

**RECORD OF PROCEEDINGS**

Minutes of DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ May 23, 2018

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 and Susan Dress.

**APPROVAL OF MEETING MINUTES OF May 9, 2018**

Mr. Hirt motioned to approve the meeting minutes from the May 9<sup>th</sup>, Ms. Rozak second. Roll call indicated all voted yes.

**ROADS-BUILDINGS-GROUNDS**

Road Superintendent Brett Waldron provided an activity report. Sackett Cemetery had one full service burial. The Road Crew have been busy mowing parks, cemetery and roadsides in preparation of the upcoming holiday.

Ms. Rozak motioned and Mr. Hirt seconded the approval of a 2018 Chevrolet Silverado 2500HD for the Road Department. This purchase is through the State Cooperative Purchasing program from Steinle Chevrolet in Clyde. Purchase price was \$21,573.28 after trade in.

A sinkhole has developed on Meter road; a metal plate has secured to cover. Ms. Rozak thanked Mr. Waldron and Chief Meisler for their assistance the dog show.

**POLICE**

Mr. Dress read the report submitted by Police Chief Mike Meisler that listed his department handled 254 incidents to date in May. Ohio Bike week was held in Sandusky with two rides planned for Danbury Township. To provide a safe trip, the road department has swept stones and gravel from their route and the Police Department will escort bikers. The decision was made for Police Officers to be directly by Lakeside Association for services rendered during private events. Officers will conduct firearms qualifying at the Camp Perry range.

**FIRE**

Chief Kahler reviewed the license agreement with the county for the fire department radio antenna to be placed on top of the water tower in Danbury. Trustees approved the agreement. Going away reception for Kegan Rakosky to be held June 10<sup>th</sup> at the Township Shelter House.

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 May and year to date totals.

		Fire & Ems Run Details					
		EMS	Fire	MVC*	Alarm **	CO***	Mutual Aid
Month of		37	5	1	3		3
To date						1	
5/23/2018							
Year-To-Date		209	13	4	15	2	15

\*Motor Vehicle  
Crash(is)

\*\* Alarm Activation(s)

\*\*\*Carbon Monoxide  
Investigations(s)

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Permits To-date this month there has been 13 permit applications submitted/processed totaling \$781.15.

**Board & Commission Activity****Board of Zoning Appeals**

The BZA held an adjudication hearing May 16, 2018 on the following case:

a. **BZA-2018-059** **Approved as presented**

**8581 Hartshorn Road** area variance from section 3.1.1.D to allow an attached garage addition to be 42' from the west front property line where 50' is required. Mark and Denise Moore owners/applicants.

**Zoning Commission:**

The Zoning Commission will hold a special public hearing June 13, 2018 at 6:15 pm., on 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.

Training will be held for the BZA and the Zoning Commission on May 30<sup>th</sup> at the Township Hall.

Susan Dress has submitted an application to serve on the Zoning Commission as an alternate.

Ms. Rozak motioned and Mr. Dress seconded to appoint Susan Dress as an alternate. Roll Call Mr. Dress, Abstained, Ms. Rozak / Yes, Mr. Hirt / Yes.

A number of violation letters have been sent regarding short-term rentals.

**Department Updates**

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

**Dismissal of Department Heads**

**Motion to recess to Executive Session regarding personnel issues at 7:15 pm.  
Reconvene Regular meeting at 7:30 pm.**

Mr. Hirt motioned and Ms. Rozak seconded an offer of conditional employment as patrol officer with the Danbury Township Police Department to Ms. Vikki Fritz. Starting pay will be \$20.00 per hour on or before June 23<sup>rd</sup>. A six-month probation followed by a wage review at that time.

Ms. Rozak reported the Dog Show was a success with \$545 raised for the Humane Society of Ottawa County. She thanked Carolyn Adams and Dave Hirt for their assistance. Ms. Rozak also reported she will attend the annual meeting of the Mineyahta property owners association as the township owns the Keeper's House and other lots in that neighborhood. Ms. Rozak also advised Cheryl Harmsen was able to secure a \$432 grant from the Ottawa County Safety Council, which covered the entire cost of the mandatory annual drug training for employees.

**Cost Saving measures are being implemented.**

- .5 mil permanent levy for general fund
- PYAL to contribute toward supplies to ball diamonds
- Cheryl Harmsen was able to secure a \$432 grant from the Ottawa County Safety Council which covered the entire cost of the mandatory annual drug training for employees.

**Fiscal Business**

Motion was made by Mr. Hirt to approve payroll and bills totaling \$85,659.44. Mr. Dress seconded. Roll call was unanimous.

Reminder Special Meeting begins at 6:15 followed by regular meeting at 6:30, June 13<sup>th</sup>.

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Held \_\_\_\_\_ May 23 \_\_\_\_\_ 20 \_\_\_\_\_ 18 \_\_\_\_\_

Mr. Hirt motioned to adjourn seconded by Ms. Rozak all voted yes.

\_\_\_\_\_  
Fiscal Officer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Danbury Township Board of Trustees

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