

Held

April 23,

2025

Trustee Hirt called the meeting to order at 6:00 PM. The Pledge of Allegiance was recited. Roll call: Trustee Hirt, Trustee Rozak and Trustee Dress were present, along with Fiscal Officer Brinkley Paul, Township Assistant Lynne James, Fire Chief Hunsicker and Zoning Administrator Kathryn Dale. Visitor in attendance was Margaret Lenthe.

Mr. Dress motioned the approval of the April 9, 2025, Trustee meeting minutes. Ms. Rozak seconded and Mr. Hirt abstained; two 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 23 rd	45	3	0	4	1	0
May						
June						
July						
August						
September						
October						
November						
December						
Sub-Total:	255	13	2	23	4	0
Total	297					

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

- Flag will remain at half mast in honor of 2 firefighters who lost their lives in the line of duty with other employers: Lt. Paul Mickolick and John Saunders.
- Trustees signed a thank you for service letter for Dale Funderwhite. Copy will remain in employee file.
- Ms. Motioned and Mr. seconded to accept the resignation of Jennifer Haas Owens from the fire department effective April 11, 2025.
- Ms. Motioned and Mr. seconded to accept the resignation of Amanda Miller from the fire department effective May 1, 2025.
- Chief Hunsicker will check to see if Vasu can service siren towers. Ms. James confirmed with Fred at EMA, they will still sound the tower sirens for monthly testing and report any tower problems and will still sound during life threatening emergencies. They will also come up with how to communicate the new technology to our community.
- Chief Hunsicker would like a decision by the next meeting regarding new radios and new fire truck.

Ongoing radio communication continues to be an issue and he would like to purchase radios at a cost of roughly \$160,000.00. Ms. Rozak requested he put it out for bid and bring quotes to the next meeting.

Two bids are in for a new, larger 2000-gallon fire engine, due to acreages of storage and housing units with minimal hydrates. This will be replacing the 21-year-old

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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backup engine. Cost will be between 1.1 and 1.2 million with a 20–30-month turnaround to build and deliver. Government grants are on hold currently, but a USDA loan is currently at 4.25% over 10 years. First payment is not required until up to a year after delivery or 40-42 months. Chief Hunsicker said that they have around \$900,000 in capital gains so putting down \$400,000 with 42 months to make any other payments should be doable, account has time to replenish from radio cost and at a very low interest rate, there are no penalties for paying the loan off early.

Ms. Rozak asked Ms. Paul to look at the numbers and let them know for the next meeting.

- Ms. Rozak extended a thank you to Chief Hunsicker, Superintendent Waldon and their staffs for helping with the Meadowbrook burn today. It was as successful as it could be because of past weather delaying the procedure.

Roads

- Sackett Cemetery – nothing to report.
- Brush collection site is open with distribution Saturday from 8-10 am.
- Installation of new flooring has begun at the maintenance facility.
- Opening the parks and sports fields.
- Successful prairie burn was held today.
- Ms. Rozak motioned and Mr. Dress seconded the approval for reclamite to Von Glahn Rd; 7,598 sq. yards for \$9497.50. All ayes and motion carried.
- Ms. Rozak motioned and Mr. Hirt seconded the approval of an additional printer/copier at the new maintenance building. Cost will be added to the current contract and monthly payment will go from \$504.90 to \$731.98. All ayes and motion carried.

Police

- Chief Meisler submitted the incident report: From 4-1-2025 to 4-23-2025 the department responded to 160 calls.
- 6th grade DARE graduation and pizza party is on Monday, May 12th from 2-3 pm. It will be a small ceremony in the cafeteria, due to the extensive construction still ongoing at the school.
- Chief Meisler is in the process of applying for the 2025-2025 DARE grant and hopes to have it to the Attorney Generals office by the end of next week.
- Two new bins form Accushred were delivered yesterday and there should now be plenty of room and shredding less often.
- Mark and Chief Meisler plan to attend the Police Memorial Service in Elmore on May 14.

Zoning

PERMITS as of April 21st:

To date this month there have been 21 permit applications submitted/processed totaling \$1,430.14. collected in fees and application balances.

BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

The Board of Zoning Appeals held their regular meeting on April 16, 2025, on the following cases:

a. **BZA-2025-040**

Approved as Presented

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

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exceed the maximum 40% lot coverage (41.7% proposed). **Tim & Lori Kleman, Owner/Applicant; Kevin Lamb, Contractor/Agent.**

b. **BZA-2025-045**

Approved as Presented

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 is scheduled to meet May 7, 2025 @ 6:30p.m. and will continue their discussions on Storage Building Regulations and landscaping/ buffering requirements.

DEPARTMENT UPDATES

- 2025 Demo Discussion – Scheduled for May 14th Trustee Meeting.
- Marcel started back April 17th for the summer months.
- I'll be taking off Friday, but Dawn will be in the office covering.
- HB 315 in relation to public notice has changed; we can still report to the newspaper, but there is an option to eliminate that, and report on our website and social medial. Since we do not have a social media account, Ms. Dale and Ms. Connor will create one for Zoning notifications only, no commenting will be necessary and they keep the board advised. The Board was all in agreement.

Ms. Dale said she will also need to do a text amendment to the current zoning code, which states notification must be published in a newspaper of general circulation.

Ms. Dale will maintain the proof of submission for the Fiscal Officer.

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*)

The owner signed for their follow-up letter 04.07.25 and did end up calling into the office to discuss the matter. Told them to continue working and we would check back after Easter.

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. 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.

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

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The owner provided an update April 15, 2025, and stated that they have some people lined up to get the van off the property and wood by May 1, 2025. We told them we would circle back around once the wood is removed to see what is leftover and establish an updated timeline at that point.

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. 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.

Tall Grass:

None at this time.

Camper Occupied:

None at this time.

Construction without Permits:

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

CLOSED

Since the variance was granted, the owner now needs to take out a new zoning permit for a whole new house instead of just an addition. The owner intends to come into the office this week yet to get this ironed out and to be able to proceed with construction.

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

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

CLOSED

Have decided since there is no zoning violation that I'm going to close this case and let the Building Department enforce their own requirements & regulations. They have been informed of the work that was done without their permit.

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 had 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. Stopped at the property 03.26.25 and reminded the owner he needed to apply for his permit from the County. Verified that the building is not illegally being resided in.

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

Owner reached out 04.17.25 and said that the new materials have arrived and the fence height will be corrected in the next 2 weeks. Will be rechecked by May 2, 2025.

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

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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. 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.

Correspondence

Letter from the Ottawa Co Historical Society thanking the Roads Department of Danbury Township for the maintenance of the Wolcott Cemetery and notify them of the May 17th ceremony being held there, dedicating a plaque to those who served in the Revolutionary War.

Ottawa Counties 2025 Annual report. Copy available at www.co.ottawa.oh.us

Notification that Columbia Gas will no longer supply our natural gas, it will be Snyder Brothers Energy Marketing, LLC.

Ottawa Co Farm Bureau Wetlands Tour will be held May 2nd at 9:00 in Oak Harbor. Ottawa Co Golf Outing will be in Pataskala on Thursday Aug. 7th. Flyer from Danbury Schools asking for ad space in their annual yearbook. CLOUT update; Ms. James feels there is not an advantage to joining for \$200, as we already belong to the OTA. If she gets any further information, she will present it to the Board. Update copy of Resolution 25-11 from the Board of County Commissioners of Ottawa Co.

Old Business

- First Energy aggregate changing from Energy Harbor to Dynegy. Ms. James will be following up to make sure all Ohio Edison Accounts that qualify, make the automatic move.
- Superintendent Waldron and Chief Hunsicker are working on installing the AED at the Township Hall Shelter.
- Dotnet proposal for phone system: Hardware and installation \$2052.76. Monthly recurring service fee \$257.75. We will still maintain 1 phone landline at the township with Spectrum along with the WIFI cost. Ms. James will get that new cost for the Trustees for the next meeting.

Ms. Rozak moved to approve the Dotnet quote, seconded by Mr. Hirt; all ayes and motion carried.

New Business

- Brinkley is working on getting new Sam’s club cards for Township bulk janitorial purchases and we will give it a try for a year.
- No hearing request required for New D7 Liquor License issued to BestoPizza LTD LLC.

Fiscal Business

- Ms. Rozak motioned and Mr. Dress seconded, to approve Bill’s Implement invoice totaling \$221.04; both ayes and Mr. Hirt abstained. Motion carried.
- Mr. Hirt motioned and Ms. Rozak seconded to approve additional bills and payroll in the amount of \$176,118.61 for the period April 10 through April 23, 2025. All ayes and motion carried. (see itemized on next page) April 9th payroll was entered in on April 10th due to a health issue by Ms. Paul.

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DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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- Appropriation Fund, Revenue Fund and Fund Summary were provided to the Trustees.
- Mr. Hirt motioned and Mr. Dress seconded to approve the March bank reconciliation. All ayes and motion carried.
- Ms. Paul stated that her and Ms. James signed details for the cards and we are getting closer to their implementation.

DANBURY TOWNSHIP, OTTAWA COUNTY

4/23/2025 11:59:42 AM

Payment Listing

UAN v2025.1

4/10/2025 to 4/23/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
186-2025	04/10/2025	04/23/2025	CH	Paychex of New York, LLC	\$43,918.04	O
187-2025	04/10/2025	04/23/2025	CH	Paychex of New York, LLC	\$936.20	O
188-2025	04/10/2025	04/23/2025	CH	Paychex of New York, LLC	\$1,774.24	O
189-2025	04/10/2025	04/23/2025	CH	Paychex of New York, LLC	\$284.31	O
190-2025	04/10/2025	04/23/2025	CH	Paychex of New York, LLC	\$3,934.05	O
191-2025	04/10/2025	04/23/2025	CH	Paychex of New York, LLC	\$1,217.19	O
192-2025	04/10/2025	04/23/2025	CH	Paychex of New York, LLC	\$71.31	O
193-2025	04/10/2025	04/23/2025	CH	Paychex of New York, LLC	\$195.21	O
194-2025	04/23/2025	04/23/2025	CH	Paychex of New York, LLC	\$53,880.98	O
195-2025	04/23/2025	04/23/2025	CH	Paychex of New York, LLC	\$1,494.90	O
196-2025	04/23/2025	04/23/2025	CH	Paychex of New York, LLC	\$2,108.28	O
197-2025	04/23/2025	04/23/2025	CH	Paychex of New York, LLC	\$321.47	O
198-2025	04/23/2025	04/23/2025	CH	Paychex of New York, LLC	\$4,564.89	O
199-2025	04/23/2025	04/23/2025	CH	Paychex of New York, LLC	\$1,444.58	O
200-2025	04/23/2025	04/23/2025	CH	Paychex of New York, LLC	\$85.20	O
201-2025	04/23/2025	04/23/2025	CH	Paychex of New York, LLC	\$224.95	O
202-2025	04/21/2025	04/23/2025	CH	Ohio Edison	\$1,628.30	O
203-2025	04/16/2025	04/23/2025	CH	Ohio Edison	\$1,261.13	O
204-2025	04/16/2025	04/23/2025	CH	Ohio Edison	\$153.04	O
205-2025	04/15/2025	04/23/2025	CH	Aflac	\$886.36	O
206-2025	04/15/2025	04/23/2025	CH	Charter Communications	\$195.98	O
207-2025	04/15/2025	04/23/2025	CH	Charter Communications	\$218.80	O
208-2025	04/23/2025	04/23/2025	CH	Ohio Public Employees Deferred	\$5,730.00	O
209-2025	04/10/2025	04/23/2025	CH	Columbia Gas	\$1,111.53	O
210-2025	04/23/2025	04/23/2025	CH	Guardian	\$1,971.91	O
211-2025	04/21/2025	04/23/2025	CH	Verizon Wireless	\$309.83	O
212-2025	04/21/2025	04/23/2025	CH	Ottawa County Sanitary Engineering	\$24.00	O
213-2025	04/21/2025	04/23/2025	CH	Ottawa County Sanitary Engineering	\$24.00	O
214-2025	04/21/2025	04/23/2025	CH	Ottawa County Sanitary Engineering	\$66.84	O
215-2025	04/21/2025	04/23/2025	CH	Ottawa County Sanitary Engineering	\$108.42	O
216-2025	04/11/2025	04/23/2025	CH	Ohio Edison	\$192.66	O
217-2025	04/15/2025	04/23/2025	CH	dotnet technologies llc	\$2,682.77	O
48737	04/23/2025	04/23/2025	AW	Ohio Treasurer	\$6,902.50	O
48738	04/23/2025	04/23/2025	AW	Trugreen	\$378.89	O
48739	04/23/2025	04/23/2025	AW	AccuShred, LLC	\$292.50	O
48740	04/23/2025	04/23/2025	AW	The Standard	\$1,619.97	O
48741	04/23/2025	04/23/2025	AW	Charter Communications	\$2,452.72	O
48742	04/23/2025	04/23/2025	AW	Bowling Green State University	\$1,250.00	O
48743	04/23/2025	04/23/2025	AW	Beck Propane & Fuels	\$1,684.39	O
48744	04/23/2025	04/23/2025	AW	O.E. Meyer CO.	\$252.53	O
48745	04/23/2025	04/23/2025	AW	Culligan of Northern Ohio	\$42.39	O
48746	04/23/2025	04/23/2025	AW	U.S. Bank Equipment Finance	\$515.65	O
48747	04/23/2025	04/23/2025	AW	Genoa Bank	\$1,670.36	O
48748	04/23/2025	04/23/2025	AW	Genoa Bank	\$1,163.04	O
48749	04/23/2025	04/23/2025	AW	D.R. Ebel Police & Fire Equipment	\$420.32	O
48750	04/23/2025	04/23/2025	AW	D.R. Ebel Police & Fire Equipment	\$12,722.29	O

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DANBURY TOWNSHIP, OTTAWA COUNTY

4/23/2025 11:59:42 AM

Payment Listing

UAN v2025.1

4/10/2025 to 4/23/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
48751	04/23/2025	04/23/2025	AW	Vance Outdoors Inc.	\$917.00	O
48752	04/23/2025	04/23/2025	AW	Valley Ford Lakeside	\$364.22	O
48753	04/23/2025	04/23/2025	AW	Affidavit Maker Software, LLC	\$888.25	O
48754	04/23/2025	04/23/2025	AW	Bassett's Market	\$114.38	O
48755	04/23/2025	04/23/2025	AW	Ronald Eckel	\$164.45	O
48756	04/23/2025	04/23/2025	AW	Beck Propane & Fuels	\$2,767.52	O
48757	04/23/2025	04/23/2025	AW	Cleveland Communications, Inc.	\$2,748.83	O
48758	04/23/2025	04/23/2025	AW	Creative Product Sourcing, Inc.	\$456.39	O
48759	04/23/2025	04/23/2025	AW	Bill's Implement Sales	\$221.04	O
48760	04/23/2025	04/23/2025	AW	Darr's Cleaning Inc.	\$1,500.00	O
48761	04/23/2025	04/23/2025	AW	Bound Tree Medical LLC	\$1,026.31	O
48762	04/23/2025	04/23/2025	AW	Liberty Auto Parts	\$143.76	O
48763	04/23/2025	04/23/2025	AW	Lowe's	\$68.62	O
48764	04/23/2025	04/23/2025	AW	Charter Communications	\$30.80	O
48765	04/23/2025	04/23/2025	AW	Gannett Ohio LocalIQ	\$195.36	O
48766	04/23/2025	04/23/2025	AW	Rumpke of Ohio INC	\$66.00	O
48767	04/23/2025	04/23/2025	AW	Cody Ortolani	\$300.00	O
Total Payments:					\$176,339.65	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$176,339.65	

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.

Comments and Concerns

- Ms. James let the Trustees know she could be called for jury duty anytime May 5 through September 30, 2025.
 - Margaret Lenthe stated when she wants to reach the Danbury Police and they are out on patrol, she has to call the Sheriff's office to relay a message. She wanted to know why this happens if it is an emergency.
- Ms. Rozak clarified for the Board, if it is an emergency or you need help immediately, call 911. If it is not, when you reach dispatch, tell them you are requesting a Danbury police officer at the designated address of incident.

No Executives Sessions.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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Meeting

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

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Adjourn

There being no further comments, concerns or business before the Board, Ms. Rozak motioned and Mr. Dress seconded, to adjourn at 7:40 pm. Both ayes and motion carried.



Fiscal Officer







Danbury Township Board of Trustees