

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES ORGANIZATIONAL MEETING

Minutes of

Meeting

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

Held

January 11,

20

23

The annual Organizational meeting of the Danbury Township Board of Trustees was held at the Fire Station meeting room on January 11, 2023, and was called to order at 6:05 pm by Fiscal Officer, Carolyn Adams.

Roll call: Trustee Rozak, Trustee Dress and Trustee Hirt were present. Fiscal Officer, Carolyn Adams, Fiscal Officer Assistant, Lynne James, Zoning Inspector, Kathryn Dale and Asst. Fire Chief Tim Almendinger were also present. There were no visitors in attendance.

Ms. Adams called for nominations for the 2023 Chairman of the Board.

Mr. Hirt nominated Ms. Rozak. Both Mr. Hirt and Mr. Dress asked if Ms. Rozak would like to continue as the Chairman and Ms. Rozak stated that she would be honored to continue as Chairman for 2023.

Mr. Hirt motioned and Mr. Dress seconded that Ms. Rozak continue as the Chairman of the Board of Trustees for 2023. All ayes and motion carried.

Ms. Adams then turned the meeting over to Ms. Rozak.

Ms. Rozak asked for a nomination of Vice Chairman.

Mr. Hirt nominated John Paul Dress and Ms. Rozak seconded the nomination. All ayes and motion carried.

Ms. Rozak moved to continue with the Trustees meeting on the 2nd and 4th Wednesdays of the month at 6 pm. Mr. Dress seconded; all ayes and motion carried. Ms. Rozak stated that Ms. Adams and Ms. James will be attending the Winter Conference for the Ohio Township Association January 25th through the 27th so the Trustee meeting will be held on Monday, January 23rd. Ms. Rozak further stated that the November 22nd meeting would be moved to Monday, November 20th. All Trustees were in agreement with the two changes. Ms. Dale stated she will update the web page.

Mr. Hirt stated he would not be at the next Trustees meeting on January 23rd, as he will be out of town that week. The Board acknowledged he would not be in attendance on the 23rd.

Ms. Rozak moved to continue the monthly method of payment for the Trustees and the Fiscal Officer for 2023. Mr. Hirt seconded; all ayes and motion carried.

Ms. Rozak motioned that unless any of the Trustees request a change, the appointment of the Trustee Departments are as follows:

- Road, Buildings and Grounds – Mr. John Paul Dress
- Police – Mr. John Paul Dress
- Fire – Mr. David Hirt
- Zoning – Ms. Dianne Rozak

All Trustees were in agreement, Mr. Hirt seconded and motion carried.

Moving to Legal Counsel Appointments:

Ms. Dale presented a Resolution to approve the engagement of Semro Henry & Barga Ltd as legal counsel for the Board of Trustees on zoning matters as indicated in the attached letter dated December 20, 2022.

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Held January 11, 20 23



SEMRO HENRY & BARGA LTD

JEFFREY M. STOPAR | ATTORNEY
stopar@semrohenry.com

Licensed in Ohio and Indiana

December 20, 2022

Kathryn A. Dale, AICP
Danbury Township Zoning & Planning Administrator
5872 East Port Clinton Eastern Road
Marblehead, Ohio 43440

Re: SHB Representation for 2023

Dear Kathy:

Thank you for the opportunity to perform legal services for the Danbury Township Board of Trustees ("Township") for the past several years. We propose to provide legal services for the Township at a rate of \$225 per hour, and I will be primarily responsible for the work for the Township. Holly Dye, who also works on Township matters has an hourly rate of \$200. These rates are subject to periodic adjustment by the firm.

We will not charge the Township for travel time or for automobile mileage to or from the Township. As we do not directly bill for services such as faxes, copies, long distance phone calls, etc., we include a charge of 3.5% to our invoices to cover these expenses. This charge does not include out-of-pocket expenses such as filing fees and overnight charges. Also, at no charge to the Township, I would be happy to conduct training for the Township Board of Zoning Appeals during 2023 as I have done previously. This engagement is effective through December 31, 2023.

We look forward to the opportunity of providing services to the Township. Feel free to contact me with any questions.

Very truly yours,

Jeffrey M. Stopar

JMS/een

SEMRO HENRY & BARGA LTD | 7255 Crossleigh Court Suite 104 Toledo, Ohio 43617 | (419) 817-7377 | semrohenry.com



SEMRO HENRY & BARGA LTD

JEFFREY M. STOPAR | ATTORNEY
stopar@semrohenry.com

Licensed in Ohio and Indiana

This letter accurately reflects our understanding of the services to be provided by Semro Henry & Barga Ltd. and the basis for its charges for such services.

Date: 1/11/23

Kathryn A. Dale, AICP

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GOVERNMENT FORMS & SUPPLIES 844-224-3336 FORM NO. 10148

Held

January 11,

20 23

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in regular session at 6:00p.m. on January 11, 2023 at the Danbury Township Fire Station, 7870 E. Harbor Road, Marblehead, Ohio 43440, with the following members present:

Ms. Dianne Rozak; Mr. John Paul Dress; Mr. David Hirt

Mr. Ms. ROZAK introduced the following resolution and moved its adoption:

RESOLUTION NO. 02 - 2023

A RESOLUTION APPROVING THE ENGAGEMENT OF SEMRO HENRY AND BARGA LTD. AS LEGAL COUNSEL FOR THE BOARD OF TRUSTEES IN ZONING MATTERS

WHEREAS, the Board of Trustees, from time to time, requires the advice of outside legal counsel on zoning matters.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees approves the hiring of Semro Henry & Barga Ltd. as legal counsel for the Board of Trustees for zoning matters as indicated in the attached engagement letter dated December 20, 2022.

BE IT FURTHER RESOLVED that it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Mr./ Ms. Dress seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Rozak Yes Mr. Dress Yes Mr. Hirt Yes

ADOPTED this 11th day of January, 2023.

Attest:

Carolyn Adams
Fiscal Officer

Board of Trustees
Danbury Township
Ottawa County, Ohio

Dianne Rozak
Dianne Rozak

John Paul Dress
John Paul Dress

David Hirt
David Hirt

4895-7105-8757, v. 1

AUTHENTICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution duly passed by this Board of Trustees in session this 11th day of January, 2023 and filed with the Danbury Township Fiscal Officer.

Carolyn Adams
Carolyn Adams
Danbury Township Fiscal Officer

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Held January 11, 20 23

Mr. Dress motioned to continue using Sedgwick and OTARMA for legal counsel for Bureau of Worker's Comp. Ms. Rozak seconded; all ayes and motion carried.

For all other Township matters Prosecutor Van Eerten will be used unless he recommends otherwise.

Ms. Rozak asked Mr. Dress if he would like to continue being the Representative to the Ottawa Regional Planning Commission for 2023. Mr. Dress accepted. Ms. Rozak asked Ms. Dale if she would continue to be the Alternate to the Ottawa Regional Planning Commission for 2023. Ms. Dale accepted.

Ms. Rozak asked Mr. Hirt if he would like to continue being the Health Board Representative. Mr. Hirt accepted.

Ms. Dress moved to continue memberships with the Ohio Township Association, Ottawa County Township Association and Ottawa County Safety Council. Mr. Dress seconded; all ayes and motion carried.

Ms. Rozak requested all year end inventory. As presented, Ms. Rozak asked for a motion to approve all department inventories for 2022. Mr. Dress motioned approval, Mr. Hirt seconded, all ayes and motion carried.

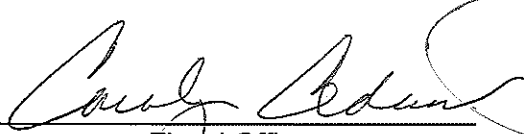
Ms. Rozak motioned to approve Zoning surplus to be disposed and Mr. Hirt seconded; all ayes and motion carried.

Ms. Rozak motioned to approve Fiscal & Safety surplus to be disposed and Mr. Hirt seconded; all ayes and motion carried.


Ms. Rozak motioned to approve Meeting Hall surplus to be disposed and Mr. Hirt seconded; all ayes and motion carried.

Adjourn

Ms. Rozak thanked everyone for attending and there being no further business before the Board regarding the Organizational meeting, motioned to adjourn at 6:19 pm. Mr. Dress seconded, all ayes and motion carried.



Fiscal Officer



Danbury Township Board of Trustees