

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held _____

April 24, 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 Office Assistant Lynne James, Assistant to Fiscal Officer Deb Paul, Fire Chief Shawn Hunsicker and Zoning and Planning Administrator Kathryn Dale. Fiscal Officer Ms. Adams was excused. Visitor in attendance was Susan Dress.

Mr. Dress motioned the approval of the April 10, 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	46	2	3	1	2	0
March	65	1	3	0	0	1
April as of the 24 th	42	2	0	2	1	2
May						
June						
July						
August						
September						
October						
November						
December						
2024 Sub-total	192	6	6	7	3	3
Total	217					

*Motor Vehicle Crash(s)

** Alarm Activation(s)

***Carbon Monoxide Investigation(s)

- Chief Hunsicker said that business fire inspections will start May 1st. He has notified Lakeside, Marblehead and the Township to post on their social media. He will email Dianne for chit chat and Kathy to place on the webpage.
- Von has been on vacation regarding Radio frequency transfer, move this topic to next week.
- W.W. Williams submitted a proposal for maintenance on Fire Station generator; 3 years at \$2,250 a year. After a brief discussion, Trustees would like Chief Hunsicker to get additional quotes not only for the Fire Station; but contact Brett and Mike for next meeting. See if Police and Roads-Townhall have contracts for their generators and possibly quote all three areas.
- Standard Operating Guidelines were updated and given to the Trustees.
- Pancake breakfast will be an order and pick up; it will be announced on social media and no cost just donations. Community hands on CPR and cell phone instructions dates will also be posted.

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Roads

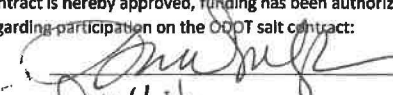
- Sackett Cemetery – nothing to report.
- Free mulch distribution is this Sat., April 27th from 8 to 10 am.
- New mowers have been delivered and are in operation.
- Deconstructing old fuel depot.
- Meadowbrook prairie burn was conducted on Monday.
- Opening parks.
- 434 S Bridge Rd, 2 parcels, 6 acres: Michael Pollock asking 1 mill. Ms. Rozak proposed \$975,000 plus Township would take care of all closing costs and he accepted the offer. Ms. Rozak has emailed Davia at the Prosecutor's office, all necessary paperwork. Once the purchase agreement is prepared, all terms and conditions will be included and Ms. Rozak will deliver that to Mr. Pollack. When he signs this, it will come back to the Board and a formal purchase agreement will be made with Mr. Pollock. A Resolution will be passed and Ms. Rozak will begin working with the title company. Mr. Pollock would like possession of the building until around October 1st. Mr. Dress and Superintendent Waldron will do an inside walk thru in June or July for planning.
- Resolution 06-2024: Authorize participation in ODOT Road Salt Contracts awarded in 2024: Mr. Dress motioned and Mr. Hirt seconded. All ayes and motion carried.

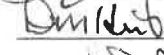
06-2024 - RESOLUTION AUTHORIZING PARTICIPATION IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2024


WHEREAS, Danbury Township, Ottawa County Ohio (hereinafter referred to as the "Political Subdivision") hereby submits this written agreement to participate in the Ohio Department of Transportation's (ODOT) annual road salt bid in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT road salt contract:


- a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Political Subdivision hereby acknowledges that upon the Director of ODOT's signing of the road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and
- c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees that each party hereto shall be responsible for liability associated with that party's own errors, actions, and failures to act.
- d. The Political Subdivision's electronic order for Sodium Chloride (Road Salt) will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
- e. The Political Subdivision hereby agrees to purchase a minimum of 90% of its electronically submitted salt quantities from its awarded salt supplier during the contract's effective period; and
- f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and
- g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, May 3rd, by 5:00 p.m. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision's participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision's participation agreement and/or a Political Subdivision's request to rescind its participation agreement.

NOW, THEREFORE, be it ordained by the following authorized person(s) that this participation agreement for the ODOT road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT salt contract:

 (Authorized Signature) 4/24/24 Approval Date

 (Authorized Signature) 4-24-24 Approval Date

 (Authorized Signature) 4-24-24 Approval Date

 (Authorized Signature) 4-24-24 Approval Date

_____ (Authorized Signature) _____ Approval Date

THIS RESOLUTION MUST BE UPLOADED TO THE SALT PARTICIPATION WEBSITE BY NO LATER THAN MAY 3rd, 2024.

PLEASE NOTE: THE DEPARTMENT WILL NOT ACCEPT TYPED SIGNATURES. PARTICIPATION AGREEMENTS SUBMITTED WITH TYPED SIGNATURES WILL BE INVALID AND INELIGIBLE FOR APPROVAL. YOU CANNOT SUBMIT A WORD DOCUMENT VERSION OF THIS PARTICIPATION AGREEMENT. NO EXCEPTIONS.

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Police

- Chief Meisler submitted the incident reports: From 4-1-2024 to 4-24-2024, the department responded to 194 calls.
- Mr. Dress motioned and Ms. Rozak seconded Chief Meisler's request to apply for the 24-25 Drug Use Prevention Grant for D.A.R.E. All ayes and motion carried.
- Ms. Rozak motioned and Mr. Dress seconded Chief Meisler's request to approve DR Ebel quote of \$2464.92, to replace lightbar and control panel in 2017 Ford Explorer which is failing to illuminate. All ayes and motion carried.
- The Police Officer Memorial Service will be held at Drackett Hall in Lakeside, on Thursday, May 16th, at 11 am. RSVP by May 3rd.
- Department was awarded the Body Armor grant from the Attorney Generals Office yesterday. They will reimburse \$3745.31 when the vests are purchased.

Zoning

PERMITS

To-date 4/22 there have been 19 permit applications submitted/processed totaling \$2,070.59 collected in fees and application balances.

BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

The BZA held adjudication hearings on April 17, 2024 for the following applications:

- a. **BZA-2024-065** **Approved as Presented**
5871 Sweetbriar. Request for an Area Variance from Section 7.12.3.A to allow more square footage onto a nonconforming structure than permitted (20%; 398.4s.f. allowed/ 31.3%; 624s.f. proposed). **John Marconi, Owner/Applicant.**
- b. **BZA-2024-071** **Approved as Presented**
324 Sycamore. Request for Area Variances from Section 3.5 to allow for an addition onto the existing home to exceed the lot coverage (55% allowed/ 65% proposed) and to Section 7.12.3.A to allow more square footage onto a nonconforming structure than permitted (20%; 285s.f. allowed/ 26.3%; 375s.f. proposed). **A. Frederick & Rosemary Seling, Owners/ Applicants.**
- c. **BZA-2024-073** **Approved as Presented**
7465 E. Bayshore. Request for an Area Variance to Section 5.2.D.iii to allow for detached accessory buildings to encroach into the north, side-yard setback (5' required/2.4' proposed), east, rear-yard setback (5' required/ 2.76' proposed) and south, side-yard setback (5' required/ 0' proposed) and Section 3.5 to allow the lot coverage to be exceeded (40% allowed/41.8% proposed). **Mark & Shawn Weiss, Owners/ Applicants.**
- d. **BZA-2024-075** **Approved as Presented**
6544 E. Bayshore. Request to replace a mobile home unit with Area Variances to Section 3.5 & 5.9.4 to allow for the minimum house width to be less than 20' (15' proposed), Section 5.6 to allow for less than 600s.f. on the 2nd floor (540s.f. proposed), Section 5.2.1.B. to allow for an existing shed to remain in the front-yard, Section 5.2.1.D.iii. to allow for the new home to be less than 5' from the existing shed (3.45' proposed). **Kyle & Colleen Hickman, Owners/ Applicants.**
- e. **BZA-2024-079** **Approved as Presented**
2155 Lattimore. Request for Area Variances to Section 3.5, 5.2.1.B & 5.12.1.B. to allow for a pergola & in-ground pool to be located in and encroach into the front-yard setback (0' proposed for pergola, 18' proposed for pool/ 25' required). **Jeff & Sherri Lippus, Owners/ Applicants.**

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The Zoning Commission -

The Zoning Commission met April 3, 2024 to swear-in the new appointments, approve February meeting minutes and just touch base with the Commissioners. Their next meeting is scheduled for May 1, 2024, but it will likely be cancelled as there is no new information to discuss.

DEPARTMENT UPDATES

- Dilapidated Structures:
 - Special Trustee Meeting May 21, 2024 @ 5:30 p.m. to discuss with property owners.
- Storage Study Update:
 - Hoping to receive an update from Miami University prior to your meeting. If received, it will be forwarded to you.

VIOLATIONS/COMPLAINTS

Other Misc.:

8582 Williams (Offel - Potts)

Open

Complaint filed and multiple phone calls received 04.15.24-04.17.24 regarding fish guts being left in an overflowing garbage container. The owner was contacted and indicated that they contacted their garbage provider and requested a special pick-up. The owner was also advised to let the tenants know that Mazurik is available for fish cleaning. Owner stated that he has a clause in the lease agreement that no fish cleaning is to be taking place at the property.

****0 S. Bridge Road (Loss of NC Sign - Kristensen)**

A nonconforming, off-premises (billboard) sign has been completely blown over on the property and will not be permitted to be replaced since the post structure was also completely damaged. The owner was asked to have this removed, but the letter was sent more so to document that the sign has officially lost its nonconforming status and cannot be replaced or fixed.

****6044 E. Harbor Road (Loss of NC Sign - Young)**

A nonconforming, off-premises (billboard) sign has been completely blown over on the property and will not be permitted to be replaced since the post structure was also completely damaged. The owner was asked to have this removed, but the letter was sent more so to document that the sign has officially lost its nonconforming status and cannot be replaced or fixed.

**** There are a number of nonconforming signs in the Township that have been abandoned or not used for more than 2 years. A goal this summer is to get letters out to all the property owners containing one of these signs letting them know that the signs have officially lost their nonconforming status and can no longer be used, thus they should be removed from the property since they are abandoned signs.**

Illegal Rentals:

None at this time.

Illegal Use:

None at this time.

Junk & Debris:

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

Open

OCGHD emailed 04.15.24 and showed that significant progress is being made. The property owner had a death in the family, so they were told nothing was expected to be done the week of April 15th. Property owner contacted my office 04.16.24 and stated that following the family funeral, they have a dumpster lined up to be brought in and that the appliances and a lot of the metal that was on the property has also already been removed.

Prior Info: Ms. James received an anonymous phone call from someone 01.26.24 concerned about the amount of garbage bags being dumped on this property between the two accessory buildings and visible from E. Bayshore/ State Road. While we typically do not react to anonymous calls, the concern about sanitation warranted driving past the property and photographing it. The Ottawa County Health Department was contacted to see if this was something they could or

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should also be involved with. They indicated they would send someone out the week of January 29th to inspect. On February 2, 2024, they indicated that an inspector had been out to the property, but the owners were not home so they left their business card and would give the owner a week to call before they send out a letter. On February 7, 2024, a certified letter was sent to the property owner regarding the junk & debris referencing ORC 505.87. The certified letter had to be resent 02.16.24 because the initial letter 02.07.24 was lost in the mail somewhere between Toledo & Detroit and never processed. On 02.22.23 the OCGH stated they have been in touch with the owner, who indicated that all the garbage is recycling products. The owner requested an extension to remove the items, but the OCHD stated that they would visit the property again on their 30-day follow-up date and see if any progress has been made. If no progress has been made, then no extension will be granted. Neither of the certified letters I have sent have cycled through the mail system yet. I ended up filing a complaint with the postal service regarding the lost letters. The one that was resent 02.16.24 was finally delivered 03.01.24. The owner called that day to say that her daughter with special needs children is living in the house and she herself was in Cincinnati/ NKY tending to her ill mother. Told her we would work in-tandem with the General Health District. Health District was scheduled to reinspect the property the week of March 4th and were going to report back their findings. I received a phone call from the owner stating they received the 1st letter that had been sent back on February 7th but that four-wheelers had also trespassed on the property, and they were accusing the Township of this. I reached out to the Health District 03.13.24 to see if they had been out to the property and never heard back from them. On 03.14.24 I ended up calling the owner back and assured them that the Township does not have ATV's and have never entered the property. I have yet to ever receive a date from the Health District on when the garbage has to be cleaned up by or if the daughter living in the house has made progress to their satisfaction to give her more time. I reiterated to the owner on 03.14.24 that I'm willing to work in tandem with the health district, but noticeable progress must be made. The owner said she would be returning in mid-April. We talked at length about the condition the property is in since her absence and that we will work with her on a schedule, but it ultimately has to be done. Also discussed dumpster days coming up in June and the fact that she may need some assistance on getting some of the stuff out of there.

1805 Arlington (*Junk & Debris - Holmes*)

Open

Nothing New to Report.

Prior Info: Letter was sent April 27, 2023. Have not heard from them. Will continue to follow-up and monitor. Asked that this all be wrapped up by the end of the summer. Drove past property 05.30.23 to see if anything more has been worked on. Doesn't appear to be. The owner of the property passed away 05.31.23. The wife is still living, but ill herself. The youngest son has been the one cleaning up the property. Will continue to monitor. Was by the property 07.11.23 and some progress has been made, just not to the piles that I'd like to see tackled on the property. Very slow going. The neighbor is doing some work on their house and has a dumpster in for that. The neighbor said once they are done with their project, they have offered to allow the Holmes' to use what space is left. On January 10, 2024, the property was inspected, and I was pleased to see that the owner has approximately 90%-95% of the property cleaned up. There is a very small area that he is still sorting and working on. After speaking with him, he intends to complete this and work on it even through the winter, but not when temperatures are below freezing and snow on the ground.

Tall Grass:

None at this time.

Camper Occupied:

5000 Wohlers (*Camper Occupied - Shortridge*)

Open

Report that a camper is being occupied that is positioned behind a barn on the property. Upon inspection, it appears that there is also a lawncare company operating from the property. Certified Cease & Desist was sent to the property owner 04.17.24.

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Construction without Permits:

161 Laser Lane (*Fence – Prenzlin*)

CLOSED

Owner came into the office 04.12.24 and received their necessary permit.

Prior Info: Owner installed a fence around the front of the property without proper permits. Warning Letter was sent via regular mail 04.03.24 giving them until 04.19.24 to get proper paperwork in.

2155 Lattimore (*Accessory Bldg. – Lippus*)

Open

Owner was granted their variances at the 04.17.24 BZA hearing. Permit cannot be issued until May 16th following the approval of the decision sheet.

Prior Info: Letter sent via regular mail to the property owner 03.13.24 regarding the installation of an accessory structure located on the property without proper permits and placed in the front-yard. They were given until March 25, 2024 to make contact with the office. Owner emailed over the weekend acknowledging they will submit necessary paperwork and will likely need variances.

1911 Marblewood (*Deck – Feldner*)

Monitoring

The owners were sent a letter 03.13.24 notifying them that we see they are removing a portion of their deck and if they intend to rebuild it or make it larger, permits will be required.

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

CLOSED

The property owner was granted their variances at the 03.20.24 BZA hearing. Permits was issued April 18, 2024 following the approval of the decision sheet.

Prior Info: The property owner installed a carport & shed on the property and was sent a letter January 31, 2024. They were given until February 9 to get the necessary paperwork in for proper permits. The owner came into the office 02.06.24 and the buildings he installed do not meet the zoning requirements. He does not wish to relocate them into compliance, so he will need to apply for variances. The property owner submitted a complete application for variances 02.16.24. The hearing will take place in March.

8016 Rollie (*Shed – Zimmer*)

Open

3rd attempt to contact the owner/ 2nd certified letter was sent 04.11.24. Letter was delivered 04.15.24. Owner was given until 04.26.24 to get the necessary paperwork into the office.

Prior Info: The property owner installed a shed on the property and was sent a letter February 1, 2024. They were given until February 12th to get the necessary paperwork in for proper permits. No response from regular mail. Certified Letter sent to the property owner 02.16.24. Certified letter was lost in the mail and a complaint filed with USPS. As of 03.07.24 the letter appears to have been found and is now moving through the system. Letter hasn't moved through the mail system since the last update. Contacted the PO to see if I need to file another complaint on it. Certified letter was returned with no attempt to deliver it.

81 Margaret (*Front Porch Addition – Gosik*)

CLOSED

The property owner was granted their variances at the 03.20.24 BZA hearing. Permits were issued until April 18, 2024 following the approval of the decision sheet.

Prior Info: The property owner appears to be constructing a front porch on the house and was sent a letter February 1, 2024. They were given until February 12th to get the necessary paperwork in for proper permits. The property owner came into the office 02.13.24 and will need variances. They were given the information about the BZA process and still need to turn in their construction drawings. They are likely going to shoot to be on the March BZA hearing agenda. The property owner submitted a complete application for variances 02.16.24. The hearing will take place in March.

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

Open

Owner was granted their variances at the 04.17.24 BZA hearing. Permit cannot be issued until May 16th following the approval of the decision sheet.

Prior Info: The property owner has installed a new shed on the property and

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was sent a letter February 9, 2024. They were given until February 23rd to get the necessary paperwork in for proper permits. The property owner called 02.14.24 and indicated he would be in the week of 02.19.24 to discuss. Going to need a variance and due to his schedule is likely going to be on the April BZA hearing agenda. Owner has applied for a variance to be heard April 17, 2024.

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

Open

The property owner attorney filed their last brief on March 28th and we are now just awaiting word on when oral arguments will be scheduled.

Prior Info: 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. The owner contacted me 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. Application was denied at the December BZA Meeting. The owner has retained legal counsel and is indicating they intend to proceed with an appeal with the Ottawa County Court of Common Pleas. On January 26, 2023, the property owner through their legal counsel has filed their Notice to Appeal the BZA decision to the Court of Common Pleas. Transcript has been ordered, case file and transcript must be filed with the court no later than March 7, 2023. Jeff Stopar will be handling the case for us. The transcript was submitted by the Court Reporter and case filed 02.23.23 with the Court. Attorney Conference call is scheduled to be held the morning of 03.13.23. Would assume at that time a briefing scheduled will be laid out. The Attorney Conference call took place 03.13.23. The Bilton brief is due May 4, 2023. The Township response brief will be due June 8, 2023, and then their final counter brief will be due June 29, 2023. At any point, the attorneys from either side can request extensions. On May 1, 2023, the appellants and property owner requested a 14-day extension to file their brief, to now be due May 18, 2023. This will push all subsequent briefs back equally in time. A second extension was requested from the appellant's attorney and their brief was submitted to the court on May 23, 2023. The Township brief is due June 27, 2023. J. Stopar was going to request a 10-day extension for filing our brief that was due 06.27.23. Should now be due 07.07.23. J. Stopar filed the Township's Brief & Response 07.07.23. The Appellant's final brief will now be due 07.28.23. The Appellant's final brief was supposed to be due 07.28.23 but they filed another extension request to file it no later than 08.11.23. The Appellants final brief was submitted to the Court 08.08.23. Have not had a chance to touch base with J. Stopar on what the "Next Steps" are. I believe the options will be for either to request Oral Arguments or just let the briefs speak for themselves and wait for the Judge's Decision. The local, Court of Common Pleas Judge's Decision came in on November 20, 2023, affirming or upholding the BZA's decision. The homeowners had 30 days to file a further appeal with the 6th District Court of Appeals. This Appeal was filed December 8, 2023, and we will now be at the disposal of that Court's timeline on this matter. I will keep the Board abreast of what occurs. In 6th District Court of Appeals. The Appellants filed a brief January 18, 2024, and requested Oral Arguments. The Township's reply brief is due by February 5, 2024, but J. Stopar has indicated that he will likely take an automatic 10-day extension. In 6th District Court of Appeals. The Township was granted an extension to file the reply brief which is now due March 8, 2024. J. Stopar filed the reply brief on behalf of the Township 03.08.24. Appellant will have the opportunity to submit a reply brief to our reply which is due in 10 days so as long as no further extensions are requested. 4-6 weeks after that, oral arguments will be scheduled. Will have to report back what those dates are once scheduled. Bilton's attorneys have requested an extension to file their last brief by March 28th.

Correspondence

Humane Society would like to place a sign at Dog Park to advertise Dog wash events. Ms. Rozak will contact with the okay and update Mr. Waldron. Ottawa Co Community Foundation Newsletter. OTA Gold outing announcement. Ottawa Co Board of Commissioners holding hearing on May 16, 2024, 9:30 am at the Ottawa Co Commissioners Courthouse, in the Emergency Operations Center, 315 Madison St, Port Clinton, regarding proposed revisions to the permanent assessment base for parcels benefiting from the Schmardebeck Ditch Improvement petitioned in 1966. If approved, the changes will go into effect as of June 16, 2024. Marblehead Peninsula Trail Feasibility Study update and Mr. Hirt attended.

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Old Business

- Sirens: 051 East Harbor State Park. EMA and Cleveland communication are looking into are looking into further testing and will keep us advised. No update at this time.
- Mr. Dress inquired about the status of the new credit cards and Ms. James stated that Genoa Bank contacted her for information today and they are still being processed. No estimated time of receipt as of yet.

New Business

- Ms. Rozak motioned and Mr. Dress seconded to revoke Resolution 3-2024 to Retain an Independent Contractor for the Provision of Fiscal Services. All ayes and motion carried.
- Resolution 07-2024 For Bill Rofkar's Appointment to the Ottawa County 911 Program Review Committee:

BOARD OF TRUSTEES OF Danbury TOWNSHIP
OTTAWA COUNTY, OHIO

Resolution No.: 07-2024

RESOLUTION FOR THE APPOINTMENT TO THE OTTAWA COUNTY 911 PROGRAM REVIEW COMMITTEE

The Board of Trustees of Danbury Township,
Ottawa County, Ohio, met in session, on April 24, 2024, 2024,
pursuant to notice, with the following members present:

DIANNE M. ROZAK
John Paul Dress
David M. Hirt

Trustee ROZAK moved the adoption of the following resolution:

WHEREAS, Ohio Revised Code section 128.06(A) requires every county to maintain a 911 program review committee; and

WHEREAS, the committee consists of six voting members including "a member of a board of township trustees selected by the majority of boards of township trustees in the county, pursuant to resolutions they adopt", ORC § 128.06(A)(4); and

WHEREAS, Ottawa County has a 911 Program Review Committee; and

WHEREAS, Bill Rofkar, township trustee of Catawba Island Township, has agreed to serve as the township appointee under ORC § 128.06(A)(4) if so selected by a majority of the townships; NOW THEREFORE

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BE IT RESOLVED by the Board of Trustees of Danbury Township, Ottawa County, Ohio, that:

- 1) The Board does hereby select and appoint Bill Rofkar, township trustee of Catawba Island Township, to serve on the Ottawa County 911 Program Review Committee, pursuant to ORC § 128.06(A)(4), and in accordance with law.

Trustee DRESS seconded the motion, and the roll was called on the question of its adoption. The vote was as follows:

PASSED: April 24, 2024

Yes
(yes/no)

Yes
(yes/no)

Yes
(yes/no)

BOARD OF TRUSTEES OF
DANBURY TOWNSHIP

[Signature]
Trustee

[Signature]
Trustee

[Signature]
Trustee

[NOTE: Do not sign or date the CERTIFICATION section, below, on the original resolution. The CERTIFICATION is signed and dated only on copies.]

CERTIFICATION

I hereby certify that this is a true and accurate copy of the Resolution passed by the Board of Trustees of Danbury Township, Ottawa County, Ohio, on the 24 day of April, 2024.

Date: 4-24-24

[Signature]
Fiscal Officer

2

New Business (continued)

- Reservation at shelter houses and meeting rooms requires Danbury Township to be named as certificate holder and additional insured. Trustees agree and are not making any changes.
- After a brief discussion, Ms. Rozak motioned and Mr. Dress seconded there be no waiting period to utilize earned vacation and sick leave, but that as stipulated in the Policy, it still has to be approved and authorized by the Head of the Department. All ayes and motion carried.
- Memorial Day parade invite; parade starts at 10:30 am at Clemons Cemetery, Marblehead. Ms. Rozak will confirm, she will speak and Mr. Hirt will have his car in the parade.
- **Cemetery Deeds approved in 2nd addition of Sackett Cemetery:**
 - David Baggs Lot 58, Graves 1 & 2
 - Sue Ann Joy, Lot 149, Graves 2, 3 & 4
 - Virginia Joy, Lot 154, Grave 1
 - Keith & Kathleen Joy, Lot 154, Graves 2 & 3

RECORD OF PROCEEDINGS

Held _____ April 24, 2024

Fiscal Business

- Mr. Hirt motioned and Mr. Dress seconded, to approve bills and payroll totaling \$212,046.11 for the period April 11 through April 10, 2024. All ayes and motion carried.

DANBURY TOWNSHIP, OTTAWA COUNTY 4/24/2024 5:22:37 PM
Payment Listing UAN v2024.1
 4/11/2024 to 4/24/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
169-2024	04/15/2024	04/01/2024	CH	Ohio Edison	\$450.57	0
170-2024	04/15/2024	04/01/2024	CH	Ohio Edison	\$70.74	0
171-2024	04/17/2024	04/01/2024	CH	Ohio Edison	\$912.51	0
180-2024	04/20/2024	04/10/2024	CH	Verizon Wireless	\$308.81	0
192-2024	04/20/2024	04/15/2024	CH	Ottawa County Sanitary Engineering	\$108.42	0
193-2024	04/20/2024	04/15/2024	CH	Ottawa County Sanitary Engineering	\$66.84	0
196-2024	04/15/2024	04/15/2024	CH	Time Warner Cable Northeast	\$195.95	0
198-2024	04/16/2024	04/16/2024	CH	Aflac	\$996.24	0
199-2024	04/16/2024	04/16/2024	CH	Ottawa County Sanitary Engineering	\$24.00	0
200-2024	04/16/2024	04/16/2024	CH	Ottawa County Sanitary Engineering	\$24.00	0
202-2024	04/16/2024	04/16/2024	CH	U.S. Bank Equipment Finance	\$556.05	0
208-2024	04/19/2024	04/19/2024	CH	Capital One	\$890.83	0
211-2024	04/24/2024	04/24/2024	CH	Cintas	\$35.00	0
48048	04/16/2024	04/16/2024	AW	Spoerr Precast Concrete, Inc.	\$108.00	0
48049	04/16/2024	04/16/2024	AW	Streacker Tractor Sales, Inc.	\$6,532.69	0
48050	04/16/2024	04/16/2024	AW	Firelands Regional Medical Center	\$247.00	0
48051	04/16/2024	04/16/2024	AW	Baumann Auto Center, Inc.	\$287.27	0
48052	04/16/2024	04/16/2024	AW	D.R. Ebel Police & Fire Equipment	\$12,269.64	0
48053	04/16/2024	04/16/2024	AW	Carrot-Top Industries, Inc.	\$443.78	0
48054	04/16/2024	04/16/2024	AW	Liberty Auto Parts	\$623.97	0
48055	04/16/2024	04/16/2024	AW	Bill's Implement Sales	\$74.76	0
48056	04/16/2024	04/16/2024	AW	Corso's	\$448.00	0
48057	04/16/2024	04/16/2024	AW	Bound Tree Medical LLC	\$259.53	0
48058	04/16/2024	04/16/2024	AW	Zoll Medical Corp	\$37,473.44	0
48059	04/16/2024	04/16/2024	AW	Bassett's Market	\$169.07	0
48060	04/16/2024	04/16/2024	AW	Cyclone Services Inc.	\$350.00	0
48061	04/16/2024	04/16/2024	AW	PMBA Architects LLC	\$36,568.40	0
48062	04/16/2024	04/16/2024	AW	Beck Suppliers, Inc.	\$3,830.83	0
48063	04/16/2024	04/16/2024	AW	Beck Suppliers, Inc.	\$792.02	0
48064	04/16/2024	04/16/2024	AW	Cyclone Services Inc.	\$130.00	0
48065	04/16/2024	04/16/2024	AW	Charter Communications	\$360.00	0
48066	04/24/2024	04/24/2024	AW	Gannett Ohio LocalIQ	\$83.82	0
48067	04/24/2024	04/24/2024	AW	Sutphen Corporation	\$104.10	0
48068	04/24/2024	04/24/2024	AW	Bound Tree Medical LLC	\$593.88	0
48069	04/24/2024	04/24/2024	AW	PMBA Architects LLC	\$7,244.96	0
48070	04/24/2024	04/24/2024	AW	Bill's Implement Sales	\$4,500.00	0
48071	04/24/2024	04/24/2024	AW	Gannett Ohio LocalIQ	\$167.84	0
48072	04/24/2024	04/24/2024	AW	Port Clinton Ford Mercury Inc.	\$434.07	0
48073	04/24/2024	04/24/2024	AW	Countryside Veterinary Clinic	\$314.00	0
48074	04/24/2024	04/24/2024	AW	Bound Tree Medical LLC	\$357.28	0
48075	04/24/2024	04/24/2024	AW	Lakeland Auto & Marine Inc.	\$536.19	0
48076	04/24/2024	04/24/2024	AW	Verizon Wireless	\$122.64	0
48077	04/24/2024	04/24/2024	AW	Charter Communications	\$720.00	0
48078	04/24/2024	04/24/2024	AW	Liberty Auto Parts	\$57.00	0
48079	04/24/2024	04/24/2024	AW	Cyclone Services Inc.	\$132.00	0
48080	04/24/2024	04/24/2024	AW	Ray's Electronics, Inc.	\$360.00	0

DANBURY TOWNSHIP, OTTAWA COUNTY 4/24/2024 5:22:37 PM
Payment Listing UAN v2024.1
 4/11/2024 to 4/24/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
48081	04/24/2024	04/24/2024	AW	John A Blakeman	\$100.00	0
48082	04/24/2024	04/24/2024	AW	OTARMA	\$187.00	0
48083	04/24/2024	04/24/2024	AW	The Standard	\$630.60	0
Total Payments:					\$122,253.54	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$122,253.54	

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.

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held _____

April 24,

20

24

0943 1212-2121 Danbury Township Board of Trustees

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 04/24/24: \$75,785.97

IMPORTANT COVID-19 INFORMATION: If you filed IRS Form 7200, please notify your Paychex representative to avoid owing a balance at the end of the quarter and ensure your Form 941 is accurate.

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	75,785.97
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	78,785.97
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	14,006.60
	CASH REQUIRED FOR CHECK DATE 04/24/24	89,792.57

TRANSACTION DETAIL

ELECTRONIC FUNDS TRANSFER - Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.

TRANS. DATE	BANK NAME	ACCOUNT NUMBER	PRODUCT	DESCRIPTION	BANK DRAFT AMOUNTS & OTHER TOTALS
04/23/24	THE MARBLEHEAD BANK	xxxxxxxxxxxxxxxx027	Direct Deposit	Net Pay Allocations	61,348.28
04/23/24	THE MARBLEHEAD BANK	xxxxxxxxxxxxxxxx027	Taxpay®	Employee Withholdings	
				Social Security	1,184.94
				Medicare	1,205.76
				Fed Income Tax	7,830.97
				OH Income Tax	1,863.78
				OH CLGSD SD Inc	34.97
				OH FRESO SD Inc	28.52
				OH FRMNT CTY Inc	41.43
				OH LORAN CTY Inc	58.88
				Total Withholdings	12,049.01
				Employer Liabilities	
				Social Security	1,184.96
				Medicare	1,205.74
				Total Liabilities	2,390.70
				EFT FOR 04/23/24	75,785.97
				TOTAL EFT	75,785.97

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

TRANS. DATE	BANK NAME	ACCOUNT NUMBER	PRODUCT	DESCRIPTION	TOTAL
04/24/24	Refer to your records for account information		Payroll	Employee Deductions	
				AFLAC Pretax	589.87
				Deferred	2,046.00
				Fire-OPERS	2,313.22
				Govt-OPERS	3,510.66
				Health Insurance	3,775.53

0943 1212-2121 Danbury Township Board of Trustees
Run Date 04/19/24 11:53 AM

Period Start - End Date 03/30/24 - 04/18/24
Check Date 04/24/24

Cash Requirements
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CASHREQ

0943 1212-2121 Danbury Township Board of Trustees

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 04/24/24: \$75,785.97

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.) - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

TRANS. DATE	BANK NAME	ACCOUNT NUMBER	PRODUCT	DESCRIPTION	TOTAL
04/24/24	Refer to your records for account information		Payroll	Employee Deductions (cont.)	
				Law-OPERS	1,833.33
				Total Deductions	14,006.60
				TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	14,006.60

PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF - This information serves as a record of payment.

DATE	PRODUCT	DESCRIPTION	
05/01/24	Taxpay®	FED IT PMT Group	12,412.37
05/15/24	Taxpay®	OH Income Tax	3,333.60
05/15/24	Taxpay®	OH FRMNT CTY Inc	80.77
05/15/24	Taxpay®	OH LORAN CTY Inc	117.32
05/15/24	Taxpay®	OH SD PMT Group	123.79

0943 1212-2121 Danbury Township Board of Trustees
Run Date 04/19/24 11:53 AM

Period Start - End Date 03/30/24 - 04/18/24
Check Date 04/24/24

Cash Requirements
Page 2 of 2
CASHREQ

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held April 24, 2024

Comments and Concerns

Ms. James reminded everyone she has the day off on Friday.

Ms. Dress excused herself from the meeting.

Executive Session: There being no further comments or concerns, Ms. Rozak motioned and Mr. Hirt seconded to move to Executive Session at 7:12 pm, for matters to be kept confidential due to HIPPA. All ayes and motion carried.

Ms. Rozak motioned and Mr. Hirt seconded to come out of Executive Session at 7:54 pm and move back into Regular Session. All ayes and motion carried.

Ms. Rozak moved and Mr. Dress seconded to go back into Regular Session at 7:54 pm, all ayes and motion carried.

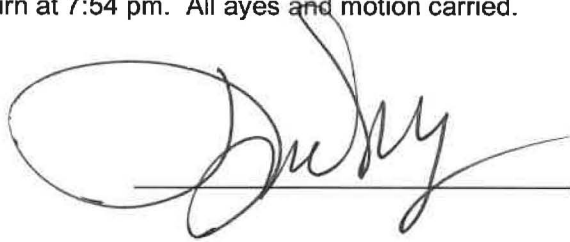
No action was taken.

Adjourn

There being no further comments, concerns or business before the Board, Ms. Rozak motioned and Mr. Hirt seconded, to adjourn at 7:54 pm. All ayes and motion carried.



Fiscal Officer







Danbury Township Board of
Trustees