

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held April 9, 2025

Trustee Dress called the meeting to order at 6:00 PM. The Pledge of Allegiance was recited. Roll call: Trustee Rozak and Trustee Dress were present, along with Fire Chief Hunsicker and Zoning Administrator Kathryn Dale. Trustee Hirt, Fiscal Officer Brinkley Paul and Township Assistant Lynne James was excused. There were no visitors in attendance.

Ms. Rozak motioned the approval of the March 26, 2025, Trustee meeting minutes. Mr. Dress seconded; both ayes and motion carried.

Fire

Fire & Ems Run Details						
EMS	Fire	MVC*	Alarm **	CO***	Mutual Aid	
January	73	2	1	4	0	0
February	76	3	1	9	0	0
March	61	5	0	6	3	0
April as of the 9 th	21	2	0	3	0	0
May						
June						
July						
August						
September						
October						
November						
December						
Sub-Total:	231	12	2	22	3	0
Total	270					

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

- Dale Funderwhite retired from the Fire Department on April 3, 2025, after 22 years of service. Ms. Rozak regrettfully motioned for approval with thanks and seconded by Mr. Dress. Both ayes and motion carried. Ms. Rozak will draft a thank you letter from the Board.
- Nationwide First Responders Grant Contract, approved previously, was signed by the Trustees and Chief Hunsicker.
- Last Thursday during storm, the department was responding to a call at roughly 1 am as a powerline went down and the firetruck struck the line, causing damage to the front of the engine and the windshield. No personnel were injured. The truck was taken to Sutphan and it will be roughly a month before it's return.
- Chief Hunsicker requested discussion of radio communication and new engine costs be added to the April 23rd Agenda. Current radio communication is being lost inside buildings and it is of a highest priority to address. Mike from Vasu is estimating the cost to be around \$160,000.00 for this upgrade, but he will have more information on this and Rays Electronics regarding frequency at the next meeting.

New Engine costs: Two bids, now and looking like it will be roughly 1.1 to 1.2 million for a new truck.

- Chief Hunsicker will be out on bereavement leave and will be back on April 15. Captain Brian McCune and Tim Almendinger Jr. handling call in the meantime.

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Roads

- Sackett Cemetery – 1 cremation.
Brush collection site is now open.
Cemetery cleanup is complete.
Priming and painting continues on the maintenance building.
Superintendent Waldron will be attending the annual Engineer's meeting tomorrow at the Fairgrounds.
Mr. Dress is asking for clarification on property lines and if a billboard in on Township property. Ms. Dale recommended contacting the company hired by the previous owner to do a site survey, show any encroachments on the property and document where posts are as well as the outer limits and boundaries of the signage. Mr. Dress and Superintendent Waldron will look into this and the cost.
Ms. Rozak motioned the approval of Resolution 07-2025 Authorizing Participation in the ODOT Road and Salt Contracts Awarded in 2025, Mr. Dress seconded, motion approved as follows:

RESOLUTION 07 - 2025 AUTHORIZING PARTICIPATION
IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2025

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

- a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the road salt contract and acknowledges that upon of award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
b. The Political Subdivision hereby acknowledges that upon the Director of ODOT's signing of the road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and
c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees that each party hereto shall be responsible for liability associated with that party's own errors, actions, and failures to act.
d. The Political Subdivision's electronic order for Sodium Chloride (Road Salt) will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
e. The Political Subdivision hereby agrees to purchase a minimum of 85% of its electronically submitted salt quantities from its awarded salt supplier during the contract's effective period; and
f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and
g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, May 2, by 5:00 p.m. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision's participation request. Furthermore, It is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision's participation agreement and/or a Political Subdivision's request to rescind its participation agreement.

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

(Authorized Signature) Approval Date
(Authorized Signature) 4/9/25 Approval Date
(Authorized Signature) 4-9-25 Approval Date
(Authorized Signature) Approval Date
(Authorized Signature) 4/9/25 Approval Date

THIS RESOLUTION MUST BE UPLOADED TO THE SALT PARTICIPATION WEBSITE BY NO LATER THAN MAY 2, 2025.

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

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Police

- Chief Meisler submitted the incident report: For the month of March the department responded to 256 calls. From 4-1-2025 to 4-9-2025 the department responded to 69 calls.
- The Trustee approved the Chief's request to add two more totes for the Accushred account. They are \$22.00 each.
- Ms. Rozak motioned and Mr. Dress seconded the Chief's request he apply for the 2025-2026 DARE grant. Both ayes and motion carried.
- Car #452 is now in service and has been assigned to Officer Rohrbach. Thank you.

Zoning

Permits for March 2025

22 permit applications were processed for the month of March totaling \$2,153.24 in collected fees.

Accessory Building:	3
Addition	
Commercial:	2
Residential:	5
Appeals:	
Area Variance:	2
Conditional Use:	
Deck:	
Dock:	
Fence:	4
New SF Home:	2
New Commercial Structure:	
Other:	2
Refusal:	2
Signage:	
Swimming Pool:	
Text/Map Amendment:	
Total:	22

Board & Commission Activity

The Board of Zoning Appeals –

The BZA held an adjudication hearing on March 19, 2025, on the following case:

- a.

POSTPONED from 02.19.25

BZA-2025-009

Approved w/ Condition

355 S. Bridge. Request for an Area Variance from Section 5.10.3 to reduce the parking size to 9' x 18' for 71 of the parking spaces where 10' x 20' is the size required. Section 5.10.3.C.ii to reduce the number of parking spaces required to 79 (85 required). Section 5.10.4.A.i to allow the edge of the parking area to be 3' from the property line where 5' is required from the west, front property line and east rear property line. Peninsula Endeavors/ Roberta Bero, Owner/Applicant; Jill Stevenson, Co-Owner/Agent.
- b.

BZA-2025-014

Approved as Presented

10240 E. Bayshore Road. Request for a Conditional Use for a Resort Expansion in accordance with Section 3.4 & 4.17 to allow for 2 new cabins. Stuckert's Bay Willo Lodges, LLC, Linda Brown Trustee, Owner/Applicant; Tim Brown, Agent.
- c.

BZA-2025-022

Approved as Presented

7620 Downend. Request for Area Variances to Section 5.2.1.A.i.b. to allow more cumulative accessory building space than permitted (1,200s.f. allowed/ 1,418s.f. proposed) and to Section 5.2.1.D.iii. to allow for a leanto addition to encroach into the south, side-yard setback (5' required/ 3.75' proposed). Richard Zilch, Owner/ Applicant.
- d.

BZA-2025-026

Approved as Presented

272 Lighthouse Oval. Request for Area Variances from Section 4.5.3 to allow for an addition to encroach into the required rear-yard setback (18' proposed/ 25' required) and to Section 4.5.6 to allow an addition and shed to exceed the maximum lot coverage (45.5% proposed/ 40% allowed). Jonathan & Natalie Earl, Owners/ Applicants.

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Held _____ April 9, 20 25

The Zoning Commission -

The Zoning Commission met March 5, 2025, and continued their discussions on Storage Building regulations. We had one guest present who is a storage developer, and he offered good comments and perspective. Overall, he seemed on-board with the direction we are headed. The Commission has pretty much come to a consensus on the base regulations and will now begin to move into the buffering and landscaping requirements.

Department Updates

- March 12, 2025, staff presented opponent testimony to the Senate Local Government Committee regarding SB 104 and Short-Term Rentals at the Statehouse.

Office Activity

During the month of March, the Department conducted the following:

- Inspections 87
- Emails 434
- Violation Letters 1

PERMITS as of April 7, 2025

To-date this month there have been 1 permit applications submitted/processed totaling \$154.81. collected in fees and application balances.

BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

The Board of Zoning Appeals will hold their regular meeting on April 16, 2025 at 6:00p.m. on the following cases:

- BZA-2025-040**
253 Worthy. Request for an Area Variance to Section 5.2.D.iii to allow for an accessory building to encroach into the south, side-yard setback (3' proposed/ 5' required). Area Variance to Section 5.1.7 to allow for a porch & carport addition to encroach into the side-yard setbacks (north 2.7' proposed/ south 4.9' proposed/ 5' required) and to Section 7.12.3.A to exceed the square footage permitted onto a nonconforming structure [580s.f. (62.7%) proposed/ 185s.f. (20%) allowed]. Additional Area Variance from Section 3.5 to exceed the maximum 40% lot coverage (41.7% proposed). **Tim & Lori Kleman, Owner/Applicant; Kevin Lamb, Contractor/Agent.**
- BZA-2025-045**
292 Gravel Bar. Request for Area Variances from Section 5.1.7 to allow for the rebuild of a single-family home to encroach into the south, side-yard setback (1'8" proposed/ 5' required) and to Section 7.12.3.C to raze an existing nonconforming structure more than 75% of the existing floor area and rebuild in the same location. **Joseph Nejd, Owners/Applicants; John Feick, Architect/Agent.**

The Zoning Commission -

The Zoning Commission met April 2, 2025, and continued their discussions on Storage Building Regulations and began discussions on landscaping/ buffering requirements.

DEPARTMENT UPDATES

- 2025 Demo Discussion
- Received an email from the Ottawa County General Health District sharing that they received a complaint about rodents at 2062 Carlbert. Upon their inspection, the roof of the house has partially collapsed.
- Attached is the updated list of properties on our radar for potential pursuit in accordance with ORC 505.86.
- The concern is that some of these structures may not qualify for demolition because they are not “so far gone” enough to be considered structurally unsafe.

VIOLATIONS/COMPLAINTS

Other Misc.:

None at this time.

Illegal Rentals:

None at this time.

Illegal Use:

None at this time.

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Junk & Debris:

146 Strause (*Junk & Debris – Fleenor*)

A follow-up letter was sent to the property owner acknowledging the progress they have made, but that more needs to be done. They have been given until April 18, 2025, to wrap things up. They were also extended the option to reach out to our office if they need more time, within reason. The letter was very clear that if it is not cleaned up completely or they fail to reach out, then we will have no choice but to proceed with formal citation with the court.

Prior Info: Since June/ July 2024 the property owner has brought an immense amount of junk & debris to the property. After asking around, I have confirmed these items have not appeared on the property as a result of inheriting stuff from someone passing away, a tenant set-out or any other justified reason. Instead, the owner is apparently regularly pulling items out of local dumpsters and bringing the items home. A certified letter (70192280000063185565) was sent 02.03.25. The letter was received on 02.07.25 and the property owner has until 02.21.25 to correct or reach out to our office. The owner has not reached our office or attempted to clean up the property. A 2nd letter, Notice to Comply will be sent. A 2nd letter, Notice to Comply was mailed 02.24.25 and received by the property owner 02.27.25. They have until this Thursday, March 13th to reach out to our office. A drive-by inspection was conducted 03.10.25 and the owner was outside and appeared to be working on some clean-up.

5650 E. Harbor Road (*Junk & Debris – Fort Firelands*)

The owner indicated they would have the property cleaned up by April 1, 2025. On April 3, 2025, I took photos of the property and there is much more that is needed. I reached out to the property owner's attorney on 04.07.25, sharing with him the photos and asked that they provide a new timeframe to get it completed.

Prior Info: A complaint was received 01.31.25. Upon inspection, there is a lot of heavy equipment, wood and other debris at the SE corner of the property, along with 5 sheds that have been brought in with no permits received. A certified letter (70192280000063185558) was sent 02.03.25. The letter was received on 02.05.25 and the property owner has until 02.19.25 to correct or reach out to our office. The attorney on behalf of the property owner reached out and has provided in writing their plan to get the property cleaned up and the issue rectified. They state they can get it all taken care of by April 1st. On 03.04.25 the owner came into the office to get agriculture exemption permits for some of the shed structures that are being used to house chickens on the property. They indicated that 90% of the junk and debris on the east side of their garage building has been cleaned up and they anticipate being able to meet their April 1st deadline.

Tall Grass:

None at this time.

Camper Occupied:

None at this time.

Construction without Permits:

292 Gravel Bar (*New House w/out Permits – NejdI*)

The owner has submitted a BZA application to rebuild the nonconforming home in the same location and will be heard April 16, 2025.

Prior Info: Upon routine inspections on 03.10.25, it was discovered that this house that went before the BZA and was only to have an addition built, had instead torn down the entire house and started anew in the same location. This did not receive the proper variances and exceeded the work issued with the zoning permit as well as the County Building Department's permit. The Building Department was going to issue a stop work order and the Architect, Feick Design was notified immediately.

164 Strause (*Garage Conversion w/out Permits – Hurst*)

Stopped at the property 03.26.25 and reminded the owner he needed to apply for his permit from the County. Still has not done to date.

Prior Info: The property owner has removed 2 garage doors on an existing detached garage and has framed out one of the openings as a wall and the 2nd opening for a standard doorway and window. This insinuates that the garage may have been converted into living space which would not have been permitted in this zoning district. The work has also not received any permits from zoning or Ottawa County. The owner was sent a letter 02.03.25 and has until 02.14.25 to contact our office. The property owner came into the office

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02.14.25 and assured me the garage has not been converted into a dwelling. As such, they will only be required to get a permit from the Ottawa County Building Department for the removal of the garage door and to replace the opening with new framing for a window and standard door frame. Going to wait to close this out until we know they have gone to the County to get proper permits. Going to wait to close this out until we know they have gone to the County to get proper permits. To date, permits have not yet been taken out with Ottawa County. The owner will be contacted and reminded that he needs to get this taken care of.

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

Owners sent in a permit application and were issued a permit 03.14.25 with the understanding that part of the fencing needs to be sized down and brought into compliance. Will leave this open until correction is made.

Prior Info: 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 any hearing for a variance. The owners have been very good about staying in contact with us on their plans for the fencing. They initially thought they were going to apply for a variance but are now going to check with their fence company to see what options they may have to cut the fence down to meet the requirements or to relocate the fencing so as to be in compliance. The owners emailed 01.28.25 and indicated the fence company was at the property 01.27.25 to look over the situation and they are now just waiting to hear back from them on what can be done. On 02.05.25 the owner emailed to say that the fence contractor will be able to cut down the vinyl fencing to the required 5' height. Just waiting on the property owner's permit application to arrive in the mail. The fence likely won't be able to be cut down to proper size until the weather warms up a little bit. The owner emailed 03.10.25 stating everything has been sent in the mail. Requested they verify what the fencing companies' timeline is to get the fence cut-down to the height needed.

Correspondence

Letter from Officer Cayla Marta, from the Marblehead Police Department, thanking the Danbury Township Fire Department, Captain McCune, Cheyenne and Krista for saving her when she was alone and getting her to the hospital after a disc rupture. She said she will never forget the acts of service and determination the crew carries. She feels blessed to have them be her primary and backup! It may have seemed small, but it was life saving to her and she is grateful for their services.

Letter from Frontier claiming Danbury Township negligence in a downed cable was sent to James VanEerten along with Danbury Townships denial letter for review. The Township denies negligence based on the vague information in the letter and requests specific information be sent to the Township and Attorney VanEerten.

Letter regarding Fire Station at 7870 E Harbor Road and Energy Harbor notice. Ms. Rozak will have Ms. James call to discuss.

Flyers from First Energy, Frontier, International League of Cities and Shores and Islands

Old Business

- Ms. Rozak did receive her newsletter via bulk mail, Mr. Dress has yet to receive his via regular US mail.

New Business

- No new business to discuss.

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

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Fiscal Business

- Ms. Rozak motioned and Mr. Dress seconded, to approve bills totaling \$60,315.27 for the period March 27 through April 9, 2025. Both ayes and motion carried.
- Appropriation Fund, Revenue Fund and Fund Summary were provided to the Trustees.

DANBURY TOWNSHIP, OTTAWA COUNTY

4/9/2025 10:59:35 AM

Payment Listing

UAN v2025.1

3/27/2025 to 4/9/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
165-2025	04/01/2025	04/08/2025	CH	Jefferson Health Plan	\$34,135.39	O
166-2025	04/02/2025	04/08/2025	CH	Ohio Edison	\$76.74	O
167-2025	04/02/2025	04/08/2025	CH	Ohio Edison	\$76.74	O
168-2025	04/02/2025	04/08/2025	CH	Ohio Edison	\$76.74	O
169-2025	04/02/2025	04/08/2025	CH	Ohio Edison	\$76.74	O
170-2025	04/02/2025	04/08/2025	CH	Ohio Edison	\$76.74	O
171-2025	04/04/2025	04/08/2025	CH	Auditor of State	\$1,074.00	O
172-2025	04/07/2025	04/08/2025	CH	Ohio Edison	\$234.70	O
173-2025	04/07/2025	04/08/2025	CH	Ohio Edison	\$76.65	O
174-2025	04/07/2025	04/08/2025	CH	Ohio Edison	\$222.77	O
175-2025	04/07/2025	04/08/2025	CH	Ohio Edison	\$7.70	O
176-2025	04/07/2025	04/08/2025	CH	Ohio Edison	\$13.35	O
48708	03/31/2025	03/31/2025	AW	LORIS Printing	\$299.76	O
48709	04/09/2025	04/08/2025	AW	Crafco	\$82.00	O
48710	04/09/2025	04/08/2025	AW	Crafco	\$282.30	V
48710	04/09/2025	04/08/2025	AW	Crafco	-\$282.30	V
48711	04/09/2025	04/08/2025	AW	Ehove Career Center	\$1,500.00	O
48712	04/09/2025	04/08/2025	AW	H.B. Magruder Hospital	\$136.69	O
48713	04/09/2025	04/08/2025	AW	Trugreen	\$650.88	O
48714	04/09/2025	04/08/2025	AW	Beck Propane & Fuels	\$787.30	O
48715	04/09/2025	04/08/2025	AW	Capital One	\$231.95	O
48716	04/09/2025	04/08/2025	AW	Ehove Career Center	\$100.00	O
48717	04/09/2025	04/08/2025	AW	The Standard	\$1,619.97	O
48718	04/09/2025	04/08/2025	AW	Verizon Wireless	\$443.70	O
48719	04/09/2025	04/08/2025	AW	Cleveland Communications, Inc.	\$177.96	O
48720	04/09/2025	04/08/2025	AW	MES Industries, Inc.	\$3,205.00	O
48721	04/09/2025	04/08/2025	AW	Ottawa County Engineer	\$138.82	O
48722	04/09/2025	04/08/2025	AW	Valley Ford Lakeside	\$409.02	O
48723	04/09/2025	04/08/2025	AW	W.S. Darley & Co.	\$9,713.14	O
48724	04/09/2025	04/08/2025	AW	AccuShred, LLC	\$93.75	O
48725	04/09/2025	04/08/2025	AW	Baumann Auto Center, Inc.	\$1,070.47	O
48726	04/09/2025	04/08/2025	AW	Elite K-9, Inc.	\$35.80	O
48727	04/09/2025	04/08/2025	AW	O.E. Meyer CO.	\$115.32	O
48728	04/09/2025	04/08/2025	AW	Semro Henry & Spinazze Ltd.	\$274.28	O
48729	04/09/2025	04/08/2025	AW	All Star Professional Cleaning, LLC	\$500.00	O
48730	04/09/2025	04/08/2025	AW	Allure Advertising	\$135.00	O
48731	04/09/2025	04/08/2025	AW	Culligan of Northern Ohio	\$15.09	O
48732	04/09/2025	04/08/2025	AW	Foster Chevrolet Cadillac Inc.	\$1,344.29	O
48733	04/09/2025	04/08/2025	AW	Beck Suppliers, Inc.	\$206.17	O
48734	04/09/2025	04/08/2025	AW	Countryside Veterinary Clinic	\$398.10	O
48735	04/09/2025	04/08/2025	AW	Firelands Regional Medical Center	\$200.25	O
48736	04/09/2025	04/08/2025	AW	Uline	\$282.30	O
Total Payments:					\$60,315.27	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$60,315.27	

Comments and Concerns

- None.
- No Executives Sessions.

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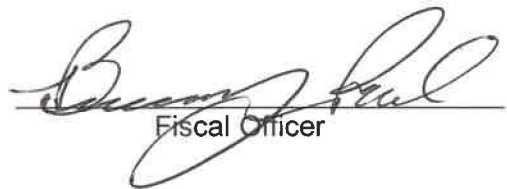
Meeting

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Held _____ April 9, 20 25

Adjourn

There being no further comments, concerns or business before the Board, Ms. Rozak motioned and Mr. Dress seconded, to adjourn at 6:53 pm. Both ayes and motion carried.


Fiscal Officer






Danbury Township Board of Trustees