

RECORD OF PROCEEDINGS

Minutes of

Meeting

TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____

February 10, 2021 ²⁰

Trustee Hirt called the meeting to order at 6:08 PM. The Pledge of Allegiance was recited. Roll call: Trustee Dress, Trustee Rozak, and Trustee Hirt, Fiscal Office Assistant Susan Dress, Fiscal Officer Carolyn Adams was excused. Ms. Rozak moved approval of Organizational meeting, Zoning text and regular meeting minutes of January 27th. Mr. Dress seconded the motion. All voted yes. There were no visitors at the meeting.

Roads

- Sacket Cemetery – nothing to report
- 4 snow events
- Obtaining brush grinding quotes
- Annual equipment maintenance
- Continue to install new street signs throughout the Township

Mr. Dress moved to accept the bid from Bill's Implement Sales for three mowers, as presented, for 5700.00 for the 2021 lease. Ms. Rozak seconded the motion, Mr. Hirt abstained. Roll Call Mr. Dress yes, Ms. Rozak yes.

West Harbor Landing Association requested the pine trees on Mystic Bay Point not be removed. They requested the road department trim the branches as needed. Ms. Rozak will advise Mr. Waldron to have the crew attend to the branches as needed.

Police

Ms. Rozak moved a rate increase of \$2.50 for Patrolman Nick Davenport. New rate of pay will be \$22.50. Mr. Dress seconded. All voted yes. This is a standard increase after two months of employment. Officer Brad Lamarca was chosen for the KIDNESS award at Danbury Local Schools. He was nominated by two of his D.A.R.E. Students.

Fire

The legal notice for the new fire station is scheduled to run February 10, 17, and 24th. in the Port Clinton News Herald.

		Fire & Ems Run Details				
	EMS	Fire	MVC*	Alarm**	CO***	Mutual Aid
02-10-2021	13	1	0	2	0	0
Year to date	62	2	1	6	0	0
Total	74					

*Motor Vehicle Crash(s)

** Alarm Activation(s)

***Carbon Monoxide Investigation(s)

Zoning

Permits

To-date this month there has been 2 permit applications submitted/processed totaling \$273.28 collected in fees and BZA balances.

Board & Commission Activity

The Board of Zoning Appeals –

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The BZA will hold an adjudication hearing February 17, 2021 via Zoom on the following cases beginning at 5:30p.m.:

a. **BZA-2021-014**

1946 N. Buck Road. Request for an Area Variance from Section 5.2.1.A.ii to allow for an additional accessory structure, which will exceed the cumulative square footage of all accessory structure space allowed (1,200s.f. allowed/ 1,936s.f. proposed). **Robert & Brenda Rose, Owners/ Applicants; Lee Short/ Agent.**

b. **BZA-2021-015**

5205 Wohlers. Request for an Area Variance from Section 5.2.1.C.ii to allow for an accessory structure to exceed the 20' building height requirement (23' proposed). **David & Mathew Dapper, Owners/ Applicants; Michael Prosser/ Agent.**

c. **BZA-2021-016**

5881 Oakmont. Request for an Area Variance to Section 3.5 & 5.1.7 to allow for an addition to encroach into the east, side-yard setback (4' proposed/ 5' required). **Brian & Kathleen Rogers, Owners/ Applicants; Pete Johnson/ Agent.**

d. **BZA-2021-017**

6271 E. Harbor Road (Harbor Haven). Request for a Conditional Use in accordance with Section 3.5 & Section 4.15 for a 25 site expansion to an existing 9.7ac. Recreational Camp/ MHP. Area Variances requested to Sec. 4.15.2.A to allow the Recreational Camp on less than 10 acres (2.458ac. for expansion area), Sec. 4.15.2.C to encroach into the required 45' west and east side-yard setbacks (30' proposed), Sec. 4.15.2.C to allow the roadway to encroach into the required 20' buffer (10' proposed on west & 0' proposed on east – See also Sec. 4.15.2.E) and Sec. 4.15.4 2.F to have less than the required 25% open space (0.615 ac. required/ 0.535 ac. proposed). **Harbor Haven, LLC, Adam & Willie Steinbrick, Owner/Applicant; BEC Associates, Agent.**

The Zoning Commission -

The Zoning Commission meeting scheduled for February 3, 2021 was cancelled as there is no business to conduct.

The Ottawa County Regional Planning Commission will be hearing the following map amendment request on February 16, 2021:

a. **ZC-2021-020**

8931 E. Harbor Road. Request for a Map Amendment from "A" Agricultural to "R-C" Recreational Commercial for PIN# 0140782014622000 (Sec. 1, part of Lot 2) consisting of 4.98 acres. **William "Bill" Ziegan, Owner/Applicant.**

Department Updates

- Nothing New to Report

Violations/ Complaints:

ILLEGAL RENTAL:

None.

ILLEGAL CAMPERS:

None.

JUNK & DEBRIS:

None.

TALL GRASS:

None.

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CONSTRUCTION WITHOUT PERMITS:

5080 E. Port Clinton Eastern Road (Pergola & fence w/out Permit – Mavros)

Closed

Owner received necessary permit 01.28.20.

Prior Info: Letter was sent to the property owners 01.22.21 notifying them they needed a permit for a pergola & fence installed without proper permits. Given until February 5, 2021 to make contact with my office.

172 Elizabeth (Shed w/out Permit – Guy Tibbels)

Open

Owner has reached an agreement with his family to essentially set up an easement agreement, which will allow him to use the land for the shed. According to his attorney is should all be signed and recorded by the end of the week.

Prior Info: A replacement shed was installed without a permit. Located partially on property not owned solely by the lot owner. Letter was sent via regular mail 06.26.20. Owner called 06.29.20 and is trying to make sure property agreements with his siblings and family business are in place and have actually been recorded. Owner is actively working on getting the necessary paperwork in order. As of 11.18.20 Owner has made an offer to purchase the additional land he needs for the shed from the family business. Awaiting to see if they will accept the offer and allow the transfer to go through. The owner called 01.11.21 and said that his family is refusing to sell him the additional land needed for the shed. He is scheduled to meet with his attorney on 11.12.21 to see if they can come up with some sort of other agreement or temporary easement.

Old Business

Ms. Rozak will revise the COVID-19 travel policy, adding remote work, for the board to review prior to the next meeting. The revised policy will be on the agenda for the next meeting.

New Business

The board discussed the Morgan White supplemental insurance and whether a TPA (third party administrator) should be used so the township could pay claims directly.

Mr. Hirt signed the Morgan White contract for 2021.

Ms. Rozak reported there will be a 4% increase in health insurance premiums.

A brief discussion was held regarding additional plans that are available for employees to purchase. Susan Dress will research other carriers that offer similar plans.

Mr. Hirt reported that on March 11 there will be a health advisory board meeting. He will advise as soon as he learns the meeting format.

FISCAL BUSINESS:

The amended certificate of estimated resources was filed and the township's 2021 budget is \$6,705,400.32.

Mr. Hirt moved to approve payroll and bills in the amount of \$135,539.45 for the period 1/28/21 through 2/10/21. Second by Mr. Dress. All aye.

COMMENTS AND CONCERNS:

None.

Motion to adjourn by Mr. Hirt at 6:55 p.m. All aye.

A motion by Mr. Dress and seconded by Ms. Rozak to approve the payroll and bills totaling \$41420.94 or the period 1/14 – 1/27. Roll call was unanimous and motion carried.

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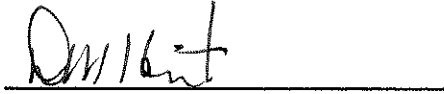
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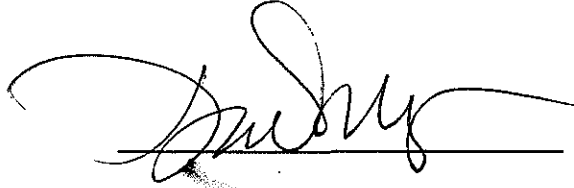
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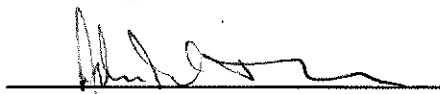
Mr. Dress motioned acceptance of the January bank reconciliation, seconded by Ms. Rozak. Roll call was unanimous. There being no further business before the Board, Mr. Dress moved and Ms. Rozak seconded a motion to adjourn at 8:00 p.m.



Fiscal Officer







Danbury Township Board of Trustees