

# RECORD OF PROCEEDINGS

Minutes of

Danbury Township Board of Trustees Regular

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

June 8, 2016

The Regular Meeting of the Danbury Township Board of Trustees held at the Danbury Township Hall on June 8, 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.

Marvin Rettig was the only visitor in attendance.

### Approval of Meeting Minutes for May 25<sup>th</sup>, 2016

Mr. Scott moved and Ms. Rozak seconded the motion to approve the regular meeting minutes of May 25<sup>th</sup>, 2016 as presented. The vote was unanimous and motion carried.

### Correspondence

MaryAnn Koebel of the Ottawa County Humane Society sent a thank-you card to the Trustees for having the dog show that benefited the Humane Society.

Erie Shore Propane sent an informational letter regarding different pricing options for propane; the offers expire on June 30, 2016. No action was taken.

Tamara Bowens of Time Warner Cable Business Class sent an information letter regarding an offer to increase to 10Mbps for internet at \$69.99 per month. No action was taken.

Tom Rutledge of Spectrum sent an informational letter announcing that Charter Communications has completed the transaction with Time Warner Cable; therefore the new name will be "Spectrum".

The Trustees received the summer newsletter from OTARMA.

Steven Trant Provider Contractor of Prime Health Services sent an informational letter regarding the services his company offers and enclosed their Participating Provider Agreement. Mr. Scott briefly reviewed the information.

### Roads, Buildings, & Grounds

Road Superintendent Brett Waldron reported that the paving project at Sackett Cemetery has begun. The Athletic Complex has been very busy with several games and practices throughout the week. Road and park mowing has been the priority due to the recent holiday. Minimal damaged occurred on Buck Road from Sunday's storm.

### Sign Replacement for Lake Point Park

Ms. Rozak provided a quote from Allure Signs to replace the sign that was destroyed at Lake Point Park. The cost for a one-sided sign was \$798.00; two-sided \$1,359.00. The quotes did not include installation since the maintenance staff will install the new sign.

Mr. Waldron shared that the circle portion of the old sign (made of recycled plastic) was not damaged and indicated he would take it to Allure Signs if the Trustees wanted him too.

The Trustees discussed the matter and agreed to purchase a one-sided sign for Lake Point Park at the cost of \$798.00 or less if Allure Signs is able to use the circle portion of the old sign. A motion was not made because the cost was under the \$2,500.00 threshold. Ms. Rozak will contact Allure Signs.

The Trustees and Mr. Waldron briefly discussed the installation of the sign and what materials will be needed for installation.

### Grant Update for Mosquitos

Ms. Rozak spoke briefly about the EPA mosquito grant submission and indicated that the quote for mosquito control from Steve Kmetz totaled \$9,800.00. There is no match for this grant if awarded.

### Keeper's House

A brief discussion was held regarding switching services for the ADA accessible portable restroom at the Keeper's House, which is currently being provided through Garner Sanitation. The Trustees agreed that if the Ottawa County Historical Society will pay the difference in cost of Adkins providing the ADA accessible portable restroom, than the Township will allow switching services. Mr. Waldron will contact Bill Coder of the Ottawa County Historical Society and Garner Sanitation.

### Police

Mr. Scott read the report submitted by Police Chief Mike Meisler that listed the department handled 438 incidents in May and 119 incidents to date in June.

Chief Meisler reported that Patrolman Josh Young and Joe-Joe will travel to Fairfield County to participate in the Ohio Police & Fire Games training. All officers have completed required web based Continual Professional Training and Patrolman Brad LaMarca has completed the basic and advanced hostage negotiation training. Firearms qualifications training will be held at the end of next week.

Chief Meisler shared that the training room at the Police Department has been completed and stated that he is very proud of the facility. Chief Meisler indicated that the facility would not have been possible without the generous donation received from the Estate of Mr. & Mrs. Gerald Kihlken and spoke about how the department will honor their memory.

Chief Meisler thanked the maintenance staff for their assistance this past winter with painting and various maintenance upgrades at the Police Station as well as for putting together furniture for the training room.

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**Surplus Equipment**

Mr. Scott moved and Mr. Hirt seconded the motion to declare a 2011 Ford Crown Vic serial # ending 1155620 a surplus and acknowledged the trade of this vehicle to Port Clinton Ford Mercury Inc., in Port Clinton, Ohio was approved by the Board on March 9<sup>th</sup>, 2016. The vote was unanimous and motion carried.

**D.R. Ebel Outfitting Quote Approved**

The Trustees and Chief Meisler discussed the outfitting quote from D.R. Ebel for the 2016 Ford Explorer that most likely will be available for pick on Friday. The quote was \$6,675.81, which was down from the previous quote of \$7,033.46 dated March 9<sup>th</sup>, 2016.

A brief discussion occurred about items that will be transferred to the 2016 Ford Explorer from the 2011 Ford Crown Vic, the difference in the quotes, and when outfitting will be completed.

Discussion concluded and the following action was taken: Ms. Rozak moved and Mr. Hirt seconded the motion to approve the quote from D.R. Ebel totaling \$6,675.81 to outfit the 2016 Ford Explorer being purchased from Port Clinton Ford Mercury Inc., in Port Clinton, Ohio. The vote was unanimous and motion carried.

**Fire**

Fire Chief Kahler reported that his department responded to 65 EMS calls, 8 Fire calls, 3 Motor Vehicle Crashes, and 10 Alarm calls during the month of May and to date in June the department has responded to 16 EMS calls, 2 Fire calls, and 2 Alarm calls.

Chief Kahler spoke to the Trustees about the meeting he attended regarding the program "I Am Responding" and provided information to the Trustees. The program is about half the cost of eDispatch.com and does a lot more. Chief Kahler will be attending meeting with the Ottawa County Commissioners tomorrow regarding the program and stated that the program is compatible with the County Dispatch.

Chief Kahler shared that the meeting with the ISO representative was held yesterday and indicated he felt the inspection went very well.

Chief Kahler explained he would have information for the Board at the next meeting for attendance to the upcoming Ohio Fire Chief's Conference.

The Trustees and Chief Kahler spoke briefly about the EMS billing revenue, which since contracting with Medicount Management EMS billing revenues total \$352,964.56.

**Zoning**

Zoning & Planning Administrator Kathryn Dale reported that 28 permits were issued in May, which was the highest number of permits issued for in a single month since 2013. During May staff responded to 601 calls, emails, and in-person inquires and went on 123 site visits. To date in June 7 permits have been issued and fees collected totaled \$170.40.

The **Board of Zoning Appeals** will hold public hearings on June 15<sup>th</sup> 2016, starting at 6:30 p.m. at the Danbury Township Hall building on the following cases:

- **BZA-2016-074- 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-2016-086 320 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 since there was no business before the Commission.

**Violations/Complaints**

- **1070 Englebeck** (Inhabited camper, storage of boats & vehicles)  
Nothing new was reported. **Monitoring**
- **1825 Bayview** (New Mobile Home not installed to zoning standards-Filut)  
Nothing new was reported. **Monitoring**
- **1805 Arlington** (Junk & Debris-Holmes)  
Nothing new was reported. **Monitoring**
- **7055 E. Harbor Road** (Tall Grass & Property Maintenance-Leyda)  
Grass was cut May 27<sup>th</sup>, 2016; **Closed.**
- **194 Strause Lane** (Illegal Rental-Hammer)  
No contact made. No changes to listing made; **Open.**
- **256 Christopher** (Illegal Rental-Sullivan)  
No contact made. No changes to listing made; **Open.**
- **5849 Dennis** (Illegal Rental-Northcoast/Anchor's Away)  
Contact made with owner; **Open.**
- **2080 N. Buck Rd.** (Sign Installation w/out a permit. Northcoast Anchor's Away)  
Permit issued May 27<sup>th</sup>, 2016; **Closed.**
- **159 Springcrest** (Tall Grass-Cusic)  
Grass cut May 27<sup>th</sup>, 2016; **Closed.**

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- **106 Springcrest** (Tall Grass-Conkel) Repeat Offender.  
Certified letter sent May 27<sup>th</sup>, 2016, notice left, not yet claimed; **Open.**
- **242 Worthy** (Tall Grass-Walker)  
Grass cut May 31<sup>st</sup>, 2016; **Closed.**
- **9370 Miami** (Tall grass-Cieslak)  
Complaint received May 24<sup>th</sup>, 2016. Certified letter delivered May 27<sup>th</sup>, 2016; **Closed.**
- **711 S. Bridge Rd.** (Garage addition w/out permit –Bergman)  
Letter sent to property owner May 31<sup>st</sup>, 2016; **Open.**

Mrs. Dale provided the Trustees with a list of properties that she has received inquiries or calls on, however the complainants have not submitted formal complaints.

### Summer Newsletter

The content of the summer newsletter was reviewed and discussed by the Board and Department Heads, whereas there were no changes, Mr. Scott moved and Mr. Hirt seconded the motion to approve the summer newsletter as presented. The vote was unanimous and motion carried. Ms. Rozak will have the summer newsletters printed and distributed to the residents.

### Comments & Concerns Prior to Dismissing the Department Heads

Marvin Rettig commended Chief Kahler and his staff for pursuing soft billing for EMS services, which has generated additional revenue for the Fire Department, there being nothing further, the Department Heads, were dismissed 7:04 p.m.

### Township Hall Renovation Costs

Discussion continued about levy options for the next phase of township hall renovations. Mr. Scott provided details regarding a one-year 1.65 mil levy that would generate approximately \$500,000.00.

Discussion resulted with the Trustees agreeing that Mr. Scott would contact Attorney D.J. Swearingen regarding ballot language to pursue a one-year 1.65 mil levy to complete renovations for the township hall.

### Approve Payroll & Payment of Bills

After examining payroll and bills totaling \$146,360.44, 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.

|          |                                    |                      |             |
|----------|------------------------------------|----------------------|-------------|
| 448-2016 | Treasurer of State of Ohio         | State WH             | \$1,912.55  |
| 449-2016 | Ohio Police & Fire Pension Fund    | OP&F Contributions   | \$2,454.81  |
| 450-2016 | Public Employees Retirement System | OPERS-L              | \$10,275.17 |
| 451-2016 | Public Employees Retirement System | OPERS-G              | \$6,254.96  |
| 452-2016 | John L Belcher                     | Wages 6/1/16-5/27/16 | \$1,144.63  |
| 453-2016 | Daniel J Bergman                   | Wages 6/1/16-5/27/16 | \$1,290.69  |
| 454-2016 | Bradley L Biers                    | Wages 6/1/16-5/27/16 | \$195.94    |
| 455-2016 | Terry L Conaway                    | Wages 6/1/16-5/27/16 | \$241.09    |
| 456-2016 | J. Charles Cunningham              | Wages 6/1/16-5/27/16 | \$1,108.36  |
| 457-2016 | Kathryn A. Dale                    | Wages 6/1/16-5/27/16 | \$1,590.10  |
| 458-2016 | John D. Grieve                     | Wages 6/1/16-5/27/16 | \$534.26    |
| 459-2016 | Jared E Griffith                   | Wages 6/1/16-5/27/16 | \$1,193.66  |
| 460-2016 | Cheryl K Harmsen                   | Wages 6/1/16-5/27/16 | \$783.77    |
| 461-2016 | Dean G Heberlein                   | Wages 6/1/16-5/27/16 | \$594.22    |
| 462-2016 | James S Holzhauer                  | Wages 6/1/16-5/27/16 | \$579.80    |
| 463-2016 | Stephanie A Hunsicker              | Wages 6/1/16-5/27/16 | \$494.63    |
| 464-2016 | Matilda A Johnson                  | Wages 6/1/16-5/27/16 | \$558.80    |
| 465-2016 | Keith M Kahler                     | Wages 6/1/16-5/27/16 | \$1,339.74  |
| 466-2016 | Tammy J Kahler                     | Wages 6/1/16-5/27/16 | \$436.23    |
| 467-2016 | Lindsey N Knox                     | Wages 6/1/16-5/27/16 | \$256.69    |
| 468-2016 | Bradford K LaMarca                 | Wages 6/1/16-5/27/16 | \$1,227.38  |
| 469-2016 | Austin Lucas                       | Wages 6/1/16-5/27/16 | \$430.44    |
| 470-2016 | Brian C McCune                     | Wages 6/1/16-5/27/16 | \$765.49    |
| 471-2016 | Mark A Meisler                     | Wages 6/1/16-5/27/16 | \$1,435.54  |
| 472-2016 | Michael S Meisler                  | Wages 6/1/16-5/27/16 | \$1,580.73  |
| 473-2016 | Zachary D Miramontes               | Wages 6/1/16-5/27/16 | \$138.06    |
| 474-2016 | Randy R Rakosky                    | Wages 6/1/16-5/27/16 | \$380.06    |
| 475-2016 | Trevor J Ross                      | Wages 6/1/16-5/27/16 | \$475.45    |
| 476-2016 | Matthew J Salyers                  | Wages 6/1/16-5/27/16 | \$165.34    |
| 477-2016 | Gregory W Shadler                  | Wages 6/1/16-5/27/16 | \$267.02    |

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|----------|-------------------------------------------------|-----------------------------------------|--------------|
| 478-2016 | Brian P. Sloan                                  | Wages 6/1/16-5/27/16                    | \$999.27     |
| 479-2016 | Brandon L Taylor                                | Wages 6/1/16-5/27/16                    | \$1,394.16   |
| 480-2016 | Timothy N Taylor                                | Wages 6/1/16-5/27/16                    | \$289.67     |
| 481-2016 | Mark M Turinsky                                 | Wages 6/1/16-5/27/16                    | \$1,074.76   |
| 482-2016 | Brett A Waldron                                 | Wages 6/1/16-5/27/16                    | \$1,458.82   |
| 483-2016 | Joshua P. Young                                 | Wages 6/1/16-5/27/16                    | \$1,426.92   |
| 485-2016 | Ohio Public Employees Deferred Comp.            | Voluntary Contributions                 | \$565.00     |
| 486-2016 | Internal Revenue                                | Federal WH                              | \$6,083.38   |
| 487-2016 | Marblehead Bank                                 | Bank Fees-May                           | \$76.28      |
| 487-2016 | Marblehead Bank                                 | Bank Fees-May                           | \$0.15       |
| 488-2016 | John Deere Financial                            | Road/K-9 Supplies                       | \$285.88     |
| 489-2016 | BP Business Solutions                           | Fuel Costs-May                          | \$140.57     |
| 40693    | Ohio Child Support Payment Central              | Child Support WH                        | \$355.58     |
| 40694    | Ottawa County Municipal Court                   | Garnishment WH                          | \$345.18     |
| 40695    | Treasurer, State of Ohio                        | Quarterly Fee-UAN                       | \$948.00     |
| 40696    | Ottawa County Sanitary Engineering              | Water & Sewer Services                  | \$241.54     |
| 40697    | Columbia Gas                                    | Natural Gas Services                    | \$106.71     |
| 40698    | MT Business Technologies, Inc.                  | Copier Maint./Color Copies              | \$157.03     |
| 40699    | O.E. Meyer CO.                                  | Ems Medical Oxygen                      | \$245.85     |
| 40700    | Ohio Edison                                     | Electricity                             | \$228.85     |
| 40701    | Frank Sales, Inc.                               | Audio-Visual Equipment<br>-Police Dept. | \$2,149.00   |
| 40702    | Thaddeus H Wierzba<br>DBA Danbury Hardware      | Road Supplies                           | \$10.30      |
| 40703    | Bergman Farms LLC                               | Flowers for Police Dept. Grounds        | \$69.01      |
| 40704    | Lakeland Auto & Marine Inc.                     | Supplies/Repairs Fire/EMS Dept.         | \$436.74     |
| 40705    | Starcher Enterprises, LLC                       | Fire/EMS Supplies                       | \$490.70     |
| 40706    | Foster Auto Body                                | Window Cleaner-Police Dept.             | \$43.92      |
| 40707    | Foster Chevrolet Cadillac Inc.                  | Police Vehicle Repairs                  | \$288.16     |
| 40708    | Verizon Wireless                                | Cellular Services -Police/EMS           | \$549.58     |
| 40709    | Cyclone Services Inc.                           | Trash Services                          | \$100.00     |
| 40710    | Bound Tree Medical LLC                          | EMS Supplies                            | \$796.26     |
| 40711    | Starcher Enterprises                            | Backflow Testing                        | \$243.00     |
| 40712    | Capital Tire, Inc.                              | Tires-Fire/EMS Vehicle                  | \$578.96     |
| 40713    | H.B. Magruder Hospital                          | Medications-EMS                         | \$194.06     |
| 40714    | Paul J Wallen DBA Catawba Security              | Contracted Services Fire/EMS            | \$284.20     |
| 40715    | Penguin Management Inc.                         | Other Communications-Fire/EMS           | \$774.00     |
| 40716    | Kathryn A. Dale                                 | Certified Mail-Zoning                   | \$6.47       |
| 40717    | Time Warner Cable Northeast                     | Telephone/Internet Services             | \$515.72     |
| 40718    | Frontier                                        | Telephone Services                      | \$75.26      |
| 40719    | Tractor Supply Co.                              | Road Supplies                           | \$44.98      |
| 40720    | Culligan of Northern Ohio                       | Bottled Water-Garage                    | \$27.80      |
| 40721    | Trugreen                                        | Lawn Care                               | \$338.00     |
| 40722    | Staples Business Advantage                      | Office Supplies-Zoning                  | \$65.99      |
| 40723    | Charles B. Scott                                | Certified Mail-Zoning                   | \$6.47       |
| 40724    | Ottawa County Township Association              | Annual Dues                             | \$300.00     |
| 40725    | Ottawa County Sanitary Engineering              | Hydrant Payment #18                     | \$34,115.73  |
| 40726    | Henry W. Bergman, Inc.                          | Contracted Services                     | \$22,270.00  |
| 40727    | Rakich & Rakich, Inc.                           | Uniforms/Bodi Amour -MMS                | \$1,228.94   |
| 40728    | Luckey Farmers, Inc.                            | Fuel Costs-May                          | \$3,331.38   |
| 40729    | MNCO                                            | BZA Legal                               | \$135.74     |
| 40730    | Douglas & Pamela Crowell<br>DBA Universal Farms | Mulch-Police Dept.                      | \$98.00      |
| 40731    | Postmaster                                      | Postage-Newsletters                     | \$538.38     |
| 40732    | Postmaster                                      | Stamps-Newsletters                      | \$62.51      |
| 40733    | Port Clinton Ford Mercury Inc.                  | 2016 Ford Explorer-Police Dept.         | \$19,435.00  |
| 40735    | Jody D Stires DBA Bergman Orchards              | Flowers for Pots                        | \$41.97      |
| 40736    | Mineyahta Allotment Association Inc.            | Annual Allotment Fees                   | \$160.00     |
| 40737    | Treasurer, State of Ohio                        | Annual Fee-Roads                        | \$25.00      |
|          |                                                 | Total Payments                          | \$146,360.44 |

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### Approve Payment to Bills Implement Sales

Ms. Rozak moved and Mr. Scott seconded the motion approve payment in the amount of \$29.99 to Bills Implement Sales for the purchase of road supplies. The vote resulted as follows: Mr. Hirt-abstained; Ms. Rozak-yes; Mr. Scott-yes. Motion carried.

### Approve Line Item Transfers

**Police District** - Mr. Scott moved and Ms. Rozak seconded the motion to transfer \$600.00 from other-other expenses (2081-210-599-0000) to other supplies & materials (2081-210-490-4109) for newly hired Patrolman Matthew M. Shark (uniforms/boots/accessories). The vote was unanimous and motion carried.

**Fire & EMS Levy**- Mr. Hirt moved and Ms. Rozak seconded the motion to transfer \$19,400.00 from other-other expenses (2281-230-599-0000) to contracted services (2281-230-360-0000) for the paving behind Fire Station 2 that was approved by the Board on May 11<sup>th</sup>, 2016. The vote was unanimous and motion carried.

### Approve May Financial Reports & Bank Reconciliation

Mr. Scott moved and Ms. Rozak seconded the motion to approve the May financial reports and bank reconciliation as submitted by Fiscal Office Shelley Seamon. The vote was unanimous and motion carried. (Trustees received copies of said reports via email on 6/7/16).

### Approve Transfer of Funds

Mr. Hirt moved and Ms. Rozak seconded the motion to approve transferring \$250,000.00 from the Marblehead Bank Savings account. to the Marblehead Checking account as recommended by Fiscal Officer Shelley Seamon. The vote was unanimous and motion carried. (Note: transfer will occur after the June 22<sup>nd</sup>, 2016 regular meeting).

### Revenue & Expenditure Report for May

| Fund                  | Revenue     | Expenditures |
|-----------------------|-------------|--------------|
| General               | \$5,170.98  | \$33,872.83  |
| MVL                   | \$4,267.82  | \$0.00       |
| Gas Tax               | \$7,442.00  | \$0.00       |
| Road & Bridge         | \$1,161.00  | \$27,791.86  |
| Cemetery              | \$776.00    | \$211.18     |
| Police District       | \$337.50    | \$62,426.48  |
| Fire District         | \$0.00      | \$0.00       |
| Zoning                | \$1,896.73  | \$2,852.69   |
| Fire Levy             | \$0.00      | \$253.48     |
| Drug Law Enforcement  | \$0.00      | \$0.00       |
| Enforcement/Ed. (OVI) | \$25.00     | \$0.00       |
| Fire & EMS Levy       | \$12,430.39 | \$63,335.21  |
| CPT 2015              | \$0.00      | \$0.00       |
| 2015 SWS Grant        | \$0.00      | \$0.00       |
| Totals                | \$33,507.42 | \$190,743.73 |

### Fund Status Report

The Trustees signed the fund status report dated June 8, 2016.

### Comments & Concerns

There were none.

There being no further business before the Board, Mr. Scott moved and Ms. Rozak seconded the motion to adjourn at 7:18 p.m. The vote was unanimous and motion carried.



Fiscal Officer







Danbury Township Board of Trustees

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