Township support.

Ms. Rozak read the letter she received from Burt Logan, Executive Director & CEO of the Ohio History Connection notifying her that the Township grant application for masonry repairs of the Keeper's House was not among those the panel recommended for funding. Ms. Rozak said that she would notify Bill Coder.

ROADS-BUILDINGS-GROUNDS

Road Superintendent Brett Waldron reported that one full service burial was conducted at Sackett Cemetery. Mr. Waldron explained that the department is ahead of schedule with brush trimming and ditch cleaning due to the mild temperatures. Recently the staff trimmed brush on Hartshorn Road and cleaned ditches on Marblewood Drive. Maintenance continues on the road department equipment.

Mr. Waldron explained that on Wednesday, February 1, 2017, staff attended a "Pavement Preservation" presentation that was held in Sandusky, Ohio and provided a brief overview of the discussion held at this meeting.

CHURCH ROAD-STRIPING REQUEST

The Trustees and Mr. Waldron discussed additional stripping at the entrances of Bass Haven South Mobile Home Park, because Ms. Rozak received a verbal request for double line stripping from a resident who was traveling south on Church Road from SR163. While the resident was attempting to make a left-hand turn into the mobile park, someone attempted to pass him. Whereas the Trustees are concerned with the potential dangerous situation, they agreed to bring this matter to the attention of the County Engineer during the road tour scheduled for March 9, 2017. It was noted by Mr. Waldron that Church Road is a County road and the Township may not have any jurisdiction regarding adding striping for the Bass Haven South entrances.

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PARKING AVAILAIBLTY FOR TOWNSHIP MEETINGS

Mr. Waldron reported that sign-up for youth programs at the Township Athletic Complex has begun and asked for direction from the Board about Wednesday evening because he wanted to give the Peninsula Youth Athletic League coaching staff a fair amount of time to adjust their scheduling for practices and games.

The Trustees and Mr. Waldron held a lengthy discussion regarding ways to resolve the parking availability on Wednesday evenings, which would accommodate those attending the public meetings and the youth of the community. Options discussed were having all youth activities end by 6:00 p.m. every Wednesday, designating parking areas for public meeting attendance on Wednesday evenings, and how PYAL scheduling for boys and girls practices or games works, which Mr. Scott shared that the girls practice on Monday & Wednesday's, with the boys practicing or playing on Tuesday & Thursday's.

The Board did not reach a resolution in the matter and asked that Mr. Waldron contact the coaches regarding if they could change the PYAL scheduling to accommodate the Township to free up parking for Wednesday evenings, which would be every Wednesday to accommodate for Trustee meetings and zoning hearings.

ENGLEBECK ROAD CELL TOWER DISCUSSION

Mr. Scott and Mr. Waldron spoke about a cell tower proposal on Englebeck Road, which if constructed as proposed would be in the road right-of way. Mr. Scott acknowledged that the PUCO has granted telecommunication companies access to road right-of- ways for cell tower construction and placement. Mr. Scott explained that over the past several months, the County Engineer has worked closely with ODOT and Mobilite (Telecommunication Company) regarding the construction of a cell tower in the road right-of way on Englebeck Road. Mr. Scott stated that County Engineer Ron Lajti would be discussing the matter further at the Ottawa County Township Association meeting in April. Mr. Scott suggested that the cell tower could be constructed on Church Road or other Township owned property, thus keeping it out of the road right-of way.

POLICE

Mr. Scott read the report that was submitted by Police Chief Mike Meisler, which listed his department, handled 205 incidents to date in February.

FIRE

Mr. Scott read the report submitted by Fire Chief Keith Kahler that listed his department responded to 20 EMS calls, 1 fire call, 1 motor vehicle crash, 1 alarm activations, and 1 carbon monoxide investigation to date in February.

Mr. Scott reported that he and Chief Kahler meet with Heath Smedley regarding the billing questions the Trustees had. Mr. Scott shared that the problem was the way claims were being coded and indicated this is being corrected and residents who have paid bill of emergency services will be reimbursed. Mr. Scott said that Chief Kahler will provide a quarterly billing report to the Board for review.

Chief Kahler reported that he received an email from Mr. Smedley asking for an update regarding the renewal agreement with Medicount Management.

Mrs. Seamon reported that she had not receive a response back from the Prosecutors Officer regarding the Medicount Management renewal agreement.

Chief Kahler said he would follow up with the Prosecutors Office.

EQUIPMENT PURCHASE APPROVED

Ms. Rozak moved and Mr. Hirt seconded the motion to purchase a Nightscan Powerlite from Fire Safety Services at a cost of \$25,845.00for the Fire Department. The vote was unanimous and motion carried.

ADDITIONAL APPROPRIATION APPROVED

Mr. Scott moved and Ms. Rozak seconded the motion to approve an additional appropriation of \$25,845.00 for account 2281-230-740-0000 (Machinery, Equipment, & Furniture) in order that Fiscal Officer Shelley Seamon may prepare the purchase order for the above stated purchase, since it was not a part of the initial temporary appropriation approval. The vote was unanimous and motion carried.

Chief Keith Kahler reported that the Fire Department Association has discussed purchasing 5 SCBA's with bottles from Fire Safety Services and the cost was about \$30,000.00.

Chief Kahler shared that the Association has asked if the Board would split the cost of this purchase and indicated this equipment was for the RIT unit (mutual aid vehicle).

The Trustees briefly discussed the proposal and the following action resulted from the

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discussion, Mr. Scott moved and Ms. Rozak seconded the motion to split the cost with the Fire Department Association to purchase 5 SCBA's with bottles from Fire Safety Services at cost not to exceed \$15,000.00. The vote was unanimous and motion carried.

It was clarified that the Association would pay the entire invoice for this purchase and invoice the Township for their share which will be \$15,000.00.

ZONING

Zoning & Planning Administrator Kathryn A. Dale reported that 9 permits were issued to date in February and fees collected total \$1,554.56.

The **Board of Zoning Appeals** held a public hearing on February 15, 2017 on the case listed below, which was **APPROVED w/conditions.**

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.

The **Zoning Commission** will hold public hearings on March 1, 2017 at the Danbury Township Hall building on the following cases :

CASE #1

ZC-2017-010 424 & 434 S Bridge Road

Request for a Map Amendment for "A" Agricultural to "C-2" General Commercial for approximately 1.90 acres at the rear of a 4.358 acre parcel (PIN# 0141147815711006) located at 434 S. Bridge Road, and including all of 424 S. Bridge Road, a 1.621 acre parcel (PIN# 0141147815711005). Route 269 Marine, LLC/Michael Pollock, Owner/Applicant.

CASE #2

ZC-2017-011 Lakeside Association.

Request for a Text Amendment to Article 5, Section 5.2 eliminating Automobile Parking Requirements for nonresidential uses in the "LBO" Lakeside Business District Overlay. Lakeside Association, Applicant.

PUBLIC HEARINGS SCHEDULED

The Board of Trustees of Danbury Township, Ottawa County, Ohio will hold public hearings at the Danbury Township Hall building on Wednesday, March 22, 2017, beginning at 6:00 p.m., on the following cases:

CASE #1

ZC-2017-010 424 & 434 S Bridge Road

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The first **Land Use Plan Committee** meeting will be held at the Danbury Township Hall building on March 13, 2017, beginning at 6:30 p.m.

VIOLATIONS/COMPLAINTS

There were none.

SPRING NEWSLETTER

The Trustees and Department Heads discussed the content of the spring newsletter and it was determined the Department Heads would have until Friday, February 22, 2017 to submit additional information. The Trustees agreed once the additional information was added, Ms. Rozak would forward the finalized version to the printers and have the newsletter mailed prior to the next meeting. Mr. Scott will obtain mailing costs for the spring newsletter.

WORKPLACE RESOURCES E.A.P. RENEWAL

Ms. Rozak acknowledged that she received an email from Darlene Poczekaj, CEAP/CEO of Workplace Resources regarding the upcoming renewal for the Employee Assistance Program for the Road, Police, and Fire Department employees.

The matter was discussed and the Trustees agreed to continue with the program, therefore Ms. Rozak said she would contact Ms. Poczekaj to obtain a renewal agreement.

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OTAMARA MEETING

Mr. Scott provided a brief overview regarding the meeting he, Mr. Waldron, Chief Meisler and Chief Kahler had with 2 representatives from OTAMARA who is the Township's property & insurance carrier regarding their procedures and how they handle claims. Mr. Scott acknowledged that the meeting was productive and they learned what is being done correctly and ways to improve. Mr. Scott provided several forms the insurance carrier suggests the Township should review and implement.

The Trustees and Mr. Waldron discussed the forms and Ms. Rozak offered to customize the forms specific to the Township.

There were no comments or concerns from the visitors, therefore the department heads were dismissed at 7:05 p.m.

MT BUSINESS TECHNOLOGIES

Ms. Rozak announced that Alison Mugler of MT Business Technologies would like the Township to test a new multifunction copier and reiterated the Ms. Mugler had advised that her clients are leasing the machines rather than purchasing them.

The matter was discussed and the Board agreed to test out a new multifunction copier. Ms. Rozak said that she would contact Ms. Mugler.

NEW EMPLOYEE POLICIES REVISION

Ms. Rozak provided a newly revised version for the Work from Home (TELEWORK) Policy, Compensatory and Overtime Policy, and Flexible Scheduling Policy as well as a revised time sheet and spoke briefly about a couple of the changes.

Mr. Scott reported that he had given copies of the policies to Mr. Waldron, Chief Meisler, and Chief Kahler. Mr. Scott explained that Chief Kahler's concern was with the Compensatory and Overtime Policy regarding the 40 hour work week because of the Fire Departments scheduling.

Ms. Rozak referred to the Compensatory Time Policy in the revision she'd provided at tonight's meeting and said she this change would cover Chief Kahler's concern.

Mr. Scott explained that Chief Meisler's suggested that the Board considered the rate of pay for public safety personnel is at 1.5 times their hourly rate from the time the County calls during level 3 snow emergencies until it is ended.

Ms. Rozak questioned this suggestion and she and Mr. Scott briefly discussed Chief Meisler's reasons for the request and each of the Trustees expressed their opinion about the paying 1.5 times their hourly rate during a level 3 snow emergencies.

Discussion concluded. No action was taken and discussion was tabled.

COMMUNITY REINVESTMENT AREA (CRA) PROGRAM.

The Trustees briefly discussed the Community Reinvestment Area (CRA) Program and if the Trustees wanted to move forward. Discussion resulted that at this time it was not feasible due to the decline of the General Fund balance. Mr. Scott will notify Jamie Beier Grant of the Board's decision.

Discussion concluded. No action was taken and discussion was again tabled.

MARBLEHEAD PENINSULA BOY SCOUT TROOP #331

The Trustees, Fiscal Officer and Scouts of the Marblehead Peninsula Boy Scout Troop #331 discussed the where the Township revenues are derived from and how the monies are disbursed by specific fund accounts.

Scout, Nolan Johnson presented a proposal to the Trustees to add docks at Lake Point Park to allow better fishing access for the public.

The project was discussed, however since the Township does not have jurisdiction of the water, the Trustee explained to Mr. Johnson, the permission to add docks for fishing would have to come from Lafarge.

CEMETERY DEED SIGNED

The Trustees signed a Cemetery Deed for Paula Zeiher, lot 142; graves 1 and 2; in the 2nd addition at Sackett Cemetery.

4TH ANNUAL DOG SHOW DATE SET

The Trustees set the date for the 4th Annual Dog Show, which will be held at the off-leash dog park along SR 269 for Sunday, May 21, 2017, beginning at 1:00 p.m.

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ACKNOWLEDGEMENT OF YEARS OF SERVICE

On February 13, 2017, FF-EMT-Paramedic, Brian McCune completed 1 year of fulltime service with the Township. Sick/vacation accruals will be adjusted starting with the pay period beginning on February 11, 2017. FF-EMT-P Brian McCune's hourly wage remained at \$20.00 per hour.

TRANSFER APPROVED

Mr. Scott moved and Ms. Rozak seconded the motion to transfer \$150,000.00 from the Marblehead Bank savings account to the Marblehead Bank checking account prior to the next meeting if necessary. The vote was unanimous and motion carried.

JANUARY FINANCIAL REPORTS & BANK RECONCILIATION APPROVED

Mr. Scott moved and Ms. Rozak seconded the motion to approve the January financial reports and bank reconciliation as submitted by Fiscal Officer Shelley Seamon. The vote was unanimous and motion carried.

FUND STATUS REPORT SIGNED

The Trustees signed the fund status report dated February 22, 2017.

APPROVAL OF PAYROLL AND THE PAYMENT OF BILLS

After examining payroll and bills totaling \$107,526.23, Mr. Hirt moved and Ms. Rozak 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.

126-2017	BP Business Solutions	Gasoline –Police & Fire Depts.	\$116.55
127-2017	John L Belcher	Wages 1/28/2017-2/10/2017	\$1,330.89
128-2017	Daniel J Bergman	Wages 1/28/2017-2/10/2017	\$1,325.13
129-2017	Bradley L Biers	Wages 1/28/2017-2/10/2017	\$435.00
130-2017	Paul Blaho	Wages 1/28/2017-2/10/2017	\$61.64
131-2017	Terry L Conaway	Wages 1/28/2017-2/10/2017	\$250.35
132-2017	J. Charles Cunningham	Wages 1/28/2017-2/10/2017	\$1,294.85
133-2017	Kathryn A. Dale	Wages 1/28/2017-2/10/2017	\$1,943.74
134-2017	John D. Grieve	Wages 1/28/2017-2/10/2017	\$369.52
135-2017	Jared E Griffith	Wages 1/28/2017-2/10/2017	\$1,239.26
136-2017	Cheryl K Harmsen	Wages 1/28/2017-2/10/2017	\$799.76
137-2017	David M Hirt	February Salary-Trustee	\$801.61
138-2017	Scott W Hites	Wages 1/28/2017-2/10/2017	\$646.33
139-2017	James S Holzhauser	Wages 1/28/2017-2/10/2017	\$267.18
140-2017	Matilda A Johnson	Wages 1/28/2017-2/10/2017	\$524.31
141-2017	Keith M Kahler	Wages 1/28/2017-2/10/2017	\$1,314.88
142-2017	Lindsey N Knox	Wages 1/28/2017-2/10/2017	\$550.72
143-2017	Bradford K LaMarca	Wages 1/28/2017-2/10/2017	\$1,273.30
144-2017	Brian C McCune	Wages 1/28/2017-2/10/2017	\$1,085.86
145-2017	Donald D McCune	Wages 1/28/2017-2/10/2017	\$655.75
146-2017	Mark A Meisler	Wages 1/28/2017-2/10/2017	\$1,504.79
147-2017	Michael S Meisler	Wages 1/28/2017-2/10/2017	\$1,652.59
148-2017	Kegan J Rakosky	Wages 1/28/2017-2/10/2017	\$429.86
149-2017	Randy R Rakosky	Wages 1/28/2017-2/10/2017	\$453.26
150-2017	Trevor J Ross	Wages 1/28/2017-2/10/2017	\$493.29
151-2017	Dianne M Rozak	February Salary-Trustee	\$858.91
152-2017	Matthew J Salyers	Wages 1/28/2017-2/10/2017	\$251.68
153-2017	Charles B Scott	February Salary-Trustee	\$904.32
154-2017	Shelley J Seamon	February Salary-Fiscal Officer	\$1,424.95
155-2017	Gregory W Shadler	Wages 1/28/2017-2/10/2017	\$143.50
156-2017	Matthew M Shark	Wages 1/28/2017-2/10/2017	\$1,122.84
157-2017	Brian P. Sloan	Wages 1/28/2017-2/10/2017	\$1,321.69
158-2017	Christopher J Suppelsa	Wages 1/28/2017-2/10/2017	\$593.51
159-2017	Mark M Turinsky	Wages 1/28/2017-2/10/2017	\$1,178.69
160-2017	Brett A Waldron	Wages 1/28/2017-2/10/2017	\$1,662.99
161-2017	Joshua P. Young	Wages 1/28/2017-2/10/2017	\$1,476.97
163-2017	Internal Revenue	Federal Withholdings	\$6,597.79
164-2017	Ohio Public Employees Deferred Comp. Program	Voluntary Retirement Contributions	\$485.00
165-2017	Treasurer of State of Ohio	State Withholdings	\$1,963.96
166-2017	Ohio Police & Fire Pension Fund	Retirement Contributions- OP & F	\$2,677.69
167-2017	Public Employees Retirement System	Retirement Contributions-OPERSL	\$11,390.75

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168-2017	Public Employees Retirement System	Retirement Contributions-OPERS-G	\$6,456.74
	Bureau of Workers' Compensation	True-up BWC Premium 2016	\$950.18
41425	Ohio Child Support Payment Central	Child Support Withholding	\$37.26
41426	Ottawa County Municipal Court	Garnishment Withholding	\$69.14
41427	Paging & Wireless Service Center	Minor Equipment-Fire Dept.	\$2,223.25
41428	Ohio Insurance Services Agency, Inc.	March Premiums -Employees	\$2,035.00
41429	Ohio Insurance Services Agency, Inc.	March Premiums-Employer	\$28,919.87
41430	Ohio Insurance Services Agency, Inc.	ACA Reporting Fees	\$350.00
41431	Severe Service Inc.	Tire Repair-Roads	\$35.00
41432	Time Warner Cable Northeast	Telephone	\$307.22
41433	Staples Credit Plan	Office Supplies-Fire Dept.	\$53.98
41434	Ehove Career Center	Training-Fire Dept.	\$725.00
41435	John Deere Financial	Minor Equipment-K-9 & Operating Supplies-Fire Dept.	\$182.91
41436	Shelley J. Seamon	Postage Reimbursement -Administration	\$53.65
41437	Lafarge North America Inc.	Operating Supplies-Roads	\$42.64
41438	Semro Henry & Spinazze Ltd.	Legal Fees-Zoning	\$211.14
41439	AccuShred, LLC	Shredding Services	\$85.00
41440	Tractor Supply Co.	Minor Equipment-Fire Dept.	\$279.99
41441	Matthew Scott Uhinck DBA Uhinck Services LLC	Operating Supplies-Fire Dept.	\$699.75
41442	Danbury Twp. Vol FF Association	Drug License Annual Fee Reimbursement	\$150.00
41443	Lowes	Operating/Office Supplies- Hall/Roads/Zoning	\$95.45
41444	Ohio Portable Power Solutions DBA Interstate Battery	Operating Supplies-Fire Dept.	\$396.00
41445	Lakeland Auto & Marine Inc.	Operating Supplies-Road & Fire Depts.	\$408.24
41446	Gordon Lumber Company	Operating Supplies/Other Expense- Cemetery & Fire Dept.	\$95.66
41447	O.E. Meyer CO.	Operating Supplies-EMS	\$297.50
41448	H.B. Magruder Hospital	Operating Supplies-EMS	\$353.47
41449	Ohio Edison	Electricity	\$1,213.70
41450	Cheryl Harmsen	Postage Reimbursement -Zoning	\$49.00
41451	Staples Business Advantage	Office Supplies-Admin/Police/Zoning Depts.	\$239.70
41452	Staples Business Advantage	Operating & Office Supplies-Police Dept.	\$212.06
41453	Bound Tree Medical LLC	Operating Supplies-EMS	\$1,084.04
41454	Tammy Kahler	Operating Supplies Reimbursement-Fire Dept.	\$636.00
41455	Elite K-9, Inc.	Minor Equipment-K-9	\$169.95
41456	Walmart Community	Misc. Supplies-Variou Depts.	\$832.66
41457	Luckey Farmers, Inc.	Fuel Costs-January 2017-Roads/Police/Fire Depts.	\$2,699.42
		Total of Payroll & Bills	\$107,526.23

Comments & Concerns

Susan Dress asked who the Township's insurance company was and Mr. Scott responded. Ms. Dress commented positively about paying public service personnel 1.5 times their rate of pay during a level 3 snow emergency.

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.