

Held

March 12,

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 Township Assistant Lynne James. Fiscal Officer Brinkley Paul was excused. Visitor in attendance was Susan Dress.

Mr. Dress motioned the approval of the February 26, 2025, Trustee meeting minutes. Ms. Rozak seconded; all 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 as of the 12 th	27	1	0	2	2	0
April						
May						
June						
July						
August						
September						
October						
November						
December						
Sub-Total:	176	6	2	15	2	0
Total	201					

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

- Nothing more to report.

Roads

- Sackett Cemetery – no burials.
- Snow and ice events continue.
- The annual Road Tour is March 13, 2025 at 1 pm. Mr. Dress plans on attending.
- Maintenance building project is now underway on offices, restrooms, shower, laundry hookup and break room and is coming along nicely. Oil heater sold & removed.

Police

- Chief Meisler submitted the incident report: For the month of February the department responded to 222 Calls. From 3-1-2025 to 3-12-2025 the department responded to 91 calls.
- The two SUVs were picked up yesterday. One gets lettered at the end of March, then it will be outfitted at DR Ebel on April 1st and in service mid-April.
- The Chief and Mark were invited to attend the Methodist Men’s Club meeting in Lakeside yesterday evening for dinner and to discuss the Police Department.
- First Drone deployment to a wooded area occurred Feb 24th. The Fire Department was called to assist the Police Department in looking for a woman involved in a domestic violence call. She was located and issued a summons for Disorderly Conduct.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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

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- The last three Patrol Officers were certified on the Intoximeter machine last Wednesday at the Fire Department.
- Mr. Dress stated that the SRO information was updated and Ms. James emailed Chief Meisler for him to submit to Danbury School for review, as they had requested a March submission of information for the 2025-2026 school year.

Zoning

Permits for February:

16 permit applications were processed for the month of February totaling \$1,937.95 in collected fees.

Accessory Building:	4
Addition	
Commercial:	
Residential:	2
Appeals:	
Area Variance:	3
Conditional Use:	
Deck:	
Dock:	
Fence:	2
New SF Home:	
New Commercial Structure:	2
Other:	1
Refusal:	2
Signage:	
Swimming Pool:	
<u>Text/Map Amendment:</u>	
Total:	16

Board & Commission Activity

The Board of Zoning Appeals –

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

- a. **BZA-2025-009** **POSTPONED per Applicant**
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.**

The Zoning Commission -

The Zoning Commission met February 5, 2025, and continued their discussions on Storage Building regulations. Additional direction from the Board of Trustees was requested at the Trustee 02.26.24 meeting.

Department Updates

- Nothing New to Report.

Office Activity

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

- Inspections 20
- Emails 398
- Violation Letters 3

PERMITS as of March 10:

To-date this month there have been 5 permit applications submitted/processed totaling \$425.80. collected in fees and application balances.

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BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

The Board of Zoning Appeals will hold their regular meeting on March 19, 2025:

- a. **POSTPONED from 02.19.25**
BZA-2025-009
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**
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**
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**
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.**

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

- Kathy was in Columbus today providing opponent testimony to the Senate Local Government Committee regarding SB 104 and Short-Term Rentals. The letter she read as testimony was attached for review. The feeling afterwards was that it will not get passed out of committee, but will have to wait and see.

VIOLATIONS/COMPLAINTS

Other Misc.:

None at this time.

Illegal Rentals:

None at this time.

Illegal Use:

None at this time.

Junk & Debris:

146 Strause (*Junk & Debris – Fleenor*)

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.

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

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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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.

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

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.

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.

Tall Grass:

None at this time.

Camper Occupied:

None at this time.

Construction without Permits:

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

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*)

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.

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 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.

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

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.

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

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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.

Correspondence

2025 Police Memorial Day Ceremony invitation to the Township from Village of Elmore Police Dept. It will be held at the Schedel Arboretum and Gardens in Elmore on May 14 at 11 am.

Postcard naming Cintas in class action suit. Since the Township uses Cintas, they asked that Ms. James forward the postcard to Attorney VanEerten for advisement.

Annual Ottawa Co Municipal Court report for 2024.

Old Business

- Costs pertaining to the emergency sirens to date. There was a contract with Cleveland Communications February 1, 2017 thru January 31, 2020 for \$3,900 annually. Nothing further was paid until a siren failure during a regular test on March 24, 2024. Cleveland Communications said they would inspect all five sirens and repair Siren 051 (siren that failed). They required this before entering into another contract. Cost for inspection of the five sirens was \$7,500.00. There is no contract as everything will be moving towards cellphone notification in the future. Sirens will remain active.

Ms. Rozak stated her frustration with the lack of communication from Emergency Management. The only way she was aware of the last test was thru a post of a person on social media; there was no communication to Townships.

In the post it stated that you will not receive an alert unless you have these types of alerts enabled on your cellphone. Notifications, then all the way to bottom, government alerts and there is a choice of four alerts: Amber, emergency, public safety, and test.

- Standing order on Personal Days was corrected; B. McCune to 8-hour days, and signed by the Trustees.

New Business

- Approval of Sackett Cemetery Deed for Jonathan Martin, Lot 55, graves 3 & 7 in the first addition.
- No hearing will be requested on the new D1 permit for Mutachs.
- Annual boat hauling letter was signed by Mr. Hirt and Ms. James will copy and mail to the marinas.
- Resolution 04-2025 Supporting passage of Issue 2 was approved as follows: (See pg 6-7)
- John Blakeman applied and received permits for Meadowbrook burn, weather permitting.
- Ms. Rozak hopes to have the spring newsletter for review.
- Ms. Rozak would like to thank Fire Chief Shawn Hunsicker for help in installing her wired smoke detectors she purchased for her home.

Fiscal Business

- Mr. Dress motioned and Ms. Rozak seconded, to approve bills and payroll totaling \$145,541.26 for the period Feb 27 through March 12, 2025. Ms. Rozak and Mr. Dress ayes; Mr. Hirt abstained from voting and did not sign checks for Bill’s Implement in the amount of \$5069.33. Motion carried. (see page 8)
- Appropriation Fund, Revenue Fund and Fund Summary were provided to the Trustees.
- Ms. Paul will be on vacation March 24-30, 2025.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ March 12, 2025

Comments and Concerns

- None

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in regular meeting session at 6:00 p.m. on March 12, 2025 at the Danbury Township building, 5972 Port Clinton Eastern Road, Marblehead, Ohio, 43440 with the following members present:

Mr. David M. Hirt, Mr. John Paul Dress and Ms. Dianne M. Rozak.

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

RESOLUTION #04 - 2025

A RESOLUTION IN SUPPORT OF THE PASSAGE OF ISSUE 2

WHEREAS; Whereas the State Capital Improvement Program (SCIP) is a state-local government partnership program that funds local infrastructure projects in communities across Ohio and has, for nearly 40 years, provided over \$7 billion for improvements to keep Ohio's roads and bridges safe and in good condition for residents, first responders, and all motorists traveling on Ohio roadways, and to improve local wastewater treatment, water supply, and stormwater infrastructure in all 88 Ohio counties; and

WHEREAS; Whereas, the SCIP provides essential grants, loans, and loan assistance to local governments, including townships and the renewal of the SCIP will not raise taxes for Ohioans and the renewal is critical to prevent a gap in infrastructure investment, as the current authorization is set to sunset July 1, 2025 and funding for the State Capital Improvement Program relies on an amendment to Ohio's Constitution about every ten years, and has been overwhelmingly approved by voters three times since its creation in 1987 and Danbury Township has benefitted from SCIP, receiving grant funds for road infrastructure projects, which have significantly improved the quality of life and safety for Township residents; and

WHEREAS; Whereas infrastructure investment encourages economic development, creates and maintains business, contributes to public health and safety, creates construction jobs and helps keep Ohio competitive.

RESOLUTION

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Danbury Township that Danbury Township joins the Strong Ohio Communities coalition in support of Issue 2 and urges a YES vote on May 6, 2025.

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

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This Board finds and determines that all formal actions of this Board concerning and relating to the passage of this resolution were taken 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.

This resolution shall take effect and be in force from or after the earliest period allowed by law.

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


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


ADOPTED this 12th Day of March, 2025.

Attest:


Fiscal Officer Brinkley Paul

Board of Trustees, Danbury Township
Ottawa County, Ohio

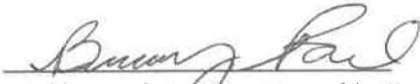

David M. Hirt


John Paul Dress


Dianne M. Rozak

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 March 12, 2025 and filed with the Danbury Township Fiscal Officer.


Brinkley Paul, Danbury Township Fiscal Officer

Minutes of

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

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DANBURY TOWNSHIP, OTTAWA COUNTY						3/12/2025 3:21:11 PM	
Payment Listing						UAN v2025.1	
2/27/2025 to 3/12/2025							
Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status	
111-2025	03/04/2025	03/10/2025	CH	Ohio Edison	\$76.62	O	
112-2025	03/07/2025	03/10/2025	CH	Ohio Edison	\$294.65	O	
113-2025	03/07/2025	03/10/2025	CH	Ohio Edison	\$76.46	O	
114-2025	03/07/2025	03/10/2025	CH	Ohio Edison	\$7.38	O	
115-2025	03/07/2025	03/10/2025	CH	Ohio Edison	\$13.58	O	
116-2025	03/07/2025	03/10/2025	CH	Ohio Edison	\$282.60	O	
117-2025	03/12/2025	03/10/2025	CH	Ohio Edison	\$777.45	O	
118-2025	03/12/2025	03/10/2025	CH	Columbia Gas	\$1,769.03	O	
119-2025	02/27/2025	03/10/2025	CH	Jefferson Health Plan	\$34,135.39	O	
120-2025	02/28/2025	03/10/2025	CH	Ohio Police & Fire Pension Fund	\$14,003.67	O	
121-2025	03/04/2025	03/10/2025	CH	Ohio Edison	\$76.62	O	
122-2025	03/04/2025	03/10/2025	CH	Ohio Edison	\$76.62	O	
123-2025	03/04/2025	03/10/2025	CH	Ohio Edison	\$76.62	O	
124-2025	03/04/2025	03/10/2025	CH	Ohio Edison	\$76.62	O	
125-2025	03/12/2025	03/12/2025	CH	Paychex of New York, LLC	\$48,876.45	O	
126-2025	03/12/2025	03/12/2025	CH	Paychex of New York, LLC	\$1,896.38	O	
127-2025	03/12/2025	03/12/2025	CH	Paychex of New York, LLC	\$1,154.75	O	
128-2025	03/12/2025	03/12/2025	CH	Paychex of New York, LLC	\$305.66	O	
129-2025	03/12/2025	03/12/2025	CH	Paychex of New York, LLC	\$4,482.11	O	
130-2025	03/12/2025	03/12/2025	CH	Paychex of New York, LLC	\$1,357.69	O	
131-2025	03/12/2025	03/12/2025	CH	Paychex of New York, LLC	\$89.29	O	
132-2025	03/12/2025	03/12/2025	CH	Paychex of New York, LLC	\$202.28	O	
48647	03/12/2025	03/10/2025	AW	Catawba Security	\$418.80	O	
48648	03/12/2025	03/10/2025	AW	Firelands Regional Medical Center	\$130.00	O	
48649	03/12/2025	03/10/2025	AW	Lakeland Auto & Marine Inc.	\$233.56	O	
48650	03/12/2025	03/10/2025	AW	Culligan of Northern Ohio	\$15.09	O	
48651	03/12/2025	03/10/2025	AW	Cintas	\$45.93	O	
48652	03/12/2025	03/10/2025	AW	Bill's Implement Sales	\$4,500.00	O	
48653	03/12/2025	03/10/2025	AW	Beck Suppliers, Inc.	\$3,613.45	O	
48654	03/12/2025	03/10/2025	AW	All Star Professional Cleaning, LLC	\$200.00	O	
48655	03/12/2025	03/10/2025	AW	O.E. Meyer CO.	\$280.49	O	
48656	03/12/2025	03/10/2025	AW	Lowe's	\$166.93	O	
48657	03/12/2025	03/10/2025	AW	Verizon Wireless	\$309.70	O	
48658	03/12/2025	03/10/2025	AW	Rumpke of Ohio INC	\$30.00	O	
48659	03/12/2025	03/10/2025	AW	Beck Suppliers, Inc.	\$120.79	O	
48660	03/12/2025	03/10/2025	AW	Beck Suppliers, Inc.	\$1,772.29	O	
48661	03/12/2025	03/10/2025	AW	Semro Henry & Spinazze Ltd.	\$630.83	O	
48662	03/12/2025	03/10/2025	AW	All Star Professional Cleaning, LLC	\$300.00	O	
48663	03/12/2025	03/10/2025	AW	Vance Outdoors Inc.	\$60.00	O	
48664	03/12/2025	03/10/2025	AW	Valley Ford Lakeside	\$88.31	O	
48665	03/12/2025	03/10/2025	AW	Fire Safety Services Inc.	\$19,747.00	O	
48666	03/12/2025	03/10/2025	AW	H.B. Magruder Hospital	\$375.93	O	
48667	03/12/2025	03/10/2025	AW	Ronald Eckel	\$21.70	O	
48668	03/12/2025	03/10/2025	AW	Bassett's Market	\$51.68	O	
48669	03/12/2025	03/10/2025	AW	Verizon Wireless	\$887.40	O	
48670	03/12/2025	03/10/2025	AW	Bill's Implement Sales	\$569.33	O	

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DANBURY TOWNSHIP, OTTAWA COUNTY						3/12/2025 3:21:11 PM	
Payment Listing						UAN v2025.1	
2/27/2025 to 3/12/2025							
Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status	
48671	03/12/2025	03/10/2025	AW	Ottawa County Fire & E.M.S. Chiefs Assoc.	\$40.00	O	
48672	03/12/2025	03/10/2025	AW	Capital One	\$844.13	O	
Total Payments:					\$145,541.26		
Total Conversion Vouchers:					\$0.00		
Total Less Conversion Vouchers:					\$145,541.26		

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 March 12, 2025

Adjourn

There being no further comments, concerns or business before the Board, Mr. Hirt motioned and Mr. Dress seconded, to adjourn at 6:43 pm. All ayes and motion carried.


Fiscal Officer



Danbury Township Board of Trustees

Minutes of

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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

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