

RECORD OF PROCEEDINGS

Minutes of

Danbury Township Board of Trustees Regular

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

May 11, 2016

The Regular Meeting of the Danbury Township Board of Trustees held at the Danbury Township Hall building on May 11th, 2016, 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, 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 Meeting Minutes for April 27th, 2016

Mr. Scott moved and Ms. Rozak seconded the motion to approve the special and regular meeting minutes of April 27th, 2016 as written. The vote was unanimous and motion carried.

Correspondence Received

The Marblehead Peninsula Chamber of Commerce sent an invitation to their 79th Annual Banquet that will be held on Thursday, May 19th, 2016 at the Catawba Island Club beginning at 6:00 p.m. Ms. Rozak announced that she will be attending.

The Trustees received an invitation to participate in the Memorial Day Parade and take part in the ceremonies from Police Officer Loren G. Welch of the Marblehead Police Department, which is being hosted by the Village of Marblehead, on Monday, May 30th, 2016. Mr. Scott will speak at the event on behalf of the Board.

Police Officers Josh Young and Brian Sloan received thank-you cards from R. Schnipke.

The Trustees received an information letter from STAR Ohio regarding upcoming administrative changes that are occurring with the servicing of STAR Ohio accounts.

The Trustees received a copy of the 2015 Annual Report from the Ottawa County Commissioners.

CareWorksComp sent a letter recommending that the Township continues to stay enrolled with CareWorks as their Managed Care Organization (MCO), which will help manage workers' compensation claims and cost. The letter stated that to remain CareWorks you (the Township) need not do anything during the 2016 MC) Open Enrollment, you (the Township) will be automatically re-enrolled with CareWorks.

The United Way in Ottawa County sent an information brochure about upcoming Ottawa County Summit on Aging to be held on Tuesday, June 7, 2016 at the Gary Anderson CMP Competition Center at Camp Perry beginning at 8:30 a.m. The registration deadline for the event is May 27th, 2016. Cost per attendee is \$10.00.

Roads, Buildings, & Grounds

Road Superintendent reported that 1 full burial was conducted at Sackett Cemetery. Mulch distribution is going very well. A tarp will be purchased to store excess road salt behind the road department buildings at 419 S. Bridge Road. A meeting will be held with ODOT regarding damage on Kirk Road caused by storage and equipment from the Lightner Road project. Mowing along Township roadways and in the park is in full swing.

Grant Opportunity for Mosquito Control

Discussion was held regarding apply for a grant from the Ohio EPA for mosquito control. There is no match for the grant, therefore the Board agreed to apply and discussion areas of Township property, which have stagnant water that draws mosquitos. Ms. Rozak will write the grant and submit it.

Lake Point Park Signage Destroyed

Mr. Waldron reported that an automobile accident occurred at Lake Point Park, which destroyed the sign. Therefore discussion was held regarding obtaining the crash report from the State Highway Patrol and it is believed the driver was uninsured. Also discussion was removal of concrete left from the original install of the sign. Ms. Rozak reported that she has contacted Bright Idea Shop to obtain a quote for sign replacement. Discussion will continue at the next meeting.

Contract Services for Various Paving Projects

Mr. Waldron presented quotes from several vendors to repairs the apron entrance to the dog park/brush collection site, tar & chip the roads at Sackett Cemetery, and tar & chip the gravel area behind Fire Station 2. Quotes were received from the following contractors: Henry W. Bergman, Inc., The Kreimes Company, Precision Paving Inc., and Holcomb Enterprises.

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The Trustees, Mr. Waldron, and Fire Chief Kahler discussed the quotes. As result of discussion the following actions were taken:

Ms. Rozak moved and Mr. Scott seconded the motion to transfer \$2,870.00 to contracted services (1000-120-360-0000) from improvement of sites (1000-760-730-0000) for the repair of the apron at the entrance to the dog park/brush collection site. The vote was unanimous and motion carried.

Mr. Scott moved and Mr. Hirt seconded the motion to contract with Henry W. Bergman Inc., at a cost of \$2,870.00 for the repair of the apron at the entrance to the dog park/brush collection site. The vote was unanimous and motion carried.

Ms. Rozak moved and Mr. Scott seconded the motion to contract with Henry W. Bergman Inc., at a cost of \$19,400.00 to pave the gravel area behind Fire Station 2. The vote was unanimous and motion carried.

Mr. Scott moved and Ms. Rozak seconded the motion to transfer \$1,018.00 to contracted services (2041-410-360-0000) from other-other expenses (2041-410-599-0000) to pave the roadways in the 1st and 2nd addition at Sackett Cemetery The vote was unanimous and motion carried.

Mr. Hirt moved and Ms. Rozak seconded the motion contract with Henry W. Bergman Inc., at a cost of \$25,040.00 to pave the roadways in the 1st and 2nd addition at Sackett Cemetery The vote was unanimous and motion carried.

Police

Mr. Scott read the report submitted by Police Chief Mike Meisler that listed the department handled 321 incidents in April and 146 incidents to date in May.

Chief Meisler reported that 74 bike helmets were delivered to Danbury Local Schools. Patrolman Brad LaMarca and Brett Waldron assisted.

Chief Meisler acknowledged that Detective Sergeant Mark Meisler spoke with 7th & 8th grade students at Danbury Local Schools on May 11th, 2016 about internet safety.

Chief Meisler provided an update regarding the School Resource Officer and D.A.R.E Instructor trainings for Patrolman Brad LaMarca; necessary interviews have been completed and submission of the packet for Patrolman LaMarca to be accepted to attend the D.A.R.E Instructor training in September is near completion.

Resignation Accepted

With regret, Mr. Scott moved and Ms. Rozak seconded the motion to accept the resignation of Brandon Taylor from the Danbury Township Police Department effective May 20th, 2016. The vote was unanimous and motion carried.

Audio-Visual Equipment

Chief Meisler presented a quote from Frank Sales Inc., of Port Clinton, Ohio to purchase and install audio-visual equipment in the training room at the police station. The quote totaled \$2,149.00. Chief Meisler shared that the maintenance staff has done a lot of work in preparing the training room and new lighting fixtures were installed. Chief Meisler indicated that the equipment would be used for required training webinars and other trainings such as the CCW classes for residents and training webinars the officers are required to complete.

Chief Meisler shared that the upgrades for the police department training room were made possible due to the funds received from the Estate of Gerald Kihlken, and indicated a plaque will be purchased in memory of Mr. & Mrs. Gerald Kihlken's memory.

The Trustees agreed the purchase of the audio-visual equipment would be a good addition for the training room. The Trustees did not approve the audio-visual equipment purchase by motion because the cost was under Chief Meisler spending threshold.

Village of Marblehead-Patrols

Mr. Scott read the thank-you letter Chief Meisler received via email from Mayor Jacqueline Bird thanking Chief Meisler for meeting recently with Police Officer Casey Joy and his willingness to assist them during this interim period.

A lengthy discussion was held regarding assisting the Village of Marblehead with patrolling from May 29th, 2016 thru June 10th, 2016 because the Marblehead Police Department will be short staffed since Officer Casey Joy will be out of town for a scheduled family matter for his son.

Discussion resulted that the Danbury Township Police Department will assist the Marblehead Police Department during Officer Joy's scheduled absence at no cost.

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Fire

Mr. Scott read the report that was submitted by Fire Chief Keith Kahler that listed the department responded to 25 EMS calls, 2 Fire calls, 2 Motor Vehicle crashes, 4 Alarm calls, and 0 Carbon Monoxide investigations thus far in May. Year-to-date calls reported were as follows: 177 EMS calls, 14 Fire calls, 6 Motor Vehicle Crashes, 10 Alarm calls, and 2 Carbon Monoxide Investigations.

Probationary Fire Fighter Appointed

Mr. Scott moved and Mr. Hirt seconded the motion to appoint Layne McNeal as a probationary fire fighter to the Danbury Township Volunteer Fire Department based on the recommended of Fire Chief Keith Kahler, effective May 11th, 2016, per response pay is \$10.61. The vote was unanimous and motion carried.

Chief Kahler and the Trustees reviewed several options from MT Business Technologies to replace the copier/fax machine at Fire Station 1. Discussion will continue at the next meeting.

Chief Kahler reported that additional staffing of EMT's will be on duty for the upcoming Memorial Day Holiday.

Chief Kahler explained that a comprehensive analysis of building layouts in the township is being prepared as well as a full list of hydrant locations.

Chief Kahler acknowledged that he will not be able to attend the next meeting due to a previous comment and asked that he be excused.

(Commitment ss)

Zoning

Zoning & Planning Administrator Kathryn Dale reported that during the month of April the Zoning Office issued 18 permits and handled 768 calls, emails, and in-person inquiries and went on 66 site visits. Mrs. Dale also reported that 9 permits were issued thus far in May and fees collected totaled \$277.60.

The Board of Zoning Appeals will hold public hearings on May 18th 2016, starting at 6:30 p.m. at the Danbury Township Hall building on the following cases:

- **BZA-2016-055 56 Woodwinds Way.** Request for an Area Variance from Section 3.1.3.D to allow for a new single-family home to encroach into the 35" required front yard setback (26" proposed). **Dennis & Jamie Bednarski, Owners/Applicants.**
- **BZA-2016-057 8620 E. Bayshore Road-South Beach Resort.** Request for a Conditional Use to allow for a Temporary Use/Structure in accordance with Section 3.1.10.C.ix and Section 6.2 for a wedding/special event tent. **Family Resorts & Marina, Fred Kolar, Owner/Applicant.**

Nothing new was reported regarding the Wahlers vs. the Board of Zoning Appeals (BZA) case **BZA-2016-010-5831 E. Harbor Rd.** because Mrs. Dale is waiting on the Judge to render a decision on the Motion for a Stay and for Attorney Jeffrey Stopar to send over the paperwork to file with the Clerk of Courts office when she submits the BZA case file.

Mrs. Dale acknowledged that an extension for the transcript preparation will be requested due to the Court Reporter's schedule.

The Zoning Commission did not meet in the month of May therefore there was nothing new reported.

Violations/Complaints

- **1070 Englebeck** (Inhabited camper, storage of boats & vehicles)
Nothing new was reported. Case status is monitoring.
- **1825 Bayview** (New Mobile Home not installed to zoning standards-Filut)
Nothing new was reported. No activity. Case status is monitoring.
- **1805 Arlington** (Junk & Debris-Holmes)
No response from LaFarge. Case status is monitoring.

Mrs. Dale provided the Trustees with a list of properties she has received inquiries on, but has received not written complaints involving several properties.

Mr. Scott provided an overview of the Association meeting he attend for the property located at 2061 Walleye.

Joint Venture
With Ottawa County Officials'
for Shared GIS Expansion

Ms. Rozak moved and Mr. Hirt seconded the motion to sign the letter of Participation in the Ottawa County Commissioners Shared GIS Expansion Initiative. The vote was unanimous and motion carried. (See attached copy).

Ms. Rozak moved and Mr. Hirt seconded the motion to adopt Resolution No. 06-2016; A Resolution of Agreement between Danbury Township, Ottawa County and the Ottawa County Commissioner for the Shared GIS Expansion Initiative The vote was unanimous and motion carried.. (See attached copy).

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Comments & Concerns Prior to Dismissing the Department Heads

There were no visitors in attendance, therefore the department heads were dismissed 7:25 p.m.

Workers Compensation-First Week Reimbursement Policy Adopted

At the previous meeting the Board agreed Ms. Rozak would compile language for a Workers Compensation-First Week Reimbursement policy and have it approved by the Ottawa County Prosecutor Mark Mulligan. Ms. Rozak announced that Mr. Mulligan had approved said language as to form on May 11th, 2016.

Mr. Scott moved and Mr. Hirt seconded the motion to approve the Workers Compensation-First Week Reimbursement policy as presented. The vote was unanimous and motion carried. (Listed below is an exact copy of the policy, which is to be distributed to township employees and placed in their manual under standing orders).

**Danbury Township
Standing Order
WORKERS COMPENSATION
FIRST WEEK REIMBURSEMENT POLICY**

Employees covered under Workers Compensation who are injured on the job will receive their regular pay for regular hours missed during the first week in which the accident or injury occurred. BWC will then be responsible for pay reimbursement beginning the second week and forward should the employee remain off work due to the accident or injury

Adopted the 11th. day of May, 2016

Approve Payroll & Payment of Bills

After examining payroll and bills totaling \$78,250.56, 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.

371-2016	Marblehead Bank	Bank Fees-April	\$66.97
372-2016	John L Belcher	Wages 4/9/16-4/22/16	\$1,165.44
373-2016	Daniel J Bergman	Wages 4/9/16-4/22/16	\$1,348.21
374-2016	Bradley L Biers	Wages 4/9/16-4/22/16	\$435.00
375-2016	Terry L Conaway	Wages 4/9/16-4/22/16	\$250.70
376-2016	J. Charles Cunningham	Wages 4/9/16-4/22/16	\$1,108.36
377-2016	Kathryn A. Dale	Wages 4/9/16-4/22/16	\$1,590.10
378-2016	John D. Grieve	Wages 4/9/16-4/22/16	\$459.07
379-2016	Jared E Griffith	Wages 4/9/16-4/22/16	\$1,218.93
380-2016	Cheryl K Hamsen	Wages 4/9/16-4/22/16	\$811.08
381-2016	Dean G Heberlein	Wages 4/9/16-4/22/16	\$535.26
382-2016	James S Holzhauser	Wages 4/9/16-4/22/16	\$320.87
383-2016	Stephanie A Hunsicker	Wages 4/9/16-4/22/16	\$510.61
384-2016	Matilda A Johnson	Wages 4/9/16-4/22/16	\$415.50
385-2016	Keith M Kahler	Wages 4/9/16-4/22/16	\$1,322.18
386-2016	Tammy J Kahler	Wages 4/9/16-4/22/16	\$246.54
387-2016	Lindsey N Knox	Wages 4/9/16-4/22/16	\$304.82
388-2016	Bradford K LaMarca	Wages 4/9/16-4/22/16	\$1,227.38
389-2016	Austin Lucas	Wages 4/9/16-4/22/16	\$370.11
390-2016	Brian C McCune	Wages 4/9/16-4/22/16	\$765.49
391-2016	Mark A Meisler	Wages 4/9/16-4/22/16	\$1,441.40
392-2016	Michael S Meisler	Wages 4/9/16-4/22/16	\$1,542.94
393-2016	Zachary D Miramontes	Wages 4/9/16-4/22/16	\$452.06
394-2016	Randy R Rakosky	Wages 4/9/16-4/22/16	\$588.34
395-2016	Trevor J Ross	Wages 4/9/16-4/22/16	\$419.87
396-2016	Matthew J Salyers	Wages 4/9/16-4/22/16	\$241.39
397-2016	Gregory W Shadler	Wages 4/9/16-4/22/16	\$378.36
398-2016	Brian P. Sloan	Wages 4/9/16-4/22/16	\$1,273.84
399-2016	Brandon L Taylor	Wages 4/9/16-4/22/16	\$1,437.99
400-2016	Timothy N Taylor	Wages 4/9/16-4/22/16	\$301.65
401-2016	Mark M Turinsky	Wages 4/9/16-4/22/16	\$1,074.76
402-2016	Brett A Waldron	Wages 4/9/16-4/22/16	\$1,616.60
403-2016	Joshua P. Young	Wages 4/9/16-4/22/16	\$1,379.61
405-2016	Internal Revenue	Federal WH	\$6,169.35
406-2016	Ohio Public Employees Deferred Comp.	Voluntary Contribution	\$565.00

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407-2016	Bureau of Workers' Compensation	2016 BWC Payment w/ Group Retro Rebate	\$371.85
40621	Ohio Child Support Payment Central	Child Support WH	\$355.58
40622	Ottawa County Municipal Court	Garnishment	\$50.95
40623	Columbia Gas	Natural Gas Services	\$208.09
40624	Time Warner Cable Northeast	Telephone/Internet -Twp./Hall/Rds./Zoning	\$378.06
40625	Gordon Lumber Company	Police Dept. Supplies	\$22.54
40626	Frontier	Telephone Services -Keepers House/Police	\$75.26
40627	Time Warner Cable Northeast	Telephone/Internet-FS1	\$137.66
40628	Verizon Wireless	Cellular Services-EMS	\$187.79
40629	Starcher Enterprises, LLC DBA Village Pro Hardware	Fire Dept. Supplies	\$16.37
40631	Liberty Auto Parts DBA NAPA Auto Parts	Fire Dept. Supplies	\$73.49
40632	Ottawa County Sanitary Engineering	Water & Sewer Services	\$241.54
40633	Culligan of Northern Ohio	Bottled Water-Garage	\$19.70
40634	Erie Shore Propane, Inc.	Propane-Twp. Hall/Garages	\$362.75
40635	Tractor Supply Co.	Road/Park Supplies	\$159.98
40636	Cleveland Communications, Inc.	Repairs Fire Dept. Vehicle	\$866.49
40637	FRMC/Corporate Health Center	Drug Screenings -Roads	\$128.50
40638	FRMC/Corporate Health Center	DFSP Training 4/19/2016	\$135.00
40639	Mark Owen Ent. DBA The San Bay Co.	Twp. Hall Supplies	\$114.78
40640	Port Clinton Police Dept.	Affidavit Software	\$187.29
40641	Martin A. Veverka DBA Computer Products	Computer Maintenance-Police Dept.	\$233.53
40642	Minuteman Press	Office Supplies-Fire Dept.	\$56.05
40643	H.B. Magruder Hospital	Medications-EMS	\$449.81
40644	Brian McCune	Reimbursement-Fire Dept. Supplies	\$34.89
40646	Trugreen	Lawn Care Services	\$750.00
40647	AccuShred, LLC	Shredding Services	\$85.00
40648	Marie B. Fresch	Court Reporter Fee-BZA	\$225.00
40649	Fire Safety Services Inc.	Fire Dept. Supplies	\$1,707.00
40650	Semro Henry & Spinazze Ltd.	Legal Fees-Zoning	\$1,946.84
40651	MT Business Technologies, Inc.	Copier/Color Copies	\$169.11
40652	Cleveland Communications, Inc.	Minor Equipment -Police Dept.	\$1,124.00
40653	BP Business Solutions	Gasoline-Fire Dept.	\$55.15
40654	Staples Business Advantage	Office Supplies/Equipment Fire & Police Depts.	\$486.06
40655	MNCO	Legal Ads-BZA	\$313.82
40656	Ehove Career Center	Training -Fire Dept.	\$725.00
40657	Kiesler's Police Supply Inc.	Police Supplies	\$117.36
40658	Fire Safety Services Inc.	Equipment- Fire Dept.	\$28,120.00
40659	Vance Outdoors Inc.	Equipment-Police Dept.	\$1,590.00
40660	Ohio Portable Power Solutions DBA Interstate Battery	Minor Equipment-Fire Dept.	\$422.85
40661	Lakeland Auto & Marine Inc.	Road Supplies& Repairs	\$124.75
40662	Staples Business Advantage	Furniture-Police Dept.	\$2,024.94
40663	Foster Chevrolet Cadillac Inc.	Maintenance-Police Dept. Vehicle	\$39.95
		Total Payments	\$78,250.56

Mileage Reimbursement Approved

Ms. Rozak moved and Mr. Scott seconded the motion to approve mileage reimbursement for Safety Coordinator Cheryl Harmsen who attended a CEP Breakfast on April 20th, 2016 and the Safety Day event at Terra on April 22nd, 2016; total amount to be reimbursed \$41.90. The vote was unanimous and motion carried.

Approve April Financial Reports & Bank Reconciliation

Ms. Rozak moved and Mr. Hirt seconded the motion to approve the April financial reports and bank reconciliation as submitted by Fiscal Officer Shelley Seamon. The vote was unanimous and motion carried. (Note: The Trustees received said reports via email on May 2nd, 2016).

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Line Item Transfers Approved

Mr. Hirt moved and Ms. Rozak seconded the motion to transfer \$1,500.00 to office supplies (#2081-210-410-0000) from other-other expenses (2081-210-599-0000) within the Police District fund and transfer \$1,500.00 to travel & meeting expenses (2281-230-330-0000) from other-other expenses (2281-230-599-0000) within the Fire & EMS Levy fund. The vote was unanimous and motion carried.

Transfer from Checking to Savings Approved

Ms. Rozak moved and Mr. Hirt seconded the motion to approve transferring \$450,000.00 from the Marblehead Bank checking account to the Marblehead Bank savings account. The vote was unanimous and motion carried.

**April 2016
Monthly Revenue & Expenditure Report**

Fund	Revenues	Expenditures
General	\$16,089.23	\$28,800.69
Motor Vehicle License Tax	\$4,392.22	\$0.00
Gasoline Tax	\$6,592.78	\$0.00
Road and Bridge	\$30,582.72	\$32,147.36
Cemetery	\$300.00	\$1,924.94
Police District	\$91,402.67	\$62,599.39
Fire District	\$2,580.17	\$99.60
Zoning	\$1,522.90	\$3,081.72
Fire Levy	\$0.00	\$930.55
Drug Law Enforcement	\$100.00	\$0.00
Enforcement & Education	\$0.00	\$0.00
Fire & EMS Levy	\$62,867.77	\$52,153.85
CPT-2015	\$0.00	\$250.00
2015 Solid Waste Grant	\$2,218.00	\$0.00
	\$218,648.46	\$181,988.10

Fund Status Report

The Trustees signed the fund status report dated May 11th, 2016.

Comments & Concerns

There were none.

Executive Session

Mr. Scott moved and Ms. Rozak seconded the motion to go into executive session from regular session at 7:37 p.m. to discuss employment of a public employee and disciplinary action of a public employee. The vote was unanimous and motion carried.

Reconvene to Regular Session

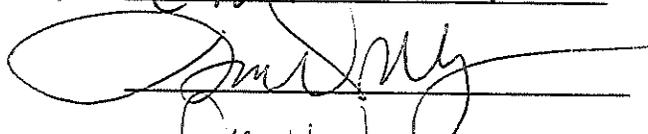
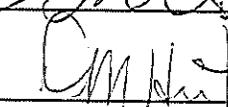
Mr. Scott moved and Ms. Rozak seconded the motion to reconvene to regular session from executive session at 8:19 p.m. The vote was unanimous and motion carried.

Discussion during executive session resulted in the following actions:

- Based on the recommendation of Police Chief Mike Meisler, Mr. Scott moved and Ms. Rozak seconded the motion to hire Matthew M. Shark as Patrolman for the Danbury Township Police Department, at an hourly rate of \$19.00, effective May 23rd, 2016. Mr. Shark will receive all benefits available to full-time employee and is subject to a six-month probation period to earn his sick time accrual. The vote was unanimous and motion carried.
- Ms. Rozak moved and Mr. Hirt seconded the motion that Patrolman Brian Sloan will lose one hour of pay due to being absent from duty on April 29th, 2016 without notification to or permission from Police Chief Mike Meisler. 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 8:21 p.m. The vote was unanimous and motion carried.


Fiscal Officer

Danbury Township Board of Trustees