

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held

December 11, 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 and Fire Chief Shawn Hunsicker. Visitors in attendance were Susan Dress, Bobbie Bero, Bill and Jill Stephenson.

Mr. Dress motioned and Mr. Hirt seconded to approve the Regular Meeting Minutes for November 25, 2024; all ayes and motioned carried.

Ms. Rozak motioned and Mr. Dress seconded to approve the Special Meeting Minutes for November 25, 2024; all ayes and motioned carried.

Bill and Jill Stephenson along with Bobbie Bero, representing their new business The Backyard, Pickleball and Social Club were in attendance to discuss their request for a D1 and D2 TREX permit approval from the Board.

Ms. Bero spoke on behalf of the group, to update the Board on their community history and their vision of this establishment.

Ms. Rozak inquired as to why, when the facility is almost complete, they come to the Board for the request, instead of at the inception of the project. And what their plans would be if the Board did not approve the TREX.

Ms. Bero stated that they were following the advice of a hired Attorney and understand now that this should have been requested quite some time ago. She said they would have to respectfully wait until other permits became available from Liquor Control, but are hoping the Board would approve this, as they feel it a necessity for sustainability of the entire project.

Ms. Rozak stated that TREX licenses are becoming over saturated in Danbury Township and the Board is becoming concerned about this matter and if beer, wine and liquor was a necessity.

Ms. Bero stated that they need the D1 and D2 for Beer and Wine. They would prefer this over the new D3 permit that was previously approved, because the D3 is only for high proof spirits. There was no new license available for D1 and D2 so they need to purchase a TREX for those permits, but are awaiting the Board's approval to purchase.

They feel as though beer, wine and liquor are necessary to make their project financially viable and an option for a more enjoyable social experience when participating in activities with friends.

Ms. Rozak said there are a number of bars within a mile radius of this establishment. She asked what their company offered differently.

Ms. Bero stated the vision is not for this to be a "bar destination", but a recreational facility where socializing will take place while waiting for, or to relax after a game of Pickleball or other activity, such as volleyball, corn hole and bocce ball.

Ms. Rozak asked about food, as they will be required to have food if they have a liquor license.

Ms. Bero said they will be offering concession type food and people may be allowed to bring in their own food. They are working with restaurants to see if they would like to advertise a QR code at their establishment for food ordering. They did build off a kitchen so if they want to add to this, they will have the capability. This food will not be available every day. Clarification was made that as long as they have the liquor permits, they are required to have one hot and one cold option for food and they will have this available.

Mr. Stephenson said they would also be using food trucks on occasion.

Ms. Rozak cautioned them to check with Ms. Dale in zoning regarding the use of food trucks as they are only approved for special events as they don't pay taxes to this community as do the brick-and-mortar establishments that have invested their livelihood here.

Ms. Bero said they have already had that discussion with Ms. Dale and are aware of the stipulations and were looking at them more in relationship to day long tournament events.

The Board recommended they speak with their attorney about Sunday liquor sales.

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Held _____ **December 11,** _____ 20 **24** _____

Mr. Dress motioned and Mr. Hirt seconded, that Danbury Township considered The Backyard Pickleball and Social Club's TREX application for a D1 and D2, consistent with the factors outlined in RC 4303.29(B)(2)(b) and hereby agrees and accepts that this transfer will be an economic development project within the jurisdiction. 56:09. All ayes and motion carried. Ms. James will email the signed copy to their Attorney tomorrow. All visitors left meeting except Ms. Dress.

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	90	4	2	5	0	0
December as of the 11 th	29	1	0	3	0	0
2024 Sub-total	887	43	26	59	6	5
Total	1026					

*Motor Vehicle Crash(s)

** Alarm Activation(s)

***Carbon Monoxide Investigation(s)

- There are two part time employees with AFLAC coverage, and they were required to have a regular bi-weekly timesheet (26 annually), in order to be placed on Danbury's policy. The amount of their AFLAC was deducted from their pay each pay period and Danbury Township would be billed by AFLAC for coverage. These policies can move with the employee should they leave or it be determined they do not have a regular biweekly timesheet (26 annually). Ms. James asked the Board to approve their removal from Danbury Township's billing and then via the AFLAC representative, pay for their policies out of their personal accounts due to the lack of a regular time sheet. Ms. Rozak motioned and Mr. Dress seconded the approval; all ayes and motion carried. Ms. James will notify the AFLAC rep and employees of this change.
- Fire Department Land Consolidation Quit Claim Deed was signed and notarized.

Roads

- Sacket Cemetery – one cremation burial.
- Preparing winter weather equipment.
- Lions Park at Lake Point was chosen as a scenic vista park by ODNR. A sign was provided with instruction on where it is to be placed. Once Superintendent Waldron notifies her of its placement, Ms. Rozak will coordinate with him, the Lions Club and the media, as it is worthy of a story documenting this honor.
- Mr. Dress said that the Picnic table story that was in the latest Beacon, was a wonderful, feel-good story and the Board agreed.

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GOVERNMENT FORMS & SUPPLIES 844-224-8338 FORM NO. 10148

Held _____

December 11, 20____ 24

- Superintendent Waldron supplied two quotes for the new maintenance building sign. Allure was \$1190 for a sign similar to the previous owner's sign and Brady Signs is for bold black lettering above the front garage door for \$4950.00. Trustees agreed to go with Allure and Mr. Dress will notify Mr. Waldron.
- Heating quotes:
 - Bayside Comfort: Large area \$20,237 and office area \$5856.96.
 - Lake Breeze Service: Large area \$22,480.00
 - Bell Heating & Electric: Large area \$24,000.00 and office area \$6,000.00Ms. Rozak motioned and Mr. Dress seconded to go with Bayside Comfort's quotes; all ayes and motion carried. Mr. Dress will update Mr. Waldron tomorrow.
- 38:01 Resolution 27-2024 to Amend 17-2023 A to ARPA funds as follows:

**RESOLUTION NO. 27-2024
To Amend Resolution 17-2023 A
(The Amended Resolution from 17-2023)**

*Authorizing Expenditure from American Rescue Plan Act Funds
Danbury Township: Meadowbrook driveway / Market Analysis of Storage Buildings and Development /
New Maintenance Building Downpayment Loans /
Add Previous Payment of Project Architectural Fees / Add Existing Building Renovation*

Ottawa County, Ohio

Be It Resolved by the Township Trustees of Danbury Township

WHEREAS, this date, December 11, 2024, Trustee ROZAK moved the adoption of the following Resolution:

WHEREAS, the Township has received a distribution of monies (the "ARPA Funds") from the American Rescue Plan Act of 2021 ("ARPA" or the "Act"); and

WHEREAS, Congress passed the Act effective March 11, 2021; and

WHEREAS, Section 603 created the Coronavirus Local Fiscal Recovery Fund which, among other things, appropriated money to cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (Covid-19); and

WHEREAS, Department of Treasury Final Rule, published on January 6, 2022, and effective April 1, 2022, provides in part that:

Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund "government services." [The "standard allowance"].

WHEREAS, some common examples of "government services" expressly recognized by Treasury are as follows:

- Road building and maintenance, and other infrastructure
- General government administration, staff, and administrative facilities
- Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)
- Maintenance or pay-go funded building infrastructure
- Modernization of cybersecurity, including hardware, software, and protection of critical infrastructure

WHEREAS, "Government services is [deemed by Treasury] the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements;" and

WHEREAS, funds utilized pursuant to the standard revenue loss allowance continue to have certain restrictions, including:

- Deposit into pension funds
- Satisfaction of settlements or judgments

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GOVERNMENT FORMS & SUPPLIES 644-224-3336 FORM NO. 10148

Held

December 11, 2024

- Contributions to financial reserves or "rainy day" funds

WHEREAS, the Board of Trustees has identified projects which, in the judgment of the Board, qualify as permitted use of the ARPA Funds, in direct support of governmental services, which consists of the following:

- Meadowbrook Park driveway to parking lot repair.
- Market Analysis of Storage Buildings and Development.
- Down payment on new building for Maintenance Department: Cancel Project.
- Add previous payment of Architectural fees from that new building project.
- Allocate remaining ARPA funds for remodeling an existing building at 434 S. Bridge Road, Marblehead, Ohio.

NOW THEREFORE, it is hereby RESOLVED by the Board that:

1. The Township elected to use the standard allowance by way of Resolution 03-2022 and its presumption of revenue loss due to the public health emergency and to use the amount authorized herein to fund government services.

2. The Projects are hereby authorized and shall paid for from the ARPA Funds in the amounts as follows:

- Meadowbrook Park driveway repair not to exceed \$44,513.00. (1st AMENDMENT-Res. 17-2023-A)
- Market Analysis of Storage Buildings and Development not to exceed \$50,000.00 (Original Resolution 17-2023)
- Down payment on new building for Maintenance Department \$106,000.00. Due to bids exceeding 20%, cancel this project. (2nd AMENDMENT This Resolution 27-2024)
 - o Approve previous payment for architectural fees and plans incurred up to the cancellation of the new building project, in the amount of \$43,813.36 to PMBA Architects LLC
- Allocate remaining ARPA funds for remodeling an existing building purchased by the Township at 434 South Bridge Road, Marblehead, Ohio. \$57,333.12 plus remaining interest on the ARPA account which continues to accumulate.

3. The Projects described herein serve the objectives of the Act by providing services traditionally provided by a government, namely:

- Road repair, maintenance & other transportation and safety services
- Public infrastructure support
- General government administration and administrative facilities
- Parks and recreational facilities and programs

4. Accordingly, these Projects are in the best interests of the Township and deemed a priority for the community.

5. No obligations paid under the authority of this Resolution were incurred prior to March 3, 2021.

6. These Projects will be categorized as Expenditure Category EC 6.1 – Provision of Government Services.

Trustee Dress seconded the Motion, and thereupon, the votes in favor of this Resolution were recorded and reflected by the signatures hereto.

BE IT FURTHER RESOLVED: that it is hereby found and determined that all formal actions of this Township concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Township Trustees, and that all deliberations of the Township Trustees and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted the 11th day of December, 2024.

[Signature] YES
[Signature] YES
[Signature] YES
 Township Trustees

Attest: [Signature]
 Township Fiscal Officer

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- Superintendent Waldron submitted quotes; one for resurfacing, sealing and painting of the outdoor basketball court \$12,950.00. Second for 3 sets of aluminum bleachers \$2130.00 and the third for playground equipment at \$60,000.00. Ms. Waldron can write the grant for just the playground equipment, or to include all three quotes. The Board said just the playground equipment and all agreed.
- Resolution 28-2024 to Apply for the 2025 Ottawa Co. Parks Grant as follows:
The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in regular meeting session at 6:00 p.m. on December 11, 2024 at the Danbury Township building, 5972 Port Clinton Eastern Road, Marblehead, Ohio, 43440 with the following members present: Mr. David M. Hirt, Ms. Dianne M. Rozak, Mr. John Paul Dress.

Trustee DRESS introduced the following resolution and moved for its adoption:

RESOLUTION: 28-2024

A RESOLUTION TO APPLY TO THE PARK DISTRICT OF OTTAWA COUNTY FOR THEIR 2025 PARKS AND TRAILS IMPROVEMENT GRANT

WHEREAS; the Danbury Township Board of Trustees are the owners of the athletic complex at Danbury Township Hall located at 5972 Port Clinton Eastern Rd. in Danbury Township; and

WHEREAS; the Ottawa County Park District is providing an opportunity to apply for funding for park improvements; and

WHEREAS; the Danbury Township Board of Trustees desires to participate in this grant program;

NOW THEREFORE BE IT RESOLVED THAT:

The Danbury Township Board of Trustees agrees to the terms and conditions of this grant program and designates Trustee Dianne Rozak to apply for this funding for improvements to amenities at the Danbury Township Hall athletic complex.

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.

Trustee HIRT seconded the resolution and the roll being called upon the question of its adoption the vote resulted as follows:


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

ADOPTED this 11th Day of December, 2024

Board of Trustees, Danbury Township
Ottawa County, Ohio

Attest:


Fiscal Officer Brinkley Paul


David M. Hirt


Dianne M. Rozak


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 December 11, 2024 and filed with the Danbury Township Fiscal Officer.


Brinkley Paul, Danbury Township Fiscal Officer

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Held _____ **December 11,** _____ **20** _____ **24**

- With the notice from the OTA on required contracts for ARPA money by 12/31/2024, was also a second topic on a Township Education subscription one-time payment of \$250.00 give the Township active and affiliate members access to unlimited registration to all 2025 Webinars and complete webinar archives which include the 2022 and 2023 winter conferences. The Board agreed and Brinkley will pay for this tomorrow via credit card. Ms. Rozak said that whenever it is paid, send a comprehensive email to the Trustees and Department Heads so that can be shared with them as well. Tell them to feel free to use this resource, go thru the archives and see what webinars are there that would be of interest and benefit to your department.

Police

- Chief Meisler submitted the incident reports: For the month of November the Department responded to 294 calls. From 12-1-2024 to 12-11-2024, the Department responded to 95 calls.
- All Officers have completed their annual Continued Professional Training. The Ohio Peace Officers Training Commission is mandating another 24 hours of CPT training for 2025.
- The laptop in the squad room was not replaced due to an issue with transferring the files from the old to the new laptop. The hard drive was replaced in the current laptop and returned to us. It is working fine and should last for a while.
- The request for leave form the Police Department uses was updated to add the birthday leave and other column on our timesheet. Comp area of the timesheet is optional since it is for informational use only and he asked for it to be removed since he does not use that. Fire and Roads will not use it either.

Zoning

Permits for November 2024:

26 permit applications were processed for the month of November totaling \$4,073.34 in collected fees.

Accessory Building:	2
Addition	
Commercial:	1
Residential:	8
Appeals:	
Area Variance:	2
Conditional Use:	
Deck:	
Dock:	
Fence:	6
New SF Home:	2
New Commercial Structure:	4
Other:	
Refusal:	1
Signage:	
Swimming Pool:	
Text/Map Amendment:	
Total:	26

Board & Commission Activity

The Board of Zoning Appeals –

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

- a. **BZA-2024-266** **Approved as Presented**
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.**

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- b. **BZA-2024-274** **Approved as Presented**
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** **Denied**
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** **Approved as Presented**
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.**

The Zoning Commission -

The Zoning Commission held their regular meeting November 6, 2024, and had the following hearings:

- a. **ZC-2024-249** **Denied**
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** **Approved**
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 Board of Trustees held a public hearing prior to the start of the November 13, 2024, on the following application:

- a. **ZC-2024-211** **Approved**
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.
- BZA Member, Loretta Grentzer passed away unexpectedly on Sunday, November 3, 2024.
- Joseph Kruse was appointed 11.13.24 from Alternate on the BZA to Member to fulfill Loretta's term ending 12/31/24 and was also appointed to a full Member term, which will expire 12/31/2029.
- Jim Switzer was appointed 11.13.24 to the BZA as an Alternate Member to fulfill Joseph Kruse's position due to expire 12/31/2027.

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Office Activity

During the month of November, the Department went on 76 site visits, responded to 539 total calls, e-mails and in-person inquiries as follows:

- Outgoing 42
- Incoming 56
- Other 63
- Emails 378
- Violation Letters 1

This will be the last reporting on office activity due to a change in the phone system and how phone calls can be tracked. She along with Ms. James are in the process of checking into a new phone system, as the current one does not allow for her assistant to have a line, while hers is in use and this is the same for the Fiscal Office. The Board agreed that needs to be fixed and they will be kept updated as we get more information.

PERMITS as of December 9, 2024:

To-date this month there have been 3 permit applications submitted/processed totaling \$185.71. 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 December 18, 2024:

- a. **BZA-2024-287**
355 S. Bridge. Request for an Area Variance from Section 5.10.3.C.ii to allow for a reduction in the number of required on-site commercial parking spaces (85 required/ 62 proposed). **Peninsula Endeavors/ Roberta Bero, Owner/Applicant; Jill Stevenson, Co-Owner/Agent.**
- b. **BZA-2024-312**
253 Worthy. Request for an Area Variance to Section 5.2.D.iii to allow for an accessory building to be placed closer to the house than allowed (2' proposed/ 5' required). **Tim & Lori Kleman, Owner/Applicant.**

The Zoning Commission -

The Zoning Commission held their regular meeting December 4, 2024, as a work session to continue discussions on Storage regulations.

As a reminder, the Board of Trustees will be holding a public hearing **Thursday, December 19, 2024, @ 5:00p.m.** on the following applications:

- c. **ZC-2024-249**
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.**
- d. **ZC-2024-253**
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.**

Robert Strauss, Regular Member of the Zoning Commission has indicated that he does not wish to be reappointed and will resign his position when his term ends 12/31/24. Ms. Rozak motioned and Mr. Hirt seconded the acceptance of his resignation, with regret, effective 12/31/24. All ayes and motion carried. The Board signed a thank you letter to Mr. Stauss.

Ms. Rozak motioned and Mr. Hirt seconded to appoint William Tuttamore, current Alternate Member, to a Regular Member with a term to expire 12/31/2029. All ayes and motion carried.

We have received an application from Cynthia Mahl who is interested in serving on the Zoning Commission. Ms. Rozak motioned and Mr. Hirt seconded that she be appointed to fulfill Mr. Tuttamore’s Alternate term which expires 12/31/2027. All ayes and motion carried.

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DEPARTMENT UPDATES

- On the month-end report, the office activity on phone calls will not be reported moving forward. The phone system is changing and how that was tracked will no longer be available.
- Working on end-of-year switch over for 2025 and department's Annual Report

VIOLATIONS/COMPLAINTS

Other Misc.:

None at this time.

Illegal Rentals:

None at this time.

Illegal Use:

None at this time.

Junk & Debris:

None at this time.

Tall Grass:

None at this time.

Camper Occupied:

None at this time.

Construction without Permits:

266 Lighthouse Oval (*Gazebo/Pergola w/out permit – Woods*)

While out on inspections, noticed that a gazebo/pergola was installed in the rear-yard without necessary permits. Letter sent to the property owner 11.19.24 and they have until 12.06.24 to return necessary paperwork. Owner has reached out and will be pulling a permit this week.

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

We're still just waiting for 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

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Held _____ December 11, _____ 20 _____ 24 _____

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.

Correspondence

Christmas card from HR consulting. Ottawa Co. Community Foundation request for donations. USDA postcard.

Dynegy letter: Regarding our participation in the Ottawa Co Electric Aggregation Program; our energy supply will soon transition from Energy Harbor to Dynegy Energy Services East, LLC. They state we can rest assured our current contract, including our rates and term length, will stay the same. All Trustee saw no reason for the opt-out option.

Annual letter from James VanEerten regarding Ottawa Co. Drug Task Force 2024 Funding, seeking a contribution proportionate to the population in our political subdivision in the amount of \$3,250.00. Ms. Rozak motioned and Mr. Dress seconded the payment of these funds. All ayes and motion carried. Ms. Paul will have a check for the next meeting.

Old Business

- Reminder of Dec 19th meeting: 5 pm Dlubak / Parker hearings. 6 pm Organizational, Records Commission and Budget meetings. Agendas have been supplied by Ms. James.

New Business

- Policy updates regarding evaluations. The Board recommended talking with Department Heads and see if the form needs updated. The Board agreed the policy will be amended to: "at the completion of probationary period and at the discretion of the Trustees.
- Cemetery Deed approved and issued to Thelma & Ronnie Webb Sr.
- Wish lists have been printed out for Trustee review prior to the Budget meeting.

Fiscal Business

- Management reports were supplied for the Trustees to review. Appropriation Summary, Fund and Revenue Summary reports.
- Ms. Paul stated the 2021/2022 Audit will be released on 12/24/2024. Mr. Dress asked that Ms. Paul present a summarization of the Audit for discussion on the first meeting in January.
- Ms. Paul completed and submitted the Property Tax Exemption for 434 S Bridge Rd.
- After 2025 review of Budget Ms. Paul will advise The Board of which meeting to have an Executive Session for discussion of Public Employee wages, benefits and bonuses.

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held _____

December 11, 20 24

- Mr. Dress motioned and Ms. Rozak seconded, to approve payroll and bills in the amount of \$136,666.05 for the period Nov 26 to Dec 11, 2024. All ayes and motion carried. (see below)

DANBURY TOWNSHIP, OTTAWA COUNTY

12/11/2024 12:39:02 PM

Payment Listing
11/26/2024 to 12/11/2024

UAN v2024.1

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
737-2024	11/26/2024	11/26/2024	CH	Ohio Police & Fire Pension Fund	\$9,319.65	0
738-2024	11/29/2024	12/04/2024	CH	Jefferson Health Plan	\$33,094.19	0
739-2024	12/03/2024	12/10/2024	CH	Charter Communications	\$195.98	0
740-2024	12/03/2024	12/10/2024	CH	Charter Communications	\$218.80	0
741-2024	12/02/2024	12/10/2024	CH	Ohio Edison	\$66.16	0
742-2024	12/02/2024	12/10/2024	CH	Ohio Edison	\$66.16	0
743-2024	12/02/2024	12/10/2024	CH	Ohio Edison	\$66.16	0
744-2024	12/02/2024	12/10/2024	CH	Ohio Edison	\$66.16	0
745-2024	12/02/2024	12/10/2024	CH	Ohio Edison	\$66.16	0
746-2024	12/10/2024	12/10/2024	CH	Columbia Gas	\$470.37	0
747-2024	12/05/2024	12/10/2024	CH	Ohio Edison	\$177.16	0
748-2024	12/05/2024	12/10/2024	CH	Ohio Edison	\$66.02	0
749-2024	12/10/2024	12/10/2024	CH	Ohio Edison	\$597.41	0
750-2024	12/10/2024	12/10/2024	CH	Ohio Edison	\$193.21	0
751-2024	12/10/2024	12/10/2024	CH	Ohio Edison	\$46.06	0
752-2024	12/10/2024	12/10/2024	CH	Ohio Edison	\$10.33	0
753-2024	12/10/2024	12/10/2024	CH	Columbia Gas	\$72.92	0
754-2024	12/01/2024	12/10/2024	CH	Paychex of New York, LLC	\$44,036.44	0
755-2024	12/01/2024	12/10/2024	CH	Paychex of New York, LLC	\$1,508.00	0
756-2024	12/01/2024	12/10/2024	CH	Paychex of New York, LLC	\$188.74	0
757-2024	12/01/2024	12/10/2024	CH	Paychex of New York, LLC	\$5,608.70	0
758-2024	12/01/2024	12/10/2024	CH	Paychex of New York, LLC	\$1,373.36	0
759-2024	12/01/2024	12/10/2024	CH	Paychex of New York, LLC	\$82.50	0
760-2024	12/01/2024	12/10/2024	CH	Paychex of New York, LLC	\$145.00	0
48485	12/11/2024	12/10/2024	AW	Lakeland Auto & Marine Inc.	\$132.50	0
48486	12/11/2024	12/10/2024	AW	DACOR INTERNET SERVICES	\$23.40	0
48487	12/11/2024	12/10/2024	AW	Kuras Aeration Systems LLC	\$186.44	0
48488	12/11/2024	12/10/2024	AW	Hohler Furnace & Sheet Metal, Inc.	\$468.00	0
48489	12/11/2024	12/10/2024	AW	Bill's Implement Sales	\$41.99	0
48490	12/11/2024	12/10/2024	AW	Allure Advertising	\$800.16	0
48491	12/11/2024	12/10/2024	AW	All Star Professional Cleaning, LLC	\$200.00	0
48492	12/11/2024	12/10/2024	AW	All Star Professional Cleaning, LLC	\$300.00	0
48493	12/11/2024	12/10/2024	AW	Firelands Regional Medical Center	\$286.00	0
48494	12/11/2024	12/10/2024	AW	Capital One	\$882.55	0
48495	12/11/2024	12/10/2024	AW	Beck Suppliers, Inc.	\$5,813.62	0
48496	12/11/2024	12/10/2024	AW	Valley Ford Lakeside	\$528.68	0
48497	12/11/2024	12/10/2024	AW	The Standard	\$1,005.72	0
48498	12/11/2024	12/10/2024	AW	Lakeland Auto & Marine Inc.	\$612.00	0
48499	12/11/2024	12/10/2024	AW	O.E. Meyer C.O.	\$207.30	0
48500	12/11/2024	12/10/2024	AW	Charter Communications	\$720.00	0
48501	12/11/2024	12/10/2024	AW	Bound Tree Medical LLC	\$1,030.81	0
48502	12/11/2024	12/10/2024	AW	H.B. Magruder Hospital	\$11.35	0
48503	12/11/2024	12/10/2024	AW	Baker,Dublikar,Beck,Wiley & Mathews	\$532.00	0
48504	12/11/2024	12/10/2024	AW	Staples Business Advantage	\$279.64	0
48505	12/11/2024	12/10/2024	AW	Brett A. Waldron	\$120.00	0
48506	12/11/2024	12/10/2024	AW	Ronald Eckel	\$46.25	0

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DANBURY TOWNSHIP, OTTAWA COUNTY

12/11/2024 12:39:02 PM

Payment Listing
11/26/2024 to 12/11/2024

UAN v2024.1

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
48507	12/11/2024	12/10/2024	AW	Cody Ortolani	\$400.00	0
48508	12/11/2024	12/10/2024	AW	Nolan Berkey	\$200.00	0
48509	12/11/2024	12/10/2024	AW	Jodi Kopanski	\$400.00	0
48510	12/11/2024	12/10/2024	AW	Susan Dress	\$350.00	0
48511	12/11/2024	12/10/2024	AW	Robert Strauss	\$400.00	0
48512	12/11/2024	12/10/2024	AW	Vito Kaminskas	\$350.00	0
48513	12/11/2024	12/10/2024	AW	Barbara Singer	\$350.00	0
48514	12/11/2024	12/10/2024	AW	William Tuttamore	\$300.00	0
48515	12/11/2024	12/11/2024	AW	Doug Huber	\$300.00	0
48516	12/11/2024	12/11/2024	AW	Ohio Bureau of Workers Compensation	\$21,854.00	0
Total Payments:					\$136,668.05	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$136,668.05	

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 December 11, 2024

Comments and Concerns

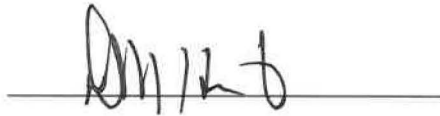
None at this time.

Adjourn

There being no further comments, concerns or business before the Board, Ms. Rozak motioned and Mr. Hirt seconded, to adjourn at 7:34 pm. All ayes and motion carried.


Fiscal Officer







Danbury Township Board of Trustees