

# RECORD OF PROCEEDINGS

Minutes of

Danbury Township Board of Trustees Regular

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

March 11, 2015<sup>20</sup>

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 March 11, 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. Also present Fiscal Officer Shelley Seamon, Road Superintendent Brett Waldron, Police Chief Mike Meisler, Fire Chief Keith Kahler, and Zoning & Planning Administrator Kathryn Dale.

Visitors in attendance were Bradley Biers, Tracy Buhrow-Ottawa County Building Inspection, Doug Stevens, and Wendy Stevens.

### Approval of the Minutes

Mr. Scott moved to approve the minutes of the regular meeting held on March 11, 2015 as presented. Ms. Rozak seconded the motion. The vote was unanimous and motion carried.

### Correspondence

The Danbury Township Police Department received a thank-you card from Sheryl Lange commending Patrolman Brian Sloan for the manner in which he handle himself while notifying Ms. Lange of her mother's passing.

Ottawa Regional Planning Commission Director Mark Messa sent information regarding the FY 2015 Community Development Block Grant Program. The first public hearing to participate for funding will be held on March 12, 2015, at 11:00 a.m. in the Ottawa County Courthouse Assembly Room.

A copy of the Ottawa County Historical Society's winter 2015 newsletter was received.

The Ohio Plan (Township Property & Liability insurance carrier) sent a pamphlet regarding "Cyber Insurance Coverages".

The OSS Joint Solid Waste Management District sent notification of the "Yard Waste Program Workshop" that will be held March 18, 2015 at Catawba Island Township from 9 a.m. to noon. Road Superintendent Brett Waldron announced that he has already registered to attend.

A copy of the minutes for the February 8, 2015 Ottawa County Historical Society meeting were received from Sharon Coder, OCHS Secretary Pro Tem.

Ottawa Regional Planning Commission Direct Mark Messa sent a preliminary plat for the re-plat #2 of Lighthouse Bluffs Phase II to Fiscal Officer Shelley Seamon.

Trustee Dianne Rozak received request from Dan Noll regarding "street lighting" for Laser Lane. The Trustees discussed that the Township does not have authority on private roads therefore cannot assist with street lighting for Laser Lane. Zoning & Planning Administrator Kathryn Dale shared with the Trustees her experience regarding creating a "Lighting District" that required action of the Trustees. Mrs. Dale indicated that at her previous employer in Colerain, Ohio neighbors of subdivision's came before the Board of Trustees regarding "Lighting Districts" and explained the process neighborhoods with private roads would take to bring such a matter before the Trustees of Danbury Township. Ms. Rozak will respond to Mr. Noll.

### Roads, Buildings, & Grounds

Road Superintendent Brett Waldron reported that the Annual Road Tour with Ottawa County Engineer Ronald Lajti Jr. that occurred on March 2, 2015 was very informative. Mr. Waldron also reported that snow storms and melting snow toward the end of February kept the staff very busy and now the primary focus is installing stone at the entrance of the dog park located at 310 S. Bridge Road.

### Mower Purchases

Trustee David Hirt left the room at 6:52 p.m. because he is employed by Bill's Implement Sales.

Discussion resumed regarding the mower trade/purchase program received from Bills Implement Sales for the replacement of 2 (two) 61" Ferris mowers and 1 (one) 52" Ferris mower.

Fiscal Officer Shelley Seamon explained that prior to the last meeting, she and Mr. Waldron discussed that the increased cost to upgrade to 3 (three) 61" Ferris mowers instead of purchasing 2 (two) 61" and 1 (one) 52" Ferris mowers because of the hours the 61" mowers had accumulated this past mowing season. Mrs. Seamon also explained that she and Mr. Waldron agreed that the Cemetery Fund would be used to pay \$1,500.00 (the amount appropriated in the 2015 budget) and the balance to upgrade the 52" Ferris mower to a 61" Ferris mower of \$1,600.00 would come from the Road & Bridge Fund.

Road Superintendent Brett Waldron confirmed that what Mrs. Seamon had explained was correct.

Mrs. Seamon recommended that the Board allow the trade of the 3 current 2014 Ferris mowers and purchase 3 (three) 2015 Ferris 61" mowers, the cost after trade being \$5,500.00 and to distribute the costs of the purchase as follows: \$4,000.00 from Road & Bridge funds and \$1,500.00 from the Cemetery Fund.

Ms. Rozak moved to allow the trade of the 3 (three) current 2014 Ferris mowers and purchase 3 (three) 2015 Ferris 61" mowers, at cost not to exceed \$5,500.00, and; That the cost will be distributed as recommended by Fiscal Officer Shelley Seamon and Road Superintendent Brett Waldron, \$4,000.00 from Road & Bridge funds and \$1,500.00 from Cemetery funds. Mr. Scott seconded the motion. The vote was unanimous and motion carried.

Trustee David Hirt returned at 6:54 p.m. and committee reports continued.

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Danbury Township Board of Trustees Regular

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BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held

March 11, 2015<sup>30</sup>**2015 Road Resurfacing Project Resolution**

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in a regular session at 6:30 p.m., on March 11, 2015 at the Danbury Township Hall, 5972 E. Port Clinton Road, Marblehead, Ohio 43440, with the following members present: Mr. Charles B. Scott Ms. Dianne M. Rozak, and Mr. David M. Hirt.

Mr. Hirt introduced the following Resolution and moved its adoption.

**Resolution No. 04-2015****A RESOLUTION TO PROCEED WITH ROAD RESURFACING PROJECTS FOR T.R. 138 ENGLEBECK RD., T.R. 140 HARTSHORN RD, AND PERYVIEW ESTATE ROADS (PROJECT NO. DES11)**

**Whereas**, the Danbury Township Board of Trustees followed the Township Construction Project Protocol set forth by the Ottawa County Engineer's Office to resurface the following roads in Danbury Township, Ottawa County, Ohio:

1. Resurface 1.51 miles on T.R. 138 Englebeck Rd. from Bayshore Rd. to S.R. 163, estimated cost \$94,226.97.
2. Resurface 1.72 miles on T.R. 140 Hartshorn Rd. and T.R. 140A Hartshorn Rd. Extension from S.R. 163 to S.R. 163, estimated cost \$103,379.85.
3. Resurfacing 0.13 of a mile on T.R. 1247 Applewood Dr. from T.R. 1251 Forest Green Dr. to T.R. 1242 Spring Crest Dr. in Perryview Estates, estimated \$3,498.88.
4. Resurfacing 0.1 of a mile on T.R. 1248 Deerwood Ct., from T.R. 1251 Forest Green Dr. to T.R. 1242 Spring Crest Dr. in Perryview Estates. Estimated cost for this project \$3,794.47.
5. Resurfacing 0.02 of a mile on T.R. 1253 Evergreen Dr., from West Terminous to T.R. 1251 Forest Green Dr. in Perryview Estates, \$1,341.08.
6. Resurfacing 0.21 of a mile on T.R. 1251 Forest Green Dr., from T.R. 1254 Tanglewood Dr. to North Terminous in Perryview Estates, estimated cost \$16,637.34.
7. Resurfacing 0.2 of mile on T.R. 1255 Shorewood Dr., from West Terminous to T.R. 1251 Forest Green Dr. in Perryview Estates, estimated cost \$1,219.17.
8. Resurfacing 0.21 of a mile on T.R. 1241 Sunnydale Dr., from South Terminous to E. Harbor Rd. (S.R. 163) in Perryview Estates, estimated cost \$17,070.22.
9. Resurfacing 0.36 of a mile on T.R. 1242 Spring Crest Dr., from T.R. 1241 Sunnydale Dr., to South Terminous in Perryview Estates, estimated cost \$26,335.88.
10. Resurfacing 0.06 of a mile on T.R. 1254 Tanglewood Dr., from West Terminous to T.R. 1251 Forest Green Dr. in Perryview Estates. Estimated cost for this project \$7,030.31.
11. Resurfacing 0.07 of a mile on T.R. 1252 Wilderness Dr., from West Terminous to T.R. 1251 Forest Green Dr. in Perryview Estates, estimated cost \$7,502.08.

**Whereas** the Danbury Township Board of Trustees partnered with the Ottawa County Engineers Office and applied for financial assistance from the Ohio Public Works Commission and;

**Whereas** the Danbury Township Trustees received notification from the Ohio Public Work Commission Director, Michael Miller that the Township in the form of a grant has been approved for the project entitled Township Roads 138, 140 and Perryview Estates Roads (Project No. DES11) in the amount of \$162, 572.00 and:

**Whereas** the balance of \$162, 572.00 for the projects entitled Township Roads 138, 140, and Perryview Estates Roads (Project No. DES11) is available in the Gasoline Tax Fund and:

**Whereas** the Ottawa County Engineers Office will advertise, bid, and award the bids on behalf of the Danbury Township Trustees in accordance to the guidelines set forth in the "COPY of CEO Letter" received from the Ohio Public Works Commission Director, Michael Miller for the resurfacing Township Roads 138, 140, and Perryview Estates Roads (Project No. DES11).

**Now, Therefore**, be it resolved by the Board of Trustees of Danbury Township, Ottawa County, Ohio, that the Board hereby authorizes the Ottawa County Engineer's Office to proceed to advertise, bid, and award bids for road resurfacing of Township Roads 138, 140, and Perryview Estate Roads as detailed in the beginning of this Resolution known as items 1 through 11.

This **Resolution** shall become effective immediately upon its passage.

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

**ADOPTED** this 11th day of March, 2015.

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Police

Trustee Charles Scott reported that Police Chief Mike Meisler submitted reports that listed the Danbury Township Police Department handled 349 incidents during the month of February and 115 incidents to date in March. Chief Meisler stated that the number of incidents for this year compared to last year's numbers were up. (221 incidents in February 2014 & 87 incidents to date in March of 2014)

Fire

Trustee Charles Scott reported that Fire Chief Keith Kahler submitted a report listing that the Danbury Township Fire Department responded to 42 EMS calls, 1 Fire call, 2 Motor Vehicle Crashes, 1 Alarm call, and 2 Carbon Monoxide investigations during the month of February. Calls responded to thus far in March was reported as follows: 10 EMS calls and 1 Fire call. Year to date the department has responded to 117 calls.

Contract of Educational Expense

Chief Kahler reported that Ottawa County Prosecuting Attorney Mark Mulligan had approved the revised language in the Contract of Educational Expense for the Fire Department.

The Trustees briefly discussed the matter and discussion resulted as follows: Mr. Scott moved to accept the Contract of Educational Expense as presented for the Danbury Township Volunteer Fire Department. Ms. Rozak seconded the motion. The vote was unanimous and motion carried. The content of the contract is list below.

CONTRACT FOR EDUCATIONAL EXPENSE

This agreement entered into by \_\_\_\_\_, hereafter referred to as "Member" and the Danbury Township Board of Trustee's, hereafter referred to as "The Board of Trustees of Danbury Township".

The Board of Trustees of Danbury Township agrees to pay the following cost of training and education for member & part-time personnel \_\_\_\_\_.

In exchange, the member agrees to perform the duties of a \_\_\_\_\_ (Fire Fighter, EMT-B, EMT-I, or Paramedic for Danbury Township Fire & E.M.S. for a minimum period of \_\_\_\_\_ months.

The member agrees to make every effort to pass all exams. If the member does not obtain certification with the maximum number of attempts the Trustee's agree to pay for a refresher class and up to three more attempts must be made to be certified. After 6 attempts the contract is void.

If the member fails to fulfill this minimum service obligation for any reason, including termination for just cause by the Board of Trustees of Danbury Township, the member agrees to refund the monies or pro-rated monies paid by the Board.

The member is exempt from any partial or full payment if they must leave Danbury Township Fire Department for any of the following reasons;

Health – with doctors documentation stating you can no longer perform the duties outlined in the application or guidelines.

Employment – any member who has to relocate as a result of transfer of employment or transfer of spouse's employment are exempt.

Any reason mutually agreed upon by the member and the Board of Trustees of Danbury Township.

I have read and understand my obligations under this agreement.

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Township Trustee's \_\_\_\_\_

Terms set by The Board of Trustees of Danbury Township:

Fire Fighter – VFF, Instructor, CFSI –12 months, Level 1 – 24 months, Level II – 36 months

EMT-B – 12 months, AEMT – 24 months, Paramedic – 36 months

Uniform Policy

Discussion regarding the Fire Department Uniform Policy was tabled until the next regular meeting.

Cardiac Monitor Purchase

The Trustees and Chief Kahler reviewed several state bid quotes to purchase 2(two) new cardiac monitors for the Fire Department. Bids received and reviewed were from Zoll Medical Corp and Physio Control, both State contracts.

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The Trustees and Chief Kahler discussed the matter and discussion resulted as follows: Ms. Rozak moved to purchase 2 (two) Masimo Pulse Oximetry cardiac monitors from Zoll Medical Corp and trade 2 Phillips cardiac monitors, after trade allowances cost shall not to exceed \$54,106.51, as per quotation #184865 V: 1, State of Ohio Contract # 800265 (STS652) as recommended by Fire Chief Keith Kahler and the Danbury Township Medical Director Daniel Schwerin. Mr. Hirt seconded the motion. The vote was unanimous and motion carried.

### BWC Safety Grant/Power Loading Systems Purchase

Fiscal Officer Shelley Seamon informed the Board that they had not officially acted to purchase the Power Loading Systems from Stryker since being awarded the BWC Safety Grant and explained the procedure she must follow to obtain an amended certificate from the County Auditor since the grant award was not in the 2015 budget.

Mr. Scott moved to approve the purchase of 2 Power Loading Systems from Stryker for 2 ambulances for the Fire Department at a cost of \$51,120.00 and authorize Fiscal Officer Shelley Seamon to obtain the necessary amended certificate, create new revenue & appropriations accounts, and authorize supplemental appropriations that are needed. Mr. Hirt seconded the motion. The vote was unanimous and motion carried.

### Truck Purchase

Mr. Scott reported that the build date of the Ford Police Utility Interceptor for the Fire Department was yet to be determined, however Reineke Ford of Findlay has a Ford Police Utility Interceptor on their lot ready for sale.

Mr. Scott explained that he consulted with the Ottawa County Prosecutor Mark Mulligan and learned because this vehicle will be used for public service; the Township may provide Statewide Ford written notification, to cancel the current commitment of purchase.

The matter was discussed and resulted Mr. Scott will contact Statewide Ford regarding canceling the commitment to purchase the Ford Police Utility Interceptor. Discussion will continue at the next meeting.

### Six-Month Probation Period Completed

Trustee Charles Scott acknowledged that Fire Chief Keith Kahler had completed his six-month probationary period as a full time employee on 2/25/15. Mr. Scott reported that in accordance to the action taken by the Board on 1/14/15, Chief Kahler's hourly rate increased 3% to \$23.79 from \$23.10 and he also earns a sick time accrual bi-weekly. Mr. Scott stated that the hourly increase and start of the sick time accrual were effective in the 3/11/15 pay date.

### Zoning

Zoning & Planning Administrator Kathryn Dale provided a recap of the business the Zoning Department and both Boards conducted during the month of February that included the Zoning Department issued 2 permits and responded to 375 calls, emails, and in-person inquires and went on 19 site visits.

Mrs. Dale also reported that 1 permit was issued to date in March and fees collected totaled \$57.00.

Mrs. Dale explained that her department's main focus since the last meeting has been gathering information for the new permit tracking program ZonePro and answering numerous inquiries regarding summer projects.

The Board of Zoning Appeals will hold a public hearing on Wednesday, March 18, 2015 at the Danbury Township Hall at 6:30 p.m. on the following case.

**1. CONTINUED FROM February 18, 2015**

BZA-2015-008 462 Cedar. Request for an Area Variance to Section 7.9.2. to allow for 105 sq. ft. (11% increase) of additional living space onto a nonconforming structure that received a 60% increase in BZA-2014-090. Doug Bohl, Owner/Applicant.

The Zoning Commission held public hearing on Wednesday, March 4, 2015 at the Danbury Township Hall beginning at 6:30 p.m on the following case:

**1. ZC-2015-005 Map Amendment from "A" Agricultural to "R-C" Recreational Commercial for 8.3574 acres of part Lot 12, Section 4 located at 6421 E. Bayshore Road (PIN# 0140467606672001). Behlke Properties, LTD, Mike Behlke/Owner & Applicant.**

Mrs. Dale reported that the Commission's discussion on March 4, 2015 resulted to recommend approval as presented. Mrs. Dale then asked the Trustees schedule a public hearing for case ZC-2015-005 on April 8, 2015 at 5:45 p.m or 6:00 pm prior to their regular meeting.

Mrs. Dale suggested to the Trustees that the hearing start at 5:45 p.m instead of at 6:00 p.m. because there was opposition voiced at the Commission's March 4, 2015 hearing by the adjacent property owners.

Discussion was held and resulted in the following: The Danbury Township Board of Trustees will hold a public hearing at the Danbury Township Hall at 6:00 p.m. Wednesday, April 8, 2015 regarding case **ZC-2015-005 Map Amendment from "A" Agricultural to "R-C" Recreational Commercial for 8.3574 acres of**

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part Lot 12, Section 4 located at 6421 E. Bayshore Road (PIN# 0140467606672001). Behlke Properties, LTD, Mike Behlke/Owner & Applicant.

**Complaints and/or Violations**

**1070 Englebeck-** Mrs. Dale reported that on February 25, 2015 the property owner came in the office for a fence permit to shield junk vehicles on this property. Mrs. Dale also reported that she attached a letter to the permit sharing with the owner that they still have until April 1, 2015 to remove the trailers, recreational vehicles, jet skis, etc. that are not owned by the property owner. Mrs. Dale shared in the letter to the they should be in contact with her by April 1, 2015 to put together a timeframe of when they will remove some of the other debris on the property that are health and safety concerns, such as tires. Mrs. Dale indicated that she has yet to hear from the property owner since sending the letter with the permit.

**365 Miley –** Mrs. Dale reported that all of the junk and debris at this property was removed. This case is now closed.

**1049 Englebeck-** Doug and Wendy Steven attended and discussed with the Board their intent to demolish the home at 1049 Englebeck and clean up the property. Mr. Stevens shared that he was now the sole owner of the property and the home would be removed by next Wednesday, however he needed dirt to fill in the basement. The Trustees and Mr. Stevens discussed the matter and the following resolution was adopted.

**The Board of Trustees of Danbury Township, County of Ottawa, Ohio,** met in a regular meeting session at 7:00 p.m., on March 11, 2015, at the Danbury Township Hall, 5972 E. Port Clinton Road, Marblehead, Ohio 43440, with the following members present: Ms. Dianne Rozak; Mr. Charles Scott, Mr. David Hirt

Ms. Rozak introduced the following resolution and moved its adoption:

**RESOLUTION NO. 05 - 2015**

**RESOLUTION TO PROCEED WITH THE REMOVAL OF THE UNSAFE, INSECURE AND STRUCTURALLY DEFECTIVE STRUCTURE FROM THE PROPERTY LOCATED AT 1049 ENGLEBECK ROAD, DANBURY TOWNSHIP, OTTAWA COUNTY, OHIO**

**PREAMBLE**

**WHEREAS**, on or about January 20, 2015, the Danbury Township Board of Trustees ("Board") received a letter dated January 8, 2015, from the Ottawa County Chief Building Official regarding the structure located on the property at 1049 Englebeck Road (the "Structure"), Marblehead, Ohio (PIN# 0141127915083000) in the unincorporated area of Danbury Township (the "Township"), Ottawa County, Ohio (the "Property");

**WHEREAS**, in the January 8, 2015 letter, the Ottawa County Chief Building Official found the Structure to be insecure and unsafe pursuant to Section 505.86 of the Ohio Revised Code, with the east side of the home having been removed, the basement exposed and doors and windows not secured or missing; and

**WHEREAS**, on or about February 12, 2015, the Board sent the owners of the Property, Douglas and Frank Stevens ("Owners"), a courtesy notice that the January 8, 2015 letter from the Ottawa County Chief Building Official was received and that the Property was being investigated by the Township for the possibility of exercising their authority in Ohio Revised Code Section 505.86 on what corrective measure should be taken with regard to the Structure, including the possibility of demolition; and

**WHEREAS**, on or about February 26, 2015, the Board sent notice via certified mail to the Owners of the Property, and lienholders of record, that the Board would be providing them an opportunity during its regular meeting on March 11, 2015, to be heard and provide any information as to why the Structure should not be removed; and

**WHEREAS**, during said hearing, March 11, 2015, owner(s), Douglas Stevens and Frank Stevens, was present and entered into agreement with the Board, by this Resolution, that he would make arrangements to remove the Structure by demolition, and that the demolition would occur on or before May 11, 2015; and

**WHEREAS**, if the Owners fail to remove the structure or make arrangements for such corrective measures by May 11, 2015 then pursuant to Section 505.86 of the Ohio Revised Code, it is the Board's intention and the Board is authorized to remove the structurally defective, insecure and unsafe structure thirty (30) days after May 11, 2015; and

**WHEREAS**, it is in the best interest of the Township and its residents to proceed under Section 505.86 of the Ohio Revised Code in order to remove the structurally defective, insecure and unsafe conditions of the Structure on the Property.

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BEAR GRAPHICS 800-325-8084 FORM NO 10148

Held

March 11, 2015<sup>20</sup>

## RESOLUTION

### NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Trustees of Danbury Township, Ottawa County, Ohio hereby determines that the property owned by Douglas and Frank Stevens, located at 1049 Englebeck Road (PIN# 0141127915083000), in Danbury Township, Ottawa County, Ohio contains a Structure that is structurally defective, insecure and unsafe pursuant to Section 505.86 of the Ohio Revised Code, and orders the following actions:

- Section 1:** The Board orders the Owners of the Property to remove the Structure on or before May 11, 2015.
- Section 2:** If the Structure is not removed by May 11, 2015, the Board authorizes the Zoning Inspector to enter into a contract thirty (30) days after such date, with a suitable person and/or entity to have the Structure removed at a cost not to exceed \$8,000.00.
- Section 3:** The Board hereby directs and orders that all expenses incurred in the removal of the Structure shall be paid from the unappropriated monies in the Township's general fund.
- Section 4.** The Fiscal Officer shall report all expenses that the Township incurs in the removal of the Structure to the Auditor of Ottawa County, Ohio for entry upon the tax duplicate as a lien upon the Property and for collection and reimbursement of the Township's general fund as provided in Section 505.86 of the Ohio Revised Code.
- Section 5.** The Board finds and determines that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in open meetings of this Board, and that all deliberations of this Board that resulted in formal actions were taken in meetings open to the public, in compliance with all legal requirements, including but not limited to, Ohio Revised Code Section 121.22, except as otherwise permitted thereby.

This Resolution shall take effect and be in force from or after the earliest period allowed by law.

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

ADOPTED this 11<sup>th</sup> day of March, 2015.

### Six-Month Probation Period Completed

Trustee Dianne Rozak acknowledged that Zoning & Administrative Assistant Cheryl Harmsen had completed her six-month probationary period as a full time employee on 2/18/15. Ms. Rozak reported that in accordance to the action taken by the Board on 1/14/15, Mrs. Harmsen's hourly rate increased 3% to \$12.88 from \$12.50 and she also earns a sick time accrual bi-weekly. Ms. Rozak stated that the hourly increase and start of the sick time accrual were effective in the 3/11/15 pay date.

### Social Media Impact on the Workplace Training

Ms. Rozak moved to approve entering into an agreement with Ehope, Adult Career Center to provide Social Media Impact on the Workplace training for Department Heads and those employees who can attend at the Danbury Township Hall on April 13, 2015 from 9-11 a.m., at a cost of \$405.30 to be distributed from the General Fund and authorize that she (Ms. Rozak) is the signatory for said agreement; Mr. Scott seconded the motion. The vote was unanimous and motion carried.

### Comments and Concerns Prior to Dismal of the Department Heads

The Trustees and Bradley Biers discussed signage for Fire Station 1 located at 9551 E. Harbor Road adjacent to S.R. 163. Mr. Biers informed the Board that Allure Advertising only does informational signage not LED signage. Mr. Scott reiterated that at the last meeting the Board agreed to explore other options for signage in the interest of public safety, therefore they were no longer looking to install a LED sign out front of Fire Station 1.

The Trustees asked that Mr. Biers obtain a quote from Allure Advertising for new signage out front of Fire Station 1.

The Department Heads were dismissed at 7:15 p.m.

### Employee Assistance Program & Training

Trustee Dianne Rozak announced that the Ottawa County Prosecutor Mark Mulligan had approved the agreement for the employee assistance program through Workplace Resources. A brief discussion was held regarding the program and upcoming Fire Safety Services training. Discussion resulted as follows:

Ms. Rozak moved to enter into an agreement for a one year term with Workplace Resources to provide an Employee Assistance Program for all township employees at a cost not to exceed \$2,301.00, and approve Fire Safety Services training to be conducted by Dr. John Lewton of Workplace Resources for Fire/Police personnel and other township employees who are able to attend at a cost not to exceed \$450.00. Mr. Hirt seconded the motion. The vote was unanimous and motion carried.

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### Cyber Insurance Application

The Trustees and Fiscal Officer briefly discussed completing the Cyber Insurance application to obtain coverage through Hylant Administrative Services. The Trustees agreed that the annual cost of \$233.00 for coverage was reasonable and agreed to proceed with applying for cyber coverage. Mrs. Seamon stated she would complete the application and obtain the cost since the premium will be prorated. Discussion will continue.

### OSS Solid Waste District Grant- Township Hall Signage

Trustee Dianne Rozak reported that the Township was not awarded a grant in the first round for the Township Hall signage. Ms. Rozak explained that there would be another opportunity in June and she would re-apply.

### Approve Payroll & Payment of Bills

After examining payroll and bills totaling \$46,938.41, Mr. Scott moved that they be accepted and warrants or electronic transfers for the various amounts be processed. Mr. Hirt seconded the motion. The vote was unanimous and motion carried.

153-2015	Marblehead Bank	February Fees	\$68.22
154-2015	John L Belcher	Wages 2/14/15-2/27/15	\$1,241.74
155-2015	Daniel J Bergman	Wages 2/14/15-2/27/15	\$1,293.27
156-2015	Bradley L Biers	Wages 2/14/15-2/27/15	\$531.36
157-2015	Terry L Conaway	Wages 2/14/15-2/27/15	\$125.23
158-2015	J. Charles Cunningham	Wages 2/14/15-2/27/15	\$1,252.88
159-2015	Kathryn A. Dale	Wages 2/14/15-2/27/15	\$1,604.20
160-2015	Jared E Griffith	Wages 2/14/15-2/27/15	\$1,688.22
161-2015	Cheryl K Harmsen	Wages 2/14/15-2/27/15	\$820.24
162-2015	Dean G Heberlein	Wages 2/14/15-2/27/15	\$539.70
163-2015	Stephanie A Hunsicker	Wages 2/14/15-2/27/15	\$374.08
164-2015	Keith M Kahler	Wages 2/14/15-2/27/15	\$1,306.11
165-2015	Tammy J Kahler	Wages 2/14/15-2/27/15	\$320.95
166-2015	Lindsey N Knox	Wages 2/14/15-2/27/15	\$125.21
167-2015	Bradford K LaMarca	Wages 2/14/15-2/27/15	\$1,324.37
168-2015	Brian C McCune	Wages 2/14/15-2/27/15	\$124.62
169-2015	Mark A Meisler	Wages 2/14/15-2/27/15	\$1,473.35
170-2015	Michael S Meisler	Wages 2/14/15-2/27/15	\$1,780.51
171-2015	Zachary D Miramontes	Wages 2/14/15-2/27/15	\$507.55
172-2015	Randy R Rakosky	Wages 2/14/15-2/27/15	\$271.28
173-2015	Trevor J Ross	Wages 2/14/15-2/27/15	\$454.48
174-2015	Matthew J Salyers	Wages 2/14/15-2/27/15	\$241.35
175-2015	Brian P. Sloan	Wages 2/14/15-2/27/15	\$1,371.42
176-2015	Brandon L Taylor	Wages 2/14/15-2/27/15	\$1,681.46
177-2015	Mark M Turinsky	Wages 2/14/15-2/27/15	\$1,479.84
178-2015	Brett A Waldron	Wages 2/14/15-2/27/15	\$1,785.61
179-2015	Gordon D Waugh	Wages 2/14/15-2/27/15	\$1,026.83
180-2015	Joshua P. Young	Wages 2/14/15-2/27/15	\$1,509.49
182-2015	OH Public Employees Deferred Comp.	Voluntary Contributions	\$445.00
183-2015	Internal Revenue	Federal WH	\$5,985.82
39484	Austin Lucas	Wages 2/14/15-2/27/15	\$270.81
39485	Ohio Child Support Payment Central	Child Support WH	\$185.95
39486	AccuShred, LLC	Shredding Services(Residential	\$85.00
39487	Harry R Bell DBA Bell's Heating & Electric	Furnace Repair Twp. Hall	\$306.28
39488	Republic Services	Trash Pick Up Services	\$82.91
39489	Bound Tree Medical LLC	EMS Supplies	\$596.85
39490	Columbia Gas	Natural Gas Services	\$836.11
39491	D.R. Ebel Police & Fire Equipment	R/M police	\$798.99
39492	Ehove Career Center	Training -Fire	\$2,175.00
39493	Frontier	Telephone Services	\$346.82
39494	First Communications	Long Distance Services	\$29.57
39495	Hartung Title Agency	Lien Report Fees-1049 Englebeck	\$100.00
39496	Keith Kahler	Postage Reimbursement	\$12.65
39497	Kathryn A. Dale	Postage Reimbursement	\$19.47

## RECORD OF PROCEEDINGS

Minutes of

Danbury Township Board of Trustees Regular

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held

March 11, 2015<sup>0</sup>

39498	Liberty Auto Parts	Road Supplies	\$40.47
39499	Lowe's	Road Supplies	\$97.68
39500	Minuteman Press	Printing -Newsletter	\$196.03
39501	Mark Owen Ent. DBA The San Bay Co.	Hall Supplies	\$15.92
39502	O.E. Meyer CO.	EMS Supplies	\$182.15
39503	Ohio Edison	Electricity & Street Light Services	\$1,567.54
39504	Ottawa County Engineer	Road Salt	\$5,508.16
39505	Ottawa County Sanitary Engineering	Water & Sewer Services	\$241.54
39506	Civitas Media LLC	Legal Ads	\$130.90
39507	Rakich & Rakich, Inc.	Other Supplies & Materials Police & Fire	\$190.92
39508	Sandusky Electric, Inc.	Police Supplies	\$16.31
39509	Spoerr Precast Concrete, Inc.	Footer	\$66.00
39510	Staples Business Advantage	Office Supplies- Fire	\$56.98
39511	Time Warner Cable Northeast	Internet Services -Police	\$71.95
39512	Taser International	Supplies -Drug & Alcohol Education	\$42.91
		Total Payments	\$46,938.41

**Approve February Financial Reports & Bank Reconciliation**

Mr. Hirt moved to approve the February 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 since the last meeting for the various funds totaled \$16,331.20. The breakdown of revenues was as follows: Interest-\$128.81, Lease payment-\$793.50, Twp./Drug Fines-\$116.00, Fire Loss Escrow-\$8094.53, Zoning-\$57.00, Fire donation-\$155.00, EMSBS Revenues \$6,986.36 (YTD EMSBS Revenue-\$39,108.50)

**Fund Status Report**

The Trustees signed the Fund Status Report dated March 11, 2015.

**Comments & Concerns**

There were none.

**Executive Session**

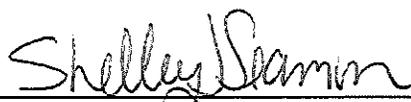
Mr. Scott moved to go into executive session from regular session at 7:52 p.m. to discuss compensation of public employees. Ms. Rozak seconded the motion. The vote was unanimous and motion carried.

Ms. Rozak moved to reconvene to regular session from executive session at 8:06 p.m. Mr. Scott seconded the motion. The vote was unanimous and motion carried.

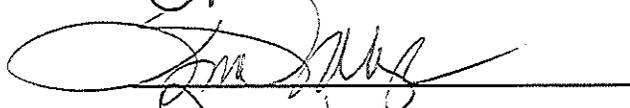
Discussion during executive session resulted in the following actions:

Ms. Rozak moved that Board of Zoning Appeals and Zoning Commission member's stipend pay return to \$15.00 per meeting and/or per hearing and that both Boards shall hold meetings 12 months out of the year and; the stipends of \$15.00 for meetings and/or hearings are retroactive to 1/1/15. Mr. Hirt seconded the motion. The vote was unanimous and motion carried.

There being no further business before the Board Mr. Scott moved to adjourn at 8:08p.m. Ms. Rozak seconded the motion. The vote was unanimous and motion carried.

  
Fiscal Officer




Danbury Township Board of Trustees