

RECORD OF PROCEEDINGS

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

Held _____

November 13, 20

24

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, along with Fiscal Office Brinkley Paul, Township Assistant Lynne James, Fire Chief Shawn Hunsicker, Zoning and Planning Administrator Kathryn Dale, and Zoning Assistant Dawn Connor. Visitor in attendance, Susan Dress.

Mr. Dress motioned and Mr. Hirt seconded to approve the Regular Meeting Minutes for October 23, 2024; all ayes and motioned 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	56	3	0	2	1	2
May	92	3	3	8	0	0
June	92	5	1	1	1	0
July	128	3	4	9	1	1
August	80	7	2	8	1	0
September	88	5	3	9	0	1
October	82	8	5	9	0	0
November as of the 13 th	44	0	1	1	0	0
December						
2024 Sub-total	812	38	25	52	6	5
Total	938					

*Motor Vehicle Crash(s)

** Alarm Activation(s)

***Carbon Monoxide Investigation(s)

- Chief Hunsicker stated there will be no Feather party this year, due to departmental changes and association issues. He plans putting a PR committee together at the first of the year and resuming this party next year.
- Ms. Rozak turned the meeting over to Ms. Dale for an update on the Land Swap between the Fire Department and Carol Bushee-Dumfee. Ms. Dale recapped the swap and Ms. Bushee-Dumfee's additional property split she wanted to take care of, so each house is on its own property, all at the same time. She was approved by the Board of Zoning Appeals and legal descriptions have been approved by the County. Now what has to be recorded first, are the properties being swapped. Tonight, the Board is asked to sign our piece going to her. She has signed her Deed going to us, but it needed some corrections and Ms. Dale is helping her with that process.

Ms. Dale stated she is working on the next phase which is to consolidate the newly acquired piece of land by the Fire Department, with the existing property. She submitted documents today, to the County Engineer's Office. They will look at it ahead of time to see if any corrections are needed, before they stamp the final version. Once that is done, we will have a Quit Claim Deed from ourselves to ourselves consolidating the two pieces, but in that deed the parcel ID needs to be noted and this isn't available until it gets recorded. That paperwork should be ready to sign at one of the December meetings.

The Trustees signed the Deed and Ms. James notarized the document.

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Roads

- Regarding AED placement at the Township Shelter next spring, Ms. James stated that OTARMA wanted us to check with our legal department. Attorney VanEerten stated that he saw no downside to implementing full compliance early, with placing an AED there for now and then adding the additional AEDs to other parks, once we reach the required census of 5,000. He also stated we would not need additional waivers from organizations using the park. He suggested we may want to add a line or two to our current agreements, acknowledging the existence of the AED and indicate they are for emergency purposes only.

Ms. Rozak asked for the cost and Chief Hunsicker stated individual AEDs are approximately \$1800 each, but that is this year's cost and predicts this could increase in the new year. He recommended the case to house the unit should be metal with a plastic breakaway lock. He estimated the full cost to implement would be \$2200-\$2300 per AED, it's housing and installation. Some cases have sirens that go off when opened so cost will depend on the sophistication of the entire unit.

Mr. Hirt's concern was security and if missing, is it covered by insurance. Ms. Rozak agreed.

Mr. Dress was agreeable on installation and asked about other locations. Ms. Rozak had mentioned Meadowbrook, The Dog Park and Lions Park at Lake Point. Mr. Dress understood concern about security but stated when he worked at Bay Point, he had approximately 8 outdoor units on poles and even with the amount of summer activity, the AEDs were never tampered with.

Ms. Rozak would be looking a 4 for sure and suggested consulting with the Lions Club and Historical Society to see if they want to donate the cost for their respective parks. Mr. Dress will follow up with these organizations.

Ms. Rozak said that since implementation does not need to occur until spring of next year, to place this topic on the Agenda the second meeting in January, for further discussion.

Chief Hunsicker said the last AEDs ordered only took seven days to arrive. He will also check with Zoll on cost for cases and attachment apparatuses.

- Sackett Cemetery – nothing to report.
- Obtaining quotes for heating options at the new facility. Mr. Dress stated they had met with three contractors and we should have quotes soon. They are also in the process of getting gas, sewer and water hooked up.
- Mr. Dress and Superintendent Waldron met with the neighbors of the cemetery property.
- Meadowbrook Marsh Pumpkin Walk was, again this year, a great success.
- Winterizing and closing the parks.
- Mr. Dress asked Superintendent Waldron to hire someone to power wash the outside corner of the new building.
- Ms. Rozak asked Superintendent Waldron to get quotes for a new sign, that size or bigger, to replace the one that is on the building at 434 S Bridge Road.
- Erie Environmental recommended a dehumidifier in the hallway at Townhall.
- Mr. Dress stated Superintendent Waldron is getting the playground and fields information ready for Ms. Rozak's grant request. Ms. Rozak stated the sooner she gets that information the better, she will need it real soon.
- Ms. Rozak made a motion to declare the waste oil furnace from the Maintenance Building on Bridge Road, surplus. Mr. Dress seconded; all ayes and motion carried.

Mr. Dress said they were going to try and advertise it for sale and also place on the GovDeals.com website.

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Zoning

Permits for October:

32 permit applications were processed for the month of October totaling \$3,046.60 in collected fees.

Accessory Building:	5
Addition	
Commercial:	2
Residential:	3
Appeals:	
Area Variance:	4
Conditional Use:	
Deck:	2
Dock:	
Fence:	2
New SF Home:	8
New Commercial Structure:	
Other:	2
Refusal:	3
Signage:	
Swimming Pool:	1
Text/Map Amendment:	
Total:	32

Board & Commission Activity

The Board of Zoning Appeals –

The Board of Zoning Appeals held the following adjudication hearings on October 15, 2024:

- a. **BZA-2024-245** **Approval** **as**
Presented
292 Gravel Bar. Request for Area Variances from Section 5.1.7 to allow for an addition to encroach into the south, side-yard setback (1’8” proposed/ 5’ required) and to Section 7.12.3.A to allow more square footage onto a nonconforming structure than permitted (20%; 216.8s.f allowed/ 120%; 1,295s.f. proposed). **Joseph Nejd, Owners/Applicants; John Feick, Architect/Agent.**

- b. **BZA-2024-251** **Approval** **as**
Presented
7479 E. Harbor Road. Request for an Area Variance from Section 5.2.D.iii to allow for a leanto/porch addition onto an existing garage to encroach into the east, side-yard setback (0’ proposed/ 5’ required) and Section 7.12.3.A to allow more square footage to be added onto a nonconforming structure than permitted (20%; 80s.f. allowed/ 28%; 112s.f. proposed). **Gabe Gerard, Owner/ Applicant.**

The Zoning Commission -

The Zoning Commission met October 2, 2024, and began discussions on storage regulations. Prior to those discussions, they held a public hearing on the following case and recommended **Approval as Presented:**

- a. **ZC-2024-211 Request for Text Amendments** to add new Section 4.13 to include Use Standards for Hotel/Motels, specifically for conversion of residential structures in commercial zoning districts, modify Section 2.2 Hotel/ Motel definition, modify Section 3.4 Use Matrix to include reference to new 4.13 Use Standards for Hotels & Motels, and renumber Article 4 Section numbers and zoning resolution page numbers accordingly to accommodate new language. **Danbury Township, Applicants.**

The Ottawa County Regional Planning Commission held a hearing October 15, 2024, on the following applications:

- a. **ZC-2024-249** **Denial**
Recommended
6114 E. Port Clinton Eastern Road. Request for a Map Amendment from “A” Agricultural to “R-C” Recreational Commercial to rezone 19.25 ac. of a 22.6 ac. parcel located in Section 4, Lot 13, PIN# 0140400022988000. **David & Edith Dlubak, Owners/Applicants.**

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- b. **ZC-2024-253** **Approval**
Recommended
5542 E. Bayshore Road. Request for a Map Amendment from “A” Agricultural to “R-C” Recreational Commercial of Section 4, Lot 20, PIN# 0141159815529000 consisting of 10 ac. **Dale Edward Parker, Owner/Applicant.**
- c. Phase IV of Cove on the Bay Subdivision for the creation of one new lot at the north end of Amherst Drive.
Approved

Department Updates

- Marcel’s last day was October 11, 2024.

Office Activity

During the month of October, the Department went on 30 site visits, responded to 767 total calls, e-mails and in-person inquiries as follows:

- Outgoing 40
- Incoming 177
- Other 26
- Emails 524
- Violation Letters 2

PERMITS as of November 12th:

To-date this month there have been 12 permit applications submitted/processed totaling \$966.80 collected in fees and application balances.

BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

The Board of Zoning Appeals will hold the following adjudication hearings on November 20, 2024:

- a. **BZA-2024-266**
399 Hidden Beach. Request for Area Variances from Section 5.1.7 to allow for an addition to encroach into the north, side-yard setback (4.14’ proposed/ 5’ required) and to Section 7.12.3.A to allow more square footage onto a nonconforming structure than permitted (20%; 194.8s.f allowed/ 60.4%; 589s.f. proposed). **Scott Ziembowicz, Owner/ Applicants; Lee Short, Architect/Agent.**
- b. **BZA-2024-274**
2498 Knobhill. Request for Area Variances to Section 5.2.D.iii to allow for a detached accessory building to encroach into the north, side-yard setback (5’ required/ 1’ proposed), into the west, rear-yard setback (5’ required/ 1’ proposed) and to be separated from the existing house deck by 1.5’ (5’ required). **Sonja Toma, Owner/ Applicant.**
- c. **BZA-2024-280**
9608 E. Bayshore Road. Request for Area Variances from Section 5.2.D.iii to allow for a garage addition onto an existing garage to encroach into the east, rear/side-yard setback (2.5’ proposed/ 5’ required), Section 5.2.1.A.i.b. to allow more cumulative accessory bldg. square footage than allowed (1,200s.f. permitted/ 1,680s.f. proposed) and to Section 7.12.3.A to allow more square footage to be added onto a nonconforming structure than permitted (20%; 120s.f. allowed/ 180%; 1,080s.f. proposed). **Brad Hutcherson, Owner/ Applicant.**
- d. **BZA-2024-281**
525 Hillcrest. Request for Area Variances from Section 5.1.7 to allow for an addition to encroach into the west, front-yard setback (16.4’ proposed/ 20’ required) and to Section 7.12.3.A to allow more square footage onto a nonconforming structure than permitted (20%; 599.2s.f allowed/ 78.6%; 2,198s.f. proposed). **David & Wendy Stahanczyk, Owner/ Applicant; Evan Jones, Architect/Agent.**

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The Zoning Commission -

The Zoning Commission met November 6, 2024, and held the following hearings:

- a. **ZC-2024-249** **DENIAL**
6114 E. Port Clinton Eastern Road. Request for a Map Amendment from "A" Agricultural to "R-C" Recreational Commercial to rezone 19.25 ac. of a 22.6 ac. parcel located in Section 4, Lot 13, PIN# 0140400022988000. **David & Edith Dlubak, Owners/Applicants.**
- b. **ZC-2024-253** **APPROVAL**
5542 E. Bayshore Road. Request for a Map Amendment from "A" Agricultural to "R-C" Recreational Commercial of Section 4, Lot 20, PIN# 0141159815529000 consisting of 10 ac. **Dale Edward Parker, Owner/Applicant.**

The Ottawa County Regional Planning Commission held hearings October 15, 2024, on these applications and recommended **Denial** of the Dlubak application and **Approval** of the Parker application.

As a reminder, the Board of Trustees will be holding a public hearing prior to the start of the November 13, 2024, @ 5:30p.m. on the following application:

- b. **ZC-2024-211 Request for Text Amendments** to add new Section 4.13 to include Use Standards for Hotel/Motels, specifically for conversion of residential structures in commercial zoning districts, modify Section 2.2 Hotel/ Motel definition, modify Section 3.4 Use Matrix to include reference to new 4.13 Use Standards for Hotels & Motels, and renumber Article 4 Section numbers and zoning resolution page numbers accordingly to accommodate new language. **Danbury Township, Applicants.**

DEPARTMENT UPDATES

- Dawn Connor started Monday, November 4, 2024, and has been doing wonderful!
- Sadly, we received word Monday, November 4, 2024, that BZA Member, Loretta Grentzer passed away unexpectedly on Sunday, November 3, 2024. Her term was set to expire 12/31/2024.
- I have spoken to Joseph Kruse who is currently an Alternate on the BZA and would be the next Alternate to move up. He is willing to fulfill her term and be appointed to a full Member term, which would expire 12/31/2029.
- We have received an Appointed Position application from Jim Switzer from Lakeside, as being interested in being appointed to the BZA as an Alternate Member. Jim is retiring from his position with Lakeside at the end of December. I would recommend that we appoint him to fulfill Joseph Kruse's position due to expire 12/31/2027.

VIOLATIONS/COMPLAINTS

Other Misc.:

1872/1882 Seneca (*Excessive Trailer Storage - Pavlik*)

CLOSED (10.25.24)

Owner called to say that the occupant of the property removed the one trailer from the property. Upon reinspection 10.31.24, it was confirmed that the property is now in compliance.

Prior Info: Verbal concern reported regarding excessive trailers being brought to the property by a tenant of the property who is not the property owner. Occupant runs a construction or handyman service and has been given uncontracted/leased permission to use the property when doing work in this area. The property owner was contacted 10.18.24 making them aware of the concerns and that there are 4 recreational type units on the property, and it needs to be limited to 3. Owner called back 10.22.24 and said they do not come to the area much anymore and have made the occupant aware of the rules and that any excess units will be removed by the weekend of 10.26.24. Will re-inspect next week.

Illegal Rentals:

8146 Northshore Blvd. (*Illegal Rental - Thomas*)

CLOSED (11.12.24)

While we've never heard back from the property owners on this, there is also no

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indication that they are advertising the property as a short-term rental. I've driven past the property multiple times and the same vehicles are continuously on the property. Closing the case since there is lack of proof of a violation occurring, but will note that this is something to be watchful for in 2025.

Prior Info: 09.04.24 received an email from the County Treasurer's office who manages the bed tax registrations stating they received a complaint about an illegal rental at this address. The complainant was contacted and stated their family made a direct reservation with the property owner and stayed at the property over Labor Day weekend. They also stated that someone was residing in the pole barn while they were there. We are also investigating the allegation that the property owner is working with local Charter Captains to utilize this property as a short-term rental. The property owner was sent a Cease & Desist letter 09.06.24 via certified mail. The property owner has been cited in the past for illegally renting short-term. 09.25.24- The certified letter has yet to be received by the property owner even though delivery has been attempted. Letter will likely be returned at which point it will be resent via regular mail. Letter is on its way back and will be resent via regular mail. Letter was resent to the property owners 10.11.24. Have not yet heard anything from them.

Illegal Use:

None at this time.

Junk & Debris:

1070 Englebeck Road (*Junk Vehicles, Junk & Debris - Brito*)

Electric Company initially emailed 10.23.24 and said they would be disconnecting service, but then a supervisor called a few days later and stated that there are some problems with their language, and they may not be able to legally disconnect after-all. They were going to get back to me about it, after we discussed how it is leading to an illegal situation but have not. The property owner came in 11.08.24 and received a permit to install fencing on the property and has installed arborvitae along the south property line. The language for junk vehicles says that if the property is properly screened by landscaping, fencing or inside a structure, and the vehicles are not visible from public view, then they can essentially remain. This case will remain open until the fencing is installed, but after that, the case can be closed.

Prior Info: Complaint received 09.05.24 regarding numerous junk vehicles on the property and general junk & debris. Property owner was sent a certified letter 09.06.24. At least 4 of the junk vehicles that are on the property the owner has been cited on before. They had taken out a permit in 2015 to install a fence and properly conceal them (per Trustee Res. 09-2015) but installed only the fence posts and never ended up installing the fence panels. The owner is also essentially operating a Contractor's Establishment from the property and storing a lot of his construction equipment and material on the property, which is not permitted in the "A" Agricultural zoning district. Owner came into the office 09.11.24 after receiving their letter 09.10.24 and stated he was going to ask the guy who owns some of the junk vehicles to get them removed from the property. Will get back to me by 09.17.24 to give him time to look into the costs of arborvitae vs. fencing to install. Owner never got back to me. Will follow-up. Called property owner 10.17.24 after a new camper showed up on the property that is being serviced by a temporary electric pole. Told him he needs to stop ignoring this and laid into him a little bit about not getting back to me regarding trees vs. fencing and for not following through on having the junk vehicles removed. He of course wanted more time. I told him no and that I would be back out on the property 10.24 or 10.25 to see what he accomplished. If nothing, then I'm moving on to the next step of the violation procedure. I was very upfront that excuses and smiles are going to work this time. I also reached out to Ohio Edison. Temporary poles are only supposed to be in for 6 months, so how he's gotten away with it for nearly 2 years, since the owner was working on the cottage we dealt with, is beyond me. I have not heard back from the electric company on whether they will be disconnecting service or not.

Tall Grass:

None at this time.

Camper Occupied:

None at this time.

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Construction without Permits:

1501 Church Road (Deck – Mahler)

Owner called 10.31.24 and stated that they are not and have not built anything new, but rather removed a deck in order to access and level out a foundation that was failing on their back sunroom. The owner thinks this is nothing more than an ongoing feud with a family member and they know they need to take a permit out if the deck they removed is rebuilt.

Prior Info: Letter sent to the property owner 10.18.24 regarding a deck that was expanded on the rear of the house without a zoning permit. They have until 10.29.24 to reach out to the office.

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

We're still just waiting on a decision from the 6th District Court of Appeals. We had hoped to have it by now.

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. 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. Oral arguments were held 06.05.24 in Toledo. The hearing lasted approximately a half hour. Many of the same, expected arguments were made from the briefs that have been filed. The panel of judges asked the Appellants attorney a number of questions, but overall, had a feeling that the BZA's decision may be upheld.

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- Ms. Dale requested public hearings for ZC-2024-249 (Dlubak) and ZC-2024-253 (Parker). Ms. Rozak, wanting to hold those on the same night as the Organizational, Records Commission and Budget meetings for the upcoming year; motioned and Mr. Hirt seconded for the zoning issues to begin at 5 pm and the annual meetings to begin at 6 pm on Thursday, December 19th. All ayes and motion carried. Ms. Dale will update the webpage.
- Ms. Rozak motioned and Mr. Hirt seconded to appoint Joseph Kruse, current Alternate on the BZA, to fulfill the remainder of Loretta Grentzer's term set to expire on 12/31/24. All ayes and motion carried.
- Ms. Rozak motioned and Mr. Dress second to appoint Joseph Kruse as a regular full Member, for a term to expire 12/31/2029. All ayes and motion carried.
- Mr. Hirt motioned and Ms. Rozak seconded to appoint Jim Switzer to fulfill Joseph Kruse's position as BZA as Alternate Member thru 12/31/2027. All ayes and motion carried.

Police

- Chief Meisler submitted the incident reports: For the month of October, the Department responded to 356 calls. From 11-1-2024 to 11-13-2024, the Department responded to 129 calls.
- Intoximeter Training was completed today by five Officers at the Fire Department. The remaining Officers will attend the same training next March. Thanks to Chief Hunsicker and the Fire Department for allowing the Police to host the event in their training, meeting room. It was also attended by several other Officers from area departments.
- The 2024 Inventory and 2025 Budget Items were proved to Ms. James on the first. Ms. James will have all department inventories and she passed the Budget information on to Ms. Paul for the upcoming meeting in December.

Correspondence

Edmunds GovTech postcard. Loris Printing postcard. African Safari postcard. NBI advertisement for online seminars. USDA Ballot flyer for FSA Committee Election. Mannik & Smith Group Zoning and Planning workshop email. Erie County electric Aggregation program will transfer from Energy Harbor to Dynegy Energy Services East, LLC; contract, rates and term length will not change.

Email to Chief Hunsicker at the Fire Department from Cindy Wyszynski in Waterview, thanking Garrett Cellar and Krista Watson, for assisting her regarding her smoke detectors with kindness, professionalism, patience and care.

Letter from Jannah Wilson, Executive Director of the Park District of Ottawa County, thanking Danbury Township for the use of Meadowbrook Marsh for their 3rd annual Sunset Pumpkin Walk.

Ms. Rozak's email to Superintendent Waldron and his department for the tremendous job they did in advance of the Sunset Pumpkin Walk. It was very exciting to walk the cleared "off trail" path and much appreciated.

Ms. Rozak's email to Chief Meisler thanking him, Detective Sgt. Mark Meisler and Officer Nolan Berkey for providing a critical presence of strong and professional commitment to our community at the Sherrif's event at Liberty Aviation meeting.

Old Business

- Regarding request to ODOT for traffic study at Port Clinton Eastern and Rt 269. The results stated a traffic signal is not warranted at the intersection and 55 mph is a safe and appropriate speed from State Rt 163 down to Danbury Road. A roundabout would be difficult to obtain funding, there are 100 requests right now that are a priority from the state to complete and they are concerned about digging by electric substation and old tank probability at the gas station.

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Rick Lucas and Ian Fenberg emailed Ms. Rozak and are not in favor of a roundabout, as current engineering of roundabouts is causing damage to trailers and boats during boat hauling seasons, not to mention the financial strain on their businesses due to no hauling during fall/winter/spring construction of any said roundabout. They are in favor of reduced speed and traffic signals.

Ms. Rozak will talk to Chirs Waterfield to find out, who at ODOT we can speak with, to again request the lowering of the speed limit. She will also copy the State Rep and State Senator.

At Ms. Rozak's request, Ms. Dale provided the following information regarding State Rt 269. From Monsoon Lagoon to State Rt 163 there are 60 driveways with people-oriented business: Farmers Market, Dog Park, Storage facilities, boat storage and hauling, fish cleaning, banking, gas station and car wash, recycling, police station, Monsoon Lagoon swimming and recreational facility, pizza restaurant, flea market, upscale spa, soon to be pickleball recreation facility, soon to be Township Maintenance facility with large equipment in and out daily, church, furniture and gift store.

Ms. Rozak feels ODOT needs to seriously, perhaps with assistance from our local representative, need to revisit this speed limit lowing on State Rt 269. It is not a stretch of rural highway any more. She asked the Board if they would like her to pursue this, and the Board unanimously agreed.

- Ms. Rozak motioned and Mr. Dress seconded to approve additional benefits for full-time employees as stated below. All ayes and motioned carried. Ms. Rozak will notify Department Heads on Friday to explain the benefits update.
 - Comp / Flex Time extended. Use within the year, not every quarter. Would go into effect 1/1/2025.
 - Longevity pay. No action. It will be further discussed at Executive Session on 11/25/2024.
 - Life Insurance increase from \$15,000 to \$50,000 effective at renewal. Cost difference goes from \$11.70 per employee per month to \$39.00 per employee. Over 65 years of age goes from \$5.85 per employee per month to \$19.50 per employee. A Total monthly increase of \$614.25 broken out between department fund accounts. Effective 1/1/2025.
 - Beneficial Employee Workshops. Dianne will survey Department heads and begin sometime in 2025.
 - Community Involvement (non-mandatory). Volunteer 3 days throughout the year at non-profit organizations. Verified paperwork sign-off by non-profit manager in charge required. Danbury will reimburse hours worked, up to 8 per day at regular pay rate. Effective 1/1/2025
 - Holiday Change and Addition: Eliminate Columbus Day and replace with Good Friday. Add Day after Thanksgiving, Christmas Eve and New Year's Eve. Effective 11/13/2025.
 - Flexible Holidays: 3 flexible holiday exchanges annually; requested and approved by Department Head prior to holiday to ensure adequate department coverage and no overtime due to the change. Employee would work the holiday and request a different day off: i.e. work Christmas the 25th and take off the 26th. Effective 11/13/2025.
 - Birthday off. Paid day off for employee to be taken during the employee's birthday month, with Department Head approval to ensure adequate department coverage and no overtime due to the change. Effective 1/1/2025.
 - Flexible Scheduling for Road, Zoning and Administration Departments. Offer of a four-day work week, 10-hour days, or work 7 am to 3 pm, or 8 am to 4 pm, or 9 am to 5 pm. This would occur only with the Department Head and Trustees' approval and based on adequate coverage, would only occur if normal township services are not disrupted. This would be a permanent change for the respective employee. Trustees will speak with their respective departments.

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held

November 13, 20 24

- Ms. James presented documentation on how the benefits approval just now will affect the policy manual and what updates will be necessary.
 - Pages 1 and 2 Table of contents update Article III, 3.6 Longevity when approved.
 - Page 9 Immediate Family change approved by Attorney VanEerten.
 - Page 12 payroll is not paid thru direct deposit, not paper. Remove 3rd paragraph, not applicable due to direct deposit.
 - New time sheet update presented and will be explained to Department heads.
 - Page 13 Longevity increase, again change will be updated if necessary, depending on the Trustees decision.
 - Page 20 Holiday Leave modified to include Birthday Leave and changes to holidays as stated above.
 - Page 21 Religious Holidays modified to include Flex Holidays Exchange.
 - Page 23 Funeral and Bereavement Leave modified to include Additional leave; using sick time, as well as leave without pay is allowed when approved by the employee's supervisor.
 - *Page 23 Sick Leave last paragraph modified from on hour to .25 of an hour.
*Ms. James was unaware of this, and has been reporting such with payroll since 2022 and wanted to make the Trustees aware for approval as of 2022.
 - Page 26 7.13 Community Involvement Leave (non-mandatory) added as per above.
 - Page 27 PERs Contributions was same as sick leave, never updated but have been doing differently due to requirements by law: Employees contribution has changed: Law enforcement is 13 percent. Ohio Police and Fire (Fire dept) is 12.25 percent. All other employees, 10 percent.

Township contributions have changed: Law enforcement is 18.1 percent. Ohio Police and Fire (Fire dept) is 24 percent. All other employees, 14 percent.
 - Page 35 No longer doing Bonds. Replace Bond verbiage with Our liability insurance, OTARMA, has replaced posting Bonds with Faithful Performance of Duty Coverage.
- Ms. Rozak motioned and Mr. Dress seconded to approve the above changes to the Personnel Policy and Procedures Manual, with the exception of Longevity pay, which has yet to be discussed. All ayes and motion carried.
- Because there was prior approval on adding the Salaried fulltime Firefighters, the Trustees approved adding all of this verbiage to the Standing Orders section of the Personnel Policy and Procedures Manual.

New Business

- The Board of Trustees was notified this past week by Ottawa County Treasurer, Tony Hatmaker, and Ottawa County Auditor, Jennifer Widmer, of tax increases that will affect all residents and felt it would be more impactful to have an explanation of these increases come from their local government. Trustee Rozak spoke with Treasurer Hatmaker and Auditor Widmer at length and, together with them, a document was drafted and then approved by Mr. Hatmaker and Ms. Widmer that explains the facts in detail. Ms. Rozak presented the draft to The Board for discussion and approval. The Board approved it and this document will be posted on the home page of the Danbury Township website: www.danburytownship.com.

Residents can go to the Treasurer's website to get their tax bill breakdown.

RECORD OF PROCEEDINGS

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

Held _____

November 13, 20 24

- DOT Consortium will continue with Firelands Regional Medical Center with no changes.
- Ms. Rozak gave a quick ODOT update on their current projects around the area.

Fiscal Business

Mr. Hirt motioned and Mr. Dress seconded, to approve payroll and bills in the amount of \$151,930.15 for the period Oct 24, 2024 to Nov 13, 2024. All ayes and motion carried.

DANBURY TOWNSHIP, OTTAWA COUNTY

11/13/2024 1:01:43 PM

Payment Listing

UAN v2024.1

10/24/2024 to 11/13/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
678-2024	10/31/2024	11/06/2024	CH	Marblehead Bank	\$43.48	0
679-2024	10/31/2024	11/06/2024	CH	Ohio Edison	\$65.97	0
680-2024	10/31/2024	11/06/2024	CH	Ohio Edison	\$65.97	0
681-2024	10/31/2024	11/06/2024	CH	Ohio Edison	\$65.97	0
682-2024	10/31/2024	11/06/2024	CH	Ohio Edison	\$65.97	0
683-2024	10/31/2024	11/06/2024	CH	Ohio Edison	\$65.97	0
684-2024	10/24/2024	11/06/2024	CH	Ohio Police & Fire Pension Fund	\$9,559.34	0
685-2024	10/31/2024	11/06/2024	CH	Jefferson Health Plan	\$33,094.19	0
686-2024	11/05/2024	11/11/2024	CH	Ohio Edison	\$68.87	0
687-2024	11/05/2024	11/11/2024	CH	Ohio Edison	\$12.32	0
688-2024	11/05/2024	11/11/2024	CH	Ohio Edison	\$65.81	0
689-2024	11/05/2024	11/11/2024	CH	Ohio Edison	\$189.12	0
690-2024	11/07/2024	11/11/2024	CH	Columbia Gas	\$305.72	0
691-2024	11/13/2024	11/12/2024	CH	Auditor of State	\$2,480.00	0
692-2024	11/12/2024	11/13/2024	CH	Ohio Edison	\$196.96	0
693-2024	11/12/2024	11/13/2024	CH	Ohio Edison	\$651.15	0
694-2024	11/12/2024	11/13/2024	CH	Ohio Public Employees Deferred	\$2,145.00	0
695-2024	11/12/2024	11/13/2024	CH	Ohio Public Employees Deferred	\$2,145.00	0
696-2024	11/06/2024	11/13/2024	CH	Paychex of New York, LLC	\$57,815.80	0
697-2024	11/06/2024	11/13/2024	CH	Paychex of New York, LLC	\$2,652.55	0
698-2024	11/06/2024	11/13/2024	CH	Paychex of New York, LLC	\$1,614.23	0
699-2024	11/06/2024	11/13/2024	CH	Paychex of New York, LLC	\$73.36	0
700-2024	11/06/2024	11/13/2024	CH	Paychex of New York, LLC	\$2,205.41	0
701-2024	11/06/2024	11/13/2024	CH	Paychex of New York, LLC	\$145.47	0
702-2024	11/06/2024	11/13/2024	CH	Paychex of New York, LLC	\$2.90	0
703-2024	11/06/2024	11/13/2024	CH	Paychex of New York, LLC	\$309.30	0
704-2024	11/06/2024	11/13/2024	CH	Paychex of New York, LLC	\$5,279.23	0
48427	11/13/2024	11/12/2024	AW	ESO Solutions, Inc.	\$2,677.57	0
48428	11/13/2024	11/12/2024	AW	CMI, Inc	\$1,956.00	0
48429	11/13/2024	11/12/2024	AW	Corso's	\$448.00	0
48430	11/13/2024	11/12/2024	AW	O.E. Meyer CO.	\$168.74	0
48431	11/13/2024	11/12/2024	AW	O.E. Meyer CO.	\$221.22	0
48432	11/13/2024	11/12/2024	AW	Gayle Millinger	\$320.60	0
48433	11/13/2024	11/12/2024	AW	Capital One	\$489.79	0
48434	11/13/2024	11/12/2024	AW	Ray's Electronics, Inc.	\$360.00	0
48435	11/13/2024	11/12/2024	AW	Firelands Regional Medical Center	\$208.50	0
48436	11/13/2024	11/12/2024	AW	All Star Professional Cleaning, LLC	\$300.00	0
48437	11/13/2024	11/12/2024	AW	All Star Professional Cleaning, LLC	\$200.00	0
48438	11/13/2024	11/12/2024	AW	Valley Ford Lakeside	\$89.66	0
48439	11/13/2024	11/12/2024	AW	Valley Ford Lakeside	\$1,149.36	0
48440	11/13/2024	11/12/2024	AW	The Kreimes Co.,Inc	\$9,600.00	0
48441	11/13/2024	11/12/2024	AW	Charter Communications	\$360.00	0
48442	11/13/2024	11/12/2024	AW	Beck Suppliers, Inc.	\$3,328.63	0
48443	11/13/2024	11/12/2024	AW	Beck Suppliers, Inc.	\$28.42	0
48444	11/13/2024	11/12/2024	AW	Vance Outdoors Inc.	\$2,205.00	0
48445	11/13/2024	11/12/2024	AW	Lucky Stone Promotions	\$142.00	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 13, 2024

DANBURY TOWNSHIP, OTTAWA COUNTY

11/13/2024 1:01:43 PM

Payment Listing

UAN v2024.1

10/24/2024 to 11/13/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
48446	11/13/2024	11/12/2024	AW	Genoa Bank	\$1,590.75	O
48447	11/13/2024	11/12/2024	AW	Genoa Bank	\$1,259.53	O
48448	11/13/2024	11/12/2024	AW	Bassett's Market	\$8.49	O
48449	11/13/2024	11/12/2024	AW	AccuShred, LLC	\$93.75	O
48450	11/13/2024	11/12/2024	AW	Kuras Aeration Systems LLC	\$549.32	O
48451	11/13/2024	11/12/2024	AW	Galls, AN Aramark Company	\$169.50	O
48452	11/13/2024	11/12/2024	AW	Erie Environmental LLC	\$1,149.00	O
48453	11/13/2024	11/12/2024	AW	H.B. Magruder Hospital	\$76.60	O
48454	11/13/2024	11/12/2024	AW	NITRO PEST SOLUTIONION	\$156.00	O
48455	11/13/2024	11/12/2024	AW	The Standard	\$960.42	O
48456	11/13/2024	11/13/2024	AW	Feick Design Group LLC	\$50.00	O
48457	11/13/2024	11/13/2024	SW	Skipped Warrants 48457 to 48457 Series 1	\$0.00	V
48458	11/13/2024	11/13/2024	AW	Culligan of Northern Ohio	\$32.24	O
48459	11/13/2024	11/13/2024	AW	Cyclone Services Inc.	\$66.00	O
48460	11/13/2024	11/13/2024	AW	Cyclone Services Inc.	\$130.00	O
Total Payments:					\$151,930.15	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$151,930.15	

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.

- Management reports were supplied for the Trustees to review.
- Ms. Paul submitted the current appropriation, Fund and Revenue Summary reports.
- Brinkley and Deb Paul, along with Ms. Rozak will meet with the State Auditor on November 19th.
- Ms. Paul met with Gayle on Halloween and they will continue to work together for the foreseeable future.
- Ms. Paul will be meeting with Auditor Jen Widmer to better understand the current levies and will update the Board accordingly.
- Temporary new credit cards have been issued by Genoa. Trustees approved of Ms. Rozak's card to be used in administration until new cards are received. Trustees approved Mr. Hirt's card to be used by the Fire Department until new cards are received.
- Ms. Paul asked for clarification on a statement and Ms. Rozak said it was the notification that we have \$11,636.63 left in the account at First National Bank after paying for the building at 434 S Bridge Road. This will be used for further construction within the new building. Ms. Paul has yet to get the loan payoff schedule.
- Ms. Paul stated that Appropriations are required to be moved to the General fund and the Fire Fund, this is not for overspending, all departments are trending on track for the year. The following Resolutions were introduced:
 - Resolution 23-2024 Accepting Additional Revenue into the Adopted 2024 Budget; \$400,000.00 to Fire Fund 2281 for Interest Bond and Principal.
 - Resolution 24-2024 Accepting Additional Revenue into the Adopted 2024 Budget; \$47,650.00 to General Fund 1000 for operating expenses.

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held _____

November 13, 20 24

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in regular session at 6:00 p.m., on November 13, 2024 at the Danbury Township Hall, 5972 E. Port Clinton Eastern 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. 23-2024

A RESOLUTION ACCEPTING ADDITIONAL REVENUE INTO THE ADOPTED 2024 BUDGET

WHEREAS, the Board of Danbury Township Trustees accepts receipt of additional revenue of \$400,000 from Real Estate Taxes into the adopted 2024 budget; and

WHEREAS, the Board of Danbury Township Trustees authorizes the Fiscal Officer to add the additional revenue of \$400,000 from Real Estate Taxes into the Fire Fund (2281), due to under budgeting of the Fire Fund (2281); and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees at the conclusion of the public hearing, by motion and vote, voted to notify the Ottawa County Auditor the updated 2024 Budget for Danbury Township reflecting this additional revenue of \$400,000 from Real Estate Taxes into the Fire Fund (2281).

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

- 1) 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 and of any of its committees 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; and
- 2) That this Resolution shall be effective at the earliest date 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. Dress Yes Mr. Hirt Yes

ADOPTED this 13th day of November, 2024.

Attest:

Brinkley Paul
Brinkley Paul
Fiscal Officer

Board of Trustees
Danbury Township
Ottawa County, Ohio

Dianne Rozak
Dianne Rozak

John Paul Dress
John Paul Dress

David Hirt
David Hirt

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 13th day of November, 2024 and filed with the Danbury Township Fiscal Officer.

Brinkley Paul
Brinkley Paul
Danbury Township Fiscal Officer

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held November 13, 20 24

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in regular session at 6:00 p.m., on November 13, 2024 at the Danbury Township Hall, 5972 E. Port Clinton Eastern Road, Marblehead, Ohio 43440, with the following members present:

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

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

RESOLUTION NO. 24-2024

A RESOLUTION ACCEPTING ADDITIONAL REVENUE INTO THE ADOPTED 2024 BUDGET

WHEREAS, the Board of Danbury Township Trustees accepts receipt of additional revenue of \$47,650 from Real Estate Taxes into the adopted 2024 budget; and

WHEREAS, the Board of Danbury Township Trustees authorizes the Fiscal Officer to add the additional revenue of \$47,650 from Real Estate Taxes into the General Fund (1000), due to under budgeting of the General Fund (1000); and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees at the conclusion of the public hearing, by motion and vote, voted to notify the Ottawa County Auditor the updated 2024 Budget for Danbury Township reflecting this additional revenue of \$47,650 from Real Estate Taxes into the General Fund (1000).

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

- 1) 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 and of any of its committees 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; and
- 2) That this Resolution shall be effective at the earliest date allowed by law.

Mr./ Ms. HIRT 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

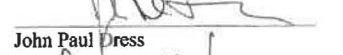
ADOPTED this 13th day of November, 2024.

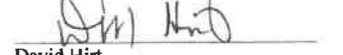
Attest:


Brinkley Paul
Fiscal Officer

Board of Trustees
Danbury Township
Ottawa County, Ohio

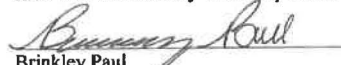

Dianne Rozak


John Paul Dress


David Hirt

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 13th day of November, 2024 and filed with the Danbury Township Fiscal Officer.


Brinkley Paul
Danbury Township Fiscal Officer

Comments and Concerns

No comments or concerns were brought before the board. Ms. Dress excused herself.

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held _____

November 13,

20

24

EXECUTIVE SESSION: Ms. Rozak motioned and Mr. Hirt seconded to move into an Executive Session for the discussion of matters to be kept confidential due to HIPPA at 8:26 pm. All ayes and the Board moved into Executive Session.

Ms. Rozak motioned and Mr. Hirt seconded to come out of Executive Session at 8:30 pm. All ayes and motion carried.

Ms. Rozak motioned and Mr. Hirt seconded to move back into Regular Session at 8:31 pm. All ayes and the Board moved back into Regular Session.

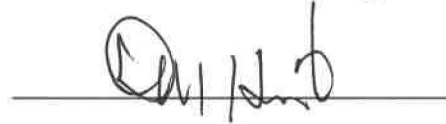
Ms. Rozak moved to cover the cost of required testing in order to maintain CDL licenses. Mr. Dress seconded, all ayes and motion carried.

Adjourn

There being no further comments, concerns or business before the Board, Ms. Rozak motioned and Mr. Dress seconded, to adjourn at 8:31 pm. All ayes and motion carried.


Fiscal Officer







Danbury Township Board of Trustees

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held _____ **November 13,** _____ 20 **24**

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