

RECORD OF PROCEEDINGS

Minutes of

Danbury Township Board of Trustees Regular

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____

June 22, 2016

The Regular Meeting of the Danbury Township Board of Trustees held at the Danbury Township Hall on June 22, 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, Zoning & Planning Administrator Kathryn Dale, and Fire Chief Keith Kahler.

There were no visitors.

Approval of Meeting Minutes for June 8th, 2016

Mr. Scott moved and Mr. Hirt seconded the motion to approve the regular meeting minutes of June 8 2016 as presented. The vote was unanimous and motion carried.

Correspondence

Newsletters were received from the Ohio Township Association, the Ohio Police & Fire Pension Fund, the Western Reserve Land Conservancy, and the Ohio Plan Risk Management news.

Ottawa County Engineer Ronald Lajti Jr., sent an informational letter regarding the next round of SCIP and LTIP funding as administered by the Ohio Public Works Commission. Deadline for submission to his office is Friday, September 2, 2016 by 4:00 p.m.

Mary Ann Snider of the Lake Erie Shores Welcome Center sent listing verification forms for the Dog Park, Lake Point Park, and Meadowbrook. Ms. Rozak will review the information and reply to Ms. Snider.

Roads, Buildings, & Grounds

Road Superintendent Brett Waldron reported that 2 burials occurred at Sackett Cemetery. The main focus of the department has been park and road mowing. The annual fire extinguishers inspections for all township buildings have been completed.

A brief discussion was held to clarify the installation of the Lake Point^{Pack} signage.

Keeper's House-Portable Restroom

Discussion resumed regarding switching services for the ADA accessible portable restroom at the Keeper's House, which is currently being provided through Garner Sanitation.

Mr. Waldron explained that he did contact Garner Sanitation and there is no formal agreement, therefore the portable restroom maybe removed from the Keeper's House.

Ms. Rozak reported that Bill Coder of the Ottawa County Historical Society has secured paying \$110.00 per month for a portable restroom with Adkins Sanitation, which is cheaper than Garner Sanitation.

Ms. Rozak provided details of Mr. Coder's displeasure with the lack of cleanliness for the Garner Sanitation unit.

Mr. Scott suggested switching services for all the portable restrooms since Adkins cost was cheaper.

Mr. Waldron expressed concern about the Adkins Sanitation honoring the \$110.00 per month charge in 2017.

Mr. Waldron stated, during the winter months he obtains pricing for several of the services he is responsible for because the Township works with tax payer dollars. Mr. Waldron shared that a couple of years ago he did contact several businesses that provide portable restrooms and Garner Sanitation was the lowest.

Mr. Waldron shared that he is satisfied with the services Garner Sanitation provides to the Township, and indicated he feels their pricing is fair. Mr. Waldron stated that he personally checked the portable restrooms at the Township Athletic Complex recently and did not see a problem with cleanliness.

Discussion of the matter concluded and resulted in the following:

The Trustees agreed to allow the portable restroom services at the Keeper's House switch to Adkins Sanitation from Garner Sanitation, once the W-9 form and verification of insurance are received from Adkins Sanitation. Mr. Waldron will handle the switch out of services. In the fall of 2016, quotes will be obtained from various providers of portable restrooms services for the 2017 season.

Police

Mr. Scott read the report submitted by Police Chief Mike Meisler that listed the department handled 351 incidents to date in June.

Taser Purchase Surplus Declaration

Chief Meisler provided that Trustees with a quote from Taser International to replace the departments 8 Tasers, which are approximately 8 years old. The total cost for 8 tasers, 8 battery packs, 8 holsters, and a data port download kit after the discounts was \$7,789.88. Chief Meisler explained that the discount offer expires on June 30, 2016

Ms. Rozak had several question about the equipment presented in the quote, which Chief Meisler answered.

Ms. Rozak questioned if funds were available.

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Fiscal Officer Shelley Seamon responded that funds were available in the machinery, furniture, equipment line item within the Police fund, since the Trustees had acted to increase appropriations because of the \$40,000.00 estate donation the Police Department had received.

Chief Meisler shared that he felt Mr. & Mrs. Kihlken would have wanted the department to purchase equipment and indicated Taser International does not want the old tasers returned to them.

Chief Meisler explained that the old tasers may be used for training purposes as long as he signs a statement that states the tasers will not be used on the streets and suggested to donate the old tasers to Vanguard or Ehope.

Mr. Hirt asked how often the taser were used.

Chief Meisler responded that there have been 4 occasions in which tasers were deployed.

Discussion concluded and the following actions were taken: Mr. Scott moved and Ms. Rozak seconded the motion to approve the purchase of 8 Tasers, 8 battery packs, 8 holsters, and a data port download kit from Taser International at a cost of \$7,789.88. The vote was unanimous and motion carried.

Ms. Rozak moved and Mr. Hirt seconded the motion to declare the current tasers & holsters surplus equipment and allow them to be used for Police Department training. The vote was unanimous and motion carried.

Chief Meisler reported that ~~the~~ barge party was returning and would occur this coming Saturday from 1p.m.-5 p.m. The newly purchased 2016 Ford Explorer is currently being outfitted at D.R. Ebel and should be on the road by July 1st. K-9 Joe-Joe received silver and bronze medals at the Ohio Police & Fire Games training.

Chief Meisler acknowledged that Patrolman Brad LaMarca will be attending the 2016 School Resource Officer/D.A.R.E training conference in Dublin, Ohio June 26th, 2016 - June 28th, 2016 that was previously approved.

Chief Meisler announced that Patrolman Brad LaMarca was accepted to attend the D.A.R.E. Officer training, which is a two-weeks training that will occur in September in Columbus, Ohio and explained he had received the invoice for the \$1,000.00 registration fee, which may be paid next month.

Chief Meisler explained that Patrolman LaMarca will have hotel charges and other expenses with this training.

Fire

Mr. Scott read the report that Fire Chief Keith Kahler submitted that his department responded to 54 EMS calls, 3 Fire calls, 3 Motor Vehicle Crashes, and 3 Alarm calls to date in June.

Ohio Fire Chief's Conference Attendance Approved

Chief Kahler spoke to with the Trustees regarding his attendance to the Ohio Fire Chief's conference to be held in Columbus, Ohio July 14th-18th and reminded the Trustees that he will be distributing the specs for the purchase of a new fire truck at the conference.

Hotel charges for two-night were about \$460.00 and registration was between \$75.00-\$125.00, whereas at this time Chief Kahler was unclear if he will use his township vehicle, Mr. Scott moved and to approve the attendance of Chief Keith Kahler to the Ohio Fire Chief's Conference in Columbus, Ohio and that all travel & meeting expenses be reimbursement once the submission of receipts are received. The vote was unanimous and motion carried.

Extended Warranty & Preventive Maintenance Contracts for EMS Equipment

Chief Kahler provided a quote to extend the warranty and preventive maintenance contracts for 2 Zoll cardiac monitors, which are set to expire on June 30th, 2016 through Zoll Medical Corporation. The cost for both cardiac monitors for one-year terms totaled \$2,635.00.

The Trustees and Chief Kahler discussed the initial cost of the cardiac monitors and agreed extending the warranty & preventive maintenance contract was warranted, therefore Ms. Rozak moved and Mr. Scott seconded the motion to approve the Extended Warranty & Preventive Maintenance contracts for a one-year term from July 1, 2016 until June 30, 2017 at cost of \$2,635.00 with Zoll Medical Corporation as per quotation #00016601, and authorize Trustee Charles Scott sign the contract on behalf of the Board. The vote was unanimous and motion carried.

Fiscal Officer Shelley Seamon acknowledged that she needed to clarify if the cost of this contract was considered a contracted service vs other-other expense, therefore Mr. Scott moved and Ms. Rozak seconded the motion to transfer \$2,635.00 to contracted services (2281-230-360-0000) from other-other expenses (2281-230-599-0000). The vote was unanimous and motion carried.

No action was taken on the three-year agreement for the Auto-Pulse Cardiac since the agreement begins on January 1, 2017. Discussion will continue at a future meeting.

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In regards to the recent thank-you letter received from Matthew Miller of Put-In-Bay Township for the donation of SCBA equipment from Danbury Township, Chief Kahler asked the Board compile a letter to Put-In-Bay Township reminding them of the gentleman's agreement they had, which was they would donate their old SCBA equipment to Ehope and Vanguard once they received the SCBA equipment from the Danbury Township Fire Department.

Mr. Scott will work with Chief Kahler regarding this letter and will sign it on behalf of the board.

Mr. Scott announced that the Trustees received an email from Sherry Roberts regarding her request at a public meeting to receive the measurements of the Fire Departments fire truck.

Chief Kahler explained that he did not have contact information for Ms. Roberts, therefore did not respond, however the overall length of the truck was 34 feet and the measured 19 feet.

Ms. Rozak acknowledged that today she had forwarded Ms. Roberts email to Chief Kahler.

Chief Kahler responded that he would reply to Ms. Roberts via email in the morning.

Zoning

Zoning & Planning Administrator Kathryn Dale reported that 17 permits were issued to date in June and fees collected totaled \$1,400.30.

Mrs. Dale also reported that she has found a foreclose properties website, which assists with property management contact information. She attended the ribbon cutting ceremony at Monsoon Lagoon/the Watering Hole on 6/21/16 and the 2016 aerial photos for the GIS were received.

The **Board of Zoning Appeals** held public hearings on June 15th 2016, starting at 6:30 p.m. at the Danbury

- **BZA-2016-074-APPROVED 9198 E. Bayshore Road.** A request for a Conditional Use in accordance with Section 3.1.10.C.iii to enlarge & convert an existing commercial building into a two-family dwelling with an Area Variance from Section 3.5.9 to allow more than one (1) residential structure on the property. **Michael Wright, Owner/Applicant.**
- **BZA-2016-086-DENIED 320 Second Street (Lakeside Laundry Rear).** Request for a Use Variance in accordance with Section 7.8.2.C.ii to allow one (1) Mobile Food Cart within Lakeside gates for the 2016 season. **Dan Dudley, Owner/Applicant.**

The **Zoning Commission** did not meet in June.

Violations/Complaints

- **1070 Englebeck** (Inhabited camper, storage of boats & vehicles)
Fence permit expired; owner notified to obtain a new permit and was advised filing a complaint with municipal court is the option being explored. **Monitoring**
- **1825 Bayview** (New Mobile Home not installed to zoning standards-Filut)
Nothing reported. **Monitoring**
- **1805 Arlington** (Junk & Debris-Holmes)
Case is closing due to non-responsive contact from Lafarge and no further complaints from the original complainant have been received. **Closing.**
- **194 Strause Lane** (Illegal Rental-Hammer)
2nd letter will be sent since there has been no contact made and listing has not changed. **Open.**
- **256 Christopher** (Illegal Rental-Sullivan)
2nd letter will be sent since there has been no contact made and listing has not changed. **Open.**
- **5849 Dennis** (Illegal Rental-Northcoast/Anchor's Away)
Brief updated provided. **Open.**
- **106 Springcrest** (Tall Grass-Conkel) Repeat Offender.
As of June 15, 2016 grass was cut & for sale sign posted. **Closed.**
- **140 Springcrest** (Tall Grass-HUD) **Open.**
Certified letters sent June 10, 2016, property is for sale by Coldwell Bankers, and the Real Estate agent indicated a request was sent to have the grass cut. If this property is not in compliance by the next trustees meeting, a resolution to abate 140 Springcrest will be presented to the Trustees.
- **159 Springcrest** (Tall Grass-Cusic)
Property preservation contractor very responsive, grass cut as of June 20, 2016. **Closed.**
- **9370 Miami** (Tall grass-Cieslak)
Certified letter received May 27, 2016. 2nd Certified sent June 10, 2016, returned undeliverable. 3rd certified letter sent June 22, 2016 after owner signed for a certified letter regarding a different case at a different address where he is supposedly residing. 2nd complaint received regarding junk, garbage, and junk vehicles.
- **398 Erie Beach Road** (Mobile Vendor-Wise)
As of 6/21/16 Kettle Corn mobile vending has ceased. **Closed.**
- **711 S. Bridge Rd.** (Garage addition w/out permit-Bergman)
Owner made contact and has submitted/received permits, agricultural exemptions. **Closed.**
- **264 Margaret** (Deck/out permit).
Permit issued 6/20/16. **Closed.**

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- **302 Willowdale** (Dilapidated structure, tall grass, & junk vehicle). **Open**
Letter sent to property owner 6/21/16. Contact made with CBO & Fire Chief regarding structure.

Website Renewal

The Trustees and Mrs. Dale discussed several renewal options for the website, which is thru GoDaddy. Discussion concluded and resulted in the following action, Ms. Rozak moved and Mr. Hirt seconded the motion to renew the website with GoDaddy for a 2 year term beginning on 7/27/16 without support at a cost of \$1,101.39 that will be split equally between the general fund and all departments. The vote was unanimous and motion carried.

Comments & Concerns Prior to Dismissing the Department Heads

There were no visitors to comment or voice a concern, therefore the Department Heads, were dismissed at 7:18 p.m.

Ottawa County Safety Council Dues Approved

Mr. Scott moved and Mr. Hirt seconded the motion to continue participation in the Ottawa County Safety Council and approved the annual dues of \$120.00. The vote was unanimous and motion carried.

Mileage Approved

Ms. Rozak moved and Mr. Hirt seconded the motion to approve paying Safety Coordinator Cheryl Harmsen \$37.80 for mileage to attend a safety lunch in Port Clinton, Ohio on May 18, 2016 at Magruder Hospital and to attend the 2nd quarter safety lunch in Elmore, Ohio on June 15, 2016 at Schedel Gardens. The vote was unanimous and motion carried.

Annual Assessment Fee Approved

Mr. Scott moved and Mr. Hirt seconded the motion to approve the annual assessment fee of \$2,558.40 (4,264 persons @ \$0.60) payable to the Ottawa Regional Planning Commission for support services in accordance with the Ottawa Regional Commission By-Laws & Rules of Procedure as passed on September 16, 2014. The vote was unanimous and motion carried.

Sign Cemetery Deed

The Trustees signed a cemetery deed for Linda McCleary for Grace Sims, lot 138, grave 2, 2nd addition at Sackett Cemetery.

Liquor Permit Transfer

The Trustees did not request a hearing for the transfer of a D3/D6 liquor permit from First Bellevue Properties Inc., DBA Monsoon Lagoon Waterpark & Resort, 1530 S Danbury N. Rd., Danbury Twp, Port Clinton, Ohio 43452 to Kalahari Safari LLC DBA Watering Hole Zoo/Monsoon Lagoon, 1530 S Danbury N. Rd., Danbury Twp, Port Clinton, Ohio 43452

Approve Payroll & Payment of Bills

After examining payroll and bills totaling \$49,550.61, Mr. Hirt moved and Ms. Rozak 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.

490-2016	John L Belcher	Wages 5/21/16-6/3/16	\$1,500.77
491-2016	Daniel J Bergman	Wages 5/21/16-6/3/16	\$1,290.69
492-2016	Bradley L Biers	Wages 5/21/16-6/3/16	\$130.67
493-2016	Paul Blaho	Wages 5/21/16-6/3/16	\$59.27
494-2016	Terry L Conaway	Wages 5/21/16-6/3/16	\$243.48
495-2016	J. Charles Cunningham	Wages 5/21/16-6/3/16	\$1,311.31
496-2016	Kathryn A. Dale	Wages 5/21/16-6/3/16	\$1,880.35
497-2016	Jared E Griffith	Wages 5/21/16-6/3/16	\$1,193.66
498-2016	Cheryl K Harmsen	Wages 5/21/16-6/3/16	\$751.52
499-2016	Dean G Heberlein	Wages 5/21/16-6/3/16	\$711.76
500-2016	David M Hirt	Trustee Salary-June	\$800.71
501-2016	James S Holzauer	Wages 5/21/16-6/3/16	\$677.52
502-2016	Stephanie A Hunsicker	Wages 5/21/16-6/3/16	\$422.41
503-2016	Matilda A Johnson	Wages 5/21/16-6/3/16	\$576.65
504-2016	Keith M Kahler	Wages 5/21/16-6/3/16	\$1,297.56
505-2016	Tammy J Kahler	Wages 5/21/16-6/3/16	\$406.75
506-2016	Lindsey N Knox	Wages 5/21/16-6/3/16	\$372.01
507-2016	Bradford K LaMarca	Wages 5/21/16-6/3/16	\$1,334.56
508-2016	Austin Lucas	Wages 5/21/16-6/3/16	\$314.28
509-2016	Brian C McCune	Wages 5/21/16-6/3/16	\$905.66
510-2016	Mark A Meisler	Wages 5/21/16-6/3/16	\$1,720.42
511-2016	Michael S Meisler	Wages 5/21/16-6/3/16	\$2,149.69

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512-2016	Randy R Rakosky	Wages 5/21/16-6/3/16	\$555.35
513-2016	Trevor J Ross	Wages 5/21/16-6/3/16	\$585.97
514-2016	Dianne M Rozak	Trustee Salary-June	\$837.03
515-2016	Matthew J Salyers	Wages 5/21/16-6/3/16	\$361.36
516-2016	Charles B Scott	Trustee Salary-June	\$904.32
517-2016	Shelley J Seamon	Fiscal Officer Salary-June	\$1,342.82
518-2016	Gregory W Shadler	Wages 5/21/16-6/3/16	\$138.20
519-2016	Brian P. Sloan	Wages 5/21/16-6/3/16	\$1,437.53
520-2016	Brandon L Taylor	Accrued Vacation	\$1,214.81
521-2016	Timothy N Taylor	Wages 5/21/16-6/3/16	\$84.69
522-2016	Mark M Turinsky	Wages 5/21/16-6/3/16	\$1,072.98
523-2016	Brett A Waldron	Wages 5/21/16-6/3/16	\$1,557.29
524-2016	Joshua P. Young	Wages 5/21/16-6/3/16	\$1,777.70
526-2016	Internal Revenue	Federal WH	\$7,600.38
527-2016	Ohio Public Employees Deferred Comp.	Voluntary Contributions	\$565.00
40738	John D. Grieve	Wages 5/21/16-6/3/16	\$562.97
40739	Matthew M Shark	Wages 5/21/16-6/3/16	\$1,199.54
40740	Ohio Child Support Payment Central	Child Support WH	\$214.35
40741	Trugreen	Lawn Care Services	\$413.00
40742	Time Warner Cable Northeast	Telephone/Internet Services	\$274.61
40743	Garner Sanitation Services	Portable Restrooms	\$550.00
40744	Spoerr Precast Concrete, Inc.	Footers	\$102.00
40745	Staples Business Advantage	Pens/Battery Back-ups- Police	\$212.80
40746	Mark Owen Ent. DBA The San Bay Co.	Trash Bags-Parks	\$25.64
40747	Martin A. Veverka DBA Port Clinton Computer Products	Laptop-Police Dept.	\$1,009.23
40748	Galls, AN Aramark Company	Flare Kits/ Commendation Bars-	\$626.87
40749	Rakich & Rakich, Inc.	Raincoat/Vest/Belt/Slacks Police Officers	\$420.93
40750	Minuteman Press	Printing-Newsletters	\$209.17
40751	FRMC/Corporate Health Center	Drug Testing Fees(Pre- Employment & Post Accident)	\$158.50
40752	Port Clinton Ford Mercury Inc.	Repairs/Maint. Police Vehicles	\$1,166.14
40753	Treasurer, State of Ohio	Ohio DAS Membership Fee	\$100.00
40754	Severe Service Inc.	Trailer Tires/Valve Stems Roads	\$236.36
40755	Matthew Scott Uhinck DBA Uhinck Services LLC	Install Light/Exhaust Fan -FS1 Bathroom	\$280.00
40756	Ohio Peace Officer Training Academy	Training Fees- Officer LaMarca	\$200.00
40757	Joshua P. Young	Training Expenses Ohio Police & Fire Games	\$285.85
40758	Kathryn A. Dale	Certified Mail-Zoning	\$45.50
40759	Ohio Edison	Electricity	\$1,132.22
40760	Cheryl Harmsen	Mileage-Safety	\$37.80
		Total Payments	\$49,550.61

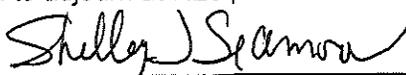
Fund Status Report

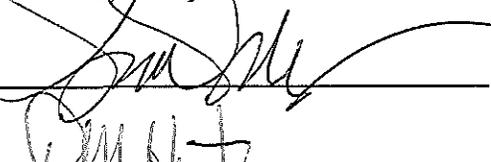
The Trustees signed the fund status report dated June 22, 2016.

Comments & Concerns

There were none.

There being no further business before the Board, Mr. Scott moved and Mr. Hirt seconded the motion to adjourn at 7:23 p.m. The vote was unanimous and motion carried.


Fiscal Officer



Danbury Township Board of Trustees

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