

# RECORD OF PROCEEDINGS

Minutes of

~~DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING~~

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

April 11, 20 18

The regular meeting of the Danbury Township Trustees was called to order at 6:30 p.m. by Chairman Dave Hirt. The pledge of allegiance was recited. Roll call indicated Mr. Dress, Ms. Rozak and Mr. Hirt were present.

Also present were, Fiscal Officer Carolyn Adams, Police Chief Mike Meisler, Fire Chief Keith Kahler and Zoning & Planning Administrator Kathryn Dale. Road Superintendent Brett Waldron was excused. Miss. Susan Dress was in attendance.

### APPROVAL OF MEETING MINUTES FOR MARCH 28, 2018

Ms. Rozak motioned to approve the meeting minutes from the March 28<sup>th</sup>, Mr. Hirt second. Roll call indicated all voted yes.

### CORRESPONDENCE

An anonymous complaint was received 4/4/18.  
April 19<sup>th</sup> a meeting will be held with the county EMA regarding radio issues.

### ROADS-BUILDINGS-GROUNDS

Road Superintendent Brett Waldron provided an activity report. Sackett Cemetery spring cleanup is complete. There was discussion of changing the annual date of this cleanup. Work is continuing to help slow the growth of Japanese Honeysuckle. The Danbury Girls softball are in full swing at our Softball Diamond. The first township cleanup will begin April 16 thru 20<sup>th</sup>.

### RESOLUTION 2 – 2018

#### 2018 Base Repair and Hot Mix Paving List

Whereas the Danbury Township Board of Trustees agree to base repair and hot mix paving on the following roads effective April 11, 2018 and now therefore;

- Deer Run Trail (TR 1244) – total 0.18 mile - \$60,172.31
- Bluebird Lane (TR 1245) – 0.07 mile - \$34,613.52
- Jeannie Drive (TR1268) – 0.35 mile - \$89,225.75
- Kirk Road (TR 280) – 0.14 mile pavement repair only \$16,522.78

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF DANBURY TOWNSHIP on the 11<sup>th</sup> day of April, 2018 authorize Ottawa County to bid, award and contract these projects on our behalf.

Motion by Mr. Hirt  
Second by Ms. Rozak  
Roll call all voted yes

### RESOLUTION 03-2018

#### A resolution adopting the 2018 Road Striping Program

Whereas the Danbury Township Trustees deem it in the best, interest of the public safety and general welfare of said Township and its residents to strip the roads in the Township.

NOW THEREFORE BE IT RESOLVED by the Township Trustees of Danbury Township, Ottawa County, that the following roads be striped:

1. Center lines only on Meter Road, Channel Grove Road, and Buck Road – 139A
2. Center and edge lines on Buck, Road, Hartshorn Road, Marblewood Drive, Englebeck Road, Quarry Road and North Shore Blvd. to include stop bars and turning island at the intersection of North Shore Blvd.
3. Center and edge lines on Erie Beach Road to include school zone and crosswalk markings.
4. Center and edge lines on Lightner Road to include Rail Road Crossing, and additional lines on the overpass, with ½ of the cost of Lightner Road to be shared with Portage Township.

MOTION BY MR. HIRT  
SECONDED BY MR DRESS  
ROLL CALL ALL VOTED YES.

### POLICE

Mr. Dress read the report submitted by Police Chief Mike Meisler that listed his department handled 236 incidents in the month of March. As of April 11, 107, incidents have been reported. Chief has interviewed seven candidates for Patrolman. The Police Department will contract with Cintas for 1 year at \$92.30 per year to provide rugs at entrance doors to the police department. Chief indicated he was not in favor of paying county for dispatching services.

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**FIRE**

Mr. Hirt read the report that Fire Chief Keith Kahler submitted that listed the details of the calls the fire department had handled during the month of March and to date year to date totals.

Fire & Ems Run Details						
	EMS	Fire	MVC*	Alarm **	CO***	Mutual Aid
Month of March	37	3	0	2	1	1
04/11/2018	12	0	0	2	0	1
Year-To-Date	146	6	2	10	1	6

\*Motor Vehicle Crash(is)

\*\* Alarm Activation(s)

\*\*\*Carbon Monoxide Investgation(s)

Chief Kahler indicated that the fire department roster was full. Ms. Rozak motioned and Mr. Dress seconded the purchase of a 2018 Road Rescue through the State Term Schedule STS Contract #800272 from Burgess Ambulance Sales, Inc. One 2018 Rescue 174 " Ultramedic Module mounted on an F450 4x4 chassis for the sum of \$259,848.00 (263,848. Prior to Multi Unit Discount) and one 2019 Road Rescue 174" Ultramedic Module mounted on an F450 4 x4 chassis for the sum TBD, minus a \$4000.00 Multi Unit Discount. A trade in of the 2012 McCoy Miller Medic Module would warrant a \$7500.00 trade in credit. Roll Call all voted yes.

**ZONING**

Permits

To-date this month there has been 12 permit applications submitted/processed totaling \$840.84.

Board & Commission Activity

Board of Zoning Appeals

The BZA will hold an adjudication hearings April 18, 2018 on the following case:

- a. BZA-2018-022 Tabled until 04/18/18 per Applicant  
 530 Cedar. Request for an Appeal of The Zoning Inspector's Decision in reference to Section 5.2.2.B regarding compliance with parking requirements when more than 50% of the structure is enlarged, rebuilt, or altered and Section 7.9.6 to allow for the voluntary removal, alteration and demolition of more than 75% of the reproduction value of the structure. Should the Appeal fail, the applicant subsequently requests an Area Variance from Section 7.9.6 to rebuild the single-family home in the same location where an additional Area Variance from Section 3.1.5.D is necessary for the south, side-yard setback (0.3' proposed/3' required). Area Variances are also requested from Section 5.2.2.B, 5.2.1.A & 5.2.4 where 2 off-street parking spaces are required as result of more than 50% of the floor area of the home being modified (0 space proposed). John Coppeler, Esq., Agent/ Milton Lewis & Jerri Lybarger, Owner/ Applicant.

Zoning Commission:

The Zoning Commission met April 4, 2018 to initiate text amendments to Article 7 regarding tie votes and term limits to the elected positions of Chair, Vice-Chair & Secretary, as well as some changes as a result of HB 500 currently under consideration. Regional Planning will review these amendments at their April 17th meeting.

Ottawa County Regional Planning is also reviewing a new 94 lot subdivision at the north end of Anna Drive which will wrap around to the east and let out on Bayshore Road. This is the first major subdivision since Bailiwick and Harbor Bay Estates final plats in 2005.

Department Updates

- Reminder that I will be out of the office from 4/20/18-4/25/18 for the National APA Conference in New Orleans. I am hoping to be back in time for some of the afternoon hours Wednesday the 25th and attending the Trustee meeting that evening.

Violations/ Complaints:

5040 E. Port Clinton Eastern Road (Junk Vehicles, Junk & Debris)  
 OPEN

Spoke to the Prosecutor's office. They ask that the Board declare the junk vehicles in violation of Resolution 09-2015 and a nuisance. At that point we will send out the 3rd letter to the owner, notifying them they have 14 days to remove the vehicles. Should they fail to comply, then the Prosecutor's office will file a complaint with municipal court.

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530 Cedar  
OPEN  
See BZA report above.

160 Cedar (Construction without proper permits)  
CLOSED  
Owner was sent a Warning Letter about adding on a covered porch addition without proper permits. They were given until 4/13/18 to apply for the necessary permits. Owner came in 04/10/18 and received his permit & paid penalty fee.

2014 Nan (Installing shed without proper permits)  
OPEN  
Owner's came in last year and started paperwork, but never completed it. Warning Letter to be sent this week notifying them that a permit is still needed.

2527 Oak Knoll (Installing shed without proper permits)  
OPEN  
Owners have installed one shed without proper the permit and appear to be preparing the property for a second shed. Warning Letter to be sent this week notifying them.

Cost Saving measures are being implemented.

FISCAL BUSINESS

Motion by Mr. Hirt and seconded by Mr. Dress to approve supplemental appropriations. Roll call all voted yes. Motion was made by Ms. Rozak to approve payroll and bills totaling \$58,641.58. Mr. Dress seconded. Roll call was unanimous.

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

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Fiscal Officer

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Danbury Township Board of Trustees

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