

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held

November 9,

20 22

Trustee Rozak called the meeting to order at 6:00 PM. The Pledge of Allegiance was recited. Roll call: Trustee Rozak, Trustee Dress and Trustee Hirt were present. Fiscal Officer Carolyn Adams and Fiscal Officer Assistant Lynne James and Chief Kahler were also present. Visitors in attendance were Derek Sprouse, and Carol and Tom Osborne.

Correspondence

- From Chief Meisler to Bob Strauss after Bob thanked Officers LaMarca and DeMore for attendance at St. Paul's. Ottawa Co Board of Commissioners Public Notice on Dec 13, 2022 for Large wind farms. Ms. Rozak reiterated our position has not changed. OSS Solid Waste winter flyer available to read.

Ms. Rozak requested an amendment of the agenda so Mr. Sprouse could present after the Roads department and all Trustees were in agreement.

Roads

- Ms. Rozak began by thanking Mr. Waldron, his staff and Chief Kahler for their assistance with the controlled burn over at Meadowbrook today. Mr. Waldron stated that it was one of the most successful burns to date. Addressing the Frag mighty in and alongside the prairie, Ms. Rozak stated that the only way to kill it is with Roundup. This is something the Township will hire out to do and close the park during the process and for a period of time after until it is no longer a hazard. This is not unusual, as Magee Marsh uses the same chemical to treat Japanese Honeysuckle. Ms. Rozak stated they plan to deal with it next year, 2023. Mr. Blakeman will make recommendations at that time on who NASAU uses for this process.
- Sackett Cemetery: 1 full-service burial.
- Winterizing of parks has begun.
- Townhall floor repair update: Started the subfloor and finish floor contractors should be there this Monday. Waiting on electrician to put power/ventilation in the crawl space.
- As stated early, the Meadowbrook burn went very well.
- In regards to Lucky Farmer's response to the upcoming shortage of diesel and the danger of the Township running out of diesel. Mr. Waldron reached out to Beck oil to see what they had to offer. They have a card they offer for all members of Township needing diesel and they eliminate the middle man, making the per gallon cost cheaper than what we are getting now at the pumps. Mr. Waldron proposed, as a temporary fix, we get and use these cards and keep our diesel we have on hand for emergency use. Right now, all are using credit cards with no discount and they are charging tax. The Township could also purchase a reserve from Beck Oil, they store for us to be used at a later date. This could be an option later on as well. Mr. Hirt said fuel is being diverted to farmers right now through the harvest season. Ms. Rozak asked Mr. Waldron for his recommendation in moving from Lucky Farmer to Beck and he said that Beck has a better handle on the shortage right now. Fiscal Officer, Mrs. Adams sat in on the Beck Oil meeting with Mr. Waldron and stated there would not be a problem moving to the proposed gas cards they would supply to the Township.

Ms. James will find out if the Township is in a contract with Lucky Farmer, if not, Ms. Rozak will sign application to proceed with Mr. Waldron's recommendation regarding Beck Oil. if not.

- Mr. Dress and Mr. Waldron meet with Jeff Buehrer, from PMBA, formerly Poggemeyer. To revisit the options for moving the Roads and Maintenance Department. Mr. Buehrer sent a proposal for a Three Option Facility Study – Project # 5546 not to exceed \$7,900. Mr. Buehrer also stated the proposal for the fuel island installation is forthcoming. According to Mr. Waldron, Mr. Buehrer is exploring purchasing options and the possibility of this being a non-bidding job; this should be ready by the next Trustee meeting.

Ms. Rozak moved to approve the PMBA contract for \$7,900. Mr. Hirt seconded, all ayes and motion carried.

- Ms. Rozak asked Mr. Waldron if he was able to follow up with Ms. Ames regarding the Risk Management study. Mr. Waldron spoke with Ms. Ames at length and Ms. Rozak will follow up with all on progress of implementation of list items.

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Fire

	Fire & Ems Run Details					Mutual Aid
	EMS	Fire	MVC*	Alarm **	CO***	
January	59	0	2	3	2	1
February	52	0	0	4	1	1
March	59	0	0	2	0	0
April	64	1	1	2	1	0
May	102	7	4	7	0	1
June	100	3	6	10	0	0
July	100	4	7	17	0	0
August	99	0	3	9	0	0
September	87	2	2	4	0	0
October	94	2	4	6	0	0
November thru the 9 th	24	3	0	1	0	0
December						
Year to date	840	22	29	65	4	3
Total	963					

*Motor Vehicle Crash(s)

** Alarm Activation(s)

***Carbon Monoxide Investigation(s)

- Chief Kahler spoke regarding the recently updated COVID-19 policy in that if there is a positive test and the symptoms are mild, most Doctors offices are recommending to stay home and to not come in unless worsening of symptoms; therefore, it is not possible to get a doctor's note or statement. Ms. Rozak moved to amend the policy to accept a picture of the positive test, Mr. Dress seconded; all ayes and motion carried. Ms. Rozak will update the policy and provide a copy to all departments. The Board also approved back pay due to COVID for Tammy Kahler and Shawn Hunsicker.
- Zoll – Chief Kahler presented new proposal, annual payment decreased with equipment trade-in of Life Pack 12. Mr. Hirt moved to approve the 10-year lease (details discussed at Oct 26th meeting, from Zoll at the lower annual rate of \$37,473.46 per year with trade in and new equipment at five-year mark. Mr. Dress seconded, all ayes and motion approved.
- Spectrum: Chief Kahler obtained email and phone number for Spectrum owner. He just got off the phone with his secretary and they will be having a meeting about the most recent billing. Fax line has finally been installed and pagers are working on the phone system. Doorbell still needs installing and is scheduled. Not paying any bills until further notice from 150 Bridge Road and 7870 and 9551 E Harbor Road. Ms. James will send an email on both previous stations to be included in the continued billing discussion with Chief Kahler.
- Dec 4th, 3 pm. Santa at Fire Station for Christmas appreciation party for members.
- Fire Station 150 S Bridge Rd appraisal will be retained in fire files until needed. Ms. Rozak motioned to approve appraisal billing from RA Reynolds Appraisal Services for \$750.00. Mr. Hirt seconded, all ayes and motion carried.

Mr. Osborne inquired about the empty Fire Stations and if they would be for sale. Ms. Rozak stated that Fire Station One can only be utilized for firehouse purposes and it is not for sale, as the Township is currently using it for firefighting items. Fire Station Two is not for sale at this time, as it is currently involved in a study to see if and how it can best be utilized with the Maintenance department.

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- Fire fighting physicals; Ms. James said that Laura Porter, RN at Firelands Regional Medical Center stated that we could accept a letter from the pre-hire applicant's personal physician, stating they are fit to perform the duties required. So it is up to the Board to determine what they would like to do. Derek Sprouse was asked his opinion and he did not have an answer. Ms. Rozak asked Ms. James to email Ms. Porter and our BWC rep at Sedgewick for specifics to be considered. Once received, the Board will run it past Mr. Van Eerten.

Danbury Townships vehicle, building and all liabilities insurance is through Sprouse Insurance and Derek Sprouse was in attendance to update insurance policy now that the new firehouse is complete. Township had changed its policy during last year from 8 to 11 million limit. Currently Ottawa County is at 11 million.

Ms. James asked about the Cyber Liability and checking into a Cyber IT group. Mr. Sprouse highly recommended the Township be proactive on this, as it is becoming more of a liability the more you work on the internet and everyone is working on the internet now. He recommended Dotnet and that is the company schedule to meet with Ms. James next week.

Mr. Sprouse said last year's premium just shy of \$60,000.00 Biggest contributor to the 5-6% increase from last year is new fire station. New premium effective 11/20/2022 - \$87,228.00.

Mr. Sprouse also requested that Police and Fire grant and More grant be done before the end of 2022. Police and Fire receive \$1,000 each and More grant is an additional \$500. Ms. Rozak said she would complete these grants and would like the More grant money allocated to the Roads and Maintenance department.

Ms. Rozak suggested the need to add covered bridge and it will be lumped in with Playground equipment at Lake Point Park. Change 9551 E Harbor from replacement cost to appraised value \$284,000 & personal property of 1,000. Change 150 S Bridge Road to \$1000 personal property. 2022 police cruise has been added but not reflected yet in cost.

Ms. Rozak moved that the Trustees renew the policy with OTARMA and Sprouse agency effective 11/20/22 form 2022-2023 at \$87,228.00. Mr. Hirt seconded, all ayes and motion carried. Documents were signed and Mr. Sprouse exited the meeting.

Minutes: Ms. Rozak motioned the approval of October 26, 2022 meeting minutes. Mr. Dress seconded, all ayes and motioned carried.

Police

- Chief Meisler submitted the incident report: From October 1 through October 31, 2022, the department responded to 354 calls. From November 1 through November 9th, 2022, the department responded to 115 calls.
- New patrol vehicles approved at the last meeting were ordered. Ford should be delivered in the spring and the Chevy should be available next fall. Thank you for ensuring the Patrol Officers have SAFE and reliable vehicles to serve with.
- Two officers, the Fire Department and Maintenance Department assisted in the annual elementary school Halloween parade on the 31st. We handed out candy that evening, donated by Dollar General. Thank you.

Zoning

DANBURY TOWNSHIP ZONING DEPARTMENT OCTOBER 2022 MONTHLY REPORT

Permits

27 permit applications were processed for the month of October totaling \$2,389.74 in collected fees.

Accessory Building:	4
Addition	
Commercial:	
Residential:	8
Appeals:	
Area Variance:	1
Conditional Use:	

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Deck:	1
Dock:	
Fence:	4
New SF Home:	1
New Commercial Structure:	1
Other:	3
Refusal:	
Signage:	1
Swimming Pool:	1
<u>Text/Map Amendment:</u>	<u>2</u>
Total:	27

Board & Commission Activity

The Board of Zoning Appeals –

The BZA held adjudication hearings Wednesday, October 19, 2022, on the following cases:

- a. **BZA-2022-245** **Approved as Presented**
150 Oak. Request for Area Variances from Section 7.12.3.A to allow more s.f. onto a nonconforming structure than permitted (20%; 303.4s.f. allowed/25.7%; 390s.f. proposed). Section 7.12.3.C to allow more than 75% of the existing s.f. of the structure to be altered (75%; 1,137.75s.f. allowed/ 100%; 1,517s.f. proposed), Section 3.5 to allow the lot coverage to be further exceeded (55% allowed, 58.5% current/ 59.2% proposed) and Section 5.10.1.B to alleviate the requirements of one (1) on-site parking space. **Michael & Brenda Haas, Owner/ Applicant.**
- b. **BZA-2022-247** **Approved as Presented**
0 & 479 Lightner Road. Request for a Conditional Use in accordance with Section 3.4 and Section 4.16 to allow for the expansion of a Commercial Amusement Enterprise. **R. Brian Hunt, Owner/Applicant; Holly Hunt, International Animal Exchange/ Agent; Rod Gillespie, GEC Associates/Agent.**

At the beginning of the BZA meeting, we had a discussion on a project located at 1915 Nan that was heard back in August. The owner and architect were present for this discussion. Unfortunately, due to inaccurate facts presented by the applicant, the prior approval had to be revoked. They did not clearly present that it was their intention to tear the entire home down and rebuild, but rather presented that they were just going to be adding onto the house. As such, different variances should have been considered. The case is expected to be re-heard in November.

The Zoning Commission -

The ZC met October 5, 2022 and initiated text amendments to Section 5.2 “Accessory Structures”. Ottawa County Regional Planning held a hearing October 18, 2022, on the follow and recommended Approval as Presented.

- a. **ZC-2022-254 Text Amendment.** Request for Text Amendments to Section 5.2 ‘Accessory Buildings’ to increase the size of said structures within all zoning districts for properties over 2 acres and the height of said structures over 3,200s.f. **Danbury Township, Applicant.**

Department Updates

- Nothing new to report.

Office Activity

During the month of October, the Department went on 173 site visits, responded to 519 calls, e-mails and in-person inquiries as follows:

• Outgoing	69
• Incoming	89
• Other	23
• Emails	338
• Violation Letters	6

DANBURY TOWNSHIP ZONING

November 9, 2022, Trustee’s Meeting Report

PERMITS

To-date this month there have been 5 permit applications submitted/processed totaling \$ 251.40 collected in fees and BZA balances.

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BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

The BZA will hold adjudication hearings Wednesday, November 16, 2022, on the following cases:

- a. **Continued from 09.21.22 BZA Meeting
BZA-2022-186**

142 Hidden Beach. Request for an Area Variance from Section 5.2.1.C.ii to allow for a detached accessory structure to encroach into the north, side-yard setback (0' proposed/5' required) and to be less than 5' from the principal structure (4' proposed). **Albert Troyer, Owner/ Applicant; Lauri Paniccia, Agent/Daughter.**

- b. **Reconsideration due to substantial change in facts:
BZA-2022-188**

1915 Nan. Request for an Area Variance from Section 5.1.7 to allow for the existing house to be demolished and rebuilt to encroach into the north, front-yard setback (15'3" proposed/ 20' required). **Lewis Todd Fitzpatrick, Owner/ Applicant; Scott Kerik, Architect, Agent.**

- c. **BZA-2022-274**

5826 Sweetbriar. Request for Area Variances from Section 7.12.3.A to allow more square footage onto a nonconforming structure than permitted (20%; 339s.f. allowed/81.3%; 1,378s.f. new proposed/106%; 1,808 s.f. total), Section 5.1.7 to allow the addition to encroach into the north, side-yard setback (5' required/4'2" proposed) and the east, front-yard setback (20' required/ 18'3" proposed). **Timothy & Cheryl Harmsen, Owners/Applicants; Scott Kerik, Architect/ Agent.**

The Zoning Commission -

The ZC held a public hearing November 2, 2022 on the following case:

- a. **ZC-2022-254 Text Amendment.** Request for Text Amendments to Section 5.2 'Accessory Buildings' to increase the size of said structures within all zoning districts for properties over 2 acres and the height of said structures over 3,200s.f. **Danbury Township, Applicant.**

Ottawa County Regional Planning had held their hearing on this application October 18, 2022, and recommended Approval as Presented. The Board of Trustees now need to schedule a public hearing for December 14, 2022 prior to the start of your regular meeting @ 5:45 p.m.

On November 15, 2022, Ottawa County Regional Planning will be holding a hearing on the following case:

- a. **ZC-2022-270 Map Amendment from "A" Agricultural to "C-2" General Commercial** for an 80' x 138' (11,040s.f.) area of a 4.591ac. parcel that is Part of Lot 4, Section 4, PIN# 0141164115578008 located at 280 S. Bridge Road (rear). **Andy Schlotterer, MAWL Properties, LLC, Owner/ Applicant.**

Board Appointments:

For BZA: • Member, Joe Fetzer & Alternate, Patty Zsigo's terms are set to expire at the end of this year.

- Joe has indicated he would be willing to serve another term (to expire 12/31/27).
- Patty has indicated that she does not wish to continue to serve and will be resigning once her term is up.
- My recommendation would be to re appoint Joe with a term to expire 12/31/27 and then select a new person to fulfill the Alternate opening with a term that expires 12/31/27.

For ZC: • Member, Mike Brown & Alternate, Vito Kaminskas terms are set to expire at the end of this year.

- Mike has indicated he would be willing to serve another term (to expire 12/31/27).
- Vito has previously indicated when he was appointed as an Alternate instead of a regular member, that he would only consider serving as a regular member and not as an Alternate.
- It just so happens that Member, John Basilone (12/31/23) submitted his resignation at the last meeting because he has purchased a house in Florida and plans to spend more time there.

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- My recommendation would be to re appoint Mike with a term to expire 12/31/27, appoint Vito to fulfill John's term 12/31/23 and then select a new person to fulfill the Alternate opening with a term that expires 12/31/27.

DEPARTMENT UPDATES

- Nothing New to Report.

VIOLATIONS/COMPLAINTS

Illegal Rentals:

340 Florence (*Illegal Rental - Davis*)

Re-Opened

Received information from a neighbor that the owners of this property recently posted information that to "get around" the Township rules regarding short-term renting, that they started their own website advertising the property. I am waiting to see if this neighbor can get me a copy of what was sent out and then decide if I will send another violation letter or just file charges with the court.

Junk & Debris:

122 Strause (*Junk & Debris, Junk Vehicles & Boat - Hurst*)

CLOSED

Owner has finally removed a boat and some other things off the property. Case will be closed.

Prior Info: Complaint received 09.13.21 regards the junk and debris on this property. Certified letter was sent to the property owner 09.17.21. I met with the Ottawa County Health Department that day also to determine if any joint effort could be taken on the condition of this property. There are certain items they said that would kick EPA into joining in, but this property didn't have those items. Also, the OCHD representative said that they tend to be more willing to go after properties where someone is living on it as opposed to vacant and abandoned properties. Certified Letter was returned as unclaimed. Letter was resent via regular mail 10.07.21. Owner called 10.19.21 and said he was coming up 10.25.21 to work on cleaning the property up. Told him I expected to see a lot accomplished, and we would touch base again by 11.01.21 to see how far he gets and what more needs to be done. Owner contacted 11.01.21 since he did not show up when he said he'd be there. Apparently had some medical issue and now says he will be coming 11.11.21. Some grass on the vacant lot across the street was mowed 11.08.21. As of 11.12.21 the vacant lot had been mowed and cleared better in order to access the junk, but all of the junk and vehicles are still on both properties. Nothing more appears to have been accomplished, and certainly not as much as he said would get done. Owner stated 11.19.21 he was still in the area and would be continuing to work on over the weekend. 12.08.21 Nothing major to report. They have not made as much progress as I had hoped but as of 12.01.21 there is a bobcat on the property that appears to be assisting in some clearing of the vacant lot and loading junk into. As of 12.07.21 there has been 1 vehicle removed from the vacant lot and nothing has been done to the house lot. The vacant lot continues to be worked on. Some brush has been cut on the house lot to be able to access where the junk & debris are at the back of the lot. Some items have been cleared in front of the house. Still a lot of items that need to be addressed. As long as they continue to show some progress, I don't plan to ride them hard thru the winter months. Contact was made with the owner 04.11.22. He indicated that he is going to back in the area 04.20.22 and be here for about 1.5 week. He anticipates making more progress on the property during that time. I expressed to him that I'm willing to work with him within reason if he continues to make progress. I may also be meeting with him out at the property during that time to discuss expectations and establish a timeline for completion if he thinks that is needed. 05.11.22 Owner has made additional progress on the vacant lot. Still has a lot to do on the lot with the house. Spoke to the owner and the family member helping him get things cleaned up. Told them both that I expect to see a noticeable difference by the end of the Dumpster Days in June, especially around the house. Drove past 06.01.22 and some things are starting to move on the house property, but now the vacant lot is need of being mowed. Will continue to monitor. I drove past the property 06.26.22 and had little hope this property was going to be properly dealt with. Went back past the property 06.29.22 and major achievements had been made! The entire rear yard of the house lot is cleared out and cleaned up with the exception of a few items. The grass on the vacant lot had been recently mowed. There are still too many boats and trailers on the vacant lot, but there was a huge improvement. The items left at this point are larger items that will need to be trailered off the property. Spoke to the owner 07.06.22 and he has until Labor Day to wrap this up and finish getting stuff off the property.

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Owner called 09.09.22 and said he would be in the week of 09.12.22 and needed one more week to finish up. Upon re-inspection, nothing was accomplished. The owner was called but their VM is full and a message could not be left. I spoke with the property owner 10.12.22 and expressed my disappointment with his failure to follow-thru and get the final few items taken care of as he indicated he would by Labor Day. He assured me it would be by the end of October. I will be checking up to see.

1805 Arlington (*Junk & Debris - Holmes*)

Open

Will be re-inspecting this week to see if any further progress has been made.

Prior Info: Complaint received 06.06.22. Large/multiple issues. Not just junk & debris, but tall grass and vegetation & junk vehicles. Letter will be going out later in the week once all the issues can be properly documented and letter organized. Letter will likely go to LaFarge also since some of the stuff is being dumped on their property. Years ago, LaFarge management got involved since it impacted their property. Hoping for the same this time. Certified letter was sent 06.09.22. LaFarge Corporate office received their Certified Letter 06.11.22. Owner received their letter 06.15.22 and the local LaFarge office received their letter 06.17.22. The Corporate Office contacted me and indicated they may also reach out to Mr. Holmes about putting his stuff on their property and eventually putting up a fence to prevent this in the future. Drove past the property 06.29.22 and some of the overgrowth has been knocked down and grass mowed. Things are starting to shift on the property. There appears to have been at least 1 boat removed from the property, possibly a vehicle or two and some of the utility trailers are loaded with lawn mowers, giving the appearance that they're getting ready to take them somewhere. Also received a letter 07.01.22 that LaFarge sent to Holmes telling him to stop encroaching onto their property. Will continue to monitor. 2nd Warning Letter to LaFarge & Holmes was sent 07.19.22. They will have another 14 days to address and make contact. Some progress has been made, but not as much as I'd like to see, even with the additional 2 "free" weeks they've been given. Both have been told if more is not accomplished, we'll have no choice but to pursue a Resolution which will result in mandatory abatement and potential entry onto the property. LaFarge signed for their 2nd letter 07.22.22. As of 08.09.22, Holmes' letter is being returned as unclaimed. The letter will be resent via regular mail. I was by the property 08.03.22 and much more progress had been made. Will continue to monitor. Met with the son of the owner at the property 08.30.22 to discuss what more needs to happen. Until the leaves are off the vegetation, it appears as though all junk and debris has been removed from the LaFarge property. The son is going to continue to work on removing stuff until Thanksgiving/ mid-November. At that time, he & I will meet again and reassess what needs to take place. There are a number of trailers that he has partially loaded and ready to get off the property and overall he has made a lot of progress. Progress continues to be made. Will revisit property after the dumpster days to see if more has been removed. A number of trailers were loaded and look like they were ready to be dropped off somewhere. Not as much as I was hoping was removed from the property following the dumpster days here at the Township Hall. I have been in touch with the son who is doing the cleanup. He said he took 3-4 loads to the dumpsters and has over the course of some of these past few nice days been able to start tackling a rather large pile near the mobile home unit on the property.

1802 Bayview (*Junk & Debris - Christiansen*)

Open

Hearing scheduled for November 16, 2022 at 4:00p.m.

Prior Info: Complaint received 06.06.22. Multiple issues. Have been in contact with Prosecutor's office since some of the issue involves a prior 'Diversion Agreement'. 06.07.22 the Prosecutor's office was asked to open a 'Diversion Violation' and provided time-stamped photos. Have not heard anymore from their office about this. Emailed Prosecutor's office 06.29.22 to get an update on the diversion violation. Violation of Diversion filed 07.01.22 by Prosecutor's office. Diversion Violation Hearing was scheduled for 08.24.22 at 11:00a.m. I was unable to attend since my mom was in the hospital and asked the Prosecutor's office if I needed to be there. I was told I did not. I have not heard what took place and nothing has been loaded into the Matrix program other than to indicate it was rescheduled. A new hearing has been scheduled for 09.30.22. The property owners did not show for the hearing. As such the court issued a warrant. One of the defendants was picked up on this.

Tall Grass:

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7120 E. Harbor Road (*Overgrown Vegetation – Seckler/Parkrest, LLC*)

CLOSED

Attorney finally emailed late 11.07.22 and said owner had arranged to have the property cut. Upon inspection morning of 11.08.22 it has been completed.

Prior Info: Complaint received 10.22.22. Property owner's attorney contacted 10.24.22 since this is a similar issue that was dealt with about 3 years ago. I attempted to contact the attorney again on 10.31.22 since I never heard from him. Letter will be sent to the property owner this week since their attorney won't return my call.

Construction without Permits:

2991 Waterside Court (*Lanai w/out permit – Bilton*)

Open

Letter sent to property owner 10.26.22 notifying them that a permit is necessary for the lanai, screened-in porch they constructed without any permits on the rear of the condo unit. Owner contacted my 11.04.22 and understands that a variance will be necessary. Paperwork has begun for them to be able to get on the December meeting agenda.

528 Hillcrest (*Deck w/out permit – Gibbons*)

Open

Owner called 10.27.22 and said they would be into the office 11.04.22 to get the necessary paperwork in. Will need variances. Owner never showed. Owner emailed late 11.07.22 and said that they had a family emergency arise and have sent the start of the paperwork via regular mail.

Prior Info: Letter sent to property owner 10.13.22 notifying them that a permit is necessary for the deck they constructed without any permits on the front of the house.

530 Vine (*Fence w/out permit – Weisenauer*)

CLOSED

Lakeside has confirmed that the fence has been removed.

Prior Info: Letter sent to property owner 10.13.22 notifying them that a permit is necessary for the fencing they installed without any permits. Owner called 10.19.22 and told what requires a permit for garden or flower bed fencing and what does not. Owner indicated that they would remove the 4' high fencing that was not surrounding any gardens and was on their property lines since it was not permanently installed. Case will be closed when I've had an opportunity to go back out to Lakeside to verify it's been removed.

142 Hidden Beach (*Pole Barn w/out permit – Troyer*)

Open

Was on the BZA agenda for August 17, 2022. Case was continued. Case was continued again at the September hearing for 60 day or until November 16, 2022, BZA meeting to allow the applicant more time to try to negotiate with the neighbor purchase of additional land.

Prior Info: Letter sent to property owner via regular mail 03.14.2022. Owner had until April 4, 2022, to contact my office. The daughter on behalf of the owner emailed over an application for the building, but more information is needed. They were contacted again 04.11.22 outlining what is needed. 2nd letter is being sent this week to the owner since no further communication has been received from them since 04.11.22 when Mr. Troyer's daughter said she's out of the loop and her brother is handling this for their father. 2nd letter was sent 05.03.22 to the owner since no further communication had been received from them. Letter was also emailed to the daughter despite her indication that she was no longer involved. Daughter sent over necessary drawings 05.05.22. However, it appears that the building is either possibly located on the neighboring property to the north or on the property line. Either way, the building does not meet the required 5' side-yard setback and will need to get a variance. They have also been asked to have a survey done to determine if it is indeed on the neighbor's property. The daughter is now being more involved to get this corrected. Owner has been in contact with and is attempting to get a survey scheduled for the property. Owner's daughter reached out 06.02.22 and said the survey is to take place by Glass City Engineering either 06.06.22 or 06.07.22. Once this is complete, we'll know what needs to happen next with the building. Daughter of owner reached out again 06.10.22 and said surveyors were delayed, but that the survey has indeed been ordered. I did confirm this with the surveying company as well. We're all just at the disposal of the surveying company to get it done. Survey was received 07.01.22. The building is right on the property line, but thankfully not crossing over the property line onto the neighbor's lot. Owner's daughter was provided 07.06.22 all the necessary paperwork needed to file a variance by July 29th in order to be on the August 17, 2022, BZA Agenda to determine if the building can stay.

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held

November 9,

20 22

Ms. Rozak moved that the Board schedule a public hearing at 5:45 pm on December 14th, before the regular Township meeting and at a location to be determined, for text amendments for accessory buildings. Mr. Hirt seconded, all ayes and motioned carried. Ms. Dale supplied the Trustees with the Agenda for the meeting.

Mr. Hirt motioned to re-appoint Joe Fetzer to the Board of Zoning Appeals with a term to expire 12/31/27. Ms. Rozak seconded, all ayes and motion carried.

Ms. Rozak motioned to re-appoint Mike Brown to the Board of Zoning Appeals with a term to expire 12/31/27 and to appoint Vito Kaminskis to fulfill John Basilone's remaining term through 12/31/23. Mr. Dress seconded, all ayes and motioned carried.

Ms. Rozak moved to accept, with regret, the resignation of Zoning Commission member John Basilone. Mr. Hirt seconded, all ayes and motioned carried.

Ms. Rozak said two alternates will need to be selected and she will be meeting with Ms. Dale for her recommendations. Ms. James relayed for Ms. Dale that she has a file in her office and the Trustees are welcome to review it for possible candidates.

Old Business

- Liquor Permits and TREX. Mr. Dress wanted to know how many we have and what type of affect approving more moving forward would look like. It is to promote more jobs, but businesses are having trouble hiring the way it is now. Mr. Dress feels the Board needs to take into consideration the impact on the other businesses and impact on their staffing for future TREX requests. Ms. James will look into current numbers and permits.

Executive Session: With visitors no longer in attendance, Ms. Rozak motioned to go into Executive Session for discussion of sale of property at 7:52 pm. Mr. Dress seconded and Trustees moved into Executive Session.

Ms. Rozak motioned and Mr. Hirt seconded to come out of executive session at 8:01 pm, all ayes, motion carried. Station two at 150 S Bridge Road is not for sale at this time.

Mr. Dress motioned and Mr. Hirt seconded to resume regular session at 7:59 pm, all ayes, motion carried.

New Business

- OTA Winter Conference attendance. Mrs. Adams stated she and Ms. James would like to attend the 2023 conference. It will also go towards course hours needed to be met by the Fiscal Officer. The Trustees thought this would be an excellent idea. Mr. Dress said that they provided handouts from all of the classes at a table on the last day of the event. So, he requested when we know the schedule of events/classes to let the Board and Department heads know so we can bring back any handouts they might request that were presented at these meetings. Ms. Rozak said to check with Ms. Dale to see if she would like to attend or needs to attend for course hours as well. Ms. Rozak then motioned to approve OTA Winter Conference attendance for Mrs. Adams, Ms. James and Ms. Dale should Ms. Dale want to attend. Mr. Dress seconded, all ayes and motion carried.

Cemetery Deeds Issued

- Cemetery deed was reapproved due to an incorrect address given by the funeral home for resident Ernest Dietz.

Fiscal Business

- Mr. Dress motioned and Mr. Hirt seconded, to approve the payroll and bills totaling \$110,462.55 for the period 10/27/22 through 11/09/22. Roll call was unanimous and motion carried.
- Mr. Hirt motioned and Ms. Rozak seconded, to approve September bank reconciliation. Roll call was unanimous and motion carried.

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held

November 9,

20 22

DANBURY TOWNSHIP, OTTAWA COUNTY

11/9/2022 9:27:28 AM

Payment Listing
10/27/2022 to 11/9/2022

UAN v2022.2

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1748-2022	11/04/2022	10/31/2022	CH	Ohio Edison	\$168.54	0
1749-2022	11/04/2022	10/31/2022	CH	Ohio Edison	\$70.86	0
1758-2022	11/02/2022	10/31/2022	CH	Time Warner Cable Northeast	\$234.19	0
1759-2022	11/05/2022	10/31/2022	CH	Time Warner Cable Northeast	\$272.42	0
1760-2022	11/08/2022	10/31/2022	CH	Columbia Gas	\$45.91	0
1761-2022	11/08/2022	10/31/2022	CH	Columbia Gas	\$38.95	0
1762-2022	11/08/2022	10/31/2022	CH	Columbia Gas	\$39.95	0
1763-2022	11/01/2022	10/31/2022	CH	Guardian	\$1,861.98	0
1764-2022	11/01/2022	10/31/2022	CH	MWG Administrators	\$3,257.70	0
1765-2022	10/30/2022	10/31/2022	EW	Ohio Child Support Payment Central	\$151.69	0
1766-2022	10/31/2022	10/31/2022	EW	Ohio Police & Fire Pension Fund	\$2,023.15	0
1767-2022	10/31/2022	10/31/2022	EW	Public Employees Retirement System	\$11,734.01	0
1768-2022	10/30/2022	10/31/2022	EW	Internal Revenue	\$7,018.32	0
1770-2022	10/30/2022	11/06/2022	EW	AFLAC	\$116.64	0
1772-2022	11/02/2022	11/07/2022	CH	Jefferson Health Plan	\$28,164.42	0
1776-2022	11/09/2022	11/09/2022	EP	Timothy J. Almendinger	\$1,006.73	0
1777-2022	11/09/2022	11/09/2022	EP	Collin R Armstrong	\$442.81	0
1778-2022	11/09/2022	11/09/2022	EP	John L Belcher	\$1,622.90	0
1779-2022	11/09/2022	11/09/2022	EP	Daniel J Bergman	\$1,561.78	0
1780-2022	11/09/2022	11/09/2022	EP	Bradley L Biers	\$523.65	0
1781-2022	11/09/2022	11/09/2022	EP	Thurman E. Cochran	\$184.79	0
1782-2022	11/09/2022	11/09/2022	EP	Terry L Conaway	\$830.93	0
1783-2022	11/09/2022	11/09/2022	EP	Kathryn A. Dale	\$2,036.57	0
1784-2022	11/09/2022	11/09/2022	EP	Nickolas D Davenport	\$1,435.44	0
1785-2022	11/09/2022	11/09/2022	EP	Carolyn L DeMore	\$1,573.80	0
1786-2022	11/09/2022	11/09/2022	EP	Darren L DRAPER	\$254.11	0
1787-2022	11/09/2022	11/09/2022	EP	Cheyenne J. Dunn	\$753.24	0
1788-2022	11/09/2022	11/09/2022	EP	Cody J Dunn	\$831.77	0
1789-2022	11/09/2022	11/09/2022	EP	Ronald E Eckel	\$758.32	0
1790-2022	11/09/2022	11/09/2022	EP	Jason A. Gdovicak	\$1,041.10	0
1791-2022	11/09/2022	11/09/2022	EP	Vikki A. Good	\$1,432.35	0
1792-2022	11/09/2022	11/09/2022	EP	John D. Grieve	\$325.64	0
1793-2022	11/09/2022	11/09/2022	EP	Jared E Griffith	\$1,475.39	0
1794-2022	11/09/2022	11/09/2022	EP	Jennifer Lynn Haas-Owen	\$98.74	0
1795-2022	11/09/2022	11/09/2022	EP	Lukas Paul Henry	\$749.25	0
1796-2022	11/09/2022	11/09/2022	EP	Scott W Hites	\$415.78	0
1797-2022	11/09/2022	11/09/2022	EP	Shawn T Hunsicker	\$394.61	0
1798-2022	11/09/2022	11/09/2022	EP	Lynne M. James	\$1,050.90	0
1799-2022	11/09/2022	11/09/2022	EP	Keith M Kahler	\$1,709.02	0
1800-2022	11/09/2022	11/09/2022	EP	Tammy J Kahler	\$153.99	0
1801-2022	11/09/2022	11/09/2022	EP	Bradford K LaMarca	\$1,485.76	0
1802-2022	11/09/2022	11/09/2022	EP	Brian C McCune	\$1,486.80	0
1803-2022	11/09/2022	11/09/2022	EP	Donald D McCune	\$275.54	0
1804-2022	11/09/2022	11/09/2022	EP	Layne W.H. McNeal	\$263.25	0
1805-2022	11/09/2022	11/09/2022	EP	Mark A Meisler	\$1,965.29	0
1806-2022	11/09/2022	11/09/2022	EP	Michael S Meisler	\$1,431.32	0

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held

November 9,

20 22

DANBURY TOWNSHIP, OTTAWA COUNTY

11/9/2022 9:27:28 AM

Payment Listing
10/27/2022 to 11/9/2022

UAN v2022.2

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1807-2022	11/09/2022	11/09/2022	EP	Trevor J Ross	\$461.61	O
1808-2022	11/09/2022	11/09/2022	EP	Kyle L. Scott	\$1,570.17	O
1809-2022	11/09/2022	11/09/2022	EP	Charles W. Shuff	\$1,050.03	O
1810-2022	11/09/2022	11/09/2022	EP	Christopher J Suppelsa	\$451.78	O
1811-2022	11/09/2022	11/09/2022	EP	Brett A Waldron	\$1,669.73	O
1812-2022	11/09/2022	11/09/2022	EP	Sean A Waugh	\$446.02	O
1814-2022	11/09/2022	11/09/2022	CH	U.S. Bank Equipment Finance	\$386.92	O
1815-2022	11/08/2022	11/09/2022	CH	Culligan of Northern Ohio	\$31.19	O
1823-2022	11/09/2022	11/09/2022	CH	Paychex of New York, LLC	\$158.20	O
46809	11/02/2022	11/02/2022	AW	Ohio Edison	\$348.09	O
46810	11/02/2022	11/02/2022	AW	H.B. Magruder Hospital	\$352.12	O
46811	11/02/2022	11/02/2022	AW	Bassett's Market	\$3.99	O
46812	11/02/2022	11/02/2022	AW	Sutphen Corporation	\$1,261.79	O
46813	11/02/2022	11/02/2022	AW	Hohler Furnace & Sheet Metal, Inc.	\$1,450.00	O
46814	11/02/2022	11/02/2022	AW	Ray's Electronics, Inc.	\$380.00	O
46815	11/02/2022	11/02/2022	AW	Liberty Auto Parts	\$104.90	O
46816	11/02/2022	11/02/2022	AW	Columbia Gas	\$355.66	O
46817	11/02/2022	11/02/2022	AW	San Bay	\$176.59	O
46818	11/02/2022	11/02/2022	AW	OUTFITTER	\$300.00	O
46819	11/02/2022	11/02/2022	AW	Kuras Aeration Systems LLC	\$160.00	O
46820	11/02/2022	11/02/2022	AW	Bugs Be Gone West LLC	\$65.00	O
46821	11/02/2022	11/02/2022	AW	Genoa Bank	\$180.00	O
46822	11/02/2022	11/02/2022	AW	Genoa Bank	\$945.60	O
46823	11/02/2022	11/02/2022	AW	Capital One	\$397.60	O
46824	11/09/2022	11/09/2022	AW	Semro Henry & Spinazze Ltd.	\$724.50	O
46825	11/09/2022	11/09/2022	AW	D.R. Ebel Police & Fire Equipment	\$202.98	O
46826	11/09/2022	11/09/2022	AW	All Star Professional Cleaning, LLC	\$300.00	O
46827	11/09/2022	11/09/2022	AW	Port Clinton Ford Mercury Inc.	\$2,396.75	O
46828	11/09/2022	11/09/2022	AW	O.E. Meyer CO.	\$407.98	O
46829	11/09/2022	11/09/2022	AW	Brian McCune	\$73.58	O
46830	11/09/2022	11/09/2022	AW	OTARMA	\$200.00	O
46831	11/09/2022	11/09/2022	AW	Cody Dunn	\$65.89	O
46832	11/09/2022	11/09/2022	AW	Trugreen	\$800.00	O
46834	11/09/2022	11/09/2022	AW	Spoerr Precast Concrete, Inc.	\$181.00	O
46835	11/09/2022	11/09/2022	AW	Cyclone Services Inc.	\$130.00	O
46836	11/09/2022	11/09/2022	AW	Bell Heating and Electric	\$475.50	O
46837	11/09/2022	11/09/2022	AW	Bassett's Market	\$3.99	O
46838	11/09/2022	11/09/2022	AW	Advantage Equipment Inc.	\$412.05	O
46839	11/09/2022	11/09/2022	AW	Luckey Farmers, Inc.	\$6,631.04	O
Total Payments:					\$110,462.55	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$110,462.55	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher,

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

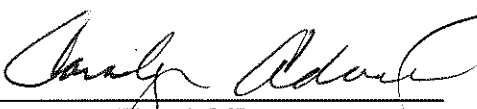
Held November 9, 20 22

Comments and Concerns


Ms. Rozak stated that both of the Township levies passed.


Adjourn

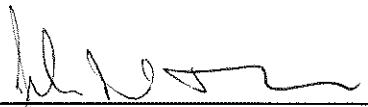
There being no further business before the Board, Ms. Rozak motioned and Mr. Hirt seconded, to adjourn at 8:26 pm. All ayes, motion carried.



Fiscal Officer







Danbury Township Board of Trustees