

# RECORD OF PROCEEDINGS

Minutes of

**DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING**

Meeting

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

Held January 8, 2025

Trustee Hirt 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 Officer Brinkley Paul, Township Assistant Lynne James and Fire Chief Shawn Hunsicker. Visitors in attendance were Susan Dress and Doug and Rose Sabin. A moment of silence was observed in honor of former President Jimmy Carter's passing.

Mr. Dress motioned the approval of the December 23, 2024, Trustee Meeting minutes. Ms. Rozak seconded; all ayes and motion carried.

Ms. Rozak motioned and Mr. Dress seconded approval of the Special Meeting minutes from December 19, 2024 for Diubak and Parker Rezoning; all ayes and motion carried.

Mr. Dress motioned and Ms. Rozak seconded approval of the Annual Organizational Meeting minutes from December 19, 2024; all ayes and motion carried.

Ms. Rozak motioned and Mr. Dress seconded approval of the Annual Records Commission Meeting minutes from December 19, 2024; all ayes and motion carried.

Mr. Dress motioned and Ms. Rozak seconded approval of the Temporary Budget Meeting minutes from December 19, 2024; 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	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	85	2	3	6	0	0
2024	943	44	29	62	6	5
Total	1089					

\*Motor Vehicle Crash(s)  
 \*\* Alarm Activation(s)  
 \*\*\*Carbon Monoxide Investigation(s)

### Fire

Fire & Ems Run Details						
	EMS	Fire	MVC*	Alarm **	CO***	Mutual Aid
January as of the 8 <sup>th</sup>	15	1	1	2	0	0
Year to date	15	1	1	2	0	0
Total	19					

\*Motor Vehicle Crash(s)  
 \*\* Alarm Activation(s)  
 \*\*\*Carbon Monoxide Investigation(s)

# RECORD OF PROCEEDINGS

Minutes of

## DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held \_\_\_\_\_ January 8, 20 25 \_\_\_\_\_

- Mr. Hirt motioned and Ms. Rozak seconded Austin Titus' termination of employment with Danbury Township, due to inactivity and no response to phone calls and emails; all ayes and motion carried.
- Chief Hunsicker said our insurance company could only cover the one door that collapsed minus our deductible. Ms. Rozak motioned and Mr. Hirt seconded for OTARMA to go ahead with payment; all ayes and motion carried. OTARMA advised the Chief to contact our Attorney as to time and cost in further litigation. The Chief spoke James VanEerten and then with Jeff Stopar. Mr. Stophar would like to send a demand letter to the Contractor of the project for the cost of all doors. He suggested doing the demand letter first, seeing how it goes and from that point, he can meet with the Trustees to discuss further costs and litigation if applicable. Ms. Rozak motioned and Mr. Dress seconded for Mr. Stophar to send said demand letter; all ayes and motion carried. The Chief will keep the Trustees updated on the matter.
- Mr. Hirt motioned and Mr. Dress seconded the renewal contract from Hohler Furnace & Sheet Metal for maintenance renewal contract at the Fire Station; all ayes and motion carried.

### Roads

- Sackett Cemetery – 1 full burial.
- There have been several minor snow events so far this season.
- Superintendent Waldron is obtaining quotes to grind at the Brush Collection site.
- Mr. Dress stated the natural gas company said their main line that runs from Hwy 163, down along 269 to the new building does not have the capacity because it is too small and will not handle another major building; the Township would have to bear the entire cost to run a new line.

Ms. Rozak said she had a conversation with someone at the gas company several months ago, who stated the new expansion at Danbury School put a tremendous strain on the gas situation. She will go back to look at those emails, as it had something to do with the new roundabout going in further south on 269. She will forward the gentleman's name to Mr. Dress and Mr. Waldron.

Mr. Dress said they will go with propane for now, as Bayside is able to make that adjustment and stated that if gas ever comes available, the switchover will not be a problem.

They are looking at using the current space above the offices for the lunch room to start and see if that works.

- Danbury cleanup dates for this year are: June 24-28 and September 16-20, 2025.

### Police

- Chief Meisler submitted the incident report: For the year 2024, the department responded to 4036 calls; 7 incidents were handled in the Village of Marblehead and 169 were handled within Lakeside. From 1-1-2024 to 1-8-2024 the department responded to 49 calls.
- Nine full time officers continue to provide 24/7 police protection; one of the officers is assigned to Danbury School as the School Resource Officer (SRO).
- Due to the new renovations at Danbury School, the SRO office has been relocated to a more central location in the former multipurpose room. Sgt. LaMarca's office has a large screen TV to monitor all surveillance footage.
- The fleet consist of nine marked patrol vehicles and two unmarked vehicles. Officers drove 181,496 miles last year and used 10,289 gallons of gasoline.

### Zoning

DECEMBER 2024 MONTHLY REPORT

# RECORD OF PROCEEDINGS

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

Held January 8, 2025

## Permits

15 permit applications were processed for the month of December totaling \$1,129.85 in collected fees.

Accessory Building:	5
Addition	
Commercial:	
Residential:	2
Appeals:	
Area Variance:	
Conditional Use:	
Deck:	
Dock:	
Fence:	1
New SF Home:	
New Commercial Structure:	
Other:	2
Refusal:	2
Signage:	3
Swimming Pool:	
Text/Map Amendment:	
<b>Total:</b>	<b>15</b>

## Board & Commission Activity

### The Board of Zoning Appeals –

The Board of Zoning Appeals held the following adjudication hearings on December 18, 2024:

- a. **BZA-2024-287** **Continued until 01.15.25**  
**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** **Approved as Presented**  
**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.

The Board of Trustees held a public hearing Thursday, December 19, 2024, on the following applications:

- a. **ZC-2024-249** **Approved as Presented**  
**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 as Presented**  
**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.**

## Department Updates

- Robert Stauss, Regular Member of the Zoning Commission resigned at the end of his term 12/31/24.
- William Tuttamore, Alternate Member was appointed 12.11.24 to a Regular Member with a term to expire 12/31/2029.
- Cynthia Mahl was appointed 12.11.24 to fulfill Mr. Tuttamore’s Alternate term which expires 12/31/2027.

## Office Activity

During the month of December, the Department went on 55 site visits.

- Emails 251
- Violation Letters 1

# RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held \_\_\_\_\_ January 8, \_\_\_\_\_ 20 \_\_\_\_\_ 25 \_\_\_\_\_

**Annual Report 2024; submitted for the boards review.**

**January 7, 2025**

## **PERMITS**

To-date this month there have been 1 permit applications submitted/processed totaling \$200.00. 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 January 15, 2025:

a. **CONTINUATION from 12.18.24:**

**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-2025-001**

**128 Leddy Lane.** Request for an Area Variances to Section 5.1.7 to allow for an addition to encroach into the north, side-yard setback (2'6" proposed/ 5' required) and to Section 5.1.3 to exceed the maximum lot coverage [41.2% (2,015s.f.) proposed/ 40% (1,958s.f.) allowed]. **Steve & Kelly Brickner, Owners/ Applicant.**

### **The Zoning Commission -**

The Zoning Commission meeting for January was cancelled. Their next scheduled meeting date is February 5, 2025, and will continue their discussions on Storage Building Regulations.

## **DEPARTMENT UPDATES**

The 2024 Zoning Department Annual Report is enclosed. Highlights included:

- 26 BZA Cases (46 in 2023)
- 6 ZC Cases (4 in 2023)
- 327 permits issued (302 in 2023; 25 more)
- 30 New SF Home permits (26 in 2023)
- 25 New Commercial permits for a total of 169,532s.f. (17 and 173,278s.f. in 2023)
- 7,013 Calls, emails, office visits
- 1,322 site visits (Inspections and Violation follow-ups)
- 88 Violation letters
- 1 Common Pleas Case carried over from 2023.

## **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:**

#### **5802 Sweetbriar (Fence w/out permit – Scrivens-Schneider)**

Received notice from an adjacent property owner concerned over the height of a fence installed at this location. Upon inspection, all new fencing had been installed with no permit. The property owners were contacted 01.06.25 and emailed information they will need. Ultimately this will require a variance in order for some of the fencing to remain in place. The complainant was also updated with this information. The owners indicated that they were physically in the car driving to Florida for the winter and will not return until May. The complainant said they would not be opposed to us dealing with this until the owners return because they too winter out of the area and want to be able to attend

# RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held \_\_\_\_\_

January 8,

20<sup>25</sup>

any hearing for a variance.

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

We're still just waiting for a decision from the 6<sup>th</sup> 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 6<sup>th</sup> 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 6<sup>th</sup> 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 6<sup>th</sup> 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 28<sup>th</sup>. The property owner attorney filed their last brief on March 28<sup>th</sup> 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.

# RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held January 8, 2025

Resolution 01-2025 Approving the engagement of Semro Henry LTD., as legal counsel for The Board of Trustees in Zoning matters was introduced as follows:

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in regular session at 6:00p.m. on January 8, 2025 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. 01 - 2025

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees approves the hiring of Semro Henry Ltd. as legal counsel for the Board of Trustees for zoning matters for the 2025 calendar year as indicated in the attached engagement letter dated January 8, 2025.

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

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

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

ADOPTED this 8<sup>th</sup> day of January, 2025.

Attest:

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

4895-7105-8757, v. 1

### AUTHENTICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution duly passed by this Board of Trustees in session this 8<sup>th</sup> day of January, 2025 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 \_\_\_\_\_

January 8,

20<sup>25</sup>

## Correspondence

Chase credit card ad., Columbia Gas flyer., Ottawa Co Township Association meeting will be held at Salem Township Hall January 23<sup>rd</sup>. at 6:00 pm.

## Old Business

- At Ms. Rozak's request, Rose and Doug Sabin were asked to attend regarding a Liquor Permit D5I. Ms. Rozak welcomed them and asked Rose to explain what the Board felt was a change to their original intentions for the property.

Mr. Dress thought from the original discussion there were no intentions of having a food service operation.

Mr. Sabin stated that the food service would be at the Wellness Café as originally planned.

Ms. Sabin explained that the two buildings going up right now are the Fitness Center with an array of classes being offered, and the Wellness Café. Building of the Event Center has not begun yet, but will be behind the Wellness Café.

Mr. Sabin said the entire focus will be for a Wellness Campus and their latest thought suggested by their attorney was to obtain the D5I, as new liquor licenses are unavailable at this time and they would qualify, according to their attorney, for a D5I. This requires 140 seats, 99 of those slated at the Event Center.

Ms. Sabin said the idea is to have events such as a Mother's Day Brunch or Galantines Day where mimosas or bloody Mary's would be offered.

They plan on the hours for the two buildings being Monday thru Thursday until 4 pm. Possible until 7 pm on Friday and Saturday, but the D5I is primarily for the Event Center.

Ms. Rozak said she was under the impression as was the Board that the initial intent of the Event Center was for people to bring in their own food and alcohol, which would not be allowed with this license.

Ms. Sabin stated they would still be able to bring in their own food, but not alcohol.

Ms. Rozak then asked them for a description of "Mindful Alcoholic Beverage Options."

Ms. Sabin stated that there is now a movement with the "upper younger demographics" regarding to wellness, pushing a trend to be mindfully responsible when it comes to drinking. They are not going out to "get drunk" and mindful relates to being very cognizant of the quality not the quantity and only drinking 1-2 drinks. They are looking for something more crafted, organic and more in alignment with a wellness lifestyle. This is propelling the "dry January" with detox and cleansing, which is 8 weeks of no drinking. Having gone through this cleanse, what does bringing alcohol back in look like? The thought is to show how to bring alcohol back in, mindfully looking at how things are done around the world, the longevity rates of those areas and how they are accomplishing that compared to here in the United States.

Ms. Rozak asked if the talk of a Boutique Hotel was still in the plans and they said it is still on the drawing board.

Ms. Rozak thanked the Sabins for coming in and explaining more in detail, the plans for the facility.

The Board will not request a hearing and Ms. Paul may sign and fax that information back to the Liquor Board.

- Mr. Dress said that there will be more discussion at one of the next few meetings about purchasing additional ground for Sackett Cemetery.
- Regarding these new buildings going up and the parking requirements; Chief Hunsicker said his concern is not that they have sufficient parking, but how close the parking is going to be to the structures and if his trucks will be able to get in to the facilities when an emergency does arise.

# RECORD OF PROCEEDINGS

Minutes of

## DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held January 8, 2025

### New Business

- Approval of a Cemetery Deed for Martin Stys: Lot 91, graves 1 & 2 in second addition.

### Fiscal Business

- Mr. Hirt motioned and Ms. Rozak seconded, to approve bills and payroll totaling \$143,986.04 for the period Dec 24, 2024 through January 8, 2025. All ayes and motion carried. (see below)
- Appropriation Fund, Revenue Fund and Fund Summary were provided to the Trustees.

DANBURY TOWNSHIP, OTTAWA COUNTY

1/8/2025 10:28:53 AM

### Payment Listing

UAN v2025.1

12/24/2024 to 12/31/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
802-2024	12/31/2024	01/02/2025	CH	Jefferson Health Plan	\$34,135.39	O
803-2024	12/31/2024	01/02/2025	CH	OPERS	\$15,143.64	O
804-2024	12/31/2024	01/02/2025	CH	OPERS	\$8,722.41	O
805-2024	12/31/2024	01/03/2025	CH	Paychex of New York, LLC	\$46,892.76	O
806-2024	12/31/2024	01/03/2025	CH	Paychex of New York, LLC	\$1,181.45	O
807-2024	12/31/2024	01/03/2025	CH	Paychex of New York, LLC	\$1,805.54	O
808-2024	12/31/2024	01/03/2025	CH	Paychex of New York, LLC	\$260.82	O
809-2024	12/31/2024	01/03/2025	CH	Paychex of New York, LLC	\$3,866.67	O
810-2024	12/31/2024	01/03/2025	CH	Paychex of New York, LLC	\$1,279.19	O
811-2024	12/31/2024	01/03/2025	CH	Paychex of New York, LLC	\$76.29	O
812-2024	12/31/2024	01/03/2025	CH	Paychex of New York, LLC	\$116.38	O
Total Payments:					\$113,480.54	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$113,480.54	

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

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

Held \_\_\_\_\_ January 8, \_\_\_\_\_ 20<sup>25</sup>

DANBURY TOWNSHIP, OTTAWA COUNTY

1/8/2025 10:34:10 AM

**Payment Listing**

UAN v2025.1

1/1/2025 to 1/8/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1-2025	01/01/2025	01/07/2025	CH	Ohio Police & Fire Pension Fund	\$11,801.23	O
2-2025	01/08/2025	01/07/2025	CH	Ohio Edison	\$732.79	O
3-2025	01/06/2025	01/07/2025	CH	Ohio Edison	\$191.25	O
4-2025	01/06/2025	01/07/2025	CH	Ohio Edison	\$77.16	O
5-2025	01/06/2025	01/07/2025	CH	Ohio Edison	\$66.56	O
6-2025	01/06/2025	01/07/2025	CH	Ohio Edison	\$28.27	O
7-2025	01/06/2025	01/07/2025	CH	Ohio Edison	\$8.65	O
8-2025	01/02/2025	01/07/2025	CH	Ohio Edison	\$66.16	O
9-2025	01/02/2025	01/07/2025	CH	Ohio Edison	\$66.16	O
10-2025	01/02/2025	01/07/2025	CH	Ohio Edison	\$66.16	O
11-2025	01/02/2025	01/07/2025	CH	Ohio Edison	\$66.16	O
12-2025	01/02/2025	01/07/2025	CH	Ohio Edison	\$66.16	O
13-2025	01/02/2025	01/07/2025	CH	Guardian	\$1,971.91	O
14-2025	01/07/2025	01/07/2025	CH	MWG Administrators	\$3,047.86	O
48542	01/08/2025	01/07/2025	AW	Beck Suppliers, Inc.	\$147.31	O
48543	01/08/2025	01/07/2025	AW	Beck Suppliers, Inc.	\$3,152.49	O
48544	01/08/2025	01/07/2025	AW	Valley Ford Lakeside	\$259.85	O
48545	01/08/2025	01/07/2025	AW	Top Flight Kennel, LLC	\$356.00	O
48546	01/08/2025	01/07/2025	AW	Ottawa County Recorder	\$20.00	O
48547	01/08/2025	01/07/2025	AW	Ottawa County Recorder	\$20.00	O
48548	01/08/2025	01/07/2025	AW	Village Pro Hardware	\$30.24	O
48549	01/08/2025	01/07/2025	AW	Baumann Auto Center, Inc.	\$89.95	O
48550	01/08/2025	01/07/2025	AW	All Star Professional Cleaning, LLC	\$650.00	O
48551	01/08/2025	01/07/2025	AW	Capital One	\$810.10	O
48552	01/08/2025	01/07/2025	AW	Jared E. Griffith	\$235.95	O
48553	01/08/2025	01/07/2025	AW	Verizon Wireless	\$443.70	O
48554	01/08/2025	01/07/2025	AW	Spoerr Precast Concrete, Inc.	\$175.00	O
48555	01/08/2025	01/07/2025	AW	Liberty Auto Parts	\$109.98	O
48556	01/08/2025	01/07/2025	AW	O. E. Meyer CO.	\$111.60	O
48557	01/08/2025	01/07/2025	AW	Charter Communications	\$720.00	O
48558	01/08/2025	01/07/2025	AW	Charter Communications	\$15.40	O
48559	01/08/2025	01/07/2025	AW	Bound Tree Medical LLC	\$1,647.48	O
48560	01/08/2025	01/07/2025	AW	Bound Tree Medical LLC	\$528.28	O
48561	01/08/2025	01/07/2025	AW	Bound Tree Medical LLC	\$1,650.00	O
48562	01/08/2025	01/07/2025	SW	Skipped Warrants 48562 to 48562 Series 1	\$0.00	V
48563	01/08/2025	01/07/2025	AW	Julie Cottingham	\$300.00	O
48564	01/08/2025	01/07/2025	AW	Genoa Bank	\$278.94	O
48565	01/08/2025	01/07/2025	AW	Genoa Bank	\$496.75	O
Total Payments:					\$30,505.50	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$30,505.50	

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

- The Trustees requested the Audit discussion be moved to the next meeting, so they have time to review the report Ms. Paul submitted this evening.
- Mr. Dress motioned and Mr. Hirt seconded a revision of the Permanent Appropriations of \$6,303,623.49. Roll Call vote: Ms. Rozak Yes Mr. Hirt Yes Mr. Dress Yes. Motion carried. These Appropriations were done with Gayle's assistance.
- Ms. James asked if there has been any further information regarding new credit cards from Marblehead. Ms. Paul said she has not heard from them, but will follow up. Ms. James stated that Genoa is now starting the process for these new cards as well, so depending on the outcome of Marblehead, Ms. James will forward Ms. Paul that information as well.
- Ms. Rozak motioned and Mr. Hirt seconded to allow Ms. Paul, Ms. James, Mr. Waldron one of his employees to attend the Ohio Township Winter Conference January 28-31, 2025. All ayes and motion carried.

# RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held January 8, 20 25

### Comments and Concerns

- None. Mr. Hunsicker and Ms. Dress left the meeting.

**Executive Session:** Ms. Rozak motioned and Mr. Hirst seconded to move into Executive Session at 7:07 pm to discuss benefits and compensation of public employees. All ayes, motion carried and the Board moved into Executive Session.

Ms. Rozak motioned and Mr. Hirt seconded to come out of Executive Session at 7:47 pm; all ayes and motion carried.

Ms. Rozak motioned and Mr. Dress seconded to go back into Regular Session at 7:48 pm; all ayes and motion carried.

Ms. Rozak motioned and Mr. Hirt seconded to update the Full time Longevity Policy beginning the first pay period in January, 2025; all ayes and the following motion carried:

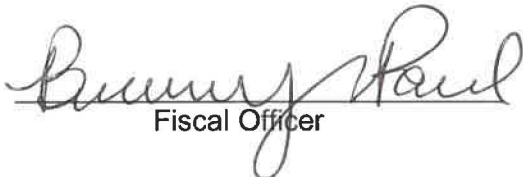
At Employee's five-year anniversary there will be a pay increase of .50 cents per hour.

Every year, 6 years and thereafter, there will be an annual pay increase of .25 cents per hour.

This is not retroactive. If an employee has already had their 5-year anniversary; the only thing that will apply is the annual .25 cents an hour pay increase on their anniversary date.

### Adjourn

There being no further comments, concerns or business before the Board, Mr. Hirt motioned and Ms. Rozak seconded, to adjourn at 7:49 pm. All ayes and motion carried.

  
Fiscal Officer







Danbury Township Board of Trustees