

Held

May 28,

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. Visitors in attendance were Travis and Dawn Bonnett, Johanna Toma, Margaret Lenthe and Jannah Wilson

Mr. Dress motioned and Ms. Rozak seconded the approval of the May 14, 2025, Trustee meeting minutes; all ayes and motion carried.

Ms. James gave the Board of Trustees a correction from the April 23<sup>rd</sup> Minutes. Correction under Fire Department should read as follows: Ms. Rozak motioned and Mr. Hirt seconded on acceptance of both letters of resignation from Jennifer Haas Owens and Amanda Miller. Correction has been written in the 4-23-25 minutes. All ayes and motion carried.

Ms. Rozak addressed the visitors and turned the meeting over to Executive Director, Jannah Wilson of the Ottawa Co Parks District. She presented the results of the Trial Feasibility Study for Danbury Township. There is a hard copy on file and it is online to view at their website: ottawacountyparks.org.

Ms. Rozak thanked Ms. Wilson for her presentation and she encouraged the visitors and anyone interest in more information to contact the Ottawa Co Parks District directly. Ottawa Co Parks District is now located in the Shores & Islands building on Hwy 53. All visitors left with Ms. Wilson after her presentation.

Zoning

**PERMITS as of May 27, 2025**

To date this month there have been 24 permit applications submitted/processed totaling \$1,669.60, collected in fees and application balances.

**BOARD & COMMISSION ACTIVITY**

**The Board of Zoning Appeals –**

The Board of Zoning Appeals held their regular meeting on May 21, 2025, on the following cases:

- a.

**BZA-2025-067**

**2471 Port Pleasant.** Request for an Area Variance to Section 5.1.7 to allow for a covered front porch addition to encroach into the west, front-yard setback (14' proposed/ 20' required). **Francisco & Christine Orozco, Owner/Applicant.**
- b.

**BZA-2025-069**

**237 Sunnydale.** Request for an Area Variance from Section 5.2.1.A.i.b to allow for more cumulative accessory building space than permitted (1,200s.f. allowed/ 1,416s.f. proposed). **William & Lora Hunt, Owner/Applicant.**
- c.

**BZA-2025-072**

**8582 Billings.** Request for an Area Variance from Section 5.1.7 to allow for an elevated deck to encroach into the front-yard setback (14' proposed/ 20' required) and to Section. 7.12.3.A to allow more square footage onto a nonconforming structure than permitted [288s.f. (20%) allowed/ 768s.f (53.3%) previously approved/ additional 84s.f (59.2%) now proposed]. **Fred & Julie Reinhart, Owners/Applicants.**
- d.

**BZA-2025-077**

**453 Walnut.** Request for an Area Variance to Section 3.5 to allow for an addition onto the existing home that will result in the maximum lot coverage to be exceeded [45% (1,730s.f.) allowed/ 46.3% (1,780s.f.) proposed]. **Randy & Karen Huffman, Owners/Applicants.**

**The Zoning Commission -**

The Zoning Commission will meet June 4, 2025 @ 6:30p.m. to hold a public hearing on the following case:

- a.

**ZC-2025-085**

**Request for Text Amendments** to amend Section 7.7.3.C and Section 7.10.2 of the Danbury Zoning Resolution in accordance with ORC Section 519.12 and ORC Section 519.15 regarding public hearing notification requirements. **Danbury Township, Applicant.** Ottawa County Regional Planning Commission met May 20, 2025, regarding this case and recommended unanimous **Approval.**

**RECORD OF PROCEEDINGS**  
**DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING**

Minutes of

Meeting

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

Held \_\_\_\_\_ May 28, 2025

Open Houses will be held June 9, 2025 @ 10:00 a.m. & June 12, 2025 @ 6:00 p.m. at the Community Room of the Fire Station to discuss the potential changes to Storage regulations with property owners.

**DEPARTMENT UPDATES**

- **2025 Demo Discussion** – After Ms. Dale’s discussion with the Trustees regarding abandoned and vacant structures, it was determined that the Fire Chief will inspect the following properties for unsafe structure and report those findings to Ms. Dale:
  - 1911 Seneca Trail
  - 8122 E Harbor Road
  - 140 Tibbles
  - 961 S Church Road
  - 2138 Carlbert
  - 2062 Carlbert
- **Website update:** Still working with GoDaddy team on web design, but it is getting closer to completion.

**VIOLATIONS/COMPLAINTS**

**Other Misc.:**

**610 S. Church** (*Illuminated Temp. Sign – Coles*) **CLOSED**  
As of 05.10.25 the lights were redirected and the complainant confirmed that things were corrected.  
Prior Info: Letter mailed via regular mail to owner to redirect lights off of temporary sign in front of house. Scheduled to re-check May 9, 2025.

**212 Erie Beach** (*Flags attached to Utility Poles – Fishburn*) **CLOSED**  
Flags removed as of 05.16.25.  
Prior Info: Letter mailed to property owner & current occupant of the address asking them to remove 2 flags attached to the utility pole in front of the house. Scheduled to be re-checked May 19, 2025

**Illegal Rentals:**  
None at this time.

**Illegal Use:**  
None at this time.

**Junk & Debris:**  
**146 Strause** (*Junk & Debris – Fleenor*)  
Follow-up letter sent to property owner April 24, 2025, letting them know we will check on May 1, 2025, to see if progress is being made and June 1. Final inspection to be around June 28, 2025, to allow them opportunity to use the Dumpster Days at Twp. Hall. If property is not cleaned up at that time, then citation will be issued.  
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 2<sup>nd</sup> letter, Notice to Comply will be sent. A 2<sup>nd</sup> letter, Notice to Comply was mailed 02.24.25 and received by the property owner 02.27.25. They have until this Thursday, March 13<sup>th</sup> 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. 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.



Held

May 28,

2025

**5650 E. Harbor Road** (*Junk & Debris – Fort Firelands*)  
The owner provided an update 05.16.25 and stated that the person who was supposed to remove the wood backed out. They have had someone else remove some of the wood on the property and will dispose of the rest. They have brought a dumpster in to the property to help remove some of the other junk & debris. The van has been purchased and they are just waiting on the new owner to come take it. The tractor on the property is also apparently sold and just waiting for it to be removed.

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 1<sup>st</sup>. 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 1<sup>st</sup> 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. 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. To date the van and all the wood is still on the property, and we have not received any updates from the property owners. We wanted to give them a chance to initiate contact with us, but since they have not, we will follow-up again.

**Tall Grass:**  
**140 Tibbles** (*Tall grass – Wowk*)  
Annual, repeat offender. Cut evening of 05.27.25

CLOSED

**8534 Northshore Blvd.** (*Tall grass – Serra*)  
Certified letter sent to the property owner 05.22.25. Waiting on delivery.

**1491 Church Road** (*Tall grass – Sotak-Seamon*)  
Certified letter sent to the property owner 05.22.25. Delivered 05.23.25. Re-check 05.30.25

**385 Hidden Beach** (*Tall grass – Hoffman*)  
Certified letter sent to the property owner 05.22.25.

**Camper Occupied:**  
None at this time.

**Construction without Permits:**  
**2148 Tecumseh** (*Knee wall/ enclosure – Coder*)  
Letter sent 05.23.25. Waiting on response.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held

May 28,

20

25

Fire

		Fire & Ems Run Details				
		EMS	Fire	MVC*	Alarm **	CO***
						Mutual Aid
January		73	2	1	4	0
February		76	3	1	9	0
March		61	5	0	6	3
April		64	4	1	4	1
May as of the 28 <sup>th</sup>		97	10	3	11	0
June						
July						
August						
September						
October						
November						
December						
Sub-Total:		371	24	6	34	4
Total		439				0

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

- Ms. Lenthe asked what type of fires and the Chief said for May they were brush and car fires.
- PNR Communications in Oregon OH quoted radios at \$247,000.00, vrs Vasu at \$162,000.00. Ms. Rozak motioned and Mr. Hirt seconded to approve the Vasu quote; all ayes and motion carried.
- Ms. Rozak motioned and Mr. Hirt seconded to have VASU maintain our siren towers at an estimate of \$15,723.00 for 7 sirens. The Township only has 5 sirens it has maintained and Ms. Rozak feels the others are in the Village of Marblehead. Chief Hunsicker will follow up with VASU on these details, the quote and will advise the Board at the next meeting. This quote is subject to change, based on further information from the Chief.
- Chief Hunsicker and the Board extended their congratulations to Cody Dunn on passing his level two fire certification.
- Ms. Rozak motioned and Mr. Hirt seconded to approve part-time new hire, Benjamin Smith, at \$20.00/hour contingent on testing results.
- The Chief will get Ms. James an updated address on Ms. Miller, as correspondence was returned to sender.

Roads

- Sackett Cemetery-2 cremations and 1 full burial.
- Preparation of the parks and roadways for the Holiday.
- Ms. Rozak motioned and Mr. Dress seconded to use Contractors Design Engineering to conduct a survey of the Maintenance property-434 S Bridge Road at an estimated cost of \$2300.00. All ayes and motion carried.
- Old Brochure structure removed from Lions Park at Lake Point.

Mr. Dress said Lions got quote for metal picnic tables, 20 at \$900 each for Lions Park at Lake Point. Trustees and Superintendent feel current wood tables are fine, but Ms. Rozak said they should check grants at OSS Solid Waste to see if their organization would qualify and go out to see the tables at Meadowbrook.



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

Held

May 28,

2025

- Chief Hunsicker thanks the Maintenance crew for installing the AED over at the Townhall Shelter.
- Ms. Rozak received the annual review request from Black Swamp Conservancy regarding the conservation easement at Meadowbrook. Ms. James will give it to Superintendent Waldon, so he can schedule with the organization.
- The Board agreed to recognized Brett Waldron’s year of service with Marblehead and add that to his years of service with Danbury Township.

Police

- Chief Meisler submitted the incident report: From 5-1-2025 to 5-28-2025, the department responded to 291 calls.
- On May 10<sup>th</sup>, Catawba Twp PD responded to one noise complaint by Robert Wowk, concerning Boondocks.
- Sgt. LaMarca returned to normal patrol duties on the 23<sup>rd</sup>. Great to have him back on the schedule.
- Memorial Day weekend and the ceremony in Lakeside went very well.

Correspondence

- Marblehead Peninsula Branch Library flyer.

Old Business

- AED is now located in the Townhall Shelter. The AED that was in Township Hall was used and Chief Hunsicker has a replacement he will bring over this week for the meeting room.
- Dotnet will be at Townhall the week of June 9-13 to install new phones and on the 20<sup>th</sup>, they should be switched over from Spectrum and the work complete.

New Business

- Ottawa County AM250 Committee is heading up a “Call to Duty Salute for Veterans” project. The project calls for a special marker (aprox 10” in diameter attached to a stainless-steel post) to be created and placed at cemeteries throughout Ottawa County where veterans are interned. The trail markers will have the cemetery’s name and a QR code that will link to a website providing detailed information on U.S. conflicts, known American Revolutionary War veterans interned in Ottawa County, military monuments in the county and additional veteran information. Ms. Rozke motioned and Mr. Hirt seconded, for Mr. Dress to give permission to the committee for these markers to be placed in all Danbury Township cemeteries.
- Don Wills with Banc Card, will be at the June 11<sup>th</sup> meeting to discuss a credit and ACH credit card program. \$149.99 registration and then \$5.00 monthly service fee. More details will be at the June 11<sup>th</sup> meeting.

Fiscal Business

- Mr. Hirt motioned and Mr. Dress seconded, to approve bills and payroll in the amount of \$150,532.11 for the period May 15 through May 28, 2025. All ayes and motion carried. (See next page)
- Appropriation Fund, Revenue Fund and Fund Summary were provided to the Trustees.
- Ms. Rozak motioned and Mr. Hirt seconded to approve April bank reconciliation.
- All department heads have their own credit cards now. The older ones have been collected and are in the Fiscal Offices. The Trustees were not issued new cards, they still have the older ones and those will stay active until further notice.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held

May 28,

20

25

DANBURY TOWNSHIP, OTTAWA COUNTY

5/27/2025 7:53:19 PM

Payment Listing

UAN v2025.1

May 2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
245-2025	05/15/2025	05/14/2025	CH	Ohio Edison	\$165.14	O
246-2025	05/15/2025	05/14/2025	CH	Ohio Edison	\$1,039.71	O
247-2025	05/15/2025	05/14/2025	CH	Charter Communications	\$360.00	O
248-2025	05/15/2025	05/14/2025	CH	dotnet technologies llc	\$2,682.77	O
249-2025	05/15/2025	05/14/2025	CH	Aflac	\$886.36	O
250-2025	05/16/2025	05/15/2025	CH	OPERS	\$8,467.92	O
251-2025	05/16/2025	05/15/2025	CH	OPERS	\$16,122.17	O
252-2025	05/16/2025	05/15/2025	CH	Zoll Medical Corp	\$37,473.44	O
253-2025	05/19/2025	05/22/2025	CH	Ohio Edison	\$1,613.08	O
254-2025	05/20/2025	05/22/2025	CH	Verizon Wireless	\$309.75	O
255-2025	05/20/2025	05/22/2025	CH	Ottawa County Sanitary Engineering	\$24.00	O
256-2025	05/20/2025	05/22/2025	CH	Ottawa County Sanitary Engineering	\$24.00	O
257-2025	05/20/2025	05/22/2025	CH	Ottawa County Sanitary Engineering	\$45.90	O
258-2025	05/20/2025	05/22/2025	CH	Ottawa County Sanitary Engineering	\$66.84	O
259-2025	05/20/2025	05/22/2025	CH	Ottawa County Sanitary Engineering	\$108.42	O
260-2025	05/15/2025	05/22/2025	CH	Charter Communications	\$195.98	O
261-2025	05/15/2025	05/22/2025	CH	Charter Communications	\$218.80	O
262-2025	05/21/2025	05/22/2025	CH	Paychex of New York, LLC	\$51,138.02	O
263-2025	05/21/2025	05/22/2025	CH	Paychex of New York, LLC	\$1,037.66	O
264-2025	05/21/2025	05/22/2025	CH	Paychex of New York, LLC	\$2,012.01	O
265-2025	05/21/2025	05/22/2025	CH	Paychex of New York, LLC	\$350.87	O
266-2025	05/21/2025	05/22/2025	CH	Paychex of New York, LLC	\$4,620.01	O
267-2025	05/21/2025	05/22/2025	CH	Paychex of New York, LLC	\$1,384.01	O
268-2025	05/21/2025	05/22/2025	CH	Paychex of New York, LLC	\$73.79	O
269-2025	05/21/2025	05/22/2025	CH	Paychex of New York, LLC	\$186.41	O
48814	05/28/2025	05/22/2025	AW	Kuras Aeration Systems LLC	\$270.00	O
48815	05/28/2025	05/22/2025	AW	Spoerr Precast Concrete, Inc.	\$399.00	O
48816	05/28/2025	05/22/2025	AW	Lakeland Auto & Marine Inc.	\$303.05	O
48817	05/28/2025	05/22/2025	AW	U.S. Bank Equipment Finance	\$542.64	O
48818	05/28/2025	05/22/2025	AW	Genoa Bank	\$3,542.30	O
48819	05/28/2025	05/22/2025	AW	DANBURY TWP VOL FF ASSOCIATION	\$1,244.25	O
48820	05/28/2025	05/22/2025	AW	Charter Communications	\$2,458.45	O
48821	05/28/2025	05/22/2025	AW	Genoa Bank	\$1,065.02	O
48822	05/28/2025	05/26/2025	AW	Mineyahta Allotment Association Inc.	\$200.00	O
48823	05/28/2025	05/26/2025	AW	Beck Propane & Fuels	\$2,253.50	O
48824	05/28/2025	05/26/2025	AW	Lucky Stone Promotions	\$2,476.00	O
48825	05/28/2025	05/26/2025	AW	Baumann Auto Center, Inc.	\$582.60	O
48826	05/28/2025	05/26/2025	AW	TRi Motors Sales, INC.	\$969.40	O
48827	05/28/2025	05/26/2025	AW	Kuras Aeration Systems LLC	\$170.00	O
48828	05/28/2025	05/27/2025	AW	Capital One	\$667.99	O
48829	05/28/2025	05/27/2025	AW	The Standard	\$1,619.97	O
48830	05/28/2025	05/27/2025	AW	Trugreen	\$650.88	O
48831	05/28/2025	05/27/2025	AW	Charter Communications	\$360.00	O
48832	05/28/2025	05/27/2025	AW	Janet Clouse	\$150.00	O
Total Payments:					\$150,532.11	
Total Conversion Vouchers:					\$0.00	

Page 1 of 2

DANBURY TOWNSHIP, OTTAWA COUNTY

5/27/2025 7:53:19 PM

Payment Listing

UAN v2025.1

May 2025

Total Less Conversion Vouchers:

\$150,532.11

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.

Held

May 28,

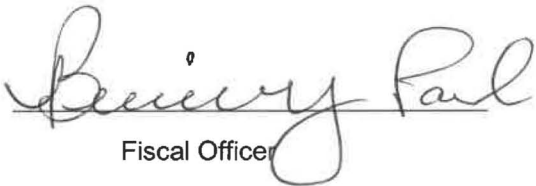
2025

Comments and Concerns

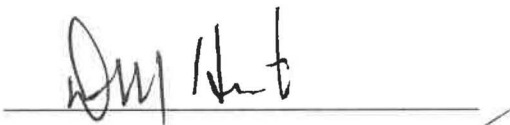


- Chief Hunsicker addressed savings on Sam’s account stating there have been no special trips to Sandusky, there is always other business be conducted and that in just the first month of it’s use we have saved \$63 compared to Walmart on bulk items.
- Mr. Dress will not attend the June 25<sup>th</sup> Trustee meeting.

Adjourn

There being no further comments, concerns or business before the Board, Mr. Hirt motioned and Ms. Rozak seconded, to adjourn at 7:48 pm. All ayes and motion carried.



Fiscal Officer

Danbury Township Board of Trustees

**RECORD OF PROCEEDINGS**  
**DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING**

Minutes of

Meeting

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

Held \_\_\_\_\_ May 28, \_\_\_\_\_ 20 \_\_\_\_\_ 25

THIS PAGE HAS BEEN LEFT BLANK