

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held _____

February 28,

20

24

Trustee Rozak called the meeting to order at 6:02 PM. The Pledge of Allegiance was recited. Roll call: Trustee Rozak, Trustee Dress and Trustee Hirt were present, along with Fiscal Officer Carolyn Adams, Fiscal Office Assistant Lynne James, Fire Chief Keith Kahler, Fire Chief Shawn Hunsicker, and Zoning and Planning Administrator Kathryn Dale. Visitor in attendance was Susan Dress.

Mr. Dress motioned the approval of the February 14, 2024, Trustee Meeting minutes. Mr. Hirt seconded; all ayes and motion carried.

Fire

Fire & Ems Run Details						
	EMS	Fire	MVC*	Alarm **	CO***	Mutual Aid
January	39	1	0	4	0	0
February as of the 28 th	40	2	3	0	2	0
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
2024 Sub-total	79	3	3	4	2	0
Total	91					

*Motor Vehicle Crash(s)

** Alarm Activation(s)

***Carbon Monoxide Investigation(s)

- After a discussion on annual contracts with Stryker regarding mechanical cots in EMS vehicles, Ms. Rozak motioned and Mr. Hirt seconded, approval of the one-year contract with batteries totaling \$9,873.60. All ayes and motion carried.
- After a previous discussion Ms. Rozak and Chief Hunsicker had with the senior center, Ms. Rozak proposed having a cell phone seminar. They will hold it at the Fire Station meeting room and there will be two instructors with iPhones and two instructors with Android. Visitor Susan Dress suggested checking with Marblehead library, as they have one on one tech classes. Ms. Rozak asked for Ms. Dress to email her details. Ms. Rozak will meet with Paula at Senior center and between them and Chief Hunsicker, continue with this tech project.
- Mr. Hirt motioned and Ms. Rozak seconded to hire Luke Jurjevic part-time Firefighter/EMT at \$19.27/hour and Vanessa Hunsicker part-time Axillary at \$10.00/hour, provided passing of all new hire onboard testing and completed paperwork. All ayes and motion carried.
- Mr. Dress asked about YouTube billing and Ms. Adams is in the process of adding individual department credit cards. When that is complete, the joint credit card account will be canceled.

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Roads

- Sackett Cemetery – 1 full burial.
- Road tour date is March 6th at 9 pm.
- Winter maintenance program on equipment.
- After a brief discussion, Mr. Hirt motioned and Ms. Rozak seconded to approve quote by Garza Dirt Works in the amount of \$28,500.00 to load and haul away material, junk and debris that has collected behind brush drop-off area behind dog park over the past 25 years. All ayes and motion carried
- Ms. Rozak motioned and Mr. Hirt seconded the quote for a 2025 new truck \$107,150.00 and snow plow with equipment fitting \$110,860.00. All ayes and motion carried. The Board will wait to declare the existing truck/plow surplus, until the new truck is delivered this fall.
- After a discussion, Mr. Dress motioned and Ms. Rozak seconded the approval of the New Maintenance Building project for \$888,501.00. Call for votes results: Mr. Dress, yes. Ms. Rozak, yes. Mr. Hirt, yes. Motion carried. Meeting with PMBA architects tomorrow morning. Advertising will be prepared and notification issued; pre-bid meeting will be held at 2 pm on March 7th and Opening bids at 2 pm on March 21st. Mr. Dress confirmed with Ms. Adams: \$400,000.00 in STAR and \$106,000.00 from ARPA are available for downpayment and the department could afford a \$4,000.00/month payback according to previous information from Ms. Gordan stated that on a \$400,000.00 at a 20-year payback, the monthly payments were coming in around \$2,700.00. Ms. Adams confirmed.

Ms. Rozak asked if the approval of the new truck/snowplow would now cause any problem with the figures and Ms. Adams said she does not feel there would be a problem with these additional figures.

Ms. Rozak stated she is going to be applying for a OTSCIF grant as well and will keep the Board advised.

Police

- Chief Meisler submitted the incident reports: From 2-1-2024 to 2-28-2024, the department responded to 185 calls.
- Officer Rohrbach completed her six-month probationary period last Wednesday. She is already scheduled for her \$2.00/hour increase.
- Officers Berkey and Rohrbach complete their last CIT training day tomorrow. They will receive a certificate and a pin for their uniform.
- Civilian Marksmanship, at Camp Perry, invited us to their Anderson facility to attend virtual firearms judgement training. This consists of several videos to train the officers on deadly force scenarios. The training will take place on March 5, 7 and 12. It may also be recognized by OPOTA to account for a portion of our 2024 CPT training.

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Zoning

PERMITS as of February 26th:

To-date this month there have been 30 permit applications submitted/processed totaling \$3,453.00 collected in fees and application balances.

BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

The BZA had no cases for their February 21, 2024, meeting, and met briefly to approve minutes and sign a decision sheet from January. Their next meeting is scheduled for March 20, 2024 @ 6:00p.m.

The Zoning Commission -

The Zoning Commission's next meeting is scheduled for March 6, 2024 and will likely be cancelled as there are no cases to be heard.

DEPARTMENT UPDATES

- Miami storage project report update. Estimated boat length will be adjusted.
- Discussion on Dilapidated Structures. Ms. Dale will move forward on the three barns and four other properties and keep the Board advised of ongoing procedures.
- Ms. Dale will be attending a funeral and the office will be closed when that date is determined.

VIOLATIONS/COMPLAINTS

Illegal Rentals:

2042 Wyandot (*Illegal Rental – Fredrickson*)

CLOSED

5643 Constitution Blvd. (*Illegal Rental – Cook*)

CLOSED

Illegal Use:

None at this time.

Junk & Debris:

4625 E. Bayshore Road (*Junk & Debris/ Garbage - Zivkovic*)

Open

185 Forest Green (*Junk & Debris/ Garbage - Lyons*)

Open

1805 Arlington (*Junk & Debris - Holmes*)
on the ground.

Open

Tall Grass:

None at this time.

Camper Occupied:

None at this time.

Construction without Permits:

87 Margaret (*Addition & Deck – Walton*)

Open

106 Springcrest (*Sunroom Addition – Patterson*)

Open

1766 Jeannie Drive (*Covered Deck Addition – Best*)

Open

1795 Danielle Drive (*Carport & Shed – Internicola*)

Open

8016 Rollie (*Shed – Zimmer*)

Open

81 Margaret (*Front Porch Addition – Gosik*)

Open

5144 E. Bayshore Road (*Fencing – Gwin*)

CLOSED

7465 E. Bayshore Road (*Shed – Devol/Weiss*)

Open

1959 S. Willard (*Deck – Williamson*)

CLOSED

2121 Walleye (*Covered Deck – May*)

CLOSED

790 Englebeck (*Carport – Wehrly*)

CLOSED

2170 N. Buck Road (*Breezeway Addition – Crow's Nest*)

Open

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

Open

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Correspondence

Ottawa County Engineers Meeting April 11th, 9 am at the Fairgrounds. Postcard from BlueStreak Project Management. Northwest Ohio Funding Seminar on Wed, March 13th at Ottawa Co Resource Center. Annual Report from Ottawa Co Municipal Court. Kahler retirement dinner attendance sheet.

Old Business

- Ms. Rozak stated Newsletters should be arriving in mailboxes today.
- Boat hauling letter has been signed by Ms. Rozak and will be mailed out tomorrow.

New Business

- Ms. Rozak asked the Board if they wanted to request of the department heads, an estimated expenditures for the remainder of 2024. Ms. Adams needs to print out a detailed spending report for each department for 2023.
- Credit card policy was reviewed. No transaction shall exceed \$500.00 and Ms. Adams feels this is being followed, but that there need to be tighter guidelines for use of the credit card.

Mr. Dress asked Ms. Adams to see if overall spending has gone up, or if it is the same. She will run some reports and update the Board.

Ms. Adams will begin process for individual department credit cards with a monthly limit of \$2500.00.

- Cemetery Deed issued for Raymond and Roxine Witkiewicz.

Fiscal Business

- Ms. Rozak motioned and Mr. Dress seconded, to approve bills and payroll totaling \$128,714.52 for the period February 15 -28, 2024. All ayes and motion carried. (see below)

- Appropriation Fund, Revenue Fund and Fund Summary were provided to the Trustees.

Ms. Rozak asked Ms. Adams, and she affirmed, based on the reports, if they need to quote the new budget, they can use the number \$9,317,628.00.

- Ms. Rozak did the swearing in of Ms. Carolyn Adams for her new term beginning April, 2024. Mr. Hirt motioned and Ms. Rozak seconded to offer Ms. Adams the Township insurance package. All ayes and motion carried.

- Resolution 03-2024 Retain an independent contractor for the provision of fiscal services. (see below)

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DANBURY TOWNSHIP, OTTAWA COUNTY

2/28/2024 5:47:45 PM

Payment Listing
2/15/2024 to 2/28/2024

UAN v2024.1

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
47-2024	02/20/2024	01/29/2024	CH	Ohio Edison	\$906.20	O
56-2024	02/16/2024	02/03/2024	CH	Ohio Edison	\$450.48	O
68-2024	02/20/2024	02/14/2024	CH	Ottawa County Sanitary Engineering	\$24.00	O
69-2024	02/20/2024	02/14/2024	CH	Ottawa County Sanitary Engineering	\$66.84	O
70-2024	02/20/2024	02/14/2024	CH	Ottawa County Sanitary Engineering	\$24.00	O
71-2024	02/20/2024	02/14/2024	CH	Ottawa County Sanitary Engineering	\$108.42	O
72-2024	02/18/2024	02/14/2024	CH	Verizon Wireless	\$308.77	O
75-2024	02/20/2024	02/14/2024	CH	Verizon Wireless	\$308.77	O
87-2024	02/20/2024	02/20/2024	CH	Ohio Public Employees Deferred	\$1,815.00	O
89-2024	02/15/2024	02/20/2024	CH	Aflac	\$996.24	O
91-2024	02/20/2024	02/20/2024	CH	Cintas	\$35.00	O
97-2024	02/28/2024	02/25/2024	CH	Ohio Public Employees Deferred	\$1,865.00	O
100-2024	02/24/2024	02/28/2024	CH	John Deere Financial	\$280.90	O
101-2024	02/28/2024	02/28/2024	CH	Guardian	\$2,049.60	O
103-2024	02/28/2024	02/28/2024	CH	Paychex of New York, LLC	\$55,635.25	O
47777	01/08/2024	01/08/2024	AW	Daniel J. Bergman	\$46.25	V
47777	02/23/2024	02/23/2024	AW	Daniel J. Bergman	-\$46.25	V
47870	02/21/2024	02/21/2024	AW	Baumann Auto Center, Inc.	\$211.75	V
47870	02/21/2024	02/21/2024	AW	Baumann Auto Center, Inc.	-\$211.75	V
47871	02/21/2024	02/21/2024	AW	INTERSTATE BATTERY	\$22.30	V
47871	02/21/2024	02/21/2024	AW	INTERSTATE BATTERY	-\$22.30	V
47872	02/21/2024	02/21/2024	AW	Semro Henry & Spinazze Ltd.	\$1,198.01	V
47872	02/21/2024	02/21/2024	AW	Semro Henry & Spinazze Ltd.	-\$1,198.01	V
47873	02/21/2024	02/21/2024	AW	HOLCIM QUARRIES NY, INC.	\$330.61	V
47873	02/21/2024	02/21/2024	AW	HOLCIM QUARRIES NY, INC.	-\$330.61	V
47874	02/21/2024	02/21/2024	AW	LORIS Printing	\$249.80	V
47874	02/21/2024	02/21/2024	AW	LORIS Printing	-\$249.80	V
47875	02/21/2024	02/21/2024	AW	Bound Tree Medical LLC	\$3,168.14	O
47876	02/21/2024	02/21/2024	AW	Beck Suppliers, Inc.	\$760.62	O
47877	02/21/2024	02/21/2024	AW	Port Clinton Ford Mercury Inc.	\$280.40	O
47878	02/21/2024	02/21/2024	AW	Lakeland Auto & Marine Inc.	\$175.00	O
47879	02/21/2024	02/21/2024	AW	Liberty Auto Parts	\$144.90	O
47880	02/21/2024	02/21/2024	AW	Tuffman Equipment & Supply	\$285.00	O
47881	02/21/2024	02/21/2024	AW	Bassett's Market	\$2.82	O
47882	02/21/2024	02/21/2024	AW	Baumann Auto Center, Inc.	\$211.75	O
47883	02/21/2024	02/21/2024	AW	INTERSTATE BATTERY	\$22.30	O
47884	02/21/2024	02/21/2024	AW	Semro Henry & Spinazze Ltd.	\$1,198.01	O
47885	02/21/2024	02/21/2024	AW	HOLCIM QUARRIES NY, INC.	\$330.61	O
47886	02/21/2024	02/21/2024	AW	LORIS Printing	\$249.80	O
47888	02/28/2024	02/28/2024	SW	Skipped Warrants 47887 to 47888 Series 1	\$0.00	V
47889	02/28/2024	02/28/2024	AW	All Star Professional Cleaning, LLC	\$600.00	O
47890	02/28/2024	02/28/2024	AW	Liberty Auto Parts	\$78.96	O
47891	02/28/2024	02/28/2024	AW	Zoll Medical Corp	\$90.70	O
47892	02/28/2024	02/28/2024	AW	Charter Communications	\$2,456.77	O
47893	02/28/2024	02/28/2024	AW	The Standard	\$857.08	O
47894	02/28/2024	02/28/2024	AW	Bound Tree Medical LLC	\$2,134.09	O

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2/28/2024 5:47:45 PM

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UAN v2024.1

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
47895	02/28/2024	02/28/2024	AW	Pelz Lettering	\$381.55	O
47896	02/28/2024	02/28/2024	AW	Lakeland Auto & Marine Inc.	\$175.00	O
47897	02/28/2024	02/28/2024	AW	Galls, AN Aramark Company	\$174.95	O
47898	02/28/2024	02/28/2024	AW	Liberty Auto Parts	\$78.96	O
47899	02/28/2024	02/28/2024	AW	Bill's Implement Sales	\$233.94	O
47900	02/28/2024	02/28/2024	AW	Staples Business Advantage	\$69.01	O
47901	02/28/2024	02/28/2024	AW	Industrial Power Systems, Inc.	\$11,304.78	O
47917	02/28/2024	02/28/2024	SW	Skipped Warrants 47902 to 47917 Series 1	\$0.00	V
47918	02/28/2024	02/28/2024	AW	Charter Communications	\$360.00	O
47919	02/28/2024	02/28/2024	AW	PMBA Architects LLC	\$25,478.00	O
47920	02/28/2024	02/28/2024	AW	Capital Tire, Inc.	\$2,546.08	O
47921	02/28/2024	02/28/2024	AW	Ahner Commercial & Supply	\$970.00	O
47922	02/28/2024	02/28/2024	AW	INTERSTATE BATTERY	\$57.08	O
47923	02/28/2024	02/28/2024	AW	Lake Erie Tree Service LLC	\$9,000.00	O
Total Payments:					\$128,714.52	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$128,714.52	

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, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

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Held _____

February 28, 20 24

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in regular meeting session at 6:00 p.m. on February 28, 2024 at the Danbury Township building, 5972 Port Clinton Eastern Road, Marblehead, Ohio, 43440 with the following members present:

Ms. Dianne M. Rozak, Mr. David M. Hirt and Mr. John Paul Dress.

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

RESOLUTION # 03 - 2024

A RESOLUTION TO RETAIN AN INDEPENDENT CONTRACTOR FOR THE PROVISION OF FISCAL SERVICES

WHEREAS; the Danbury Township Board of Trustees require the services of a Visiting Fiscal Officer on a temporary, as-needed basis; and,

WHEREAS; the Danbury Township Board of Trustees have an opportunity to independently contract with Diane Schaefer for fiscal services beginning March 2, 2024 at a flat rate of \$25 per hour without benefits; and,

WHEREAS; the Danbury Township Board of Trustees agree to accept the provision of these services on an in-person and remote basis from Ms. Schaefer:

RESOLUTION

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Danbury Township that Diane Schaefer will be utilized by the township as an independent contractor who will perform the duties of Visiting Fiscal Officer for an indefinite length of time and that these services may be terminated by either party at any time for any reason with a 14-day notice.

This Board finds and determines that all formal actions of this Board concerning and relating to the passage of this resolution were taken ^{IN} open meetings of this Board and that all deliberations of this Board that resulted in formal actions were taken in meetings open to the public, in compliance with all legal requirements, including but not limited to ORC 121.22, except as otherwise permitted thereby.

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This resolution shall take effect and be in force from or after the earliest period allowed by law.

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. Hirt YES Mr. Dress YES

ADOPTED this 28th Day of February, 2024

Attest:


Fiscal Officer Carolyn Adams

Board of Trustees, Danbury Township
Ottawa County, Ohio



Dianne M. Rozak


David M. Hirt


John Paul Dress

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 February 28, 2024 and filed with the Danbury Township Fiscal Officer.


Carolyn Adams,
Danbury Township Fiscal Officer

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Comments and Concerns

- No comments or concerns.

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Held February 28, 2024

Adjourn

There being no further comments, concerns or business before the Board, Ms. Rozak motioned and Mr. Hirt seconded, to adjourn at 8:07 pm. All ayes and motion carried.



Fiscal Officer





Danbury Township Board of
Trustees