

RECORD OF PROCEEDINGS

Minutes of

Danbury Township Board of Trustees Regular

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

May 25, 2016

The Regular Meeting of the Danbury Township Board of Trustees held at the Danbury Township Hall building on May 25th, 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, and Zoning & Planning Administrator Kathryn Dale. Fire Chief Keith Kahler was excused

There were no visitors in attendance.

Approval of Meeting Minutes for May 11th, 2016

Mr. Scott moved and Mr. Hirt seconded the motion to approve the special and regular meeting minutes of May 11th, 2016 as presented. The vote was unanimous and motion carried.

Correspondence

The Trustees and Fire Chief received a thank-you letter from Matthew Miller of Put-In-Bay Township for the recent donation of the SCBA equipment from the Danbury Township Volunteer Fire Department.

Mark Messa, Director of the Ottawa County Regional Planning Commission sent a notice that the second required hearing for the FY 2016 Community Development Block Grant Program will be held on June 2nd, 2016 in the Ottawa County Courthouse Assembly Room, 315 Madison Street, Port Clinton, Ohio.

The Trustees received a letter from the Center for Medicare & Medicaid Services regarding fulfilling the requirement to submit the Group Health Plan Report for the IRS/SSA/CMS Data Match Project.

The Mineyahta Allotment Association sent notification that their next meeting to be held on June 5, 2016 and association fees for property owners are due by June 30th, 2016 because the Township owns property in this subdivision.

The OPEC Healthcare Cooperative administered by the Ohio Insurance Services Agency sent a performance update for the first quarter of 2016 regarding healthcare claims. The last communication dated April 12, 2016, stated the cooperative finished at a \$6.12 million deficit at the end of February. Claims for March were at \$3.298 million and the cooperative finished the month at a deficit of \$6.01 million.

The Erie County Commissioners sent notification about Erie County's Aggregation Program supplied by FirstEnergy Solutions for electricity savings for the warning siren located on State Route 2.

Patrolman Brian Sloan requested copies of any and all written complaints and statements that have been written and/or filed against him, as well copies of any and all write ups or disciplinary actions taken towards him from the Trustees and Police Chief Mike Meisler.

Roads, Buildings, & Grounds

Road Superintendent reported that mulch distribution is still being well received by the residents. The staff has been busy preparing the roads and parks for Memorial Day weekend. The staff attended a LTAP safety class at Portage Township.

Mr. Waldron provided an update regarding the Kirk Road and the damage ODOT has caused to the road because of the overpass project for Lightner Road. Mr. Waldron reported that ODOT is aware of the damage and he will be attending a meeting with ODOT at some point.

Lake Point Park Signage Destroyed

Mr. Waldron explained the sign destroyed at Lake Point Park was not covered under the Township property & liability insurance and the driver does not have insurance. The Trustees discussed the matter and agreed to have the Ottawa County Prosecutor pursue reimbursement from the individuals responsible for the damage.

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 Mike Meisler reported that Patrolman Matthew Shark is currently training with other officers and commented that Mr. Shark is a good fit to the department. Chief Meisler spoke about the department assisting with traffic control during scheduled bike week rides.

Constable Bonds

Mr. Scott moved and Ms. Rozak seconded the motion to approve the cancellation of Patrolman Brandon Taylor's bond effective May 21st, 2016 and that the approval of said action is retroactive to May 12th, 2016. The vote was unanimous and motion carried.

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Mr. Hirt moved and Ms. Rozak seconded the motion to approve obtaining a Police Constable bond for Patrolman Matthew M. Shark in the amount of \$5,000.00, effective May 23rd, 2016 at a cost of \$50.00 and that the approval of said action is retroactive to May 12th, 2016. The vote was unanimous and motion carried.

Fire

Mr. Scott announced that Fire Chief Keith Kahler had provided a written report in his absence and read the report that listed the department responded to 27 EMS calls, 5 Fire calls, 2 Motor Vehicle crashes 7 Alarm calls, and 0 Carbon Monoxide investigations thus far in June. Year-to-date calls reported were as follows: 199 EMS calls, 17 Fire calls, 8 Motor Vehicle crashes, 17 Alarm calls, and 2 Carbon Monoxide Investigations.

FF/EMTB RE-APPOINTED

Mr. Scott explained that Christopher Suppelsa had moved due to being in the Coast Guard and is moving back into the area and stated that Chief Kahler recommended Mr. Suppelsa be re-appointed to the Fire Department.

Based on the recommendation of Chief Kahler, Mr. Scott moved and Mr. Hirt seconded the motion to re-appoint Christopher Suppelsa as a FF/EMTB at an hourly rate of \$11.85, working 30 hours or less per week and per response pay will be \$10.61, for the Danbury Township Volunteer Fire Department. The vote was unanimous and motion carried.

Copier Purchase & Line Item Transfer

Mr. Scott reported that Chief Kahler recommends Option 2 for the purchase of a used copier for the Fire Department. The cost of the machine was \$2,810.00. The maintenance agreement, which includes all 4 toners, labor, service, parts, and 2000 black & white copies, is \$25.30 per month. The per color copy charge is \$0.074.

Copier Purchase Approved

Based on the recommendation of Fire Chief Keith Kahler, Mr. Scott moved and Ms. Rozak seconded the motion to purchase a used copier Model-MC2015P w/cabinet & fax ID#U5937 from MT Business Technologies at a cost of \$2,810.00, with the maintenance agreement being \$25.30 per month and color copies being \$0.074 each, and authorize Mr. Scott to sign the agreement for this purchase on behalf of the Board. The vote was unanimous and motion carried.

Line Item Transfer Approved

Fiscal Officer Shelley Seamon acknowledged that since the purchase was not in the budget a line item transfer for the purchase was needed, therefore Ms. Rozak moved and Mr. Hirt seconded the motion to transfer \$2,810.00 from other-other expenses (2281-230-599-0000) to Machinery, Equipment, & Furniture (2281-230-740-0000). The vote was unanimous and motion carried.

Other business discussed on behalf of the Fire Department included that the ISO investigation is scheduled for June 7th, 2016. It was reported that all of the testing and paperwork is complete and the department is ready of the evaluation.

Per Chief Kahler's request the Fire Report will be held first on June 8th, 2016, since he needs to attend a meeting in Bay View about the sewer project that begins at 7:00 p.m.

Zoning

Zoning & Planning Administrator Kathryn Dale reported that 21 permits were issued thus far in June and fees collected totaled \$986.8 and another \$206.99 was collected in reimbursed application fees for Board of Zoning Appeals cases conducted.

The **Board of Zoning Appeals** will held 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-Approved.**
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-Denied.**
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.** Note: Mrs. Dale will meet with the owner on June 1st, 2016 to discuss other potential options for them as a result of denial.

The **Zoning Commission** did not meet in the month of May; 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. Case status is monitoring.
- **1805 Arlington** (Junk & Debris-Holmes)
Nothing new was reported. Case status is monitoring.

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- **7055 E. Harbor Road** (Tall Grass & Property Maintenance-Leyda)
A complaint was received May 16th, 2016 regarding tall grass and general property maintenance concerns. Mrs. Dale shared that a certified letter was sent to the owner about the tall grass and indicated that the complainant was made aware of the process and limitations to property maintenance concerns. Case status is open.
- **194 Strause Lane** (Illegal Rental-Hammer)
A letter was sent to the property owner on May 18th, 2016. Case status is open.
- **256 Christopher** (Illegal Rental-Sullivan)
A letter was sent to the property owner on May 18th, 2016. Case status is open.
- **5849 Dennis** (Illegal Rental-Northcoast/Anchor's Away)
A letter was sent to the property owner on May 18th, 2016. Case status is 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.

Mrs. Dale reported that on May 20th, 2016, she approved Lakeside to have a mobile food cart for 3 special events and shared Lakeside has indicated they will be applying for a Use Variance to allow the mobile food cart all summer season. (Attached is a copy of the letter sent to Daniel Dudley CFO & COO of the Lakeside Chautauqua).

The Trustees had several questions for Mrs. Dale, and expressed their feelings regarding mobile food carts.

Comments & Concerns Prior to Dismissing the Department Heads

There were no visitors in attendance, therefore the department heads were dismissed 6:57 p.m.

Township Hall Renovation Costs

The Trustees discussed cost estimates from received from Bodner & Kerik for the next phase of township hall renovations. Mr. Scott will meet with the County Auditor to discuss levy options.

Legal Services

Ms. Rozak moved and Mr. Hirt seconded the motion that Mr. Scott signs the fee arrangements letter with Wickens, Herzer, Panza, Cook, Batista law firm. The vote was unanimous and motion carried. (See attached copy).

Summer Newsletter

Ms. Rozak will prepare the summer newsletter for review at the next meeting.

Ottawa County Township Association Membership

Mr. Scott moved and Ms. Rozak moved to continue memberships for the Public Officials, the Department Heads, 3 Road Maintenance laborers, and the Zoning & Administrative Assistance, at the cost of \$45.00 per elected official and \$15.00 for each Department Head, Road Maintenance laborer and the Zoning & Administrative Assistant for membership to the Ottawa County Township Association. The vote was unanimous and motion carried.

Cemetery Deed

The Trustees signed a Cemetery Deed for Kenneth and Glesna Carico, lot 148; grave 2, 2nd addition at Sackett Cemetery.

Approve Payroll & Payment of Bills

After examining payroll and bills totaling \$90,819.13, 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.

408-2016	John L Belcher	Wages 5/7/16-5/20/16	\$1,158.50
409-2016	Daniel J Bergman	Wages 5/7/16-5/20/16	\$1,290.69
410-2016	Bradley L Biers	Wages 5/7/16-5/20/16	\$261.51
411-2016	Paul Blaho	Wages 5/7/16-5/20/16	\$59.27
412-2016	Terry L Conaway	Wages 5/7/16-5/20/16	\$241.09
413-2016	J. Charles Cunningham	Wages 5/7/16-5/20/16	\$1,108.36
414-2016	Kathryn A. Dale	Wages 5/7/16-5/20/16	\$1,880.35
415-2016	John D. Grieve	Wages 5/7/16-5/20/16	\$459.07
416-2016	Jared E Griffith	Wages 5/7/16-5/20/16	\$1,232.01
417-2016	Cheryl K Harmsen	Wages 5/7/16-5/20/16	\$811.08
418-2016	Dean G Heberlein	Wages 5/7/16-5/20/16	\$535.26
419-2016	David M Hirt	Trustee Salary May	\$800.71
420-2016	James S Holzhauser	Wages 5/7/16-5/20/16	\$256.74
421-2016	Stephanie A Hunsicker	Wages 5/7/16-5/20/16	\$470.67
422-2016	Matilda A Johnson	Wages 5/7/16-5/20/16	\$361.60

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423-2016	Keith M Kahler	Wages 5/7/16-5/20/16	\$1,339.74
424-2016	Tammy J Kahler	Wages 5/7/16-5/20/16	\$515.87
425-2016	Lindsey N Knox	Wages 5/7/16-5/20/16	\$438.48
426-2016	Bradford K LaMarca	Wages 5/7/16-5/20/16	\$1,227.38
427-2016	Austin Lucas	Wages 5/7/16-5/20/16	\$406.32
428-2016	Brian C McCune	Wages 5/7/16-5/20/16	\$753.77
429-2016	Mark A Meisler	Wages 5/7/16-5/20/16	\$1,464.80
430-2016	Michael S Meisler	Wages 5/7/16-5/20/16	\$1,573.16
431-2016	Zachary D Miramontes	Wages 5/7/16-5/20/16	\$535.73
432-2016	Randy R Rakosky	Wages 5/7/16-5/20/16	\$484.50
433-2016	Trevor J Ross	Wages 5/7/16-5/20/16	\$484.67
434-2016	Dianne M Rozak	Trustee Salary May	\$837.03
435-2016	Matthew J Salyers	Wages 5/7/16-5/20/16	\$110.95
436-2016	Charles B Scott	Trustee Salary May	\$904.32
437-2016	Shelley J Seamon	Fiscal Officer Salary May	\$1,342.82
438-2016	Gregory W Shadler	Wages 5/7/16-5/20/16	\$277.72
439-2016	Brian P. Sloan	Wages 5/7/16-5/20/16	\$923.85
440-2016	Brandon L Taylor	Wages 5/7/16-5/20/16	\$1,343.16
441-2016	Timothy N Taylor	Wages 5/7/16-5/20/16	\$205.50
442-2016	Mark M Turinsky	Wages 5/7/16-5/20/16	\$1,074.76
443-2016	Brett A Waldron	Wages 5/7/16-5/20/16	\$1,681.95
444-2016	Joshua P. Young	Wages 5/7/16-5/20/16	\$1,450.55
446-2016	Ohio Public Employees Deferred Comp.	Voluntary Contribution	\$565.00
447-2016	Internal Revenue	Federal WH	\$6,740.69
40664	Ottawa County Municipal Court	Garnishment	\$334.29
40665	Ohio Child Support Payment Central	Child Support WH	\$355.58
40666	O.E. Meyer CO.	EMS Supplies	\$285.35
40667	Luckey Farmers, Inc.	Fuel Costs-April 2016	\$2,666.44
40668	Keith Kahler	Travel/Mtg. Expenses	\$469.09
40669	Tammy Kahler	Travel/Mtg. Expenses	\$55.86
40670	Marygrove Ohio LLC DBA Toledo Tarp	Tarp-Roads	\$638.00
40671	Ohio Insurance Services Agency, Inc.	June Premiums-Employee Share	\$1,431.00
40672	Ohio Insurance Services Agency, Inc.	June Premiums-Employer Share	\$32,666.35
40673	Danbury Hardware	Supplies/Police Dept.	\$28.50
40674	Ottawa County Recorder	Recording Fee	\$20.00
40675	Cheryl Harmsen	Stamps/Mileage Reimbursement	\$88.90
40676	Vanguard-Sentinel Career & Technology Center	CPR Cards	\$45.00
40677	Kathryn A. Dale	Postage Reimbursement	\$6.47
40678	Allure Advertising	Business Cards-Police Dept.	\$72.00
40679	Rakich & Rakich, Inc.	Supplies Police Dept.	\$399.92
40680	Time Warner Cable Northeast	Telephone/Internet Services	\$274.07
40681	Staples Credit Plan	Office Supplies-Admin	\$38.29
40682	Staples Business Advantage	Office Supplies/Minor Equip. Zoning/Police Dept.	\$158.44
40683	Spoerr Precast Concrete, Inc.	Footers	\$33.00
40684	Judco, Inc.	Road Supplies	\$321.50
40685	Kiesler's Police Supply Inc.	Police Supplies	\$123.97
40686	Cyclone Services Inc.	Twp. Cleanup/Trash Services	\$9,360.50
40687	Port Clinton Ford Mercury Inc.	Repairs & Maint. Police Vehicles	\$449.69
40688	Walmart Community	Supplies-Various Depts.	\$401.95
40689	Ohio Edison	Electricity -Various Depts.	\$1,668.07
40690	Northwind Safety Corporation	First Aid Kit Refills	\$62.27
40691	Garner Sanitation Services	Restroom Rentals	\$670.00
40692	AccuShred, LLC	Shredding Services	\$85.00
		Total Payments	\$90,819.13

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Fund Status Report

The Trustees signed the fund status report dated May 25th, 2016.

Comments & Concerns

There were none.

There being no further business before the Board, Mr. Hirt moved and Ms. Rozak seconded the motion to adjourn at 7:07 p.m. The vote was unanimous and motion carried.

Shelley Seaman
Fiscal Officer

Chuck B. Scott

Ann Kelly
Tom Hirt

Danbury Township Board of Trustees

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Held

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