

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held January 8, 2025

Trustee Hirt called the meeting to order at 6:00 PM. The Pledge of Allegiance was recited. Roll call: Trustee Rozak, Trustee Dress and Trustee Hirt were present, along with Fiscal Officer Brinkley Paul, Township Assistant Lynne James and Fire Chief Shawn Hunsicker. Visitors in attendance were Susan Dress and Doug and Rose Sabin. A moment of silence was observed in honor of former President Jimmy Carter's passing.

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

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

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

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

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

Fire

Fire & Ems Run Details						
	EMS	Fire	MVC*	Alarm **	CO***	Mutual Aid
January	39	1	0	4	0	0
February	46	2	3	1	2	0
March	65	1	3	0	0	1
April	56	3	0	2	1	2
May	92	3	3	8	0	0
June	92	5	1	1	1	0
July	128	3	4	9	1	1
August	80	7	2	8	1	0
September	88	5	3	9	0	1
October	82	8	5	9	0	0
November	90	4	2	5	0	0
December	85	2	3	6	0	0
2024	943	44	29	62	6	5
Total	1089					

*Motor Vehicle Crash(s)

** Alarm Activation(s)

***Carbon Monoxide Investigation(s)

Fire

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

*Motor Vehicle Crash(s)

** Alarm Activation(s)

***Carbon Monoxide Investigation(s)

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Held _____

January 8, 20 25

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

Roads

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

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

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

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

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

Police

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

Zoning

DECEMBER 2024 MONTHLY REPORT

RECORD OF PROCEEDINGS

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Held January 8, 2025

Permits

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

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

Board & Commission Activity

The Board of Zoning Appeals –

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

- a. **BZA-2024-287** **Continued until 01.15.25**
355 S. Bridge. Request for an Area Variance from Section 5.10.3.C.ii to allow for a reduction in the number of required on-site commercial parking spaces (85 required/ 62 proposed). **Peninsula Endeavors/ Roberta Bero, Owner/Applicant; Jill Stevenson, Co-Owner/Agent.**
- b. **BZA-2024-312** **Approved as Presented**
253 Worthy. Request for an Area Variance to Section 5.2.D.iii to allow for an accessory building to be placed closer to the house than allowed (2' proposed/ 5' required). **Tim & Lori Kleman, Owner/Applicant.**

The Zoning Commission -

The Zoning Commission held their regular meeting December 4, 2024, as a work session to continue discussions on Storage regulations.

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

- a. **ZC-2024-249** **Approved as Presented**
6114 E. Port Clinton Eastern Road. Request for a Map Amendment from “A” Agricultural to “R-C” Recreational Commercial to rezone 19.25 ac. of a 22.6 ac. parcel located in Section 4, Lot 13, PIN# 0140400022988000. **David & Edith Dlubak, Owners/Applicants.**
- b. **ZC-2024-253** **Approved as Presented**
5542 E. Bayshore Road. Request for a Map Amendment from “A” Agricultural to “R-C” Recreational Commercial of Section 4, Lot 20, PIN# 0141159815529000 consisting of 10 ac. **Dale Edward Parker, Owner/Applicant.**

Department Updates

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

Office Activity

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

- Emails 251
- Violation Letters 1

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Held _____ January 8, _____ 20 _____ 25 _____

Annual Report 2024; submitted for the boards review.

January 7, 2025

PERMITS

To-date this month there have been 1 permit applications submitted/processed totaling \$200.00. collected in fees and application balances.

BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

The Board of Zoning Appeals will hold the following adjudication hearings on January 15, 2025:

a. **CONTINUATION from 12.18.24:**

BZA-2024-287

355 S. Bridge. Request for an Area Variance from Section 5.10.3.C.ii to allow for a reduction in the number of required on-site commercial parking spaces (85 required/ 62 proposed). **Peninsula Endeavors/ Roberta Bero, Owner/Applicant; Jill Stevenson, Co-Owner/Agent.**

b. **BZA-2025-001**

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

The Zoning Commission -

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

DEPARTMENT UPDATES

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

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

VIOLATIONS/COMPLAINTS

Other Misc.:

None at this time.

Illegal Rentals:

None at this time.

Illegal Use:

None at this time.

Junk & Debris:

None at this time.

Tall Grass:

None at this time.

Camper Occupied:

None at this time.

Construction without Permits:

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

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

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Held _____

January 8,

20²⁵ _____

any hearing for a variance.

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

We're still just waiting for a decision from the 6th District Court of Appeals. We had hoped to have it by now.

Prior Info: Letter sent to property owner 10.26.22 notifying them that a permit is necessary for the lanai, screened-in porch they constructed without any permits on the rear of the condo unit. The owner contacted me 11.04.22 and understands that a variance will be necessary. Paperwork has begun for them to be able to get on the December meeting agenda. Application was denied at the December BZA Meeting. The owner has retained legal counsel and is indicating they intend to proceed with an appeal with the Ottawa County Court of Common Pleas. On January 26, 2023, the property owner through their legal counsel has filed their Notice to Appeal the BZA decision to the Court of Common Pleas. Transcript has been ordered, case file and transcript must be filed with the court no later than March 7, 2023. Jeff Stopar will be handling the case for us. The transcript was submitted by the Court Reporter and case filed 02.23.23 with the Court. Attorney Conference call is scheduled to be held the morning of 03.13.23. Would assume at that time a briefing scheduled will be laid out. The Attorney Conference call took place 03.13.23. The Bilton brief is due May 4, 2023. The Township response brief will be due June 8, 2023, and then their final counter brief will be due June 29, 2023. At any point, the attorneys from either side can request extensions. On May 1, 2023, the appellants and property owner requested a 14-day extension to file their brief, to now be due May 18, 2023. This will push all subsequent briefs back equally in time. A second extension was requested from the appellant's attorney and their brief was submitted to the court on May 23, 2023. The Township brief is due June 27, 2023. J. Stopar was going to request a 10-day extension for filing our brief that was due 06.27.23. Should now be due 07.07.23. J. Stopar filed the Township's Brief & Response 07.07.23. The Appellant's final brief will now be due 07.28.23. The Appellant's final brief was supposed to be due 07.28.23 but they filed another extension request to file it no later than 08.11.23. The Appellants final brief was submitted to the Court 08.08.23. Have not had a chance to touch base with J. Stopar on what the "Next Steps" are. I believe the options will be for either to request Oral Arguments or just let the briefs speak for themselves and wait for the Judge's Decision. The local, Court of Common Pleas Judge's Decision came in on November 20, 2023, affirming or upholding the BZA's decision. The homeowners had 30 days to file a further appeal with the 6th District Court of Appeals. This Appeal was filed December 8, 2023, and we will now be at the disposal of that Court's timeline on this matter. I will keep the Board abreast of what occurs. In 6th District Court of Appeals. The Appellants filed a brief January 18, 2024, and requested Oral Arguments. The Township's reply brief is due by February 5, 2024, but J. Stopar has indicated that he will likely take an automatic 10-day extension. In 6th District Court of Appeals. The Township was granted an extension to file the reply brief which is now due March 8, 2024. J. Stopar filed the reply brief on behalf of the Township 03.08.24. Appellant will have the opportunity to submit a reply brief to our reply which is due in 10 days so as long as no further extensions are requested. 4-6 weeks after that, oral arguments will be scheduled. Will have to report back what those dates are once scheduled. Bilton's attorneys have requested an extension to file their last brief by March 28th. The property owner attorney filed their last brief on March 28th and we are now just awaiting word on when oral arguments will be scheduled. Oral arguments were held 06.05.24 in Toledo. The hearing lasted approximately a half hour. Many of the same, expected arguments were made from the briefs that have been filed. The panel of judges asked the Appellants attorney a number of questions, but overall, had a feeling that the BZA's decision may be upheld.

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Held January 8, 2025

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

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in regular session at 6:00p.m. on January 8, 2025 at the Danbury Township Hall, 5972 E. Port Clinton Eastern Road, Marblehead, Ohio 43440, with the following members present:

Ms. Dianne Rozak; Mr. John Paul Dress; Mr. David Hirt

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

RESOLUTION NO. 01 - 2025

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

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

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

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

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

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

ADOPTED this 8th day of January, 2025.

Attest:

Brinkley Paul
Fiscal Officer

Board of Trustees
Danbury Township
Ottawa County, Ohio

Dianne Rozak
Dianne Rozak

John Paul Dress
John Paul Dress

David Hirt
David Hirt

4895-7105-8757, v. 1

AUTHENTICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution duly passed by this Board of Trustees in session this 8th day of January, 2025 and filed with the Danbury Township Fiscal Officer.

Brinkley Paul
Brinkley Paul
Danbury Township Fiscal Officer

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Held _____

January 8,

20²⁵ _____

Correspondence

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

Old Business

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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New Business

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

Fiscal Business

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

DANBURY TOWNSHIP, OTTAWA COUNTY

1/8/2025 10:28:53 AM

Payment Listing

UAN v2025.1

12/24/2024 to 12/31/2024

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

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

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Held _____ January 8, _____ 20²⁵

DANBURY TOWNSHIP, OTTAWA COUNTY

1/8/2025 10:34:10 AM

Payment Listing

UAN v2025.1

1/1/2025 to 1/8/2025

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

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ

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

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held January 8, 20 25

Comments and Concerns

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

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

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

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

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

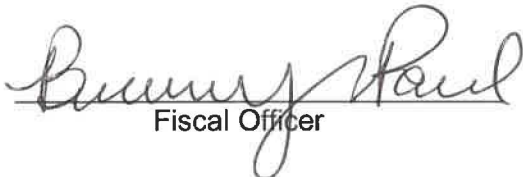
At Employee's five-year anniversary there will be a pay increase of .50 cents per hour.

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

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

Adjourn

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


Fiscal Officer







Danbury Township Board of Trustees

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held January 22, 2025

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

Ms. Rozak motioned the approval of the January 8, 2025, Trustee meeting minutes. Mr. Dress seconded; all ayes and motion carried.

Fire

Fire & Ems Run Details						
	EMS	Fire	MVC*	Alarm **	CO***	Mutual Aid
January as of the 22 nd	51	1	1	4	0	0
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
2025	51	1	1	4	0	0
Total	57					

*Motor Vehicle Crash(s)

** Alarm Activation(s)

***Carbon Monoxide Investigation(s)

- Ms. Rozak motioned and Mr. Dress seconded to renew the Medicount contract which was at 8% and this year it will be 7.9%. All ayes and motion carried.
- AED language on House Bill 47 has changed and Ms. James will get more clarification at the Winter Conference.

Roads

- Sackett Cemetery – no burials.
- There have been several snow events.
- Superintendent Waldron is waiting for one more quote to grind at the Brush Collection site.
- Bayside Heating started installing heat in the new maintenance facility.

Police

- Chief Meisler submitted the incident report: From 1-1-2024 to 1-22-2025 the department responded to 151 calls.
- No serious incidents to report due to the recent weather.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ January 22, _____ 20 _____ 25 _____

Zoning

PERMITS

To-date this month there have been 7 permit applications submitted/processed totaling \$752.40. collected in fees and application balances.

BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

The Board of Zoning Appeals held the following adjudication hearings on January 15, 2025:

a. **CONTINUATION from 12.18.24:**

BZA-2024-287

Withdrawn by Applicants

355 S. Bridge. Request for an Area Variance from Section 5.10.3.C.ii to allow for a reduction in the number of required on-site commercial parking spaces (85 required/ 62 proposed). **Peninsula Endeavors/ Roberta Bero, Owner/Applicant; Jill Stevenson, Co-Owner/Agent.**

- *Owners intend to resubmit a different application with less of a request on the number of parking spaces to be eliminated.*

b. **BZA-2025-001**

Approved as Presented

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

The Zoning Commission -

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

DEPARTMENT UPDATES

- Nothing new to report

VIOLATIONS/COMPLAINTS

Other Misc.:

None at this time.

Illegal Rentals:

None at this time.

Illegal Use:

None at this time.

Junk & Debris:

None at this time.

Tall Grass:

None at this time.

Camper Occupied:

None at this time.

Construction without Permits:

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

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.

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.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held

January 22,

20²⁵

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

We're still just waiting for a decision from the 6th District Court of Appeals. We had hoped to have it by now.

Prior Info: Letter sent to property owner 10.26.22 notifying them that a permit is necessary for the lanai, screened-in porch they constructed without any permits on the rear of the condo unit. The owner contacted me 11.04.22 and understands that a variance will be necessary. Paperwork has begun for them to be able to get on the December meeting agenda. Application was denied at the December BZA Meeting. The owner has retained legal counsel and is indicating they intend to proceed with an appeal with the Ottawa County Court of Common Pleas. On January 26, 2023, the property owner through their legal counsel has filed their Notice to Appeal the BZA decision to the Court of Common Pleas. Transcript has been ordered, case file and transcript must be filed with the court no later than March 7, 2023. Jeff Stopar will be handling the case for us. The transcript was submitted by the Court Reporter and case filed 02.23.23 with the Court. Attorney Conference call is scheduled to be held the morning of 03.13.23. Would assume at that time a briefing scheduled will be laid out. The Attorney Conference call took place 03.13.23. The Bilton brief is due May 4, 2023. The Township response brief will be due June 8, 2023, and then their final counter brief will be due June 29, 2023. At any point, the attorneys from either side can request extensions. On May 1, 2023, the appellants and property owner requested a 14-day extension to file their brief, to now be due May 18, 2023. This will push all subsequent briefs back equally in time. A second extension was requested from the appellant's attorney and their brief was submitted to the court on May 23, 2023. The Township brief is due June 27, 2023. J. Stopar was going to request a 10-day extension for filing our brief that was due 06.27.23. Should now be due 07.07.23. J. Stopar filed the Township's Brief & Response 07.07.23. The Appellant's final brief will now be due 07.28.23. The Appellant's final brief was supposed to be due 07.28.23 but they filed another extension request to file it no later than 08.11.23. The Appellants final brief was submitted to the Court 08.08.23. Have not had a chance to touch base with J. Stopar on what the "Next Steps" are. I believe the options will be for either to request Oral Arguments or just let the briefs speak for themselves and wait for the Judge's Decision. The local, Court of Common Pleas Judge's Decision came in on November 20, 2023, affirming or upholding the BZA's decision. The homeowners had 30 days to file a further appeal with the 6th District Court of Appeals. This Appeal was filed December 8, 2023, and we will now be at the disposal of that Court's timeline on this matter. I will keep the Board abreast of what occurs. In 6th District Court of Appeals. The Appellants filed a brief January 18, 2024, and requested Oral Arguments. The Township's reply brief is due by February 5, 2024, but J. Stopar has indicated that he will likely take an automatic 10-day extension. In 6th District Court of Appeals. The Township was granted an extension to file the reply brief which is now due March 8, 2024. J. Stopar filed the reply brief on behalf of the Township 03.08.24. Appellant will have the opportunity to submit a reply brief to our reply which is due in 10 days so as long as no further extensions are requested. 4-6 weeks after that, oral arguments will be scheduled. Will have to report back what those dates are once scheduled. Bilton's attorneys have requested an extension to file their last brief by March 28th. The property owner attorney filed their last brief on March 28th and we are now just awaiting word on when oral arguments will be scheduled. Oral arguments were held 06.05.24 in Toledo. The hearing lasted approximately a half hour. Many of the same, expected arguments were made from the briefs that have been filed. The panel of judges asked the Appellants attorney a number of questions, but overall, had a feeling that the BZA's decision may be upheld:

****Ms. Dale** stated she submitted information due to a call today letting her know the Court of Appeals found in favor of Danbury Township Board of Zoning Appeals. Attorney Stopar says Appellants can appeal to the Supreme Court of Ohio within 45 days, but the Supreme Court would also have to accept the appeal. That will be unknown for a few weeks if they choose to go that route. Ms. Dale will keep the Board advised and with no further zoning to discuss, left the meeting.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held

January 22, 2025

Correspondence

Jefferson Health Plan emailed their January 2025 News and Announcements; also if the Fiscal Officer gets the SERB, forward to Jefferson, they will complete and submit. Ottawa Co. Township Association meeting is tomorrow night and this year the Executive Officers would like to ask for an appointed representative and an alternate to attend the quarterly meetings. Mr. Hirt volunteered to be Danbury Township's representative and Mr. Dress volunteered to be the alternate.

Old Business

- The Trustees reviewed the 2021/2022 Audit Report with Ms. Paul. All errors were largely due to incorrect recording by the previous Fiscal Officer into the proper fund categories. No monies were missing and fund corrections were made by the State Auditor's office and Fiscal Officer Paul. Working closely with the State Auditor and Benton Township Fiscal Officer Gayle Millinger, 2024 has been corrected and measures have been put into place for both the Trustees and Fiscal Officer, to assure proper reporting moving forward.
- Mr. Dress requested to have a discussion at the next meeting, regarding all Departments wish lists. Ms. James will update next month's agenda.
- Mr. Dress still has questions regarding the report showing carryover, expenses and revenue. They asked Ms. Paul to check with Deb Paul and Gayle Millinger. Ms. Paul will have more information at the next meeting regarding clarification of this issue.

New Business

- Ms. Rozak has been in touch with Biologist, John Blakeman; responsible for the controlled burns at Meadowbrook, as ODOT asked the Township about landscaping the inside of the new roundabout, slated to begin construction this year after Labor Day. The design Mr. Blakeman would be working with involves about a 40-foot diameter circle at the center of the roundabout.

The idea is to use native grasses and wild flowers to create a pollinator garden and small signs will be allowed to designate it as a pollinator garden. Danbury Township would be responsible for the mowing and maintenance of this inner circle and Mr. Blakeman is anticipating that to be only once a year.

Mr. Blakeman is in the process now of drawing up some preliminary plans and when Ms. Rozak receives those, she will bring them to the Board and get confirmation from ODOT.

This may also become a master plan for other roundabouts going in throughout Ohio and once everything is implemented, Ms. Rozak would like to publish this in the OTA Magazine and other media sources.
- Ms. James submitted the annual 300AP form, from the Bureau of Workers Comp, for confirmation Trustee signature as it must be posted at all departments from Feb 1st to April 30th this year. It states that Danbury Township had zero accidents and injuries to report for 2024.
- Ms. James and Chief Hunsicker went to the Ottawa County Safety Council meeting today and requested to host on September 17th, for campfire safety and how to properly use fire extinguishers. They will keep the Board advised of the approval, but OCSC was excited Danbury has extended the invitation again this year.
- OCSC will be hosting a safety conference at CIC again this year on May 7th and the Board has approved attendance for Ms. James. Ms. Rozak asked if it would be beneficial for other department heads to attend the conference and Ms. James said once she receives the Agenda and class topics, she will advise the Board and the Department Heads.

Fiscal Business

- Ms. Rozak motioned and Mr. Dress seconded, to approve bills and payroll totaling \$143,208.31 for the period January 9, 2024 through January 22, 2025. All ayes and motion carried. (see next page)

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held

January 22,

2025

DANBURY TOWNSHIP, OTTAWA COUNTY

1/22/2025 2:43:10 PM

Payment Listing

UAN v2025.1

1/9/2025 to 1/22/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
15-2025	01/10/2025	01/21/2025	CH	Columbia Gas	\$1,787.55	O
16-2025	01/15/2025	01/21/2025	CH	Ohio Edison	\$132.04	O
17-2025	01/15/2025	01/21/2025	CH	Ohio Edison	\$770.87	O
18-2025	01/10/2025	01/21/2025	CH	Ohio Edison	\$96.50	O
19-2025	01/17/2025	01/21/2025	CH	Ohio Edison	\$1,627.94	O
20-2025	01/17/2025	01/21/2025	CH	Aflac	\$1,059.28	O
21-2025	01/20/2025	01/21/2025	CH	Verizon Wireless	\$309.41	O
22-2025	01/16/2025	01/21/2025	CH	OPERS	\$22,657.57	O
23-2025	01/21/2025	01/21/2025	CH	Ottawa County Sanitary Engineering	\$24.00	O
24-2025	01/21/2025	01/21/2025	CH	Ottawa County Sanitary Engineering	\$24.00	O
25-2025	01/21/2025	01/21/2025	CH	Ottawa County Sanitary Engineering	\$66.84	O
26-2025	01/21/2025	01/21/2025	CH	Ottawa County Sanitary Engineering	\$108.42	O
27-2025	01/15/2025	01/21/2025	CH	dotnet technologies llc	\$2,204.53	O
28-2025	01/17/2025	01/21/2025	CH	Ohio Police & Fire Pension Fund	\$15,036.70	O
29-2025	01/17/2025	01/21/2025	CH	Ohio Public Employees Deferred	\$6,945.00	O
30-2025	01/16/2025	01/21/2025	CH	OPERS	\$14,036.84	O
31-2025	01/17/2025	01/21/2025	CH	Auditor of State	\$635.50	O
32-2025	01/15/2025	01/21/2025	CH	Paychex of New York, LLC	\$51,778.93	O
33-2025	01/15/2025	01/21/2025	CH	Paychex of New York, LLC	\$1,346.26	O
34-2025	01/15/2025	01/21/2025	CH	Paychex of New York, LLC	\$2,008.86	O
35-2025	01/15/2025	01/21/2025	CH	Paychex of New York, LLC	\$4,949.09	O
36-2025	01/15/2025	01/21/2025	CH	Paychex of New York, LLC	\$1,462.82	O
37-2025	01/15/2025	01/21/2025	CH	Paychex of New York, LLC	\$101.63	O
38-2025	01/15/2025	01/21/2025	CH	Paychex of New York, LLC	\$152.35	O
39-2025	01/15/2025	01/21/2025	CH	Paychex of New York, LLC	\$925.55	O
40-2025	01/15/2025	01/22/2025	CH	Columbia Gas	\$193.23	O
48566	01/22/2025	01/21/2025	AW	Firelands Regional Medical Center	\$332.50	O
48567	01/22/2025	01/21/2025	AW	Culligan of Northern Ohio	\$24.19	O
48568	01/22/2025	01/21/2025	AW	Charter Communications	\$2,458.02	O
48569	01/22/2025	01/21/2025	AW	Genoa Bank	\$667.26	O
48570	01/22/2025	01/21/2025	AW	Gannett Ohio LocalIQ	\$148.74	O
48571	01/22/2025	01/21/2025	AW	Genoa Bank	\$629.24	O
48572	01/22/2025	01/21/2025	AW	U.S. Bank Equipment Finance	\$500.85	O
48573	01/22/2025	01/21/2025	AW	H.B. Magruder Hospital	\$136.69	O
48574	01/22/2025	01/21/2025	AW	Valley Ford Lakeside	\$248.23	O
48575	01/22/2025	01/21/2025	AW	Semro Henry & Spinazze Ltd.	\$710.01	O
48576	01/22/2025	01/21/2025	AW	Catawba Interiors	\$2,197.34	O
48577	01/22/2025	01/21/2025	AW	Charter Communications	\$30.80	O
48578	01/22/2025	01/21/2025	AW	Baumann Auto Center, Inc.	\$519.09	O
48579	01/22/2025	01/21/2025	AW	Ohio Diesel	\$191.73	O
48580	01/22/2025	01/21/2025	AW	Lakeland Auto & Marine Inc.	\$385.50	O
48581	01/22/2025	01/21/2025	AW	Galls, AN Aramark Company	\$488.35	O
48582	01/22/2025	01/21/2025	AW	Bound Tree Medical LLC	\$413.09	O
48583	01/22/2025	01/21/2025	AW	Capital Tire, Inc.	\$580.00	O
48584	01/22/2025	01/21/2025	AW	Darr's Cleaning Inc.	\$485.00	O
48585	01/22/2025	01/21/2025	AW	The Standard	\$1,619.97	O

DANBURY TOWNSHIP, OTTAWA COUNTY

1/22/2025 2:43:10 PM

Payment Listing

UAN v2025.1

1/9/2025 to 1/22/2025

Total Payments:	\$143,208.31
Total Conversion Vouchers:	\$0.00
Total Less Conversion Vouchers:	\$143,208.31

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
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ January 22, _____ 20 _____ 25 _____

- Appropriation Fund, Revenue Fund and Fund Summary were provided to the Trustees.
- Ms. Rozak motioned and Mr. Dress seconded to approve the December 2024 bank reconciliation; all ayes and motion carried.
- Ms. Paul called the credit card company that Marblehead suggested, as she faxed them a W-2 and receipt of that fax had been confirmed. They are now stating they did not receive it and we must start over with the application process. Ms. Paul then contacted Genoa and she will proceed with them on new cards, since our credit cards are currently through this bank. They assure us they can update the cards for individual department use.
- Ms. James asked if Ms. Paul will need to be on the 2025 Ballot; Ms. Rozak asked Ms. Paul to contact the Board of Elections for clarification.
- Due to Marblehead Bank merging with State Bank, Ms. Paul presented Resolution 02-2025 Amendment of the Memorandum of Agreement for Deposit of Public Funds. Mr. Hirt motioned and Ms. Rozak seconded approval. Roll call vote: Mr. Hirt Yes, Mr. Dress Yes, Ms. Rozak Yes.

02-2025
**AMENDMENT TO
MEMORANDUM OF AGREEMENT
FOR DEPOSIT OF PUBLIC FUNDS**

This Amendment to Memorandum of Agreement for Deposit of Public Funds (this "Amendment Agreement") is made and entered into by and between The State Bank and Trust Company ("State Bank"), as successor in interest by merger to The Marblehead Bank ("Marblehead"), and Danbury Township ("Danbury").

WHEREAS, Marblehead and the Danbury are parties to a certain Memorandum of Agreement for Deposit of Public Funds dated as of August 25, 2021 (the "Agreement");

WHEREAS, Marblehead has merged with and into State Bank, pursuant to a merger agreement, under which the separate corporate existence of Marblehead has ceased, and State Bank has survived and continues to exist as a state bank (the "Merger"); and

WHEREAS, State Bank and Danbury (collectively hereinafter the "Parties") desire to enter into this Amendment Agreement to memorialize the assignment of the Agreement from Marblehead to State Bank, as successor in interest pursuant to the Merger, and to make other changes to the Agreement as are set forth herein.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **Assignment.** Danbury hereby acknowledges that Marblehead assigned the Agreement to State Bank pursuant to the Merger as of January 17, 2025. State Bank, as successor in interest by Merger to Marblehead, has accepted the assignment and hereby agrees to assume, undertake, perform and discharge any and all such obligations, commitments, terms and conditions of Marblehead under the terms of the Agreement.
2. **Amendments.** The Agreement is hereby amended as follows:
 - A. All references to "The Marblehead Bank" in the Agreement are hereby replaced with "The State Bank and Trust Company".
 - B. The following language is hereby inserted into the Agreement following the second paragraph thereto:

"WHEREAS the Financial Institution is required by the laws of the State of Ohio to collateralize the uninsured public deposits of the Public Entity and has elected to do so through the Ohio Pooled Collateral System (OPCS) as prescribed in section 135.182 of the Ohio Revised Code (ORC)."

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3339 FORM NO. 10148

Held

January 22,

20²⁵

3. **Effective Date.** This Amendment Agreement is effective as of the date set forth below.

4. **No Other Changes.** Except as expressly set forth in this Amendment Agreement, all other terms and conditions in the Agreement shall continue in full force and effect as written and the Parties hereto agree to be bound thereby.

IN WITNESS WHEREOF, the Parties have hereunto set their hands by their duly authorized officers, this 22nd day of January, 2025.

THE STATE BANK AND TRUST COMPANY

Sean LaFontaine

By: Sean LaFontaine

Its: Director of Treasury Management

DANBURY TOWNSHIP

Don Hirt

By: Don Hirt

Its: Trustee Chair

Comments and Concerns

- Ms. Dress asked Chief Hunsicker if billing was changing, regarding fire calls. Chief Hunsicker stated they only charge if they are transporting and that will not change.
- Ms. Dress inquired as to Mr. Blakeman helping with landscaping on the new maintenance property and Ms. Rozak said they are already in discussion regarding the landscaping.
- Ms. Dress requested a copy of the report of appropriation budget by fund for 2024 and 2025 from Ms. Paul.
- Ms. Dress asked if website could be updated regarding budget information. Ms. Paul will work with Ms. Dale to upload 2020 through 2024 information after Winter Conference in Columbus.
- Ms. Dress also requested a copy of the lease payment schedule for new maintenance building purchase and then left the meeting.

Executive Session: Ms. Rozak motioned and Mr. Hirt seconded to move into Executive Session at 7:00 pm to discuss benefits and compensation of public employees and an invitation to Chief Hunsicker to stay for the Fire department portion of the discussion. All ayes, motion carried and the Board moved into Executive Session.

Ms. Rozak motioned and Mr. Hirt seconded to come out of Executive Session at 7:38 pm; all ayes and motion carried.

Ms. Rozak motioned and Mr. Hirt seconded to go back into Regula Session at 7:38 pm; all ayes and motion carried.

Ms. Rozak motioned to remove auxiliary personnel from the Fire Department due to non-utilization. Mr. Dress seconded, all ayes and motion carried.

*Ms. Rozak motioned that at the first pay period in March; 3-26-2025, all full-time personnel, Ron Eckel and Marcel Sorgi receive a 3 % pay raise. Mr. Hirt seconded, all ayes and motion carried.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____

January 22, 20 25

Ms. Rozak motioned for Chief Mike Meisler, Chief Shawn Hunsicker and Roads Superintendent Brett Waldron to receive \$8000 bonuses, half paid May 7th and remaining half December 3rd. Mr. Dress seconded, all ayes and motion carried.

*Ms. Rozak motioned that due to Zoning and Planning Administrator Kathryn Dale's recent pay increase, she will not receive the 3% pay increase and will receive a \$2000 bonus, half paid May 7th and the remaining half December 3rd. Mr. Dress seconded, all ayes and motion carried.

All remaining full-time employees will be paid \$6000, half paid May 7th and remaining half December 3rd. Mr. Hirt seconded, all ayes and motion carried.

Ms. Rozak motioned for hourly rate changes effective first pay period in March; 3-26-2025 and 2026 to the following part-time positions at the Fire Department as follows:

Basic EMT \$20.00, Advanced EMT \$21.00, Paramedic \$22.00

Mr. Dress seconded; all ayes and motion carried.

Adjourn

There being no further comments, concerns or business before the Board, Ms. Rozak motioned and Mr. Hirt seconded, to adjourn at 7:42 pm. All ayes and motion carried.


Fiscal Officer







Danbury Township Board of Trustees

RECORD OF PROCEEDINGS

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

Held _____ February 13, _____ 20²⁵ _____

Trustee Hirt called the meeting to order at 4:00 PM. The Pledge of Allegiance was recited. Roll call: Trustee Rozak, Trustee Dress and Trustee Hirt were present, along with Fiscal Officer Brinkley Paul, Fire Chief Shawn Hunsicker and Zoning and Planning Administrator Kathryn Dale. Visitors in attendance were Andrew Stainbrook, Tomas Powell and Margaret Lenthe.

Mr. Dress motioned the approval of the January 22, 2025, Trustee meeting minutes. Mr. Hirt seconded; all ayes and motion carried.

Thomas Powell and Andrew Stainbrook were present to review the Dotnet contract. Renewal for a 24-month contract is \$2,682.77 monthly and includes new enhanced security features. This is a \$480 increase from two years ago. A 24/7 response team has also been added. Ms. Rozak thanked them for their work and advised that Lynne James would continue as their primary contact. Ms. Rozak moved to approve the contract renewal, second by Mr. Dress; all ayes and motion carried. Mr. Hirt signed the contract and gave it to Andrew. Another signed copy was put into Lynne's box.

Fire

Fire & Ems Run Details						
	EMS	Fire	MVC*	Alarm **	CO***	Mutual Aid
January	73	2	1	4	0	0
February as of the 13 th	35	2	0	2	0	0
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
Sub-Total:	108	4	1	6	0	0
Total	119					

*Motor Vehicle Crash(s)

** Alarm Activation(s)

***Carbon Monoxide Investigation(s)

- Mr. Hirt moved to hire Halle Sullenberger and Kyle Braun as part-time paramedics at \$21.43 per hour, provided they pass testing and physical exams. Mr. Dress seconded, all ayes and motion carried.
- Mr. Hirt moved to approve the Rumpke trash collection contract for the Fire Department at a cost of \$66 per month. Ms. Rozak seconded, all ayes and motion carried. The bills will come directly to the Fiscal Officer.
- Chief Hunsicker reported that the Fire Department Association will be hosting a dinner at Big Boppers on March 25, 2024 from 4 p.m. to 8 p.m. to benefit the Rakosky family whose home was a total loss to a fire.
- The Chief also extended his thanks to the Road Department for their diligence in keeping the roads clear, especially the last two weeks.

RECORD OF PROCEEDINGS

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

Held February 13, 2025

Roads

- Sackett Cemetery – 1 burial
 - Ms. Rozak moved to approve restoration of cemetery stones by Jane Crandall in the amount of \$400 to be completed in April 2025. Mr. Hirt seconded, all ayes and motion carried.
- There have been several snow and ice events.
- Mr. Dress moved to approve Lake Erie Tree Service, the lowest quote, for brush grinding at a cost of \$9,200. Mr. Hirt seconded, all ayes and motion carried.
- Bayside Heating has completed the heat installation and the heat is on in the new maintenance facility.
- Ms. Rozak recommended that Mr. Dress and Mr. Waldon review and compare both quotes for interior work at the new maintenance facility and report back to the board which company they recommend. Ms. Rozak moved that the lowest and best quote for this work be chosen. Mr. Hirt seconded, all ayes and motion carried. Ms. Rozak stated the contract for the successful company can be discussed and signed at the next meeting.
- Mr. Hirt moved to approve the proposal from Tom DARTH for updates to the administrative work areas at Township Hall for \$6,625.00. Mr. Dress seconded, all ayes and motion carried. Mr. Hirt signed the contract.

Police

- Chief Meisler submitted the incident report: For the month of January, the department responded to 225 calls. From 2-1-2025 to 2-13-2025 the department responded to 93 calls.
- Mr. Dress moved to approve the purchase of two SUVs from Montrose Ford in the amount of \$90,109.50. These two cars will replace the current 2015, 2017 and 2018 Ford Taurus vehicles which have over 130,000 miles each. Mr. Hirt seconded, all ayes and motion carried. After this approval the department should be on a one vehicle per year rotation.
- Ms. Rozak moved to approve D.R. Ebel to outfit car 452 in the amount of \$12,662.95. Mr. Dress seconded, all ayes and motion carried. The second vehicle should be outfitted in May.
- Due to an unrepairable portable radio, Mr. Hirt moved to approve the purchase of a Harris Radio at a cost of \$3,193.64. Second by Mr. Dress. All ayes and motion carried.

Zoning

10 permit applications were processed for the month of January totaling \$1,244.52 in collected fees.

Accessory Building:	2
Addition	
Commercial:	
Residential:	1
Appeals:	
Area Variance:	2
Conditional Use:	
Deck:	
Dock:	
Fence:	
New SF Home:	1
New Commercial Structure:	1
Other:	1
Refusal:	1
Signage:	1
Swimming Pool:	
Text/Map Amendment:	
Total:	10

RECORD OF PROCEEDINGS

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

Held February 13, 2025

Board & Commission Activity

The Board of Zoning Appeals –

The BZA held adjudication hearings on January 15, 2025, on the following cases:

a. **CONTINUATION from 12.18.24:**

BZA-2024-287

Withdrawn by Applicants

355 S. Bridge. Request for an Area Variance from Section 5.10.3.C.ii to allow for a reduction in the number of required on-site commercial parking spaces (85 required/ 62 proposed). **Peninsula Endeavors/ Roberta Bero, Owner/Applicant; Jill Stevenson, Co-Owner/Agent.**

b. **BZA-2025-001**

Approved as Presented

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

The Zoning Commission -

The Zoning Commission meeting scheduled for January 1, 2024, was cancelled.

Department Updates

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

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

Office Activity

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

- Inspections 50
- Emails 365
- Violation Letters 1

PERMITS

To-date this month there have been 3 permit applications submitted/processed totaling \$500.00. collected in fees and application balances.

BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

The Board of Zoning Appeals will hold the following adjudication hearings on February 19, 2025:

a. **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.**

The Zoning Commission -

The Zoning Commission met February 5, 2025, and continued their discussions on Storage Building regulations. I need to update the Trustees at either this meeting or your next meeting, because the Commission needs some additional direction on where you want them to head with these regulations. To give you a little bit of an idea of where they are hung up, there is question about setting a front-yard setback requirement significantly greater than the underlying requirements because it would make nearly all existing storage properties nonconforming. The concern is this would create a lot of "blow-back" from the existing businesses because they would be limited on what they could do moving forward or rebuild in a natural disaster situation. Is that something we can live with or not?

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____

February 13, _____ 20 _____ 25

The question has also arisen whether waterfront and/or marina storage areas should be treated differently than facilities in the interior of the Township or that are non-marina related. They have already agreed, and pretty much settled on some draft language to acknowledge existing developments, creating a registry of projects that we know are coming down the pike or have open permits. But do we start treating storage differently just because of what they are storing or how they operate? We don't really do that for any other use and have very little control on how to operate.

Another idea was to set no new requirement at all (or leave the 40'-50' underlying requirement as a minimum), list the goal or purpose of storage (to be at the rear of the property with room for another commercial use in the front of the property) and then just leave it up to the BZA when a plan is reviewed to determine if the buildings are back far enough.

DEPARTMENT UPDATES

- Nothing new to report

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*)

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 (7019228000063185565) was sent 02.03.25. The letter was received 02.07.25 and the property owner has until 02.21.25 to correct or reach out to our office.

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

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 (7019228000063185558) was sent 02.03.25. The letter was received 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:

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

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.

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

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.

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

Held _____ February 13, _____ 20²⁵ _____

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.

Correspondence

Daughters of the American Revolution letter; invite to attend 5-17-25 DAR Patriot Marker Dedication Ceremony at the Wolcott Family Cemetery. Propane Safety brochure. Frontier flyer. Farm Bureau Legislative Luncheon March 24, 11:30 am at Sheldon Miller Farms in Oak Harbor. Ottawa Co Agricultural Breakfast March 21, 8 am at St. John's Lutheran Church in Oak Harbor, cost \$5.00. Lowe's credit card will become MyLowe's Pro Rewards Credit Card on 2-18-2025 and new cards will be sent out. Application for Board of Health Membership for anyone interested in serving on the Board of Health.

Legacy Homes of Medina, Inc., formal request to turn Lighthouse Oval, Lighthouse Bluffs Phase III into a public street, from Allison Hall, Vice President. Email from Daniel Toris, Ottawa Co Engineer attached and updates will follow.

Old Business

- Department wish lists were discussed.
 - Police requests; cars addressed at this meeting and parking lot paving approved at previous meetings by Kreimes. Garage bay will be vacated over to new building. Interior maintenance in buildings; check with Brett's crew on painting and patching. Have Chief Meisler get pricing on file cabinets, chairs and other office furniture.
 - Brett's will begin with the remodeling of the new facility and the balance will be determined after tax receipts are in. Ms. Rozak would like to see a plan of what the paving will look like at the new building and if there may be a drainage issue, before that paving commences. Mr. Dress stated that basically what is stone now, will be the area that gets the asphalt and he will check with Superintendent Waldron regarding any plans available and his opinion on drainage. Other items will be discussed and are a few years out.
 - Fire was good with employee training, pagers and the training door. Turnout gear is already done. Plans are to begin budgeting for a new fire truck. They would like to upgrade portable radios as the current radios do not allow for good communication with dispatch, sheriffs and firefights. Ms. Paul stated that when viewing the budget, there is a fire district account that was not appropriated in 2023 or 2024 that will cover the costs.
- Ms. Rozak moved there was no objection to the Backyard Pickleball liquor permit as it relates to the location of the township dog park. Mr. Dress seconded, all ayes and motion carried. The Fiscal Officer will sign that form and the formal request from the Ohio Department of Liquor Control regarding the same group's permit. No hearing is requested.
- Ms. Rozak discussed the ODOT contract for roundabout maintenance. She emailed James VanEerten and he said it looked standard to him, so Ms. Rozak will email ODOT with recommended corrections and advise that the township will maintain only the roundabout, not any adjacent rights-of-way or land.
- Ms. Rozak requested John Blakeman put together some plans to do native landscaping at various Township locations and she will then provide this information for review by the department heads and the Board.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3339 FORM NO. 10148

Held _____ February 13, 2025

New Business

- Mr. Hirt moved the Firelands Reasonable Suspicion form be added to the policy manual. Mr. Dress seconded, all ayes and motion carried.

Fiscal Business

- Ms. Rozak motioned and Mr. Dress seconded, to approve bills and payroll totaling \$183,903.73 for the period January 23, 2024 through February 13, 2025. All ayes and motion carried. Ms. Rozak noted that Ms. Paul abstained from signing a check to herself in the amount of \$171.50 for mileage reimbursement for the OTA conference attendance. Ms. James reported her mileage on payroll.

DANBURY TOWNSHIP, OTTAWA COUNTY

2/12/2025 1:58:03 PM

Payment Listing

UAN v2025.1

1/23/2025 to 2/13/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
41-2025	02/05/2025	02/10/2025	CH	Ohio Edison	\$78.83	0
42-2025	02/01/2025	02/10/2025	CH	Charter Communications	\$218.80	0
43-2025	02/01/2025	02/10/2025	CH	Charter Communications	\$195.98	0
44-2025	02/04/2025	02/10/2025	CH	Jefferson Health Plan	\$34,135.39	0
45-2025	02/01/2025	02/10/2025	CH	MWG Administrators	\$3,047.86	0
46-2025	02/01/2025	02/10/2025	CH	Guardian	\$1,971.91	0
47-2025	02/11/2025	02/10/2025	CH	Columbia Gas	\$2,158.01	0
48-2025	02/05/2025	02/10/2025	CH	Bureau of Workers' Compensation	\$3,340.00	0
49-2025	02/05/2025	02/10/2025	CH	Ohio Edison	\$65.97	0
50-2025	02/05/2025	02/10/2025	CH	Ohio Edison	\$8.74	0
51-2025	02/05/2025	02/10/2025	CH	Ohio Edison	\$15.42	0
52-2025	02/12/2025	02/10/2025	CH	Ohio Edison	\$715.18	0
53-2025	02/04/2025	02/10/2025	CH	Ohio Edison	\$65.82	0
54-2025	02/04/2025	02/10/2025	CH	Ohio Edison	\$65.82	0
55-2025	02/04/2025	02/10/2025	CH	Ohio Edison	\$65.82	0
56-2025	02/04/2025	02/10/2025	CH	Ohio Edison	\$65.82	0
57-2025	02/04/2025	02/10/2025	CH	Ohio Edison	\$65.82	0
58-2025	02/05/2025	02/10/2025	CH	Ohio Edison	\$229.38	0
59-2025	01/29/2025	02/10/2025	CH	Paychex of New York, LLC	\$63,239.83	0
60-2025	01/29/2025	02/10/2025	CH	Paychex of New York, LLC	\$2,259.08	0
61-2025	01/29/2025	02/10/2025	CH	Paychex of New York, LLC	\$2,391.22	0
62-2025	01/29/2025	02/10/2025	CH	Paychex of New York, LLC	\$330.94	0
63-2025	01/29/2025	02/10/2025	CH	Paychex of New York, LLC	\$5,392.04	0
64-2025	01/29/2025	02/10/2025	CH	Paychex of New York, LLC	\$1,675.21	0
65-2025	01/29/2025	02/10/2025	CH	Paychex of New York, LLC	\$81.55	0
66-2025	01/29/2025	02/10/2025	CH	Paychex of New York, LLC	\$171.54	0
48586	02/12/2025	02/10/2025	AW	Ottawa County Treasurer	\$13,619.15	0
48587	02/12/2025	02/10/2025	AW	Firelands Regional Medical Center	\$527.54	0
48588	02/12/2025	02/10/2025	AW	Ehove Career Center	\$111.00	0
48589	02/12/2025	02/10/2025	AW	All Star Professional Cleaning, LLC	\$300.00	0
48590	02/12/2025	02/10/2025	AW	Baumann Auto Center, Inc.	\$59.96	0
48591	02/12/2025	02/10/2025	AW	Liberty Auto Parts	\$219.90	0
48592	02/12/2025	02/10/2025	AW	Beck Suppliers, Inc.	\$1,338.93	0
48593	02/12/2025	02/10/2025	AW	Galls, AN Aramark Company	\$74.94	0
48594	02/12/2025	02/10/2025	AW	Bell Heating and Electric	\$292.50	0
48595	02/12/2025	02/10/2025	AW	Construction Equipment & Supply	\$49.50	0
48596	02/12/2025	02/10/2025	AW	JVS Garage Door Co.	\$259.50	0
48597	02/12/2025	02/10/2025	AW	INTERSTATE BATTERY	\$110.21	0
48598	02/12/2025	02/10/2025	AW	Ohio Diesel	\$191.73	0
48599	02/12/2025	02/10/2025	AW	Rumpke of Ohio INC	\$225.99	0
48600	02/12/2025	02/10/2025	AW	O.E. Meyer CO.	\$115.32	0
48601	02/12/2025	02/10/2025	AW	ESRI	\$460.00	0
48602	02/12/2025	02/10/2025	AW	Valley Ford Lakeside	\$162.96	0
48603	02/12/2025	02/10/2025	AW	All Star Professional Cleaning, LLC	\$200.00	0
48604	02/12/2025	02/10/2025	AW	Ray's Electronics, Inc.	\$360.00	0
48605	02/12/2025	02/10/2025	AW	Vanguard-Sentinel Career & Technology Cent	\$3,700.00	0

Held _____ February 13, _____ 2025

DANBURY TOWNSHIP, OTTAWA COUNTY
Payment Listing
 1/23/2025 to 2/13/2025

2/12/2025 1:58:03 PM
 UAN v2025.1

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
48606	02/12/2025	02/10/2025	AW	Hohler Furnace & Sheet Metal, Inc.	\$218.75	O
48607	02/12/2025	02/10/2025	AW	Charter Communications	\$360.00	O
48608	02/12/2025	02/10/2025	AW	Beck Suppliers, Inc.	\$1,471.77	O
48609	02/12/2025	02/10/2025	AW	Beck Suppliers, Inc.	\$127.63	O
48610	02/12/2025	02/10/2025	AW	Beck Suppliers, Inc.	\$6,741.27	O
48611	02/12/2025	02/10/2025	AW	Bayside Comfort, Inc.	\$835.52	O
48612	02/12/2025	02/10/2025	AW	Capital One	\$425.23	O
48613	02/12/2025	02/10/2025	AW	The Standard	\$1,619.97	O
48614	02/12/2025	02/10/2025	AW	Liberty Auto Parts	\$43.78	O
48615	02/12/2025	02/10/2025	AW	Verizon Wireless	\$887.40	O
48616	02/12/2025	02/12/2025	AW	Brinkley Paul	\$171.50	O
48617	02/12/2025	02/12/2025	AW	Bayside Comfort, Inc.	\$20,237.00	O
48618	02/12/2025	02/12/2025	AW	Bayside Comfort, Inc.	\$5,856.96	O
48619	02/12/2025	02/12/2025	AW	Lakeland Auto & Marine Inc.	\$93.77	O
48620	02/12/2025	02/12/2025	AW	Valley Ford Lakeside	\$300.77	O
48621	02/12/2025	02/12/2025	SW	Skipped Warrants 48621 to 48621 Series 1	\$0.00	V
48622	02/12/2025	02/12/2025	AW	Gannett Ohio LocalIQ	\$81.30	O
Total Payments:					\$183,903.73	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$183,903.73	

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.

- Appropriation Fund, Revenue Fund and Fund Summary were provided to the Trustees.
- A check tonight is paying taxes on some parcels that may need to be exempt. Ms. Rozak requested Ms. Paul check with Jen Widmer to see what parcels this check is covering.
- Ms. Paul reported the Genoa Bank credit card process is underway.
- Ms. Rozak moved that \$400,000 be transferred from STAR Ohio to the Marblehead Bank checking account. Second by Mr. Hirt. All ayes and motion carried.
- Mr. Dress moved to approve an ACH payment to Municipal Emerg Service for turnout gear in the amount of \$53,116.75. Second by Mr. Hirt. All ayes and motion carried.
- Ms. Paul noted that budgets were posted on the website and that the Auditor will send 2025 budget information to her for posting.
- Fund Summary explanation: Starting fund balance is what is in the account at the start of February. Adding the starting fund balance + with month to date revenue – month to date expenditures= ending fund balance. Unencumbered fund balance + current reserve for encumbrance = the ending fund balance.

Comments and Concerns

- Ms. Rozak asked Margaret if she had and comments or concerns. Margaret thanked everyone on a great meeting and stated how impressed she was with Brinkley Paul at which the Board agreed. With nothing further, she left the meeting.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ February 13, 20 25

Executive Session: Ms. Rozak motioned and Mr. Hirst seconded to move into Executive Session at 5:18 pm to discuss benefits and compensation of public employees. All ayes, motion carried and the Board moved into Executive Session.

Ms. Rozak motioned and Mr. Hirt seconded to come out of Executive Session at 5:31 pm; all ayes and motion carried.

Ms. Rozak motioned and Mr. Hirt seconded to go back into Regula Session at 5:31 pm; all ayes and motion carried.

Ms. Rozak moved that due to the different scheduling of the three full-time paramedics their bonus for 2025 will be \$2,000 each instead of \$6,000 each. Second by Mr. Dress. All ayes and motion carried.

Mr. Hirt gave a brief update on the recent township association meeting. EMA is going live via cell phones for the warning system verses sirens. Every cell phone with-in the area will receive the warning and the Township will have the option to discontinue siren notification. The Board decided to wait and see how the new system works before discontinuing the sirens.

Adjourn

There being no further comments, concerns or business before the Board, Mr. Dress motioned and Mr. Hirt seconded, to adjourn at 5:37 pm. All ayes and motion carried.


Fiscal Officer






Danbury Township Board of Trustees

RECORD OF PROCEEDINGS

Held _____

February 26,

20²⁵

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

Mr. Hirt motioned the approval of the February 13, 2025, Trustee meeting minutes. Mr. Dress seconded; all ayes and motion carried.

Zoning

Ms. Dale spoke on Behalf of the Zoning Commission regarding Storage Building language for a new text amendment. Primary focus of the discussion was regarding the direction the Trustees want the Zoning Commission to proceed; specifically, regarding setback requirements and the effect that it may have on existing developments. See Ms. Dale's summary attachment below.

Trustees Rozak and Dress indicated that it was important that future storage buildings should be a minimum of 200 feet from major roadways. The concern is on the visual impact the buildings currently have within the Township. Mr. Dress wanted verification that an existing or new development would have a means to apply for variances or exceptions to the rules. Ms. Dale confirmed that the BZA process would always be available.

Ms. Dale stated she had spoken with the zoning attorney, Jeff Stopar, prior to this meeting, and he expressed his concerns that a total prohibition of storage buildings is not a valid legal option. He also advised against regulating storage differently based on type. He was not opposed to not setting a setback requirement and letting the decision lie in the BZA's hands, but agreed consistency could be an issue. Ms. Rozak expressed she was not in favor of giving the BZA that much discretion. Mr. Dress affirmed, he felt it would be better to set a requirement, since the variance process would be available.

Storage Study Discussion 02.26.25

What ZC Needs:

- Direction on how Trustees want them to proceed.

Where we are:

- The Zoning Commission has examined what we have existing and are trying to come up with language that is fair yet accomplishes the goal that future storage development be further back on property allowing for the frontage to be developed for some other commercial, non-storage use.
- The Zoning Commission has held 4 work sessions to-date and have generally come to a consensus on definitions, making storage a Conditional Use and language on how to handle existing development plans that we know are coming.
- There are some additional changes that will have to be made to the Landscaping & Buffering requirements once we know what the main storage requirements look like. Of course, some changes may be needed during the Land Use Plan update as well.
- Formatting is pretty much ready to go as far as new requirements are concerned for storage, we just need to now plug in the "magic" numbers on what those requirements are going to be.

Summary of Findings:

The Zoning Commission has deeply analyzed our existing conditions of the 75 current storage properties in the Township. This has allowed them to understand what we have and what any new requirement would do, or how a new requirement would affect these existing properties.

- The average size of all 75 existing storage properties is 3.5 acres. The median is 2.6 acres. The ZC has generally agreed that setting a 3-acre minimum property size requirement for future storage developments is fair.
 - This will result in 38 of the 75 properties (50.6%) automatically becoming nonconforming. 37 of the 75 properties would conform to this requirement.
- The average lot depth of all 75 existing properties is 552' and the median is 475'.
- The average front yard setback for all 75 properties is 135' or 24% of the lot depths.
- Of the 37 storage properties that are over the 3-acre minimum, if we create a requirement for the front yard setback to be a percentage of the lot depth and apply the 24% average, 26 of the 37 of the existing storage developments would become nonconforming and wouldn't even meet this average requirement.
 - This isn't terribly shocking for the mere fact that the setback requirement for the commercial zoning districts was 70' until 2020 when it was reduced to 40' for the R-C & 50' for the C-2

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Held _____

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zoning districts to be more in line with what existed for all our commercial uses (not just storage) and to reduce variance requests.

- The greater the percentage is increased or the greater the static minimum setback requirement, more existing storage developments become nonconforming.

Issue(s) & Concern(s):

- The main issue is to ensure that the Trustees understand that if a minimum setback requirement is established either as a percentage of the lot depth or a static requirement, or a combination of both, it is going to lead to a large number of the existing storage developments within the Township to become nonconforming. The concern is that existing property owners will be upset by this and is that something the Trustees can live with, politically?
- By using the smallest averages, say a 25% or 150' requirement is the minimum, is that really accomplishing the goal of getting the storage off the main roadways and allowing another commercial use in the front?
 - That commercial use out front would have to provide the underlying front-yard setback requirement (40' or 50'). They would also have to be able to provide a 15' or 25' rear-yard setback. So now you are down to a 75' deep building, which is decent size, but parking, landscaping, signage, etc. must also be able to fit within this 25% or 150' minimum area.
- If a natural disaster were to happen at one of the existing storage facilities, and it happened to be one of their nonconforming structures, they would not be able to rebuild the affected building.

How should the ZC move forward?

- Do the Trustees think the 25% or 150' static requirement accomplishes the goal and is enough? Should it be greater? Can the Trustees live with the potential backlash from existing property owners?
- A ZC Member has asked whether we should consider breaking storage down into two different categories of Marina Storage vs. General Storage or Storage Condo's? This same member has also wondered, as an alternative, whether storage should be broken down into geographic area of waterfront storage vs. interior land storage?
 - Staff has expressed concern over this because we do not do that for any other use. It could almost be abused and looked at as discrimination for one particular type of storage over another. Take housing as an example, we don't treat residential homes differently based on where it is located or style of home. We can't possibly say "Oh you want a nice, large waterfront home vs. a smaller, manufactured, affordable home in the center of the Township, so you get to follow this regulation based on what you want to do". Housing is housing no matter where it is located and treated the same. In staff's opinion, storage should be treated the same as well, across the board. However, if this is something the Trustees think the ZC needs to explore, then we will take the time to analyze this closer.
- The last idea that came up in the ZC's discussions was whether a minimum setback, greater than the underlying district even needs to be established. If the new language clearly outlines the goal (move the storage buildings back off the road & accommodate a different commercial use in the front), since storage will now be a Conditional Use, which triggers a hearing before the BZA, and will include a plan showing what they intend to do, can it just be left up to the BZA to decide if the plan presented satisfies the goal?
 - The risk of this is that it could be a little more subjective. The BZA's interpretation vs. what the ZC or Trustees had in mind could be different and when Members change over time, consistency could be an issue. There would just be a lot more trust put into the BZA's hands to make sure that storage development gets done the way it was intended.

Monthly Report

PERMITS

To-date this month there have been 6 permit applications submitted/processed totaling \$1,120.55. collected in fees and application balances.

BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

The Board of Zoning Appeals held their regular meeting on February 19, 2025:

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.**

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The Zoning Commission -

The Zoning Commission met February 5, 2025, and continued their discussions on Storage Building regulations. I will be updating the Trustees at this meeting, because the Commission needs some additional directions on where you want them to head with these regulations. A summary sheet of the issues is attached. The next ZC meeting is scheduled for March 5, 2025 @ 6:30p.m.

DEPARTMENT UPDATES

- Nothing new to report

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 has not reached our office or attempted to clean up the property. A 2nd letter, Notice to Comply will be sent.

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.

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.

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:

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

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.

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.

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

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.

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.

Fire

Fire & Ems Run Details						
	EMS	Fire	MVC*	Alarm **	CO***	Mutual Aid
January	73	2	1	4	0	0
February as of the 26th	67	3	1	7	0	0
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
Sub-Total:	140	5	2	11	0	0
Total	158					

*Motor Vehicle Crash(s)

** Alarm Activation(s)

***Carbon Monoxide Investigation(s)

- Ms. Rozak motioned and Mr. Hirt seconded to accept Matthew Salyers resignation from the Fire Department effective 1/24/2025. All ayes and motion carried.
- Chief Hunsicker is looking to hire a grant writer for a new brush truck (currant truck is a 1986) and 5-inch hose (25 years old) totaling \$200,000.00, and discussed this with Ms. Rozak. Nationwide First Responders Grants (NFRG) would charge \$3000 to write the grant, a 10% bonus if we received the grant and NFRG came highly recommended by other Fire Stations. After looking into it and knowing the writer has to be so technically adept with the language and knowledgeable of the correct verbiage with federal grants, Ms. Rozak motioned and Mr. Hirt seconded to hire NFRG to write this grant. All ayes and motion carried.

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- Chief Hunsicker states that the department is 62 calls over last year at this time.
- Chief Hunsicker stated that Cheyenne Dunn past her medics and the Trustees said to congratulate her on their behalf. She will begin medic rate \$22/hour on 3-1-25.
- Ms. Rozak moved with regret and Mr. Hirt seconded to accept Matthew Salyers resignation. All ayes and motion carried.

Roads

- Sackett Cemetery – 1 full burial and 1 cremation
- There have been several snow and ice events yet again.
- Mr. Hirt recused himself and left this portion of the meeting. Bill's Implement Sales renewal of the mower lease for \$4500.00 was presented. Mr. Dress motioned and Ms. Rozak seconded the renewal. Both ayes and motion carried. Mr. Dress signed the renewal, as the Vice Chairman. Mr. Hirt was asked to return to the meeting.
- Mr. Dress motioned and Mr. Hirt seconded the TruGreen proposal at all properties for. \$2331.53. All ayes and motion carried.
- CSK Construction quote breakdown and comparison was still roughly \$20,000 less than the other quote. This is for 434 S Bridge building: All plumbing. Materials for bathrooms. Vent, electric for laundry area. Move and install sink under steps along with a tankless hot water tank, gas line, electric and venting as needed. Construction of the room above the offices. Ms. Rozak motioned and Mr. Dress seconded to contract with CSK Construction in the amount of \$52,450.00 for needed services at 434 S Bridge Rd. All ayes and motion carried.
- Mr. Dress introduced Resolution 03-2025 for the 2025 Road Striping Program.

The Board of Trustees of Danbury Township, Ottawa County, Ohio met in regular session on the 26th day of February, 2025 at 5972 E. Port Clinton Eastern Road, Marblehead, OH 43440 with the following members present: Mr. John Paul Dress; Mr. David M. Hirt; Ms. Dianne Rozak.

Mr. Dress introduced the following resolution and moved its adoption:

Resolution No. 03 -2025 A Resolution adopting the 2025 Road Striping Program

WHEREAS, the Danbury Township Trustees deem it in the best interest of the public safety and general welfare of said Township and its residents to stripe the roads in the Township.

NOW THEREFORE BE IT RESOLVED by the Township Trustees of Danbury Township, Ottawa County, that the following roads be striped:

1. Center lines only on Meter Road, and Buck Road-139A
2. Center and edge lines on, Buck Road-139, Hartshorn Road, Marblewood Drive, Englebeck Road to the beginning of the round-about, Quarry Road and North Shore Blvd. to the beginning of the round-about
3. Center and edge lines on Erie Beach Road to include School zone and crosswalk markings
4. Center and edge lines on Lightner Road to include Rail Road Crossing, and additional lines on the overpass, with ½ of the cost for Lightner Road to be shared with Portage Township.

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

RECORD OF PROCEEDINGS
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Held _____ February 26, 2025

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


ADOPTED the 26th day of February, 2025


Attest:

Fiscal Officer

Board of Trustees
Danbury Township
Ottawa County, Ohio


John Paul Dress


David M. Hirt


Diamie M. Rozak

The state of Ohio, Ottawa County, ss

I, Brinkley Paul, Fiscal Officer of Danbury Township do hereby certify that the foregoing is taken and copied from the Record of Proceedings of said Danbury Township Board of Trustees, that the same has been compared by me with the Resolution on said Record and that is a true and correct copy thereof.


Brinkley Paul
Danbury Township Fiscal Officer

Police

- Chief Meisler submitted the incident report: From 2-1-2025 to 2-26-2025 the department responded to 196 calls.
- The two SUVs approved at the last meeting will be picked up from Montrose Ford on March 11th.
- The mobile radio approved has also been ordered. The remaining eight mobile radios are going to need to be replaced either this year or next, as they are 20 years old and failing.
- Chief Meisler and Brad LaMarca attended coffee hour on Monday at the Marblehead Peninsula Branch Library to discuss the SRO position and K-9 Kalahan's involvement with students at the school.
- Mr. Dress and Ms. James will meet next week to review and submit an SRO contract for the 2025-2026 Danbury School year.

Correspondence

Letter from Carol Rinehart thanking the Fire Department for coming out to help, as her wired smoke detectors were not working.

Old Business

- Ms. James said we do not have a siren contract and in part it is due EMA cell phone notification. Mr. Hirt confirmed this at the latest Ottawa Co Township meeting. Warning sirens may not be mandatory moving forward but the Trustees agree, they want to keep them for now, since monthly testing will continue and we have a company that will service them if they go down; also many people don't have current cellphone technology. Chief Hunsicker said the test notifications on cell phones will be the first Friday of every month from noon to 12:30 and they will be both visual and auditory, like an amber alert. Anyone in Ottawa County or anyone traveling through Ottawa County during testing should get the alert. The Trustees will see how this new technology works before making any decisions on the towers.

Held _____ February 26, _____ 20²⁵ _____

- Standing order error on Personal Days; Trustees corrected B. McCune to 8-hour days.

New Business

- Ms. Rozak discussed Senate Bill 104, regarding short term rentals, which used to be House Bill 563 then Senate Bill 299. Ms. Rozak thanked Ms. Dale for helping word the summary Ms. Rozak posted on Facebook; her page, Marblehead Chit Chat. The facts – link to the bill (110 pages; page 13 being the crux) which has been shared and reposted throughout Ottawa County. If you don't like it get a hold of the Vice Chair of the committee for this bill; Senator Gavarone. Ms. Rozak called her office and sent her an email on behalf of Danbury Township, opposing this bill and stating to let the Township Officials do the job they were elected to do, in taking care of our residents.
- Ms. James remind everyone on computers to do the Dotnet training they received in their emails and email the completed certificate to her.
- Ms. James states annual employee safety training is underway.
- Ms. James states annual employee Harassment policy acknowledgement is underway.

Fiscal Business

- Ms. Rozak motioned and Mr. Dress seconded, to approve bills and payroll totaling \$218,142.31 for the period Feb 13 through Feb 26, 2025, as \$53,116.75 was previously approved at the last meeting through ACH payment. 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. Dress seconded approval of the January bank reconciliation. All ayes and motion carried.
- Ms. Paul stated her new UAN laptop and printer have arrived.
- Ms. Paul presented forms that need Trustee Chair initials to accompany check payment for the police vehicles that are being purchased this month.
- CORRECTION: Ms. Paul stated at the last meeting Ms. Rozak approved a transfer of \$400,000 from Star Ohio to the checking account. This money was pulled from savings and put into checking.
- Ms. Paul closed out 2024 and sent in the Hinkle report.
- Brinkley and Deb have been working with UAN to clear reconciliation inflating and deflating errors. 2024 is balanced now and they are continuing to work with the UAN rep on a few from 2022 and 2023 for error removal.

Ms. Rozak thanked them both, on behalf of the Trustees, for all their hard work.

Comments and Concerns

- None

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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Meeting

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

Held February 26, 20 25

DANBURY TOWNSHIP, OTTAWA COUNTY

2/26/2025 4:02:31 PM

Payment Listing 2/13/2025 to 2/26/2025

UAN v2025.1

Already approved 2/1/25

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
76-2025	02/15/2025	02/25/2025	CH	dotnet technologies llc	\$2,204.53	O
77-2025	02/14/2025	02/25/2025	CH	Ohio Edison	\$131.69	O
78-2025	02/14/2025	02/25/2025	CH	Ohio Edison	\$1,081.24	O
79-2025	02/13/2025	02/25/2025	CH	Ohio Edison	\$96.63	O
80-2025	02/15/2025	02/25/2025	CH	Aflac	\$886.36	O
81-2025	02/20/2025	02/25/2025	CH	Ottawa County Sanitary Engineering	\$24.00	O
82-2025	02/20/2025	02/25/2025	CH	Ottawa County Sanitary Engineering	\$24.00	O
83-2025	02/20/2025	02/25/2025	CH	Ottawa County Sanitary Engineering	\$66.84	O
84-2025	02/20/2025	02/25/2025	CH	Ottawa County Sanitary Engineering	\$108.42	O
85-2025	02/20/2025	02/25/2025	CH	Verizon Wireless	\$309.69	O
86-2025	02/21/2025	02/25/2025	CH	Ohio Edison	\$814.10	O
89-2025	02/14/2025	02/26/2025	CH	Municipal Emergency Services INC.	\$53,116.75	O
90-2025	02/15/2025	02/26/2025	CH	Charter Communications	\$218.80	O
91-2025	02/15/2025	02/26/2025	CH	Charter Communications	\$195.98	O
92-2025	02/26/2025	02/26/2025	CH	OPERS	\$13,651.70	O
93-2025	02/26/2025	02/26/2025	CH	OPERS	\$23,684.22	O
94-2025	02/20/2025	02/26/2025	CH	Ohio Public Employees Deferred	\$5,480.00	O
95-2025	02/26/2025	02/26/2025	CH	Paychex of New York, LLC	\$52,465.46	O
96-2025	02/26/2025	02/26/2025	CH	Paychex of New York, LLC	\$1,111.25	O
97-2025	02/26/2025	02/26/2025	CH	Paychex of New York, LLC	\$2,009.99	O
98-2025	02/26/2025	02/26/2025	CH	Paychex of New York, LLC	\$286.19	O
99-2025	02/26/2025	02/26/2025	CH	Paychex of New York, LLC	\$4,310.20	O
100-2025	02/26/2025	02/26/2025	CH	Paychex of New York, LLC	\$1,362.99	O
101-2025	02/26/2025	02/26/2025	CH	Paychex of New York, LLC	\$68.41	O
102-2025	02/26/2025	02/26/2025	CH	Paychex of New York, LLC	\$126.76	O
48598	02/12/2025	02/10/2025	AW	Ohio Diesel	\$191.73 *	V
48598	02/26/2025	02/26/2025	AW	Ohio Diesel	-\$191.73	V
48623	02/13/2025	02/13/2025	AW	Culligan of Northern Ohio	\$33.29	O
48624	02/26/2025	02/25/2025	AW	Atlantic Emergency Solutions	\$429.38	V
48624	02/26/2025	02/25/2025	AW	Atlantic Emergency Solutions	-\$429.38	V
48625	02/26/2025	02/25/2025	AW	Atlantic Emergency Solutions	\$429.38	V
48625	02/26/2025	02/25/2025	AW	Atlantic Emergency Solutions	-\$429.38	V
48626	02/26/2025	02/25/2025	AW	Atlantic Emergency Solutions	\$429.38	O
48627	02/26/2025	02/25/2025	AW	Ehove Career Center	\$160.00	O
48628	02/26/2025	02/25/2025	AW	Generator Systems	\$989.63	O
48629	02/26/2025	02/25/2025	AW	Spoerr Precast Concrete, Inc.	\$183.00	O
48630	02/26/2025	02/25/2025	AW	Sutphen Corporation	\$643.18	O
48631	02/26/2025	02/25/2025	AW	U.S. Bank Equipment Finance	\$500.05	O
48632	02/26/2025	02/25/2025	AW	Rumpke of Ohio INC	\$30.00	O
48633	02/26/2025	02/25/2025	AW	Charter Communications	\$2,458.02	O
48634	02/26/2025	02/25/2025	AW	JVS Garage Door Co.	\$5,085.32	V
48634	02/26/2025	02/25/2025	AW	JVS Garage Door Co.	-\$5,085.32	V
48635	02/26/2025	02/25/2025	AW	Rumpke of Ohio INC	\$66.00	V
48635	02/26/2025	02/25/2025	AW	Rumpke of Ohio INC	-\$66.00	V
48636	02/26/2025	02/25/2025	AW	Rumpke of Ohio INC	\$66.00	O
48637	02/26/2025	02/25/2025	AW	JVS Garage Door Co.	\$5,085.32	O

DANBURY TOWNSHIP, OTTAWA COUNTY

2/26/2025 4:02:31 PM

Payment Listing 2/13/2025 to 2/26/2025

UAN v2025.1

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
48638	02/26/2025	02/26/2025	AW	Montrose Ford LLC	\$45,054.75	O
48639	02/26/2025	02/26/2025	AW	Montrose Ford LLC	\$45,054.75	O
48640	02/26/2025	02/26/2025	AW	Bound Tree Medical LLC	\$1,067.89	O
48641	02/26/2025	02/26/2025	AW	Genoa Bank	\$2,284.19	O
48642	02/26/2025	02/26/2025	AW	Gayle Millinger	\$139.00	O
48643	02/26/2025	02/26/2025	AW	The Standard	\$1,619.97	O
48644	02/26/2025	02/26/2025	AW	Kalida Truck Equipment Inc.	\$342.59	O
48645	02/26/2025	02/26/2025	AW	Genoa Bank	\$1,347.16	O
48646	02/26/2025	02/26/2025	AW	Lakeland Auto & Marine Inc.	\$146.42	O

Total Payments: \$271,259.06

Total Conversion Vouchers: \$0.00

Total Less Conversion Vouchers: \$271,259.06

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 _____

February 26,

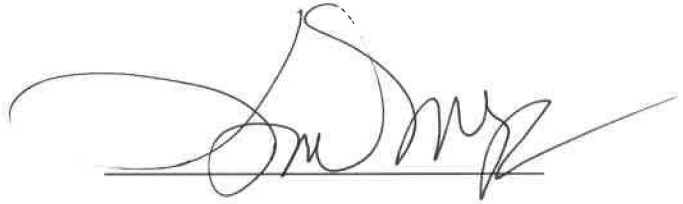
20²⁵ _____

Adjourn

There being no further comments, concerns or business before the Board, Ms. Rozak motioned and Mr. Hirt seconded, to adjourn at 7:07 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

February 26, 20 25

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RECORD OF PROCEEDINGS

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

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

Held March 12, 2025

- 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.

Held _____ March 12, _____ 20²⁵ _____

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

Minutes of

Meeting

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

Held _____

March 12, 20 25

pulling items out of local dumpsters and bringing the items home. A certified letter (7019228000063185565) 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 (7019228000063185558) 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

RECORD OF PROCEEDINGS

Held _____

March 12,

20²⁵ _____

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, 20 25

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

Held March 12, 2025

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:

Brinkley Paul
Fiscal Officer Brinkley Paul

Board of Trustees, Danbury Township
Ottawa County, Ohio

DM Hirt
David M. Hirt

John Paul Dress
John Paul Dress

Dianne M. Rozak
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
Brinkley Paul, Danbury Township Fiscal Officer

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, 20 25

DANBURY TOWNSHIP, OTTAWA COUNTY
Payment Listing
 2/27/2025 to 3/12/2025

3/12/2025 3:21:11 PM
 UAN v2025.1

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
111-2025	03/04/2025	03/10/2025	CH	Ohio Edison	\$76.62	0
112-2025	03/07/2025	03/10/2025	CH	Ohio Edison	\$294.65	0
113-2025	03/07/2025	03/10/2025	CH	Ohio Edison	\$76.46	0
114-2025	03/07/2025	03/10/2025	CH	Ohio Edison	\$7.38	0
115-2025	03/07/2025	03/10/2025	CH	Ohio Edison	\$13.58	0
116-2025	03/07/2025	03/10/2025	CH	Ohio Edison	\$282.60	0
117-2025	03/12/2025	03/10/2025	CH	Ohio Edison	\$777.45	0
118-2025	03/12/2025	03/10/2025	CH	Columbia Gas	\$1,769.03	0
119-2025	02/27/2025	03/10/2025	CH	Jefferson Health Plan	\$34,135.39	0
120-2025	02/28/2025	03/10/2025	CH	Ohio Police & Fire Pension Fund	\$14,003.67	0
121-2025	03/04/2025	03/10/2025	CH	Ohio Edison	\$76.62	0
122-2025	03/04/2025	03/10/2025	CH	Ohio Edison	\$76.62	0
123-2025	03/04/2025	03/10/2025	CH	Ohio Edison	\$76.62	0
124-2025	03/04/2025	03/10/2025	CH	Ohio Edison	\$76.62	0
125-2025	03/12/2025	03/12/2025	CH	Paychex of New York, LLC	\$48,876.45	0
126-2025	03/12/2025	03/12/2025	CH	Paychex of New York, LLC	\$1,896.38	0
127-2025	03/12/2025	03/12/2025	CH	Paychex of New York, LLC	\$1,154.75	0
128-2025	03/12/2025	03/12/2025	CH	Paychex of New York, LLC	\$305.66	0
129-2025	03/12/2025	03/12/2025	CH	Paychex of New York, LLC	\$4,482.11	0
130-2025	03/12/2025	03/12/2025	CH	Paychex of New York, LLC	\$1,357.69	0
131-2025	03/12/2025	03/12/2025	CH	Paychex of New York, LLC	\$89.29	0
132-2025	03/12/2025	03/12/2025	CH	Paychex of New York, LLC	\$202.28	0
48647	03/12/2025	03/10/2025	AW	Catawba Security	\$418.80	0
48648	03/12/2025	03/10/2025	AW	Firelands Regional Medical Center	\$130.00	0
48649	03/12/2025	03/10/2025	AW	Lakeland Auto & Marine Inc.	\$233.56	0
48650	03/12/2025	03/10/2025	AW	Culligan of Northern Ohio	\$15.09	0
48651	03/12/2025	03/10/2025	AW	Cintas	\$45.93	0
48652	03/12/2025	03/10/2025	AW	Bill's Implement Sales	\$4,500.00	0
48653	03/12/2025	03/10/2025	AW	Beck Suppliers, Inc.	\$3,613.45	0
48654	03/12/2025	03/10/2025	AW	All Star Professional Cleaning, LLC	\$200.00	0
48655	03/12/2025	03/10/2025	AW	O.E. Meyer CO.	\$280.49	0
48656	03/12/2025	03/10/2025	AW	Lowe's	\$166.93	0
48657	03/12/2025	03/10/2025	AW	Verizon Wireless	\$309.70	0
48658	03/12/2025	03/10/2025	AW	Rumpke of Ohio INC	\$30.00	0
48659	03/12/2025	03/10/2025	AW	Beck Suppliers, Inc.	\$120.79	0
48660	03/12/2025	03/10/2025	AW	Beck Suppliers, Inc.	\$1,772.29	0
48661	03/12/2025	03/10/2025	AW	Semro Henry & Spinazze Ltd.	\$630.83	0
48662	03/12/2025	03/10/2025	AW	All Star Professional Cleaning, LLC	\$300.00	0
48663	03/12/2025	03/10/2025	AW	Vance Outdoors Inc.	\$60.00	0
48664	03/12/2025	03/10/2025	AW	Valley Ford Lakeside	\$88.31	0
48665	03/12/2025	03/10/2025	AW	Fire Safety Services Inc.	\$19,747.00	0
48666	03/12/2025	03/10/2025	AW	H.B. Magruder Hospital	\$375.93	0
48667	03/12/2025	03/10/2025	AW	Ronald Eckel	\$21.70	0
48668	03/12/2025	03/10/2025	AW	Bassett's Market	\$51.68	0
48669	03/12/2025	03/10/2025	AW	Verizon Wireless	\$887.40	0
48670	03/12/2025	03/10/2025	AW	Bill's Implement Sales	\$569.33	0

Page 1 of 2

DANBURY TOWNSHIP, OTTAWA COUNTY
Payment Listing
 2/27/2025 to 3/12/2025

3/12/2025 3:21:11 PM
 UAN v2025.1

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	0
48672	03/12/2025	03/10/2025	AW	Capital One	\$844.13	0
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

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,** _____ 20 _____ **25**

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RECORD OF PROCEEDINGS

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

Held _____ **March 26,** _____ 20**25**

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

Mr. Hirt motioned the approval of the March 12, 2025, Trustee meeting minutes. Ms. Rozak seconded; both ayes and motion carried.

Ottawa Co Treasurer Tony Hatmaker spoke on behalf of Ottawa Co Land Bank, Reutilization Corp., which is about 10 years old. It has set aside \$300,000.00 and it concentrates taking over properties that fall under three characteristics and had enforcement issues: Dilapidated, Vacant, tax delinquent or that the owner may want to get rid of. They would then demolish structures, clear blight and resale property to the highest bidder. He gave the Trustees a form which was turned over to Ms. Dale later in the meeting, to complete should there be properties with enforcement issues. She will call Mr. Hatmaker for further clarification. The Board thanked him and he was excused.

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 26 th	47	4	0	4	2	0
April						
May						
June						
July						
August						
September						
October						
November						
December						
Sub-Total:	196	9	2	17	2	0
Total	226					

*Motor Vehicle Crash(s)

** Alarm Activation(s)

***Carbon Monoxide Investigation(s)

- OTARMA letter on payment of the garage door that collapsed, previously discussed by Chief Hunsicker.

Roads

- Sackett Cemetery – 1 full-service burial and 1 cremation.
- Brush collection site is now open.
- Cemetery cleanup week is March 31 through April 4.
- Priming and painting has begun on the maintenance building.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____

March 26, 20 25

Police

- Chief Meisler submitted the incident report: From 3-1-2025 to 3-26-2025 the department responded to 209 calls.
- One new patrol SUV is at DR Ebel for outfitting. The new mobile radio was finally received and will be installed in this car. Chief Meisler may be asking the board to purchase and replacing remaining radios, in a few months, due to their age (20 years).
- Sgt. LaMarca is currently instructing DARE to the 6th grade class.
- Chief Meisler informed the Board he was notified that Wanda Kershner named the Police Department as a beneficiary in her Last Will and Testament. In roughly 6 months, Danbury Township should be receiving a check for 10% of her estate; she was on the Senior Watch program for several years.
- Chief Meisler forwarded an email to Ms. James and Trustee Dress that he received on March 25, from Cari Buehler at Danbury School. It was regarding the School Resource Officer renewal contract for the upcoming 2025-2026 school year. The email requested we draft a contract wherein the school would be utilizing Brad LaMarca for the same amount of time they have since 2022; 7:15 am to 3:45 pm daily, but eliminating that half hour overtime incurred at the end of each school day.

Ms. James emailed Chief Meisler the SRO worksheet that was previously sent to the school as it had the rate without overtime already calculated. Ms. James also clarified that the fiscal office only supplies the figures on how SRO daily rate is established, not a contract. The school takes our worksheet information and drafts the contract, then sends it back for review and approval by the Police Department and the Trustees and Attorney James VanEerten; once all parties agree, it is signed and returned to the school. The school signs the contract and the Police Department and the Trustees are then given a copy of the official contract.

Chief Meisler said he called to discuss this with Cari. If they do not want to pay the overtime, their options for an eight-hour day would be 7 am to 3 pm, or 8 am to 4 pm. The school decided on 7 am to 3 pm.

After receiving this information, Ms. Rozak stated the potential for things to happen at the school are quite high at the beginning and the end of each day, during arrivals and departures from the school grounds.

The SRO would not be there for the end of day dismissal from school because Danbury School does not want to pay the additional \$35.27 it would cost to have him there each day. Ms. Rozak, Trustee Hirt and Township Assistant Lynne James all found this outrageous and uncalled for, that the school would even consider this reduction in protection of the Danbury School children.

Ms. Rozak wants it on the record that in addition to all of the money they were currently receiving from all of our taxes, and she is not sure where the 3.9 annual windfall fits in, but she calculated if they used that 3.9 million to pay the extra half hour of time to keep the kids "SAFE", they could do that for close to 650 years!

She also stated that the school is not paying a dime for the vehicle used by the SRO and the insurance coverage on that vehicle, nor the costs for service dog, Kalahan.

Visitor Margaret Lenthe was very concerned and asked what could be done? Ms. Rozak said to spread the word.

Chief Meisler felt the community should be aware of this, as there was an incident at the school not that long ago in which the perpetrator was apprehended and their plan thwarted, but parents were up in arms demanding that the school hire additional security.

Ms. Rozak stated the school has the right to do whatever they want, as they are the decision makers regarding the SRO contract.

RECORD OF PROCEEDINGS

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

Held _____

March 26,

20²⁵ _____

Zoning

PERMITS at of March 25:

To-date this month there have been 22 permit applications submitted/processed totaling \$2,153.24. collected in fees and application balances.

BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

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

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.**

The Zoning Commission -

The Zoning Commission is scheduled to meet April 2, 2025 @ 6:30p.m. and continue their discussions on Storage Building Regulations and landscaping/ buffering requirements.

DEPARTMENT UPDATES

- None at this time

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)

I have not had a chance to go back to the property to see how much more was cleaned up. Will make a point to get out there this week.

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

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____

March 26, 20 25

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*)

Nothing new to report.

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 (7019228000063185558) 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 – Nejd*)

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*)

The owner was called 03.25.25 but does not have VM set-up. Will stop at the property when I check in on the Fleenor case above.

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. 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

RECORD OF PROCEEDINGS

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

Held _____

March 26,

20²⁵ _____

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 William and Diane Bielecki thanking Trustee Rozak for her years of service and dedication, her social media updates, and for attending a meeting of the Lighthouse Bluffs homeowners some years ago where she took the time to discuss concerns with the members. They also appreciate and thank the Danbury team for a well-maintained dog park, brush drop-off and recycling.

Letter from Ohio Dept of Commerce for notification of liquor license renewals and if we have any problems with any establishments. Both Chief Meisler and Ms. Dale were contacted and have nothing to report. No objections will be submitted.

OTARMA 2025 Spring update. Frontier ad. Government Fleet magazine.

Old Business

- No old Business.

New Business

- Ottawa Co Safety Council will have its Safety Conference on May 7, 2025 at CIC. Ms. James asked if she could send the flyer to all department heads to see if they would be interested in attending as it is only \$10/person for members. The Board agreed and approved of the department heads attending along with Ms. James and Ms. Paul.
- Cemetery deeds approved for Max Griffith. Lot 96, graves 5,6,7 & 8 and Lot 101, graves 5,6,7 & 8 both in second addition of Sackett Cemetery.
- Spring Newsletter is at the printers and will be picked up April 1st and go to the Post Office on April 7.
- Due to the fact that the Fiscal Officer will be gone, Ms. Rozak requested there be a check printed to Loris Printing. The Trustees can stop in and sign it and Ms. Rozak will deliver it to Loris when she picks up the Newsletters.

Fiscal Business

- Mr. Hirt motioned and Ms. Rozak seconded, to approve bills and payroll totaling \$193,558.60 for the period March 12 through March 26, 2025. Both ayes and motion carried. (see page 6)
- Appropriation Fund, Revenue Fund and Fund Summary were provided to the Trustees.
- Ms. Rozak motioned and Mr. Hirt seconded to approve the February bank reconciliation, both ayes and motion carried.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held March 26, 2025

DANBURY TOWNSHIP, OTTAWA COUNTY
Payment Listing
 3/13/2025 to 3/26/2025

3/21/2025 2:09:48 PM
 UAN v2025.1

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
133-2025	03/13/2025	03/20/2025	CH	Ohio Edison	\$192.89	O
134-2025	03/17/2025	03/20/2025	CH	Ohio Edison	\$142.13	O
135-2025	03/17/2025	03/20/2025	CH	Ohio Edison	\$1,268.16	O
136-2025	03/15/2025	03/20/2025	CH	Aflac	\$888.36	O
137-2025	03/15/2025	03/20/2025	CH	dotnet technologies llc	\$2,682.77	O
138-2025	03/19/2025	03/20/2025	CH	Guardian	\$1,971.91	O
139-2025	03/20/2025	03/20/2025	CH	Ohio Edison	\$1,627.71	O
140-2025	03/20/2025	03/20/2025	CH	Ottawa County Sanitary Engineering	\$24.00	O
141-2025	03/20/2025	03/20/2025	CH	Ottawa County Sanitary Engineering	\$24.00	O
142-2025	03/20/2025	03/20/2025	CH	Ottawa County Sanitary Engineering	\$66.84	O
143-2025	03/20/2025	03/20/2025	CH	Ottawa County Sanitary Engineering	\$108.42	O
144-2025	03/20/2025	03/20/2025	CH	Verizon Wireless	\$309.70	O
145-2025	03/21/2025	03/20/2025	CH	Ohio Police & Fire Pension Fund	\$7,424.08	O
146-2025	03/20/2025	03/20/2025	CH	OPERS	\$8,680.45	O
147-2025	03/20/2025	03/20/2025	CH	OPERS	\$16,474.62	O
148-2025	03/20/2025	03/20/2025	CH	Ohio Public Employees Deferred	\$5,730.00	O
149-2025	03/26/2025	03/21/2025	CH	Paychex of New York, LLC	\$52,455.87	O
150-2025	03/26/2025	03/21/2025	CH	Paychex of New York, LLC	\$1,058.21	O
151-2025	03/26/2025	03/21/2025	CH	Paychex of New York, LLC	\$2,017.20	O
152-2025	03/26/2025	03/21/2025	CH	Paychex of New York, LLC	\$335.01	O
153-2025	03/26/2025	03/21/2025	CH	Paychex of New York, LLC	\$4,424.06	O
154-2025	03/26/2025	03/21/2025	CH	Paychex of New York, LLC	\$1,377.48	O
155-2025	03/26/2025	03/21/2025	CH	Paychex of New York, LLC	\$68.48	O
156-2025	03/26/2025	03/21/2025	CH	Paychex of New York, LLC	\$198.70	O
157-2025	03/15/2025	03/21/2025	CH	Charter Communications	\$218.80	O
158-2025	03/21/2025	03/21/2025	CH	Charter Communications	\$195.98	O
48673	03/26/2025	03/20/2025	SW	Skipped Warrants 48673 to 48673 Series 1	\$0.00	V
48674	03/26/2025	03/20/2025	AW	Gannett Ohio LocalIQ	\$73.74	O
48675	03/26/2025	03/20/2025	AW	Sedgwick Claims Management Services, Inc.	\$1,645.00	O
48676	03/26/2025	03/20/2025	AW	Catawba Clean Scene	\$420.00	O
48677	03/26/2025	03/20/2025	AW	Galls, AN Aramark Company	\$788.89	O
48678	03/26/2025	03/20/2025	AW	Rumpke of Ohio INC	\$66.00	O
48679	03/26/2025	03/20/2025	AW	Valley Ford Lakeside	\$88.31	O
48680	03/26/2025	03/20/2025	AW	Lucky Stone Promotions	\$1,180.00	O
48681	03/26/2025	03/20/2025	AW	Summit Fire & Security LLC	\$592.38	O
48682	03/26/2025	03/20/2025	AW	Ehove Career Center	\$2,400.00	O
48683	03/26/2025	03/20/2025	AW	Breathing Air Systems	\$524.63	O
48684	03/26/2025	03/20/2025	AW	Beck Suppliers, inc.	\$1,361.45	O
48685	03/26/2025	03/20/2025	AW	Vince Gresh Excavating & Welding	\$75.00	O
48686	03/26/2025	03/20/2025	AW	Kathy Dale	\$19.37	O
48687	03/26/2025	03/20/2025	AW	JVS Garage Door Co.	\$1,492.20	O
48688	03/26/2025	03/20/2025	AW	New Image Pressure Washing	\$750.00	O
48689	03/26/2025	03/20/2025	AW	Genoa Bank	\$1,491.31	O
48690	03/26/2025	03/20/2025	AW	Charter Communications	\$15.40	O
48691	03/26/2025	03/20/2025	AW	Rumpke of Ohio INC	\$99.00	O
48692	03/26/2025	03/20/2025	AW	U.S. Bank Equipment Finance	\$515.65	O

Page 1 of 2

DANBURY TOWNSHIP, OTTAWA COUNTY
Payment Listing
 3/13/2025 to 3/26/2025

3/21/2025 2:09:48 PM
 UAN v2025.1

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
48693	03/26/2025	03/20/2025	AW	Summit Fire & Security LLC	\$1,052.08	O
48694	03/26/2025	03/20/2025	AW	CSK Construction	\$52,450.00	O
48695	03/26/2025	03/20/2025	AW	Lakeland Auto & Marine Inc.	\$330.46	O
48696	03/26/2025	03/20/2025	AW	O.E. Meyer CO.	\$104.16	O
48697	03/26/2025	03/20/2025	AW	Genoa Bank	\$2,254.36	O
48698	03/26/2025	03/20/2025	AW	Staples Business Advantage	\$118.33	O
48699	03/26/2025	03/20/2025	AW	Valley Ford Lakeside	\$1,301.33	O
48700	03/26/2025	03/20/2025	AW	Baumann Auto Center, Inc.	\$563.69	O
48702	03/26/2025	03/20/2025	SW	Skipped Warrants 48701 to 48702 Series 1	\$0.00	V
48703	03/26/2025	03/20/2025	AW	Bayside Comfort, Inc.	\$164.00	O
48704	03/26/2025	03/21/2025	AW	Lake Erie Tree Service LLC	\$9,200.00	O
48705	03/26/2025	03/21/2025	AW	Charter Communications	\$2,458.03	O
Total Payments:					\$193,558.60	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$193,558.60	

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 26,

20²⁵

- Resolution 05-2025 adopting additional appropriations to 2025 Budget; Fire and EMS fund 2281 in the amount of \$900,000.00 as follows:

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in regular session at 6:00 p.m., on March 26, 2025 at the Danbury Township Hall, 5972 E. Port Clinton Eastern Road, Marblehead, Ohio 43440, with the following members present:

Ms. Dianne Rozak; Mr. John Paul Dress; Mr. David Hirt

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

RESOLUTION NO. 05-2025

A RESOLUTION ADOPTING ADDITIONAL APPROPRIATIONS TO 2025 BUDGET

WHEREAS, the Board of Danbury Township authorizes an additional appropriation of \$900,000 into the Fire and EMS Fund (2281)

WHEREAS, the Board of Danbury Township Trustees authorizes the Fiscal Officer to add the additional \$900,000 into the Fire and EMS Fund (2281)

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees at the conclusion of the public hearing, by motion and vote, voted to notify the Ottawa County Auditor the updated 2025 Budget for Danbury Township reflecting this additional \$900,000 into the Fire Fund (2281) for Capital Outlay.

BE IT FURTHER RESOLVED by the Board of Trustees of Danbury Township, Ottawa County, Ohio:

- 1) That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code; and
- 2) That this Resolution shall be effective at the earliest date allowed by law.

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

Vote Record: Ms. Rozak Yes Mr. Dress excused Mr. Hirt Yes

ADOPTED this 26th day of March, 2025.

Attest:


Brinkley Paul
Fiscal Officer

Board of Trustees
Danbury Township
Ottawa County, Ohio

Dianne Rozak

John Paul Dress

David Hirt

AUTHENTICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution duly passed by this Board of Trustees in session this 26th day of March, 2025 and filed with the Danbury Township Fiscal Officer.


Brinkley Paul
Danbury Township Fiscal Officer

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ March 26, 20 _____ 25 _____

- Resolution 06-2025 Adopting a reduction to the 2025 Budget from Fire District fund 2111 in the amount of \$901.70; error in placing this amount back in 2022.

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in regular session at 6:00 p.m., on March 26, 2025 at the Danbury Township Hall, 5972 E. Port Clinton Eastern Road, Marblehead, Ohio 43440, with the following members present:

Ms. Dianne Rozak; Mr. John Paul Dress; Mr. David Hirt

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

RESOLUTION NO. 06-2025

A RESOLUTION ADOPTING A REDUCTION TO 2025 BUDGET

WHEREAS, the Board of Danbury Township authorizes a \$901.70 reduction from the 2111 Fire District Fund (2111) due to an error in receipt documentation in 2022; and

WHEREAS, the Board of Danbury Township Trustees authorizes the Fiscal Officer to make this modification to the 2025 Danbury Township Budget and adjust the Fire District Fund (2111) by -\$901.70; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees at the conclusion of the public hearing, by motion and vote, voted to notify the Ottawa County Auditor the updated 2025 Budget for Danbury Township reflecting this \$901.70 reduction out of the Fire District Fund (2111) due to an error in receipt documentation in 2022.

BE IT FURTHER RESOLVED by the Board of Trustees of Danbury Township, Ottawa County, Ohio:

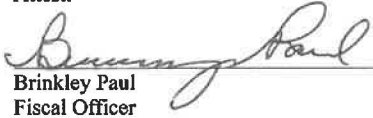
- 1) That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code; and
- 2) That this Resolution shall be effective at the earliest date allowed by law.

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

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

ADOPTED this 26th day of March, 2025.

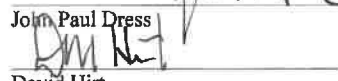
Attest:


Brinkley Paul
Fiscal Officer

Board of Trustees
Danbury Township
Ottawa County, Ohio


Dianne Rozak


John Paul Dress


David Hirt

AUTHENTICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution duly passed by this Board of Trustees in session this 26th day of March, 2025 and filed with the Danbury Township Fiscal Officer.


Brinkley Paul
Danbury Township Fiscal Officer

Comments and Concerns

- Margaret asked who she can contact when there are dead animals along the road for days. Ms. Rozak said that is a state road and to call our Superintendent to get information.
- Margaret asked about her mailbox, it is loose from last road project and landscaping was suppose to be done. Ms. Rozak will include that in her letter to Chris Waterfield with ODOT, to find out who does the follow-up on that project.
- Margaret said a few trees are climbing phone poles that will become a danger to the electrical wires at the triangle. Ms. Rozak will speak with the Superintendent of Roads regarding this issue as well.
- Trustee Hirt will not be at next meeting due to a medical procedure.

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING


Meeting

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

Held March 26, 2025

Adjourn

There being no further comments, concerns or business before the Board, Ms. Rozak motioned and Mr. Hirt seconded, to adjourn at 6:54 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 _____ **March 26,** _____ 20 _____ **25** _____

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RECORD OF PROCEEDINGS

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 regrettably 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.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ April 9, 20 25

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 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.

RECORD OF PROCEEDINGS

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

Held _____

April 9,

20²⁵

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:

- 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.**
- 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.**
- 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.**
- 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.**

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

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:

- a. **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.**
- b. **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.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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

Held _____

April 9,

20²⁵

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 (7019228000063185565) 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 (7019228000063185558) 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 – Nejd*)

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

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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

Held

April 9, 20 25

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.

RECORD OF PROCEEDINGS

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

Held _____

April 9,

2025

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.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

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

RECORD OF PROCEEDINGS

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

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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Held _____ April 23, 20 _____ 25 _____

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 (7019228000063185565) 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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Held

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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

RECORD OF PROCEEDINGS

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20²⁵

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.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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Meeting

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

Held _____ April 23, 20 25

- 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
4/10/2025 to 4/23/2025

UAN v2025.1

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	0
187-2025	04/10/2025	04/23/2025	CH	Paychex of New York, LLC	\$936.20	0
188-2025	04/10/2025	04/23/2025	CH	Paychex of New York, LLC	\$1,774.24	0
189-2025	04/10/2025	04/23/2025	CH	Paychex of New York, LLC	\$284.31	0
190-2025	04/10/2025	04/23/2025	CH	Paychex of New York, LLC	\$3,934.05	0
191-2025	04/10/2025	04/23/2025	CH	Paychex of New York, LLC	\$1,217.19	0
192-2025	04/10/2025	04/23/2025	CH	Paychex of New York, LLC	\$71.31	0
193-2025	04/10/2025	04/23/2025	CH	Paychex of New York, LLC	\$195.21	0
194-2025	04/23/2025	04/23/2025	CH	Paychex of New York, LLC	\$53,880.98	0
195-2025	04/23/2025	04/23/2025	CH	Paychex of New York, LLC	\$1,494.90	0
196-2025	04/23/2025	04/23/2025	CH	Paychex of New York, LLC	\$2,108.28	0
197-2025	04/23/2025	04/23/2025	CH	Paychex of New York, LLC	\$321.47	0
198-2025	04/23/2025	04/23/2025	CH	Paychex of New York, LLC	\$4,564.89	0
199-2025	04/23/2025	04/23/2025	CH	Paychex of New York, LLC	\$1,444.58	0
200-2025	04/23/2025	04/23/2025	CH	Paychex of New York, LLC	\$85.20	0
201-2025	04/23/2025	04/23/2025	CH	Paychex of New York, LLC	\$224.95	0
202-2025	04/21/2025	04/23/2025	CH	Ohio Edison	\$1,628.30	0
203-2025	04/16/2025	04/23/2025	CH	Ohio Edison	\$1,261.13	0
204-2025	04/16/2025	04/23/2025	CH	Ohio Edison	\$153.04	0
205-2025	04/15/2025	04/23/2025	CH	Aflac	\$886.36	0
206-2025	04/15/2025	04/23/2025	CH	Charter Communications	\$195.98	0
207-2025	04/15/2025	04/23/2025	CH	Charter Communications	\$218.80	0
208-2025	04/23/2025	04/23/2025	CH	Ohio Public Employees Deferred	\$5,730.00	0
209-2025	04/10/2025	04/23/2025	CH	Columbia Gas	\$1,111.53	0
210-2025	04/23/2025	04/23/2025	CH	Guardian	\$1,971.91	0
211-2025	04/21/2025	04/23/2025	CH	Verizon Wireless	\$309.83	0
212-2025	04/21/2025	04/23/2025	CH	Ottawa County Sanitary Engineering	\$24.00	0
213-2025	04/21/2025	04/23/2025	CH	Ottawa County Sanitary Engineering	\$24.00	0
214-2025	04/21/2025	04/23/2025	CH	Ottawa County Sanitary Engineering	\$66.84	0
215-2025	04/21/2025	04/23/2025	CH	Ottawa County Sanitary Engineering	\$108.42	0
216-2025	04/11/2025	04/23/2025	CH	Ohio Edison	\$192.66	0
217-2025	04/15/2025	04/23/2025	CH	dotnet technologies llc	\$2,682.77	0
48737	04/23/2025	04/23/2025	AW	Ohio Treasurer	\$6,902.50	0
48738	04/23/2025	04/23/2025	AW	Trugreen	\$378.89	0
48739	04/23/2025	04/23/2025	AW	AccuShred, LLC	\$292.50	0
48740	04/23/2025	04/23/2025	AW	The Standard	\$1,619.97	0
48741	04/23/2025	04/23/2025	AW	Charter Communications	\$2,452.72	0
48742	04/23/2025	04/23/2025	AW	Bowling Green State University	\$1,250.00	0
48743	04/23/2025	04/23/2025	AW	Beck Propane & Fuels	\$1,684.39	0
48744	04/23/2025	04/23/2025	AW	O.E. Meyer CO.	\$252.53	0
48745	04/23/2025	04/23/2025	AW	Culligan of Northern Ohio	\$42.39	0
48746	04/23/2025	04/23/2025	AW	U.S. Bank Equipment Finance	\$515.65	0
48747	04/23/2025	04/23/2025	AW	Genoa Bank	\$1,670.36	0
48748	04/23/2025	04/23/2025	AW	Genoa Bank	\$1,163.04	0
48749	04/23/2025	04/23/2025	AW	D.R. Ebel Police & Fire Equipment	\$420.32	0
48750	04/23/2025	04/23/2025	AW	D.R. Ebel Police & Fire Equipment	\$12,722.29	0

Held April 23, 2025

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	\$866.25	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 Orlani	\$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

Minutes of

Meeting

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

Held _____ April 23, 20 _____ 25 _____

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

Held _____ May 14, _____ 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, Police Chief Michael Meisler, Fire Chief Hunsicker and Zoning Administrator Kathryn Dale. Visitors in attendance were Robert Wowk, Mike Callahan, Jim Pilny, Bree Brown, Bill Brown and Jason Gdovicak.

Mr. Dress motioned and Ms. Rozak seconded the approval of the April 23, 2025, Trustee meeting minutes; all ayes and motion carried.

Ms. Rozak addressed the visitors and asked for them to state their business before the Board. Robert Wowk, Mike Callahan and Jim Pilny spoke regarding the noise they are hearing across the water from Boondocks being extremely too loud on Friday, Saturday and Sunday.

Mr. Wowk filed reports on May 7 and May 10 with Catawba Island Police regarding complaints related to the noise and music at Boondocks in Marblehead.

Chief Meisler stated this is a unique situation in that the complaints are not from Danbury residents. Since Mr. Wowk is on Catawba Island and not in Danbury Township, he will need to call Catawba police to report noise issues. Catawba police will assess the noise and if they feel Danbury police need to be involved, they will call. Chief Meisler discussed this with Chief John Gangway and will provide their department with one of Danbury's decibel monitors. Chief Meisler stated Danbury Police will not respond unless the establishment is in violation of the Noise Resolution.

Noise Resolution can be found on the Danbury Township webpage, under Elected Officials, Resolutions, scroll to Resolutions of Continued Interest, **Noise**.

Ms. Rozak acknowledged this, and stated the protocol begins by contacting the Catawba Island Police department.

Jim Pilny is the President of the Condo Association and provided the Trustees with a written list of people from their Association who are stating the noise is too loud.

Mr. Wowk stated that the noise issue started back in 2002 and has progressively gotten worse, which lead to them coming to the Trustees last fall.

Mr. Pilny thought at that meeting last fall it was discussed and a D5 or D4 license must have the music contained inside a building. If that is the case, they thought this was going to be handled before the beginning of the season. So how are they able to have any of this music now, as it is all outside.

Ms. Rozak asked what days of the week this is occurring and Mr. Wowk stated it was every Friday, Saturday and Sunday.

Ms. Rozak asked Ms. Dale what should be occurring at Boondocks in regards to noise. Ms. Dale stated that they were before the Board last September after Boondocks annual closing party and that was the first the Board was hearing about it, as Danbury residents were not complaining. According to the music schedule the Browns have, music ends at 10 pm and according to the Danbury Resolution it is 11 pm.

Ms. Dale was out by the J Hook on the Catawba Island side last Saturday night at 9 pm and her personal observation was she could hear the music, but when the music stopped the talking by the customers was at about the same level and she didn't have a decibel meter to measure the sound. She then referred to the Browns for them to explain their plans.

Chief Meisler added, what may seem unreasonable to one person, may be reasonable to others. The officers don't deal with D4, D5 licensing; they carry out the Board approved Noise Resolution.

Ms. Rozak then turned the floor over to Mr. and Mrs. Brown.

Bill and Bree Brown, owners of Boondocks, confirmed they have a D5 & D6 permit. They supplied the Trustee with maps for reference "in feet" to where that sub-division is in relation to Boondocks. Bree presented the Trustees with reports on decibel readings from their establishment over the course of last weekend, as she purchased a new decibel meter to document the noise as well. The reports show 15 to 30 second readings with time date and

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air speed at the loudest point at the bar and at the Southwest corner which is as close as they can get to the Catawba sub-division. They also provided readings with no music playing, only talking. Nothing was over the established limits according to what she presented. Even with that, they are taking measures to minimize the noise.

Bill is in the process of building a pergola with three walls - a back, 2 sides, including a top, on the barge where the music is coming from, to buffer the sound going out over the water. They will also be supplying an in-house sound system for the bands; with volume controls behind the bar, so bands will not be able to adjust the volume of their performances. The pergola is on the barge now and they will be moving the barge as well to deter the sound carrying over the water to that sub-division. They estimate all of this to be done and in place within a month.

Bill stated they have the music shut down by 11 pm. Mr. Wowk disagreed and said they hear that music sometimes until 1 am.

Ms. Rozak confirmed with Bill and he said the music is done by 11 pm.

Bree also clarified that the music from the bands is 12 hours total on the weekends not 30; 4 bands, 3 hours each band, again finishing nightly by 11 pm. Mr. Wowk disagreed with that and stated again, the music has not stopped at 11 pm.

Ms. Rozak asked Mr. Wowk, Mr. Callahan and Mr. Pilny if they were satisfied with this and Mr. Wowk said no, he doesn't want to hear ANY noise, shut the music off. They all felt as if the Brown's had plenty of time to get something in place over the winter months.

Ms. Rozak stated the Trustees cannot force anyone to not have music, and Chief Meisler said they cannot violate the Browns right of operation. Ms. Rozak stated that with everything submitted by the Browns, they are within decibel range and are continuing to try and contain the noise levels.

Ms. Rozak further stated that the Board worked extremely hard to develop the current noise resolution they have in place and it needs to be followed.

Mr. Wowk said what is to stop him from pulling up with his radio blaring in his vehicle demanding people listen to it.

Chief Meisler stated to Mr. Wowk that he is completely different as a private person as opposed to a business with a liquor license, and would be warned and then issued a disorderly conduct ticket.

Ms. Rozak asked if they can see what happens with the Browns proposed changes and Mr. Wowk said no. Ms. Rozak said that would be noted and Mr. Wowk should continue to report anything he feels is in violation of the Danbury Township's noise ordinance to the Catawba police. She also pointed out that Police Officers cannot be offended. They have to come to your house and they have to listen and make a determination as to whether the law is being broken. If that is the case, they will follow the proper protocol and Chief Meisler will be contacted.

Mr. Pilny stated that they will wait and see what happens, but does not feel it will solve the problem because it is not contained inside the building. Ms. Rozak said if it doesn't, the Board needs to know and she would appreciate if Mr. Pilny, as the Association President, be the one to communicate these issues to the Board. Mr. Pilny said he would and that most likely they will also here from Northcoast Management and Come Sail Away. Ms. Rozak said if they need instructions on contacting Chief Gangway, to contact Chief Meisler and he will tell them the proper protocol for reporting further incidents with Catawba police.

Chief Meisler stated that if any establishment is in violation of the Noise Resolution, they are issued a warning and then if it continues, they will be cited for the violation.

Ms. Rozak asked the Browns when the work will be completed and Bill stated that the goal is within a month. Ms. Rozak asked about what they will be doing in the interim and he stated they will continue to do their own decibel readings to make sure they are not exceeding the allowable levels and remain within the Noise Resolution requirements.

Mr. Dress asked if they have a noise discussion with the bands performing at Boondocks.

Bill said they have a discussion with every band on the sound levels allowed.

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All visitors related to noise issue exited the meeting

Ms. Rozak asked and Ms. Dale agreed to move the Demolition discussion to the next meeting Agenda, but asked them to cross off items 6 and 9 on the list for review as they now look like they will self-resolve.

Zoning

Permits for April

31 permit applications were processed for the month of April totaling \$2,545.14 in collected fees.

Accessory Building:	7
Addition	
Commercial:	1
Residential:	3
Appeals:	
Area Variance:	4
Conditional Use:	
Deck:	
Dock:	
Fence:	3
New SF Home:	2
New Commercial Structure:	
Other:	3
Refusal:	6
Signage:	1
Swimming Pool:	1
Text/Map Amendment:	
Total:	31

Board & Commission Activity

The Board of Zoning Appeals –

The BZA held adjudication hearings 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 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 met April 2, 2025, and continued their discussions on Storage Building regulations. The Commission worked on language for landscaping and buffering requirements.

Department Updates

- Marcel, Assistant Inspector returned for the season April 17, 2025.

Office Activity

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

- Inspections 105
- Emails 583
- Violation Letters 3

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PERMITS as of May 12, 2025

To date this month there have been 12 permit applications submitted/processed totaling \$954.10. 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 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 met May 7, 2025 @ 6:30p.m. and continued their discussions on Storage Building Regulations and landscaping/ buffering requirements. They have pretty much finalized their recommendations and we are now beginning the reach-out efforts to Storage property owners.

DEPARTMENT UPDATES

- **2025 Demo Discussion** – Scheduled for discussion at May 14th Trustee Meeting. List of potential properties included hereto. **Discussion moved to May 28th Trustee Meeting.**

- **Website Updates:**

In April 2024, the U.S. Department of Justice issued a landmark final rule under Title II of the Americans with Disabilities Act (ADA), establishing formal accessibility requirements for websites and mobile apps offered by public entities. This new regulation represented a significant shift in compliance obligations and established Web Content Accessibility Guidelines (WCAG) to make web content more accessible for those with disabilities to be able to interact effectively with the content provided on public entities' websites and mobile apps. I joined a webinar October 29, 2024, co-hosted by the Ohio Municipal League, Ohio Library Council, Ohio Parks and Recreation Association, and Ohio Township Association that focused on the specific requirements and the actions public entities need to take to align their websites & apps with the DOJ's rule to support accessibility for all users. Essentially there are 3 tiers of compliance, A, AA, & AAA. The advice was to be in an AA tier. Some examples of what this includes:

- **Alt Text for Images:** Ensures that users who rely on screen readers can understand the information conveyed by images.
- **Keyboard Navigation:** Makes your website navigable by keyboard alone, catering to users who cannot use a mouse.
- **Clear Headings and Labels:** Enhance the structure and navigability of your content, making it easier for all users to find what they need.
- **Closed Captioning:** Provide Closed Captioning on all videos uploaded.

April 28, 2025, I reached out to GoDaddy who hosts and designed our website 10 years ago to ensure that we were compliant. We were not and our website is so outdated, there is no

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package option available to bring us into compliance. As such, our entire website needs to be redesigned, which will now automatically include the DOJ's WCA Guidelines.

The new website design service will cost \$2,799.99 and as we did last time, we have signed up for 6-months of "Website Care" for \$623.94 (they tried selling a year of this & I declined). This is necessary in case we run into any kinks that need to be worked out once the new website design goes live. Without it, they would not help us if there was a problem, or if we want something changed, even though they designed it. They are charging \$278.30 in tax on the front-end, which I've already submitted the tax exemption information on, and we should receive back.

The creation of the new website includes SSL (Security) Certificates and 2 years of hosting at a rate of \$551.76. Since we are having them rebuild the website, they threw in 1 year of hosting free. We typically pay in advance for multiple years of hosting for our website as well as SSL (Security) Certificates because it is a better rate for multiple years instead of renewing or extending on an annual basis. Those were paid out until 2026 & 2028. GoDaddy is crediting us back 1.5yr worth of hosting, including tax they had not previously credited us for (-\$385.01) and for our DV SSL Certificate, including tax (-\$534.95).

I authorized this work in order to be in compliance with the DOJ ruling, and now retroactively need to formally request your approval since the total purchase price is over my \$2,500 threshold. The total cost charged to the Township credit card was \$3,334.03 and once the tax \$278.30 is credited back, the total cost for the website rebuild will be \$3,055.73. We will not need to renew hosting until April 2028 and by the sounds of it, will not need to renew SSL again (roughly \$120 annual savings).

In the past, any expenses related to the website have been split 4 ways between Admin (includes Zoning), Police, Fire & Roads or in this case it will result in, \$763.93 per department.

A conference call was scheduled for May 7, 2025, but pushed back a week at the request of GoDaddy. More updates will be provided at the Trustee Meeting since the rescheduled call is to take place the morning of your meeting.

Ms. Dale met this morning with GoDaddy, was not happy with the look of the site and they are continuing to work on it. She will update the Board next week.

Ms. Rozak motioned for approval of the cost to be compliant on our website, seconded by Mr. Hirt. All ayes and motion carried.

- **Social Media** – Through House Bill 315, Townships can now advertise on our website and social medial instead of a local newspaper. A FaceBook page has been created: Danbury Township Ohio Zoning.

Text amendments will go to Regional Planning next week, because the zoning code will need to be changed and updated regarding this new change and will have to be approved before using this new way of reporting. Once in effect, newspaper notifications will be eliminated. In the interim we can use the FaceBook page, but cannot eliminate the newspaper until approved.

Ms. Dale stated that the issue at hand is that most notices are related to Zoning. If notification has to be made for any other department, each would need their own FaceBook page since this one specifically says Zoning, unless the Board would like to revise this, and have it as a Danbury Township FaceBook page and all departments would be able to take advantage of it.

The Board, Chief Meisler and Chief Hunsicker agreed it should be changed to include all departments, they will take down their individual pages.

Ms. Dale stated this page will be an information page only, it can be shared, but will have absolutely no area for commenting or questions.

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- **Storage Regulation Open House** - Ms. Dale will hold an open house at the Fire Department meeting room on Monday June 9, at 10 am and Thursday June 12, at 6 pm. Regarding the process of updating Danbury Township requirements for Storage Properties. Ms. Dale shared with the Board the letter that was sent to all storage property owners.

Mr. Dress asked about seeing the final recommendations of the Zoning Commission.

Ms. Dale said she would not refer to them as “final”, but are nearing a complete recommendation. She explained this open house may bring up some additional questions or modification to the text recommendations that need to be addressed. Ms. Dale summarized what the recommended modification to the zoning text are to date and that were explained in the letter sent to the storage property owners. She told the Board she would send them the most recent version of the recommended changes.

VIOLATIONS/COMPLAINTS

Other Misc.:

610 S. Church (*Illuminated Temp. Sign – Coles*)

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*)

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 in 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 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 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. 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.

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

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.

Prior Info: A complaint was received 01.31.25. Upon inspection, there is a lot of heavy

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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 (7019228000063185558) 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:

Monitoring a couple of situations and will send letters after inspections this week if they were not taken care of this past weekend.

Camper Occupied:

None at this time.

Construction without Permits:

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

CLOSED

As of 05.02.25 the fence has been reduced in height and is now fully compliant.

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. 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. 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.

Police

- Chief Meisler submitted the incident report: For the month of April, the department responded to 210 calls. From 5-1-2025 to 5-14-2025 the department responded to 135 calls.
- 6th grade DARE graduation and pizza party occurred yesterday as it was moved from Monday. The 4th grade doughnut party is scheduled for next Tuesday at 9 am.
- The 2025-2026 DARE grant was applied for on the 24th of April.
- The Board gave permission to advertise two surplus patrol vehicles for sale on the Department of Public Safety, Law Enforcement Support Office website: Car #438, 2015 Ford Taurus and Car #444, 2018 Ford Taurus are no longer in use.
- Mark and Chief Meisler attended the Police Memorial Service in Elmore today.

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- Ms. Rozak motioned and Mr. Dress seconded to approve the attached quote from DR Ebel to outfit Care #453 in the amount of \$12,722.95. All ayes and motion carried. The car will go in around September 5th.
- Chief Meisler thanked Chief Hunsicker for the use of the heated area at the Fire Department to work on car radios. The middle bay at the Police station will be used once Roads vacate that area and move things over to the new building.

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	64	4	1	4	1	0
May as of the 14 th	42	3	0	3	0	0
June						
July						
August						
September						
October						
November						
December						
Sub-Total:	316	17	3	26	4	0
Total	366					

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

- Congratulations to Sean Waugh, TJ Almendinger and Adam Marting for completion of fire certification.
 Mr. Hirt motioned and Ms. Rozak seconded TJ Almendinger's pay raise from \$22.28 to \$23.25/hour for annual salary of 64,077.00. All ayes and motion carried.
- Congratulations to Garrett Cellar and John Mendofik for completion of fire inspector.
- Mr. Dress asked why we need a new Fire Engine, why not just get a tanker truck that will carry the water? Chief Hunsicker said the current Engine is 20 years old and insurance will begin to increase on it, it only holds 1000 gallons of water versus a new truck would hold 2000 gallons, but if we just got a water truck that would be two trucks having to show up at a scene, two trucks needing to be insured and two trucks needed additional staffing. The longer we wait the more it will cost and the current truck is 20 years old; it could break down.
 The current truck has 2400 hours on it, which is very little for a 20-year-old truck and Kelleys Island has offered to pay for it, as it is a sister engine to their current fire truck.
 Ms. Rozak asked Ms. Paul if the Fire Department can afford this. Ms. Paul feels this can be done and presented the Trustees with the Fire department cash flow summary from 2022-2024.
 USDA loan for 1.2 Mil is at 4.25%, no downpayment or payment required until 2029 and no penalty for paying off early. Ms. Rozak motioned and Mr. Hirt seconded to proceed with the loan. All ayes and motion carried.

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- Ms. Rozak said that in regards to the radios, for Chief Hunsicker to email everyone he requested quotes from and tell them a decision will be made at the May 28th meeting. This way a paper trail will be available regarding bid requirements.
- Rays Electronics has offered to sale the radio frequency for \$5,000 to the fire department and will send an invoice. This would eliminate payments to Rays of \$360/quarterly and rent to county for using their tower to put the repeater on, as it can go on the fire departments Tower. Ms. Rozak motioned and Mr. Hirt seconded the purchase. All ayes and motion carried.
- Mr. Hirt motioned and Mr. Dress seconded the hiring of Jarod Bechter as part time paramedic at \$22/hour. All ayes and motion carried.
- Letters for Amanda Miller and Jennifer Haas Owens were signed by the Trustees.

Roads

- Sackett Cemetery – nothing to report.
- Meadowbrook marsh has been a focal point of ours this last week in preparation for Bird Week.
- Mowing and maintaining roads and parks has been our other primary focus as we are in the prime growing season.
- AED installation is be done soon at the Townhall Shelter.
- Ms. Rozak would like to extend her compliments, for the record, to the maintenance staff for their work at Meadowbrook. So many compliments from birders and one in particular from an accessible birding group said "I've never been here and this park out of all the parks I have been to during this biggest week, this is an accessible paradise! I can't wait to come back on Friday!"
- Ms. Rozak motioned and Mr. Hirt seconded to accept the return of Lot 147, Grave 4 in the 2nd addition of Sackett cemetery from Janet Steinmetz and reimburse her the cost she paid for the grave in the amount of \$150.00. All ayes and motion carried.
- Two trees in the right of way at Mistic Bay have died, need to be replaced and the grass is getting high. Ms. Rozak asked Superintendent Waldron for a response. He said he strongly recommends not replacing the trees, or ever planting anything in the road right-of-way. Maintenance did not plant the trees; they were inherited with the road dedication. The grass has been mowed and it is on a normal rotation with all roads and parks.

Mr. Dress agreed and wanted it noted we should not even cut down the dead trees, but if Brett feels he can, the Township is doing it as a favor to them.
- Approval was given to the Lions to remove an old Chamber brochure stand at the park.

Ms. Rozak acknowledged visitor Jason Gdovicak. He is coaching baseball and inquired as to why they cannot use the fields behind Township Hall on Wednesday nights for games.

Ms. Rozak stated Wednesday night games were stopped when they not only had no parking for the government scheduled meetings, but people were parking on the sides of a 55-mph road, with kids running across it. Furthermore, the ball fields are done as a courtesy and the Township is not required by the Ohio Revised Code to provide ball fields for any given entity. That being said the Trustees do not want to take them away and allow them to be used by anyone 6.75 days out of every single week, including up until 5:00 pm on Wednesday.

After speaking with Ms. Fish, the Board agreed to allow some practice on Wednesday night, with the condition that there are limited vehicles in the lot and it will be monitored, but absolutely no games.

By 5:30-6:15 pm on Wednesday afternoons only, parking is mandatory for Township business; Trustee meetings, BZA meetings, Zoning Commission meetings and special meetings that might have to be added.

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Jason will relay that and further asked that since there was a tree that went down in the back field, if some kind of canvas tarp shade could be put up; something other than mesh for dugouts for the boys and also possibly another port-o-potty for the little kids.

Mr. Dress will get with Superintendent Waldron about both of those items.

Jason thanked the Board for hearing his concerns and the Board thanked him.

Correspondence

Atmax ad flyer. Ottawa County Community Foundation Spring Newsletter. Frontier ad flyer. MCO open enrollment notice – Ms. James said they contact us every two years to allow changes of the MCO, but we have not had any issues and will continue with Sedgwick.

Cyber security tips flyer was given to Brinkly by Deb at Marblehead bank. Ms. Rozak said to make a copy for the department heads, but that Dotnet is handling cyber security and IT for the Township.

Request was emailed to Ms. James to place an add on the Port Clinton High School Volleyball t-shirts. The Board declined and Ms. James will notify them by return email.

Invite by Ottawa Co Veterans Service to the dedication of Ottawa Co Veterans Memorial Highway at the Marblehead Lighthouse on May 19 at 11:00 am.

A gentlemen came in with the American Legion, stating he had spoke with Mr. Hirt and is asking the Board would consider a \$200 donation this year for Memorial Day cemeteries. Ms. Rozak stated the Board has always given the same amount to the VFW as well so moved to donate \$200 to both the American Legion and to the Marblehead VFW. Mr. Dress seconded, all ayes and motion carried. Ms. Paul will make out the checks this week and call the Board to sign, so they can get to the organizations before Memorial Weekend.

Old Business

- No Old Business.

New Business

- Resolution 08-2025 A request from the County Commissioners, Opposing SB 147 increasing fees for solid waste disposal and recycling as follows:

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in a regular meeting session at 6:00 p.m., on May 14, 2025, at the Danbury Township Building, 5972 E. Port Clinton Road, Marblehead, Ohio 43440, with the following members present:

Ms. Dianne Rozak; Mr. John Paul Dress; Mr. David Hirt

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

RESOLUTION NO. 08-2025

A RESOLUTION OPPOSING THE PASSAGE OF SENATE BILL 147, TO INCREASE DISPOSAL FEES REGARDING SOLID WASTE AND RECYCLING AS FOLLOWS:

PREAMBLE

WHEREAS, the Board of Trustees of Danbury Township in Ottawa County, Ohio, is committed to the safe and sanitary management of solid waste generated by residents and businesses within the Township; and

WHEREAS, modern municipal solid waste landfills are a regional resource because a single municipal solid waste landfill does not only serve the township or municipality where the landfill is located, but provides essential waste disposal capacity for several counties, municipalities and townships; and

WHEREAS, the Board is committed to Ohio's policy of reducing the reliance on use of landfills for the management of solid waste as stated in Section 3734.50 of the Ohio Revised Code; and

WHEREAS, the Board relies on programs provided by the Ottawa Sandusky Seneca Joint Solid Waste Management District ("OSS") to recycle, reduce, reuse and minimize the amount of waste requiring landfill disposal; and

WHEREAS, the Board and other Ohio townships also prioritize the cleanup and removal of dilapidated homes and buildings that are a nuisance to the community; and

WHEREAS, townships and municipalities incur significant expenses to dispose of construction and demolition debris resulting from the condemnation and removal of dilapidated homes and buildings; and

Held _____ May 14, 2025 _____

WHEREAS, Senate Bill 147 and House Bill 96 (the biennial budget bill) in their current form, via proposed amendments to Sections 3314.07 and 3734.57 of the Ohio Revised Code, collectively increase the fees levied by Ohio EPA and solid waste management districts on the disposal of construction and demolition debris by \$6.75 per ton, which will substantially increase the cost incurred by townships, municipalities, remodelers, real estate developers and private owners, to remove and dispose construction and demolition debris; and

WHEREAS, Senate Bill 147, in its current form, encourages Seneca County's withdrawal from OSS so that disposal fees levied on waste disposed at the WIN Waste Innovations landfill located south of Fostoria are paid only to Seneca County instead of being shared between Ottawa County, Sandusky County and Seneca County which comprise OSS, and are which are regionally impacted by the WIN Waste landfill; and

WHEREAS, Seneca County's withdrawal from OSS will force Ottawa County and Sandusky County to levy fees on their residents and businesses equivalent to approximately \$12 to \$14 on each ton of solid waste generated within their counties in order to continue programs to recycle, reduce, reuse and minimize the amount of waste requiring landfill disposal, as compared to the \$1.50 per ton disposal fee currently levied by OSS on solid waste generated within the District; and

WHEREAS, Senate Bill 147's increased expense to dispose solid waste and construction and demolition debris that will be incurred by townships, municipalities, residents and businesses in Ottawa and Sandusky Counties, will cause waste generators to avoid the fee increases by improperly accumulating waste or disposing waste through illegal open dumping, thereby creating nuisances and impairing the quality of life for residents and businesses in townships and municipalities in Ottawa and Sandusky Counties.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Danbury Township, Ottawa County, Ohio, that the Board respectfully opposes the passage of Senate Bill 147 because of the detrimental effects it will impose on the Township, its residents and businesses, as explained in the foregoing recitals foregoing which are incorporated by reference herein.

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: Ms. Rozak Yes Mr. Dress Yes Mr. Hirt Yes

ADOPTED this 14th day of May, 2025.

Attest:
Brinkley Paul
Fiscal Officer
Brinkley Paul

Board of Trustees
Danbury Township
Ottawa County, Ohio
Dianne M. Rozak
Dianne M. Rozak
John Paul Dress
John Paul Dress
David M. Hirt
David M. Hirt

AUTHENTICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution duly passed by this Board of Trustees in session this 14th day of May, 2025 and filed with the Danbury Township Fiscal Officer.

Brinkley Paul
Brinkley Paul
Danbury Township Fiscal Officer

- Sackett Cemetery Deed for Gary & Mary Ball; Lot 96, graves 1-4, 2nd addition.
- Sackett Cemetery Deed for Glen & Judy Minton; Lot 153 graves 5-7, 2nd addition.
- Mr. Dress will be speaking and Ms. Rozak will be attending the Memorial Day program at Lakeside. Ms. Rozak is anticipating they will send her a final program and she will forward it to Mr. Dress.
- Mr. Dress will contact Jim Sass regarding Board approval of the email requests from OCHS:
 - OCHS has applied for a grant from Ottawa County Community Foundation to cover the cost of painting, caulking and some wood replacement to maintain the integrity of the windows and the building estimated at \$4925.00. If successful they would like permission to proceed with the repairs at no cost to the Township. If not approved, OCHS would propose to cover 50% and asks the Township to cover the remaining 50%.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ May 14, 20____ 25_____

- OCHS proposes to apply for a grant through the Ottawa Sandusky Seneca Solid Waste District to cover the cost of a new sign for Wolcott Cemetery, same size as the existing sign. The grant is due at the end of June. If successful, they will discuss color and layout with Danbury Township. They also would request the Township remove the old sign and erect the new sign with new 4x4 posts. The Society will absorb the cost of the matching dollars for the grant.
- Mr. Hirt stated The Daughters of the American Revolution will be coming to the Wolcott Cemetery this Saturday at 1 pm, to make a presentation for the Revolutionary War Soldiers that are buried in Ottawa County. There are five of them, and three are at Wolcott Cemetery. The plaque has been placed and the Maintenance department will have the grounds ready for the presentation. Mr. Hirt will attend.
- Mr. Dress asked if anyone saw an email from Matt Montowski, regarding Call to Duty Salute to Veterans. A special marker placed at cemeteries throughout Ottawa County. He asked the Board to review the email for the next meeting.

Fiscal Business

- Ms. Rozak motioned and Mr. Dress seconded, to approve bills and payroll in the amount of \$257,595.36 for the period April 24 through May 14, 2025. All ayes and motion carried. (see itemized on next page)
- Appropriation Fund, Revenue Fund and Fund Summary were provided to the Trustees.
- Ms. Paul reached out to Caleb at Genoa bank and the credit cards have been shipped.
- Ms. Paul accepted a teller job at Croghan Bank starting Monday. She will be doing evening and weekend hours at the Township and will check her emails on lunch break and at the end of each day.

Comments and Concerns

- Ms. James stated she was happy with the safety conference she attended at CIC.
- Ms. James requested and Ms. Rozak authorized use of vacation hours for this Monday.
- Mr. Hirt received a phone call from Dave Mack and there is an Air B&B using his driveway. The Board said he should direct all concerns to Kathy Dale in Zoning. Mr. Hirt will talk with Kathy and let him know.
- Chief Hunsicker said next Wednesday, May 21, there will be a multi-agency hazmat exercise going on with the department, the Coastguard and Ottawa Co EMA, starting at 8 am and ending roughly at 3 pm.

No Executives Sessions.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____

May 14,

20 25

DANBURY TOWNSHIP, OTTAWA COUNTY

5/14/2025 11:09:28 AM

Payment Listing
4/24/2025 to 5/14/2025

UAN v2025.1

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
218-2025	05/06/2025	05/12/2025	CH	Ohio Edison	\$76.69	O
219-2025	05/06/2025	05/12/2025	CH	Ohio Edison	\$8.03	O
220-2025	05/06/2025	05/12/2025	CH	Ohio Edison	\$12.99	O
221-2025	05/06/2025	05/12/2025	CH	Ohio Edison	\$160.89	O
222-2025	05/09/2025	05/12/2025	CH	Ohio Edison	\$651.12	O
223-2025	05/12/2025	05/12/2025	CH	Ohio Edison	\$191.86	O
224-2025	05/12/2025	05/12/2025	CH	Columbia Gas	\$104.67	O
225-2025	05/12/2025	05/12/2025	CH	Columbia Gas	\$820.44	O
226-2025	05/01/2025	05/12/2025	CH	Ohio Edison	\$76.85	O
227-2025	05/01/2025	05/12/2025	CH	Ohio Edison	\$76.85	O
228-2025	05/01/2025	05/12/2025	CH	Ohio Edison	\$76.85	O
229-2025	05/01/2025	05/12/2025	CH	Ohio Edison	\$76.85	O
230-2025	05/01/2025	05/12/2025	CH	Ohio Edison	\$76.85	O
231-2025	04/30/2025	05/12/2025	CH	Jefferson Health Plan	\$34,135.39	O
232-2025	04/29/2025	05/12/2025	CH	Ohio Police & Fire Pension Fund	\$9,716.71	O
233-2025	04/30/2025	05/12/2025	CH	OPERS	\$16,764.24	O
234-2025	04/30/2025	05/12/2025	CH	OPERS	\$8,674.02	O
235-2025	05/06/2025	05/12/2025	CH	Ohio Edison	\$205.39	O
236-2025	05/07/2025	05/13/2025	CH	Paychex of New York, LLC	\$99,636.73	O
237-2025	05/07/2025	05/13/2025	CH	Paychex of New York, LLC	\$1,698.64	O
238-2025	05/07/2025	05/13/2025	CH	Paychex of New York, LLC	\$3,668.55	O
239-2025	05/07/2025	05/13/2025	CH	Paychex of New York, LLC	\$431.32	O
240-2025	05/07/2025	05/13/2025	CH	Paychex of New York, LLC	\$10,715.17	O
241-2025	05/07/2025	05/13/2025	CH	Paychex of New York, LLC	\$2,863.81	O
242-2025	05/07/2025	05/13/2025	CH	Paychex of New York, LLC	\$154.56	O
243-2025	05/07/2025	05/13/2025	CH	Paychex of New York, LLC	\$420.43	O
48721	04/09/2025	04/08/2025	AW	Ottawa County Engineer	\$138.82 *	V
48721	05/12/2025	05/12/2025	AW	Ottawa County Engineer	-\$138.82	V
48770	05/14/2025	05/12/2025	AW	Bassett's Market	\$7.49	O
48771	05/14/2025	05/12/2025	AW	O.E. Meyer CO.	\$111.60	O
48772	05/14/2025	05/12/2025	AW	All Star Professional Cleaning, LLC	\$500.00	O
48773	05/14/2025	05/12/2025	AW	AccuShred, LLC	\$93.75	O
48774	05/14/2025	05/12/2025	AW	Culligan of Northern Ohio	\$33.29	O
48775	05/14/2025	05/12/2025	AW	Lowe's	\$2,065.38	O
48776	05/14/2025	05/12/2025	AW	Rumpke of Ohio INC	\$30.00	V
48776	05/14/2025	05/12/2025	AW	Rumpke of Ohio INC	-\$30.00	V
48777	05/14/2025	05/12/2025	AW	Rumpke of Ohio INC	\$30.00	O
48778	05/14/2025	05/12/2025	AW	Capital Tire, Inc.	\$1,726.00	O
48779	05/14/2025	05/12/2025	AW	Valley Ford Lakeside	\$1,489.24	O
48780	05/14/2025	05/12/2025	AW	Baumann Auto Center, Inc.	\$431.19	O
48781	05/14/2025	05/12/2025	AW	MPH Industries	\$1,320.00	O
48782	05/14/2025	05/12/2025	AW	D.R. Ebel Police & Fire Equipment	\$99.90	O
48783	05/14/2025	05/12/2025	AW	H2 Designs, LLC	\$495.00	O
48784	05/14/2025	05/12/2025	AW	Capital One	\$293.81	O
48785	05/14/2025	05/12/2025	AW	Huntington National Bank	\$42,613.38	O
48786	05/14/2025	05/12/2025	AW	Bound Tree Medical LLC	\$539.60	O

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ May 14, 2025

DANBURY TOWNSHIP, OTTAWA COUNTY

5/14/2025 11:09:28 AM

Payment Listing
4/24/2025 to 5/14/2025

UAN v2025.1

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
48787	05/14/2025	05/12/2025	AW	Lakeland Auto & Marine Inc.	\$175.41	O
48788	05/14/2025	05/12/2025	AW	Ray's Electronics, Inc.	\$360.00	O
48789	05/14/2025	05/12/2025	AW	Daniel J. Bergman	\$500.00	O
48790	05/14/2025	05/12/2025	AW	Brett A. Waldron	\$500.00	O
48791	05/14/2025	05/12/2025	AW	Vanguard-Sentinel Career & Technology Cent	\$1,280.00	O
48792	05/14/2025	05/12/2025	AW	John A Blakeman	\$200.00	O
48793	05/14/2025	05/12/2025	AW	Kuras Aeration Systems LLC	\$170.00	O
48794	05/14/2025	05/12/2025	AW	Carrot-Top Industries, Inc.	\$645.19	O
48795	05/14/2025	05/12/2025	AW	Semro Henry & Spinazze Ltd.	\$466.27	O
48796	05/14/2025	05/12/2025	AW	Dog Waste Depot	\$283.77	O
48797	05/14/2025	05/12/2025	AW	Beck Suppliers, Inc.	\$211.59	O
48798	06/14/2025	05/12/2025	AW	Rumpke of Ohio INC	\$250.96	O
48799	05/14/2025	05/12/2025	AW	Jared E. Griffith	\$500.00	O
48800	05/14/2025	05/12/2025	AW	Kuras Aeration Systems LLC	\$100.00	O
48801	05/14/2025	05/13/2025	AW	Barnes Nursery, Inc.	\$1,240.05	O
48802	05/14/2025	05/13/2025	AW	Rumpke of Ohio INC	\$66.00	O
48803	05/14/2025	05/13/2025	AW	Gannett Ohio LocalIQ	\$25.20	O
48804	05/14/2025	05/13/2025	AW	Burgess Ambulance Sales, Inc	\$441.56	O
48805	05/14/2025	05/13/2025	AW	Beck Propane & Fuels	\$2,120.06	O
48806	05/14/2025	05/13/2025	AW	Beck Propane & Fuels	\$1,915.40	O
48807	05/14/2025	05/13/2025	AW	Cintas	\$634.43	O
48808	05/14/2025	05/13/2025	AW	Madison Motor Service	\$250.00	O
48809	05/14/2025	05/14/2025	AW	dotnet technologies llc	\$2,052.76	V
48809	05/14/2025	05/14/2025	AW	dotnet technologies llc	-\$2,052.76	V
48810	05/14/2025	05/14/2025	AW	dotnet technologies llc	\$2,052.76	V
48810	05/14/2025	05/14/2025	AW	dotnet technologies llc	-\$2,052.76	V
48811	05/14/2025	05/14/2025	AW	dotnet technologies llc	\$2,052.76	O
Total Payments:					\$257,595.36	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$257,595.36	

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.

Adjourn


There being no further comments, concerns or business before the Board, Ms. Rozak motioned and Mr. Dress seconded, to adjourn at 8:20 pm. All ayes and motion carried.



Fiscal Officer







Danbury Township Board of Trustees

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 23rd 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** **Approved as Presented**
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** **Approved as Presented**
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** **Approved as Presented**
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** **Postponed per Applicant**
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, 20 _____ 25 _____

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 (7019228000063185565) 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. 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,

20 25

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 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. 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	0
February	76	3	1	9	0	0
March	61	5	0	6	3	0
April	64	4	1	4	1	0
May as of the 28 th	97	10	3	11	0	0
June						
July						
August						
September						
October						
November						
December						
Sub-Total:	371	24	6	34	4	0
Total	439					

*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.

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 10th, Catawba Twp PD responded to one noise complaint by Robert Wowk, concerning Boondocks.
- Sgt. LaMarca returned to normal patrol duties on the 23rd. 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 20th, 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 11th 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 11th 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.

RECORD OF PROCEEDINGS

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

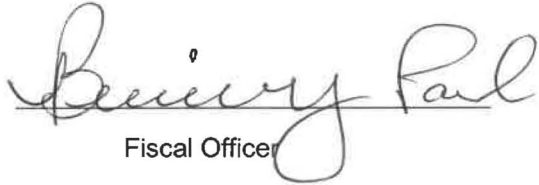
Held May 28, 2025

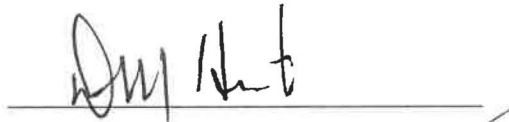


Comments and Concerns

- 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 25th 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**

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RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____

June 11,

20 25

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 Township Assistant Lynne James, Zoning Administrator Kathryn Dale and Zoning Assistant Dawn Conner. Fiscal Officer Brinkley Paul was excused. Visitor in attendance was Don Wills

Mr. Dress motioned and Ms. Rozak seconded the approval of the May 28, 2025, Trustee meeting minutes; all ayes and motion carried.

Mr. Hirt turned the floor over to Mr. Wills.

Mr. Wills with Banc Card, was referred by Marblehead Bank, regarding providing a credit card application to the Township, so we can accept credit card payments in all departments if necessary and will be of significant benefit to zoning and cemetery/roads departments.

After Mr. Wills presentation, Ms. Rozak motioned and Mr. Dress seconded to approve contracting with BancCard for credit card processing here at Danbury Township, including the processing terminal/reader. All ayes and motion carried. Mr. Wills will contact Ms. Paul to get the process started.

Zoning

Permits for May:

30 permit applications were processed for the month of May totaling \$2,981.02 in collected fees.

Accessory Building:	6
Addition	
Commercial:	
Residential:	4
Appeals:	
Area Variance:	1
Conditional Use:	
Deck:	1
Dock:	
Fence:	8
New SF Home:	2
New Commercial Structure:	2
Other:	1
Refusal:	1
Signage:	2
Swimming Pool:	
<u>Text/Map Amendment:</u>	<u>2</u>
Total:	30

Board & Commission Activity

The Board of Zoning Appeals –

The BZA held adjudication hearings on May 21, 2025, on the following cases:

- a. **BZA-2025-067** **Approved as Presented**
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** **Approved as Presented**
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** **Approved as Presented**
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.**

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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

Held _____ June 11, 20____ 25_____

- d. **BZA-2025-077** **Postponed per Applicant**
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 met May 7, 2025, and continued their discussions on Storage Building Regulations and landscaping/ buffering requirements. They are nearing a final recommendation, and we are now beginning the reach-out efforts to storage property owners.

Ottawa County Regional Planning Commission met May 20, 2025, regarding the following case and recommended unanimous **Approval.**

- 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.**

Department Updates

- Website Updates being made to comply with U.S. Department of Justice final rule under Title II of the Americans with Disabilities Act (ADA), establishing formal accessibility requirements for websites and mobile apps offered by public entities. Conference calls and drafts of new website held & reviewed May 14, 2025 & May 23, 2025, with GoDaddy. 3rd draft of website received May 29, 2025.
- Demolition discussion held May 28, 2025 with the Trustees. 6 properties will be investigated, but the Township will only pursue those that qualify for potential demolition.

Office Activity

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

- Inspections 240
- Emails 583
- Violation Letters 5

PERMITS as of June 9:

To date this month there have been 5 permit applications submitted/processed totaling \$426.73. 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 June 18, 2025, on the following cases:

- a. **POSTPONED FROM 05.21.26**
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.**
- b. **BZA-2025-105**
8676 Shrock. Request for an Area Variance to Section 5.7.3 to allow for deck to encroach into the north, front-yard setback (11.5' proposed/ 13.5' required). **Pamela Sweeney & Michael Kimberly, Owners/Applicants.**

The Zoning Commission -

The Zoning Commission met June 4, 2025, and held a public hearing on the following case:

- c. **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.**

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ June 11, _____ 20²⁵ _____

Ottawa County Regional Planning Commission met May 20, 2025, regarding this case and recommended unanimous **Approval**. The Zoning Commission also recommends **Approval**.

Special Meeting:

Ms. Rozak motioned and Mr. Dress seconded to schedule a public hearing for this text amendment, prior to the start of the regular meeting July 9, 2025, at 5:45 p.m. All ayes and motion carried.

We had approximately 20 people show up at the June 4th meeting expecting the Bayshore Group property next to Dempsey to be discussed, but it was explained to everyone it was not on the agenda because no applications had been received at that point in time. I took the time to explain to these folks the different processes that would take place when and if an application is received. I also reviewed potential allowances on the property and densities.

The Ottawa County Regional Planning Commission will be meeting June 17, 2025 at 5:00p.m. on the following application received and to be heard by the Zoning Commission in July:

- a. **ZC-2025-106 9356 E. Bayshore Road. Request for a Map Amendment from "A" Agricultural to "R-C" Recreational Commercial** of Section 1, Lot 7, PIN# 0141102114726000 consisting of 2.27 ac. **Columbia Bayshore, LLC, Agent; Bayshore Group, LLC, Owner/Applicant.**

The first Open House regarding the Storage Regulations was held June 9, 2025 @ 10:00 a.m. in the Community Room of the Fire Station to discuss the potential changes to the storage regulations with property owners. There were roughly 20 people in attendance with 12 different properties represented. The second Open House is scheduled for June 12, 2025 @ 6:00 p.m.

DEPARTMENT UPDATES

- **Website Updates:**

A conference call was held May 23, 2025, to review the design of the new website. GoDaddy sent a link May 29, 2025, stating that all the changes that had been requested were made. The changes were not all made, but when I reached back out to them, the representative I had been working with suddenly was unreachable. Out of frustration I launched the new website on Monday, June 2, 2025, and spent the entire day making the changes that had been requested. During this process, I could not see where the ADA compliance package was added. Upon reaching out to GoDaddy again, it was confirmed that it had not been added. After failed return calls when requested, the package is now finally available, but I do not think all of the features are on. Basically, I've spent the 1st week of June making sure to get our website functioning and our basic information out there & available. There are still a lot of things that need to be done, including going in and making annotations in compliance with the ADA guidelines.

VIOLATIONS/COMPLAINTS

Other Misc.:

Illegal Rentals:

8146 Northshore Blvd. (*Illegal Rental – Thomas*)

Due to a police response on a different matter, it came to light that this property was occupied by a short-term renter. This has been a repeat offender who has been tough to catch because they do not advertise on any of the rental platforms. The history of this has been turned over to J. Stopar because due to HB 315, zoning violations are now civil and must be pursued through Ottawa County Court of Common Pleas.

Illegal Use:

None at this time.

Junk & Debris:

325 Forest Green (*Junk & Debris, Tall Grass – Walterbach*)

Complaint was received and inspected 06.09.25. Letter is being prepared to be sent out to the property owner who is a repeat offender of this and has been abated by the Township in the past.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ **June 11,** 20 **25**

146 Strause (*Junk & Debris – Fleenor*)

06.02.25 photos of the property were taken. While there has been progress made, there is still a lot of junk & debris in the vicinity of the garage that has not been tackled.

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 (7019228000063185565) 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. 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. 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.

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 into the property to help remove some of the other junk & debris. The van has been purchased, and they are just waiting for 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 (7019228000063185558) 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. 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.

RECORD OF PROCEEDINGS

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

Held _____ June 11, _____ 20²⁵ _____

Tall Grass:

341 Forest Green (*Tall grass – Amigo*)

Complaint was received and inspected 06.09.25. Letter is being prepared to be sent out to the property owner.

400 Miley (*Tall grass – Coffey*)

06.02.25 photos taken while out on inspection. Certified letter sent and received 06.05.25. Owner has until 06.12.25 to cut the grass.

8534 Northshore Blvd. (*Tall grass – Serra*)

CLOSED

Certified letter sent to the property owner 05.22.25. Waiting on delivery. Property posted morning of 05.02.25. Grass cut evening of 05.02.25.

1491 Church Road (*Tall grass – Sotak-Seamon*)

CLOSED

Certified letter sent to the property owner 05.22.25. Delivered 05.23.25. Re-check 05.30.25. Grass was mowed as of 05.30.25.

385 Hidden Beach (*Tall grass – Hoffman*)

CLOSED

Certified letter sent to the property owner 05.22.25. Letter received 05.28.25 & owner called to say they were on their way here to cut it that evening yet. Grass cut 05.29.25.

Camper Occupied:

None at this time.

Construction without Permits:

2148 Tecumseh (*Knee wall/ enclosure – Coder*)

CLOSED

Letter sent 05.23.25. Waiting on response. 06.02.25 received a letter from the owner explaining that they were not enclosing the underside of the 2nd story deck and were constructing the knee wall to prevent flooding into the residence.

- Ms. Rozak asked about BestOPizza and if they had applied for a liquor license. Ms. James said she believed they had and will look into it for the Trustees.
- Ms. Dale stated that Chief Hunsicker received all the addresses of properties being checked for unsafe structures. He should have a report by the next meeting.

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	64	4	1	4	1	0
May	112	10	5	13	0	3
June as of the 11 th	22	0	0	4	1	2
July						
August						
September						
October						
November						
December						
Sub-Total:	371	24	6	34	4	0
Total	439					

*Motor Vehicle Crash(s)

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ June 11, 20 _____ 25 _____

- ** Alarm Activation(s)
- ***Carbon Monoxide Investigation(s)

Roads

- Sackett Cemetery – one cremation.
- Mowing rights-of-way and parks has been the primary focus.
- New truck and snowplow were delivered
- Reclamite was applied on Von Glahn Road.

Police

- Chief Meisler submitted the incident report: For the month of May, the department responded to 349 calls. From 6-1-2025 to 6-11-2025, the department responded to 140 calls.
- Mr. Hirt motioned and Ms. Rozak seconded to approve replacement of exhaust system in car #442, 2017 Ford SUV, at Tri Motor Ford in the amount of \$2,592.29. All ayes and motion carried.
- Ms. Rozak motioned and Mr. Hirt seconded to approve the purchase of eight mobile radios, replacing the 20-year-old current radios; in the amount of \$25,171.08. All ayes and motion carried.

Correspondence

- Letter from Patty Pepa at Marblehead Bank, to Chief Meisler thanking his department and the maintenance department for assistance in the removal of a deer carcass at the front entrance to the bank.

Old Business

- Mr. Dress had Ms. James follow up with Ottawa Co EMA regarding a notice they said they were going to send out updating Ottawa Co residents about siren alerts. The response from EMA is that all the information in on their website.

Mr. Dress is concerned with how many residents actually know to go to a website to see that emergency notifications have been changed.

Ms. Dale asked Mr. Dress to forward her something to put on our webpage in the community information.

Ms. Rozak said to wait to notify residents to go to that site as she is currently on the Ottawa Co. EMA site and cannot find it.

New Business

- Cemetery Deed issued to James and Sheila Sachs Lot 145, Grave 3, 2nd Addition Sackett Cemetery.
- Mr. Hirt will have his 1928 Model A Ford in the Perch Parade, Saturday, August 23rd. Ms. Rozak will fill out and submit the form.
- Mr. Dress asked the Trustees if they had seen the emails from Matt Montowski regarding the property tax reform response, from the County Auditor's office. Ms. Rozak had seen them and put them on Marblehead Chit Chat.

Fiscal Business

- Mr. Dress motioned and Ms. Rozak seconded, to approve bills and payroll in the amount of \$193,723.77 for the period May 29 through June 11, 2025. All ayes and motion carried. (See next page)

Held _____

June 11,

20 25

- Appropriation Fund, Revenue Fund and Fund Summary were provided to the Trustees.

DANBURY TOWNSHIP, OTTAWA COUNTY

6/11/2025 1:40:26 PM

Payment Listing

UAN v2025.1

5/29/2025 to 6/11/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
281-2025	05/30/2025	06/10/2025	CH	Ohio Edison	\$77.08	O
282-2025	05/30/2025	06/10/2025	CH	Ohio Edison	\$77.08	O
283-2025	05/30/2025	06/10/2025	CH	Ohio Edison	\$77.08	O
284-2025	05/30/2025	06/10/2025	CH	Ohio Edlson	\$77.08	O
285-2025	05/30/2025	06/10/2025	CH	Ohio Edison	\$77.08	O
286-2025	05/30/2025	06/10/2025	CH	Ohio Edison	\$105.96	O
287-2025	05/30/2025	06/10/2025	CH	Ohio Edison	\$13.31	O
288-2025	05/30/2025	06/10/2025	CH	Ohio Edison	\$80.11	O
289-2025	05/30/2025	06/10/2025	CH	Ohio Edison	\$9.44	O
290-2025	05/30/2025	06/10/2025	CH	Ohio Edison	\$182.98	O
291-2025	06/10/2025	06/10/2025	CH	Guardian	\$1,971.91	O
292-2025	06/10/2025	06/10/2025	CH	MWG Administrators	\$3,047.86	O
293-2025	06/08/2025	06/10/2025	CH	Ohio Public Employees Deferred	\$5,810.00	O
294-2025	05/30/2025	06/10/2025	CH	dotnet technologies llc	\$907.26	O
295-2025	06/04/2025	06/10/2025	CH	Paychex of New York, LLC	\$47,974.67	O
296-2025	06/04/2025	06/10/2025	CH	Paychex of New York, LLC	\$1,340.70	O
297-2025	06/04/2025	06/10/2025	CH	Paychex of New York, LLC	\$1,887.34	O
298-2025	06/04/2025	06/10/2025	CH	Paychex of New York, LLC	\$343.25	O
299-2025	06/04/2025	06/10/2025	CH	Paychex of New York, LLC	\$4,226.64	O
300-2025	06/04/2025	06/10/2025	CH	Paychex of New York, LLC	\$1,322.27	O
301-2025	06/04/2025	06/10/2025	CH	Paychex of New York, LLC	\$71.28	O
302-2025	06/04/2025	06/10/2025	CH	Paychex of New York, LLC	\$205.92	O
48794	05/14/2025	05/12/2025	AW	Carrot-Top Industries, Inc.	\$645.19 *	V
48794	06/05/2025	06/05/2025	AW	Carrot-Top Industries, Inc.	-\$645.19	V
48833	06/11/2025	06/10/2025	AW	Ohio Township Association	\$3,120.00	O
48834	06/11/2025	06/10/2025	AW	Gannett Ohio LocalIQ	\$175.20	O
48835	06/11/2025	06/10/2025	AW	Rumpke of Ohio INC	\$96.00	O
48836	06/11/2025	06/10/2025	AW	Lowe's	\$403.83	O
48837	06/11/2025	06/10/2025	AW	All Star Professional Cleaning, LLC	\$700.00	O
48838	06/11/2025	06/10/2025	AW	Carrot-Top Industries, Inc.	\$645.19	O
48839	06/11/2025	06/10/2025	AW	Firelands Regional Medical Center	\$50.50	O
48840	06/11/2025	06/10/2025	AW	San Bay	\$40.09	O
48841	06/11/2025	06/10/2025	AW	Beck Suppliers, Inc.	\$98.92	O
48842	06/11/2025	06/10/2025	AW	Beck Propane & Fuels	\$2,232.56	O
48843	06/11/2025	06/10/2025	AW	Kuras Aeration Systems LLC	\$100.00	O
48844	06/11/2025	06/10/2025	AW	H.B. Magruder Hospital	\$165.55	O
48845	06/11/2025	06/10/2025	AW	Cleveland Communications, Inc.	\$672.00	O
48846	06/11/2025	06/10/2025	AW	Lakeland Auto & Marine Inc.	\$462.00	O
48847	06/11/2025	06/10/2025	AW	Bound Tree Medical LLC	\$282.31	O
48848	06/11/2025	06/10/2025	AW	O.E. Meyer CO.	\$408.24	O
48849	06/11/2025	06/10/2025	AW	Culligan of Northern Ohio	\$24.19	O
48850	06/11/2025	06/10/2025	AW	Judco, Inc.	\$110,860.00	O
48851	06/11/2025	06/10/2025	AW	Fire Safety Services Inc.	\$2,536.00	O
48852	06/11/2025	06/10/2025	AW	Bassett's Market	\$20.38	O
48853	06/11/2025	06/10/2025	AW	John Mendofik	\$224.70	O
48854	06/11/2025	06/10/2025	AW	Contractors Design Engineering	\$1,165.00	O

Page 1 of 2

DANBURY TOWNSHIP, OTTAWA COUNTY

6/11/2025 1:40:26 PM

Payment Listing

UAN v2025.1

5/29/2025 to 6/11/2025

Total Payments:	\$193,723.77
Total Conversion Vouchers:	\$0.00
Total Less Conversion Vouchers:	\$193,723.77

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
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ June 11, 20 25

Comments and Concerns

- No comments and concerns.

Executive Session

Ms. Rozak motioned and Mr. Hirt seconded to move into Executive Session at 7:07 pm to discuss the employment of a Public Employee. All ayes and the Board moved into executive Session.

Ms. Rozak motioned and Mr. Hirt seconded to both come out of Executive Session and go back into the Regular Meeting at 7:12 pm; all ayes and motion carried.

Ms. Rozak motioned and Mr. Hirt seconded to hiring Craig Lucas as a full-time employee to the Roads Department, at a rate of \$25.00 per hour and full benefits, subject to passing drug screening. All ayes and motion carried. His start date will be determined by Superintendent Waldron.

Adjourn

There being no further comments, concerns or business before the Board, Mr. Hirt motioned and Mr. Dress seconded to adjourn at 7:13 pm. All ayes and motion carried.



Fiscal Officer





Danbury Township Board of Trustees

RECORD OF PROCEEDINGS

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

Held _____

June 25,

20²⁵

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

Ms. Rozak motioned and Mr. Hirt seconded the approval of the June 11, 2025, Trustee meeting minutes; all ayes and motion carried.

Zoning

PERMITS

To date this month there have been 22 permit applications submitted/processed totaling \$2,250.47. collected in fees and application balances.

BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

The Board of Zoning Appeals held their regular meeting on June 18, 2025, on the following cases:

a. **POSTPONED FROM 05.21.26**

BZA-2025-077

Approved as Presented

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.**

b. **BZA-2025-105**

Approved as Presented

8676 Shrock. Request for an Area Variance to Section 5.7.3 to allow for deck to encroach into the north, front-yard setback (11.5' proposed/ 13.5' required). **Pamela Sweeney & Michael Kimberly, Owners/Applicants.**

The Zoning Commission -

The Zoning Commission will hold their regular meeting July 2, 2025 on the following case:

- a. **ZC-2025-106 9356 E. Bayshore Road. Request for a Map Amendment from “A” Agricultural to “R-C” Recreational Commercial** of Section 1, Lot 7, PIN# 0141102114726000 consisting of 2.27ac. **Columbia Bayshore, LLC, Agent; Bayshore Group, LLC, Owner/Applicant.**

Ottawa County Regional Planning Commission met June 17, 2025, regarding this case and recommended unanimous **Approval**.

The zoning commission will also be discussing the outcome of the Storage Property Owners Open Houses held June 9 & 12, 2025. Two matters brought up in the Q&A included clarifying that boat sales require very specific licenses, so as not to circumvent the proposed storage setbacks, and to possibly extend the timeframe of the masterplan for the front-setback areas that would be affected, as an incentive to discourage development of that area to explore other commercial options.

The Trustees will hold a public hearing for the following case, prior to the start of your regular meeting July 9, 2025, at 5:45p.m.

- 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**. The Zoning Commission also recommended **Approval** at their June 4, 2025, meeting.

We received notification 06.24.25 that Phase IV of Lighthouse Bluffs will be on the Ottawa County Regional Planning Commission’s agenda for July 15, 2025, as a final plat. I will be reviewing for zoning compliance and getting any comments to RPC.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____

June 25, 20 25

DEPARTMENT UPDATES

• **Website Updates:**

As previously reported, the new website launched June 2, 2025. It took a week or so to make sure everything was loaded on there the way we wanted and needed. However, the more I worked on it, I was concerned that the site was not meeting the minimum ADA requirements. GoDaddy did provide some of the services needed to be compliant, but it does not meet that AA tier level. I reached out to a web designer who specializes in the new ADA requirements. He said that our site is very close to being compliant, but there are a few more things that need to be adjusted. The alternate text descriptions in the photographs are jumbling altogether and that needs to be corrected. Also, our accordion set-ups are very difficult for self-reading programs to navigate, so much of that is going to have to be directed to a new page layout. The other item they highly recommend is that an Accessibility Policy statement be added to the site. This basically give a way for someone who needs these services to be able to contact the Township on what could or should be done to the site to help them navigate it better. This ADA web designer specialist quoted that this is something that would take them 8-10 hours for \$1,400. At that point, the site would be compliant with the DOJ ruling. They also recommend an ADA scanning service of the site to ensure everything is met. That is an annual \$490 fee. They did state that it likely is not needed annually once the website is fully established, but they recommend it on the front end to make sure nothing is missed.

VIOLATIONS/COMPLAINTS

Other Misc.:

Illegal Rentals:

8146 Northshore Blvd. (Illegal Rental – Thomas)

Spoke with J. Stopar 06.24.25 and based on the documentation we do have on this, he believes the case is strong enough to pursue. He will be filing a complaint with Court of Common Pleas within the next 2 weeks.

Prior Info: Due to a police response on a different matter, it came to light that this property was occupied by a short-term renter. This has been a repeat offender who has been tough to catch because they do not advertise on any of the rental platforms. The history of this has been turned over to J. Stopar because due to HB 315, zoning violations are now civil and must be pursued through Ottawa County Court of Common Pleas.

Illegal Use:

None at this time.

Junk & Debris:

325 Forest Green (Junk & Debris, Tall Grass – Walterbach)

Certified letter was sent to the property owner 06.10.25 and claimed 06.12.25. Upon reinspection 06.20.25 dilapidated carport that was installed without a zoning permit had been removed from the property. Other violations still remain and a 2nd Notice - Notice to Comply was sent via certified mail 06.20.25. We learned over the past weekend that the owner was incarcerated locally. His aunt reached out 06.24.25 and is going to attempt to get some of our issues resolved before it escalates any further. We will be checking back in with her next week to see what was accomplished.

Prior Info: Complaint was received and inspected 06.09.25. Letter is being prepared to be sent out to the property owner who is a repeat offender of this and has been abated by the Township in the past.

146 Strause (Junk & Debris – Fleenor)

06.20.25 owner was called and message left reminding them that the dumpster days would be held this week.

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 (7019228000063185565) 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

Held _____ June 25, _____ 20²⁵ _____

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. 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. 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. 06.02.25 photos of the property were taken. While there has been progress made, there is still a lot of junk & debris in the vicinity of the garage that has not been tackled.

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

Nothing new to report, dumpster is still on the property but it doesn't appear that much progress is being made since last report.

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 (7019228000063185558) 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. 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. 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 into the property to help remove some of the other junk & debris. The van has been purchased, and they are just waiting for the new owner to come take it. The tractor on the property is also apparently sold and just waiting for it to be removed.

Tall Grass:

7857 E. Harbor Road (*Tall grass – Karns*)

Certified letter sent to the property owner 06.18.25. Waiting on delivery.

1912 Seneca Trail (*Tall grass – Miller*)

Certified letter sent to the property owner 06.11.25. Waiting on delivery.

1922 Seneca Trail (*Tall grass – Randall*)

Certified letter sent to the property owner 06.11.25. Waiting on delivery.

312 Willowdale (*Tall grass – James*)

Certified letter sent to the property owner 06.12.25. Waiting on delivery.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ June 25, 20__ 25

2078 Bayview (Tall grass – Stanford)

Certified letter sent to the property owner 06.11.25. Waiting on delivery.

341 Forest Green (Tall grass – Amigo)

Certified letter was sent to the property owner 06.10.25 and claimed 06.12.25. Upon reinspection 06.20.25 grass was not cut. A 2nd Notice - Notice to Comply was sent via certified mail 06.20.25. Letter was claimed 06.24.25. Daughter of the couple also contacted us 06.24.25 and stated her & her husband may try to tackle some of the yard this coming weekend but she was also going to reach out to lawn services. She is to report back to us next week.

Prior Info: Complaint was received and inspected 06.09.25. Letter is being prepared to be sent out to the property owner.

400 Miley (Tall grass – Coffey)

CLOSED

Grass cut upon re-inspection.

Prior Info: 06.02.25 photos taken while out on inspection. Certified letter sent and received 06.05.25. Owner has until 06.12.25 to cut the grass.

Camper Occupied:

None at this time.

Construction without Permits:

None at this time.

- Ms. Rozak motioned and Mr. Hirt seconded ADA scanning service and Robintek ADA website updates for mandatory ADA compliance, in totaling \$2,000.00. All ayes and motion carried.
- Under Fiscal Business, Ms. Rozak asked about the ADA compliant tax credit information Dawn came across. Ms. Paul said she has the information in her office and Ms. Rozak asked her to get in touch with Dawn, to see if some of these costs for the ADA mandatory requirements would apply for this tax credit.
- Ms. Dale stated that Chief Hunsicker declared the following structures unsafe for the public and first responders. She will contact demolition contractors for quotes
 - o 1911 Seneca Trail – 0141221416303000
 - o 8122 E Harbor Road - 0141716628353000
 - o 140 Tibbles – 0142030032207000
 - o 961 S Church Road – 0140014534999000
 - o 2062 Carlbert - 0141110814844000

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	64	4	1	4	1	0
May	112	10	5	13	0	3
June as of the 25 th	63	8	1	9	2	10
July						
August						
September						
October						
November						
December						
Sub-Total:	449	32	9	45	6	13
Total	554					

*Motor Vehicle Crash(s)

Held _____ June 25, 20²⁵ _____

** Alarm Activation(s)

***Carbon Monoxide Investigation(s)

- Chief Hunsicker stated the Fire Department has assisted with water distribution over the last two days as a result of the mandatory water boil issued by the Ottawa Co EMA and Port Clinton Water Department.

Roads

- Sackett Cemetery – one cremation.
- Mowing right-of-ways and parks.
- Township Clean up this week has started off very busy.
- Ms. Rozak motioned and Mr. Hirt seconded to approve Superintendent Waldron's request to the Ottawa Co Engineer's Office to obtain estimates for the 2027 paving season on North Shore Blvd., and Englebeck Road, for the possibility of applying for the OPWC Issue 2 grant money. All ayes and motion carried.
- On Thursday, June 19th, Ms. Rozak stated she received a call from Don Finnigan at Mystic Bay Blvd., making her aware the golfcart path on Constitution (private road) has been paved. She asked Superintendent Waldron to take a look and he said it does not appear to enter into the right-of-way.

Ms. Rozak sent pictures of both the paved path and aerial of Constitution and emailed them to the Prosecutor VanEerten to see if a barrier or guardrail is warranted. When she receives a response, it will be on a meeting Agenda.

Police

- Chief Meisler submitted the incident report: From 6-1-2025 to 6-25-2025, the department responded to 340 calls.
- The replacement of exhaust system in car #442, 2017 Ford SUV, at Tri Motor Ford was done and the invoice was \$748.10 cheaper than the original quote of \$2,592.29.
- The eight mobile radios approved at the last meeting were ordered and be received and installed in the cars by September.
- Sgt. LaMarca will be attending the required annual SRO conference at Kalahari, July 7th – 9th.
- Annual firearms qualifications will occur tomorrow and next Tuesday.

Correspondence

- Email from Michelle and Pat Teresi. At Camp Runinmuck, they have purchased staff t-shirts and will be advertising "First Thirst Responder Day" to be held the first Tuesday of each month. Camp Runinmuck will donate 10% of their sales on this day to Danbury for the Police and Fire Departments.

The Board expressed their thanks to Michelle and Pat and Ms. Rozak asked Ms. James to contact Michelle to make the necessary arrangements.

- OTARMA Summer 2025 news update. Two flyers from USDA Farm Service and Wireless Consulting Partners.

Old Business

- Ms. James stated the new phone system for Danbury Township is now working. Both her and Ms. Dale have been working with Dotnet to tweak little things as questions arise with it's use.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ June 25, 20__ 25

New Business

- Cemetery Deed issued to Robert Molnar, Lot 156, Graves 4 & 8, 2nd Addition Sackett Cemetery.
- Cemetery Deed issued to Nancy Bickley, Lot 51, Grave 5, 2nd Addition Sackett Cemetery.

Fiscal Business

- Mr. Hirt motioned and Ms. Rozak seconded, to approve bills and payroll in the amount of \$101,747.14 for the period June 12 through June 25, 2025. All ayes and motion carried.

DANBURY TOWNSHIP, OTTAWA COUNTY

6/24/2025 8:08:49 PM

Payment Listing 6/12/2025 to 6/25/2025

UAN v2025.1

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
305-2025	06/13/2025	06/19/2025	CH	Ohio Edison	\$195.13	O
306-2025	06/13/2025	06/19/2025	CH	Ohio Edison	\$829.69	O
307-2025	06/18/2025	06/19/2025	CH	Ohio Edison	\$1,586.84	O
319-2025	06/18/2025	06/24/2025	CH	Paychex of New York, LLC	\$62,706.66	O
320-2025	06/18/2025	06/24/2025	CH	Paychex of New York, LLC	\$1,419.06	O
321-2025	06/18/2025	06/24/2025	CH	Paychex of New York, LLC	\$2,447.89	O
322-2025	06/18/2025	06/24/2025	CH	Paychex of New York, LLC	\$352.48	O
323-2025	06/18/2025	06/24/2025	CH	Paychex of New York, LLC	\$6,777.28	O
324-2025	06/18/2025	06/24/2025	CH	Paychex of New York, LLC	\$1,830.01	O
325-2025	06/18/2025	06/24/2025	CH	Paychex of New York, LLC	\$90.49	O
326-2025	06/18/2025	06/24/2025	CH	Paychex of New York, LLC	\$431.99	O
328-2025	06/20/2025	06/24/2025	CH	Verizon Wireless	\$309.77	O
329-2025	06/20/2025	06/24/2025	CH	Ottawa County Sanitary Engineering	\$66.84	O
330-2025	06/20/2025	06/24/2025	CH	Ottawa County Sanitary Engineering	\$24.00	O
331-2025	06/20/2025	06/24/2025	CH	Ottawa County Sanitary Engineering	\$101.49	O
332-2025	06/20/2025	06/24/2025	CH	Ottawa County Sanitary Engineering	\$24.00	O
333-2025	06/20/2025	06/24/2025	CH	Ottawa County Sanitary Engineering	\$108.42	O
334-2025	06/20/2025	06/24/2025	CH	Columbia Gas	\$70.70	O
335-2025	06/20/2025	06/24/2025	CH	dotnet technologies llc	\$2,682.77	O
337-2025	06/24/2025	06/24/2025	CH	Aflac	\$886.36	O
338-2025	06/25/2025	06/24/2025	CH	The Standard	\$1,619.97	V
338-2025	06/25/2025	06/24/2025	CH	The Standard	-\$1,619.97	V
48838	06/11/2025	06/10/2025	AW	Carrot-Top Industries, Inc.	\$645.19 *	V
48838	06/24/2025	06/24/2025	AW	Carrot-Top Industries, Inc.	-\$645.19	V
48855	06/25/2025	06/24/2025	AW	Cintas	\$252.70	O
48856	06/25/2025	06/24/2025	AW	Kuras Aeration Systems LLC	\$355.00	O
48857	06/25/2025	06/24/2025	AW	San Bay	\$70.18	O
48858	06/25/2025	06/24/2025	AW	AccuShred, LLC	\$137.75	O
48859	06/25/2025	06/24/2025	AW	U.S. Bank Equipment Finance	\$530.45	O
48860	06/25/2025	06/24/2025	AW	Rumpke of Ohio INC	\$100.98	O
48861	06/25/2025	06/24/2025	AW	Beck Propane & Fuels	\$2,046.38	O
48862	06/25/2025	06/24/2025	AW	Beck Propane & Fuels	\$2,047.64	O
48863	06/25/2025	06/24/2025	AW	Charter Communications	\$2,458.45	O
48864	06/25/2025	06/24/2025	AW	Bound Tree Medical LLC	\$2,335.69	O
48865	06/25/2025	06/24/2025	AW	Charter Communications	\$15.40	O
48866	06/25/2025	06/24/2025	AW	The Standard	\$1,619.97	O
48867	06/25/2025	06/24/2025	AW	Verizon Wireless	\$443.70	O
48868	06/25/2025	06/24/2025	AW	TRI Motors Sales, INC.	\$2,313.22	O
48869	06/25/2025	06/24/2025	AW	Generator Systems	\$1,037.00	O
48870	06/25/2025	06/24/2025	AW	Stericycle	\$191.57	O
48871	06/25/2025	06/24/2025	AW	Lucky Stone Promotions	\$475.00	O
48872	06/25/2025	06/24/2025	AW	Spoerr Precast Concrete, Inc.	\$336.00	O
48873	06/25/2025	06/24/2025	AW	Carrot-Top Industries, Inc.	\$645.19	O
48874	06/25/2025	06/24/2025	AW	Genoa Bank	\$2,038.19	O

Total Payments: \$101,747.14
Total Conversion Vouchers: \$0.00

Held June 25, 2025

DANBURY TOWNSHIP, OTTAWA COUNTY
Payment Listing
6/12/2025 to 6/25/2025

6/24/2025 8:08:49 PM
UAN v2025.1

Total Less Conversion Vouchers: \$101,747.14

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.

- Appropriation Fund, Revenue Fund and Fund Summary were provided to the Trustees.
- Mr. Hirt motioned and Ms. Rozak seconded to approve the May bank reconciliation; all ayes and motion carried.

Ms. Paul said that this reconciliation is 100% balanced to the penny, after several stages of clearing out issues back thru 2021, with no remaining old adjustments.

Comments and Concerns

- Ms. Paul brought up that nasty comments were being made on Facebook regarding Meadowbrook and the doggie waste and bags. Ms. Rozak stated that she had addressed the situation and was very disappointed that residents didn't lift a finger to call, but rather chose to voice their negative, nasty opinions on the internet. And had they called, it would have been welcomed and they would have been reminded that the Maintenance team, that usually handles this situation without any problem what so ever, is currently working at Townhall accepting all these residents large trash items, and that it would be handled the very next morning thanks to a call from a lovely resident, letting them know of the situation.

Adjourn

There being no further comments, concerns or business before the Board, Ms. Rozak motioned and Mr. Hirt seconded to adjourn at 6:48 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 _____ **June 25,** 20 **25**

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RECORD OF PROCEEDINGS

Minutes of

**DANBURY TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING
Zoning Text Amendments regarding public hearing notifications**

Meeting

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

Held _____ July 9, 2025

Trustee Hirt called the Special Meeting to order at 5:45 PM. The Pledge of Allegiance was recited. Roll call: Trustee Hirt, Trustee Dress and Trustee Rozak were present, along with Zoning Administrator Kathryn Dale and Township Assistant Lynne James.

After a brief explanation from Ms. Dale, Ms. Rozak motioned and Mr. Dress seconded the adoption of Resolution 10-2025, A Zoning Text Amendment regarding public hearing notification requirements as follows:

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in special session at 5:45 p.m., on July 9, 2025, at the Danbury Township Building, 5972 E. Port Clinton Road, Marblehead, Ohio 43440, with the following members present:

Ms. Dianne Rozak; Mr. John Paul Dress; Mr. David Hirt

Mr./~~Ms~~ Rozak introduced the following resolution and moved its adoption:

RESOLUTION NO. 10 - 2025

**A RESOLUTION ADOPTING TEXT AMENDMENTS TO THE
DANBURY TOWNSHIP ZONING RESOLUTION**

WHEREAS, on May 7, 2025, the Danbury Township Zoning Commission, in accordance with Ohio Revised Code section 519.12(A)(1) initiated, by motion, the following amendments to the Danbury Township Zoning Resolution:

- 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.

WHEREAS, said text amendments were forwarded to the Ottawa County Regional Planning Commission (OCRPC) May 8, 2025, and considered by the Ottawa County Regional Planning Commission (OCRPC) on May 20, 2025, where the Commission recommended unanimous approval of said text amendments as presented; and

WHEREAS, the Danbury Township Zoning Commission held a public hearing on June 4, 2025, and by motion and vote, the Zoning Commission unanimously recommended approval of said text amendments as presented; and

WHEREAS, the Board of Trustees held a public hearing on July 9, 2025, and, at the conclusion of the public hearing, voted to accept the recommendation of the Zoning Commission; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Danbury Township, Ottawa County, Ohio:

- 1) The Board finds that the following Decision Standard of the Danbury Township Zoning Resolution is satisfied:
 - d. The proposed amendment will better implement the intent of the Resolution.
- 2) The Board does hereby adopt the amendments to the Danbury Township Zoning Resolution attached hereto as Exhibit A; and
- 3) That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code; and
- 4) That this Resolution shall be effective at the earliest date 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: Ms. Rozak Yes Mr. Dress Yes Mr. Hirt Yes

ADOPTED this 9th day of July, 2025.

Attest:

Brinkley Paul
Brinkley Paul
Fiscal Officer

Board of Trustees
Danbury Township
Ottawa County, Ohio

Dianne Rozak
Dianne Rozak

John Paul Dress
John Paul Dress

David Hirt
David Hirt

AUTHENTICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution duly passed by this Board of Trustees in session this 9th day of July, 2025 and filed with the Danbury Township Fiscal Officer.

Brinkley Paul
Brinkley Paul
Danbury Township Fiscal Officer

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING
Zoning Text Amendments regarding public hearing notifications

Minutes of

Meeting

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

Held _____ July 9, 20____ 25

Comments and Concerns

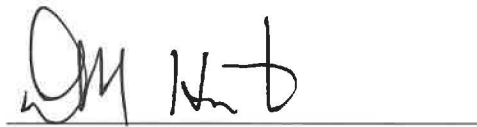
- None.

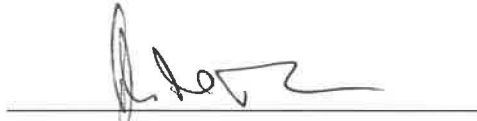
Adjourn

There being no further comments, concerns or business before the Board for this special meeting, Ms. Rozak motioned and Mr. Hirt seconded to adjourn at 5:50 pm. All ayes and motion carried.



Fiscal Officer







Danbury Township Board of Trustees

RECORD OF PROCEEDINGS

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

Held July 9, 2025

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

Ms. Rozak motioned and Mr. Dress seconded the approval of the June 25, 2025, Trustee meeting minutes; all ayes and motion carried.

Zoning

Permits for June

28 permit applications were processed for the month of June totaling \$2,874.47 in collected fees.

Accessory Building:	5
Addition	
Commercial:	
Residential:	2
Appeals:	
Area Variance:	2
Conditional Use:	
Deck:	3
Dock:	
Fence:	3
New SF Home:	7
New Commercial Structure:	1
Other:	3
Refusal:	2
Signage:	
Swimming Pool:	
Text/Map Amendment:	
Total:	28

Board & Commission Activity

The Board of Zoning Appeals –

The BZA held adjudication hearings on June 21, 2025, on the following cases:

- a. **POSTPONED FROM 05.21.26**
BZA-2025-077 **Approved as Presented**
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.**
- b. **BZA-2025-105** **Approved as Presented**
8676 Shrock. Request for an Area Variance to Section 5.7.3 to allow for deck to encroach into the north, front-yard setback (11.5' proposed/ 13.5' required). **Pamela Sweeney & Michael Kimberly, Owners/Applicants.**

The Zoning Commission -

The Zoning Commission met June 4, 2025, and held 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**. The Zoning Commission also recommended **Approval**.

- a. **ZC-2025-106 9356 E. Bayshore Road. Request for a Map Amendment from “A” Agricultural to “R-C” Recreational Commercial** of Section 1, Lot 7, PIN# 0141102114726000 consisting of 2.27ac. **Columbia Bayshore, LLC, Agent; Bayshore Group, LLC, Owner/Applicant.**

Ottawa County Regional Planning Commission met June 17, 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 _____ July 9, 20__ 25

Storage Property Owners Open Houses were held June 9 & 12, 2025 in the Community Room of the Fire Station. Two matters brought up in the Q&A included clarifying that boat sales require very specific licenses, so as not to circumvent the proposed storage setbacks, and to possibly extend the timeframe of the masterplan for the front-setback areas that would be affected, as an incentive to discourage development of that area to explore other commercial options. Both events were well attended and feedback was good.

Department Updates

- Website Updates went live June 2, 2025. Additional modifications were made shortly after to ensure all previous information that had been available was put back up. An ADA web designer will be making some additional adjustments to ensure compliance with the DOJ ruling.
- Demolition determination letters were sent to the County Building Department and Health Department. Quotes were also sent out to nine companies.

Office Activity

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

- Inspections 112
- Emails 793
- Violation Letters 16

PERMITS as of July 7:

To date this month there have been 3 permit applications submitted/processed totaling \$1,384.84. 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 July 16, 2025, on the following cases:

- a. **BZA-2025-123**
2868 (2864) S. Danbury North Road. Request for an Area Variance to Section 3.5 to allow for a new commercial storage building to encroach into the required rear-yard setback (22.5' proposed/ 25' required). **Cove-on-the-Bay, LLC; Greg & Kim Spatz, Owners/Applicants.**
- b. **BZA-2025-135**
5460 E. Port Clinton Eastern Road. Request for Area Variances to Section 3.5 to allow for an addition onto an existing commercial storage building to encroach into the front-yard setback(30' proposed/ 50' required) and to Section 7.12.3.A to allow more square footage than permitted to be added onto a nonconforming structure [20% (496s.f.) allowed/ 29% (720s.f.) proposed]. **Keith & Brandi Brosky, Owners/Applicants.**

The Zoning Commission -

The Zoning Commission held their regular meeting July 2, 2025 on the following case:

- b. **ZC-2025-106 9356 E. Bayshore Road. Request for a Map Amendment from “A” Agricultural to “R-C” Recreational Commercial** of Section 1, Lot 7, PIN# 0141102114726000 consisting of 2.27ac. **Columbia Bayshore, LLC, Agent; Bayshore Group, LLC, Owner/Applicant.**

Ottawa County Regional Planning Commission met June 17, 2025, regarding this case and recommended unanimous **Approval**. The Zoning Commission recommended unanimous **Approval** of the request as presented. The Trustees have scheduled a public hearing for this application on August 13, 2025 at 5:30 p.m.

The Zoning Commission also discussed the outcome of the Storage Property Owners Open Houses held June 9 & 12, 2025. Two matters brought up in the Q&A included clarifying that boat, RV, automotive and other large-scale sales require very specific licenses, so as not to circumvent the proposed storage setbacks, and to possibly extend the timeframe of the masterplan for the front-setback areas that would be affected, as an incentive to discourage development of that area to explore other commercial options. The Zoning Commission agreed to addressing the sales aspect but declined to extend the master plan timeframe.

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held _____

July 9,

20²⁵ _____

The Trustees held a public hearing for the following case, prior to the start of your regular meeting July 9, 2025, at 5:45 p.m.

- b. **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.**

Phase IV of Lighthouse Bluffs will be on the Ottawa County Regional Planning Commission's agenda for July 15, 2025, as a final plat.

DEPARTMENT UPDATES

- **Website Updates:**
06.26.25 the ADA compliance work to be completed with RobinTek was authorized & they will be working on this week to complete.
- **Demo's:**
Courtesy letters were sent to all property owners. Requests for estimates were sent out 06.25.25 and are expected to be received by 07.18.25.

VIOLATIONS/COMPLAINTS

Other Misc.:

248 Erie Beach (*Excessive Storage – Richards*)

Certified Letter to the property owner 07.03.25 for having too many boats, RV's, trailers on the property. There are currently 2 boats and 2 RV's, and one needs to be removed. We, along with the neighbors, have been patient with this, this summer because we received word that the owner, who is a repeat offender, was selling the house.

Illegal Rentals:

8146 Northshore Blvd. (*Illegal Rental – Thomas*)

Spoke with J. Stopar 06.24.25 and based on the documentation we do have on this, he believes the case is strong enough to pursue. He will be filing a complaint with the Court of Common Pleas within the next week.

Prior Info: Due to a police response on a different matter, it came to light that this property was occupied by a short-term renter. This has been a repeat offender who has been tough to catch because they do not advertise on any of the rental platforms. The history of this has been turned over to J. Stopar because due to HB 315, zoning violations are now civil and must be pursued through Ottawa County Court of Common Pleas.

126 Hidden Beach (*Illegal Rental – Pokorny*)

While out on inspections, noticed that these property owners have a sign on the front of their house and on the telephone pole by the street that they are accepting weekly & weekend rentals. Owners received similar notice in 2016 that this is not allowed. Certified Cease & Desist letter send 07.03.25. Waiting for delivery.

Illegal Use:

None at this time.

Junk & Debris:

325 Forest Green (*Junk & Debris, Tall Grass – Walterbach*)

Owner is still incarcerated. His aunt reached out 06.30.25 that they were able to get the front debris removed and mowed. Organized & cleaned up the side of the house as much as possible. Indicated they may do more organization later but were unable to get the rear mowed. The owner's aunt then stopped into the office 07.02.25 and said she was going to try to rent a bush hog to mow the rear yard, but that would not be until week of 07.09.25 and she would keep us posted.

Prior Info: Complaint was received and inspected 06.09.25. Letter is being prepared to be sent out to the property owner who is a repeat offender of this and has been abated by the Township in the past. Certified letter was sent to the property owner 06.10.25 and claimed 06.12.25. Upon reinspection 06.20.25 dilapidated carport that was installed without a zoning permit had been removed from the property. Other violations still remain and a 2nd Notice - Notice to Comply was sent via certified mail 06.20.25. We learned over the past weekend that the owner was incarcerated locally. His aunt reached out 06.24.25 and is going to attempt to resolve some of our issues before it escalates any further. We will be checking back in with her next week to see what was accomplished.

146 Strause (*Junk & Debris – Fleenor*)

Upon reinspection, the property owner looks like they are disassembling a camper that has been stored on the property, so the property now looks worse than it did about a month ago.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____

July 9, 20 25

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 (7019228000063185565) 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. 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. 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. 06.02.25 photos of the property were taken. While there has been progress made, there is still a lot of junk & debris in the vicinity of the garage that has not been tackled. 06.20.25 owner was called and message left reminding them that the dumpster days would be held this week.

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

Nothing new to report, dumpster is still on the property, but it doesn't appear that much progress is being made since last report.

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 (7019228000063185558) 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. 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. 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 into the property to help remove some of the other junk & debris. The van has been purchased, and they are just waiting for the new owner to come take it. The tractor on the property is also apparently sold and just waiting for it to be removed.

Tall Grass:

166 & 174 Hidden Beach (*Tall grass – Wobig*)

Certified letter sent to the property owner 07.03.25. Waiting for delivery.

7857 E. Harbor Road (*Tall grass – Karns*)

Certified letter sent to the property owner 06.18.25. Waiting for delivery.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ July 9, _____ 20²⁵ _____

1912 Seneca Trail (Tall grass – Miller) **CLOSED**
 Certified letter sent to the property owner 06.11.25. Letter was unclaimed and is being returned, but grass was cut 06.24.25.

1922 Seneca Trail (Tall grass – Randall) **CLOSED**
 Certified letter sent to the property owner 06.11.25. Letter was unclaimed and is being returned, but grass was cut 06.24.25.

312 Willowdale (Tall grass – James) **CLOSED**
 Certified letter sent to the property owner 06.12.25. Letter was signed for and claimed 06.25.25. Owners' son called 06.26.25. Grass cut as of 07.02.25.

2078 Bayview (Tall grass – Stanford) **CLOSED**
 Certified letter sent to the property owner 06.11.25. Letter was unclaimed and is being returned, but grass was cut 06.24.25.

341 Forest Green (Tall grass – Amigo)
 07.01.25 daughter Shari emailed 2 photos of the property indicating they cut the front and trimmed some of the bushes, cleaned out the back south corner around the house but were not able to do the rest with standard equipment. Leaving it to her mom to make some phone calls.
Prior Info: Complaint was received and inspected 06.09.25. Letter is being prepared to be sent out to the property owner. Certified letter was sent to the property owner 06.10.25 and claimed 06.12.25. Upon reinspection 06.20.25 grass was not cut. A 2nd Notice - Notice to Comply was sent via certified mail 06.20.25. Letter was claimed 06.24.25. Daughter of the couple also contacted us 06.24.25 and stated her & her husband may try to tackle some of the yard this coming weekend but she was also going to reach out to lawn services. She is to report back to us next week.

Camper Occupied:

2120 Napama (Camper – Firestone)
 Letter sent 06.25.24 via regular mail notifying property owners that only campers owned by them are allowed to be stored on the property and they cannot be inhabited. According to neighbors, someone unrelated to the family has been coming and going with the camper and not going into the house.

Construction without Permits:

None at this time.

- Ms. Rozak motioned and Mr. Dress seconded the approval of the updated zoning fees presented by Ms. Dale and that the new fees are effective immediately; all ayes and motion carried. They can be viewed on the Danbury Township website.

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	64	4	1	4	1	0
May	112	10	5	13	0	3
June	92	8	4	12	2	10
July as of the 9 th	37	5	2	3	0	8
August						
September						
October						
November						
December						

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ July 9, 20 25

Sub-Total:	515	37	14	51	6	21
Total	644					

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

- Ohio EMS grant award of \$3,227.09 for EMS supplies.
- FCC radio frequency switched from Rays, to Danbury Township's name. Radios have been ordered and Mike Vasu is helping to upgrade all with an estimated time of four to six weeks.
- Chief Hunsicker will be a the Fire Chief's convention in Columbus July 13-20.
- Resolution 11-2025 USDA funding for new fire truck was presented as follows along with an assurance agreement:

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in regular meeting session at 6:00 p.m. on July 9, 2025 at the Danbury Township building, 5972 Port Clinton Eastern Road, Marblehead, Ohio, 43440 with the following members present: Mr. David M. Hirt, Ms. Dianne M. Rozak, Mr. John Paul Dress.

Trustee Hirt introduced the following resolution and moved for its adoption:

RESOLUTION: 11-2025
A RESOLUTION TO APPLY FOR USDA FUNDING FOR THE PURCHASE OF A NEW FIRE TRUCK FOR THE DANBURY TOWNSHIP FIRE DEPARTMENT.

WHEREAS; the Danbury Township Board of Trustees is applying to the USDA, for the funding to purchase a new fire truck for the Fire Department in the approximate amount of \$1.2 million dollars.

WHEREAS; Danbury Township Trustee, David M. Hirt, is authorized to sign all application, obligation and closing documents, along with any change orders;

WHEREAS; Danbury Township Fiscal Officer, Brinkley Paul, is authorized to process and sign all pay draws.

NOW THEREFORE BE IT RESOLVED THAT:

The Danbury Township Board of Trustees agrees to the terms and conditions of the USDA funding guidelines and designates Fire Chief, Shawn Hunsicker, to apply for this funding.

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

RECORD OF PROCEEDINGS

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

Held _____

July 9,

2025

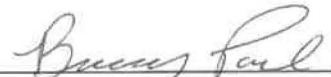
Trustee DRESS seconded the resolution and the roll being called upon the question of its adoption the vote resulted as follows:

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


ADOPTED this 9th day of July, 2025.

Board of Trustees, Danbury Township
Ottawa County, Ohio

Attest:


Fiscal Officer Brinkley Paul


David M. Hirt


Dianne M. Rozak


John Paul Dress

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 July 9, 2025, and filed with the Danbury Township Fiscal Officer.


Brinkley Paul, Danbury Township Fiscal Officer

Roads

- Sackett Cemetery – 2 full burials.
- Mowing right-of-ways and parks has been the primary focus in preparation of the 4th of July weekend.
- Township Clean up week was very busy.
- Paving of Township roads in the Channel Grove Subdivision is scheduled to start next week weather permitting.
- Roads new employee, Craig Lucas, started last week and is working out very well.
- Contracted paving at the new maintenance building and at the police station should get underway this week or early next week.
- New maintenance property survey field work started yesterday and should be completed soon.

Police

- Chief Meisler submitted the incident report: For the month of June, the department responded to 431 calls. From 7-1-2025 to 7-9-2025, the department responded to 146 calls.
- The department had a very busy 4th of July weekend.
- Sgt. LaMarca completed his mandatory SRO conference today at Kalahari.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ July 9, 20 _____ 25

Correspondence

- Ottawa Co Township Association will hold their meeting on Thursday, July 24th, 6:00 pm at Allen-Clay joint fire district station, 3155 N Genoa Clay Center Rd, Genoa OH.
- Ohio Gas Assoc brochure.
- Ottawa Co Home Repair help for Ottawa Co residents. Income eligibility guidelines apply. Call 800-775-9767 or go to glcap.org/homerepair. This information will also be on the Danbury Township website.

Old Business

- Mr. Dress received an email from Ottawa Co Historical Society (OCHS) notifying the Board it received a \$1500 grant for work to be done on the windows of the Wolcott House. Assuming estimate is accurate, it leaves a balance of \$3425 and they are requesting the Board pay \$2283 and OCHS pay \$1142.

After a Board discussion, Ms. Rozak asked Mr. Dress if he would clarify with OCHS as to whether they had gotten more than one estimate for the repairs and if not, to have them get an additional estimate for comparison as it seems high for repairs to just a few windows.

Visitor Margaret Lenthe agreed with the additional quotes and wondered if there were more grants they could go after for this restoration.

Ms. Rozak said Portage Resale would also be a great place to apply for assistance with these repairs.

After further discussion, Mr. Dress will contact Mr. Sass at OCHS and let him know the Board is in favor of the 1/3, 2/3 payment, but would like to have copies of at least two detailed estimates regarding the repairs and if they did or could apply for a grant to Portage Resale.

New Business

- The Board received a letter from the Ohio Dept of Commerce stating that a Liquor permit transferred from Ramond B Wise to Cypress Row Hospitality DBA Erie Food Market. The Board agreed no hearing was necessary, Ms. Paul signed the letter and Ms. James will email to the Dept. of Commerce tomorrow.
- Regarding a Clean Ohio Green Space Conservation Grant, Western Reserve Land Conservancy (WRLC) met with Ms. Rozak in reference to the Coe property that is for sale. WRLC made an offer that was accepted and WRLC has 18 months to raise funding. They raise this money through Federal and State entities and asked her if Danbury Township could be the political subdivision whose name goes on the application to Ohio Public Works Commission. WRLC does all the work, finds all the money and provided they get the funding, they will turn the property over to Danbury Township. It will be known as Meadowbrook Ledges Project and Mr. Hirt introduced the following Resolution 09-2025 as follows: (see next 2 pages)

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ July 9, 20²⁵ _____

The Danbury Township Board of Trustees, County of Ottawa, Ohio, met in regular meeting session at 6:00 p.m. on July 9, 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. HIRT introduced the following resolution and moved for its adoption:

RESOLUTION #09-2025

A RESOLUTION AUTHORIZING THE DANBURY TOWNSHIP BOARD OF TRUSTEES TO FILE AN APPLICATION FOR CLEAN OHIO GREEN SPACE CONSERVATION GRANT FUNDING AND AGREE TO OBLIGATE THE NECESSARY FUNDS TO COMPLETE THE MEADOWBROOK LEDGES PROJECT

WHEREAS, the State of Ohio, through the Ohio Public Works Commission, administers financial assistance for conservation purposes through the Clean Ohio Green Space Conservation Grant Program ("Clean Ohio"); and,

WHEREAS, the Danbury Township Board of Trustees desire financial assistance under Clean Ohio for the purchase and protection of approximately 54.9 acres; and,

WHEREAS, the Board of Trustees of the Township intends to fulfill Clean Ohio's objective of preserving open spaces with this acquisition; and,

WHEREAS, the proposed project is located entirely in Ottawa County and situated in Danbury Township on Bayshore Road; and,

WHEREAS, the proposed project will protect coastal wetlands; and,

WHEREAS, preservation of this parcel will protect the property's natural resources and increase protected green space; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Danbury Township, County of Ottawa, State of Ohio:

1. That the Danbury Township Board of Trustees approve filing this application for financial assistance.
2. That Danbury Township Trustee Dianne M. Rozak is hereby authorized by the Danbury Township Board of Trustees to act in the capacity of designated signatory for this project, may execute and file an application with the Ohio Public Works Commission, may provide all information and documentation required to become eligible for possible funding assistance and is further authorized to enter into any agreements as may be necessary and appropriate for obtaining the financial assistance.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ July 9, 20 _____ 25

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 9th Day of July, 2025

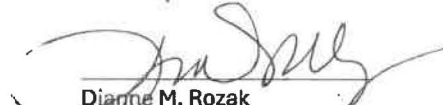
Board of Trustees, Danbury Township
Ottawa County, Ohio

ATTEST:


Fiscal Officer Brinkley Paul

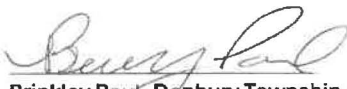

David M. Hirt


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 July 9, 2025 and filed with the Danbury Township Fiscal Officer.


Brinkley Paul, Danbury Township Fiscal Officer

Fiscal Business

- Ms. Rozak motioned and Mr. Dress seconded, to approve bills and payroll in the amount of \$125,042.54 for the period June 26 through July 9, 2025. All ayes and motion carried.
- Ms. Rozak motioned and Mr. Dress seconded to approve a Bill's Implement invoice in the amount of \$189.74. Ms. Rozak and Mr. Dress both voted yes and Mr. Hirt abstained from voting. Motion carried. (See full payment listing on the next page)

RECORD OF PROCEEDINGS

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

Held _____

July 9,

2025

DANBURY TOWNSHIP, OTTAWA COUNTY

7/8/2025 9:24:05 PM

Payment Listing

UAN v2025.1

6/26/2025 to 7/9/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
336-2025	07/01/2025	06/24/2025	CH	Guardian	\$1,971.91	O
339-2025	06/27/2025	07/06/2025	CH	Jefferson Health Plan	\$34,135.39	O
343-2025	07/01/2025	07/06/2025	CH	Ohio Edison	\$77.58	O
344-2025	07/01/2025	07/06/2025	CH	Ohio Edison	\$77.58	O
345-2025	07/01/2025	07/06/2025	CH	Ohio Edison	\$77.58	O
346-2025	07/01/2025	07/06/2025	CH	Ohio Edison	\$77.58	O
347-2025	07/01/2025	07/06/2025	CH	Ohio Edison	\$77.58	O
348-2025	07/07/2025	07/06/2025	CH	Ohio Edison	\$93.18	O
349-2025	07/07/2025	07/06/2025	CH	Ohio Edison	\$33.77	O
350-2025	07/07/2025	07/06/2025	CH	Ohio Edison	\$12.82	O
351-2025	07/07/2025	07/06/2025	CH	Ohio Edison	\$188.50	O
352-2025	07/07/2025	07/06/2025	CH	Ohio Edison	\$84.92	O
353-2025	07/02/2025	07/07/2025	CH	Paychex of New York, LLC	\$49,155.35	O
354-2025	07/02/2025	07/07/2025	CH	Paychex of New York, LLC	\$1,215.57	O
355-2025	07/02/2025	07/07/2025	CH	Paychex of New York, LLC	\$1,948.66	O
356-2025	07/02/2025	07/07/2025	CH	Paychex of New York, LLC	\$4,689.92	O
357-2025	07/02/2025	07/07/2025	CH	Paychex of New York, LLC	\$1,392.08	O
358-2025	07/02/2025	07/07/2025	CH	Paychex of New York, LLC	\$111.11	O
359-2025	07/02/2025	07/07/2025	CH	Paychex of New York, LLC	\$259.70	O
360-2025	07/02/2025	07/07/2025	CH	Paychex of New York, LLC	\$353.37	O
366-2025	07/09/2025	07/08/2025	CH	Pavement Technology Inc.	\$10,101.25	V
366-2025	07/09/2025	07/08/2025	CH	Pavement Technology Inc.	-\$10,101.25	V
367-2025	07/09/2025	07/08/2025	CH	Trugreen	\$650.88	V
367-2025	07/09/2025	07/08/2025	CH	Trugreen	-\$650.88	V
48875	07/09/2025	07/08/2025	AW	Charter Communications	\$360.00	O
48876	07/09/2025	07/08/2025	AW	Galls, AN Aramark Company	\$237.57	O
48877	07/09/2025	07/08/2025	AW	San Bay	\$140.36	O
48878	07/09/2025	07/08/2025	AW	Ottawa County Safety Council	\$120.00	O
48879	07/09/2025	07/08/2025	AW	Bound Tree Medical LLC	\$410.69	O
48880	07/09/2025	07/08/2025	AW	Beck Propane & Fuels	\$1,687.75	O
48881	07/09/2025	07/08/2025	AW	Bill's Implement Sales	\$189.74	O
48882	07/09/2025	07/08/2025	AW	Semro Henry & Spinazze Ltd.	\$466.27	O
48883	07/09/2025	07/08/2025	AW	Beck Suppliers, Inc.	\$129.36	O
48884	07/09/2025	07/08/2025	AW	Ray's Electronics, Inc.	\$5,000.00	O
48885	07/09/2025	07/08/2025	AW	dotnet technologies llc	\$210.80	O
48886	07/09/2025	07/08/2025	AW	Capital One	\$342.79	O
48887	07/09/2025	07/08/2025	AW	Culligan of Northern Ohio	\$27.30	O
48888	07/09/2025	07/08/2025	AW	Galls, AN Aramark Company	\$237.57	O
48889	07/09/2025	07/08/2025	AW	O.E. Meyer CO.	\$118.42	O
48890	07/09/2025	07/08/2025	AW	All Star Professional Cleaning, LLC	\$200.00	O
48891	07/09/2025	07/08/2025	AW	Catawba Clean Scene	\$420.00	O
48892	07/09/2025	07/08/2025	AW	Ohio Edison	\$4,840.51	O
48893	07/09/2025	07/08/2025	AW	Lakeland Auto & Marine Inc.	\$424.32	O
48894	07/09/2025	07/08/2025	AW	Kuras Aeration Systems LLC	\$455.00	O
48895	07/09/2025	07/08/2025	AW	All Star Professional Cleaning, LLC	\$450.00	O
48896	07/09/2025	07/08/2025	AW	Ohio Association of Chiefs of Police	\$245.00	O

Page 1 of 2

DANBURY TOWNSHIP, OTTAWA COUNTY

7/8/2025 9:24:05 PM

Payment Listing

UAN v2025.1

6/26/2025 to 7/9/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
48897	07/09/2025	07/08/2025	AW	Rumplke of Ohio INC	\$30.00	O
48898	07/09/2025	07/08/2025	AW	Ottawa County Sanitary Engineering	\$157.59	O
48899	07/09/2025	07/08/2025	AW	Beck Propane & Fuels	\$1,584.96	O
48901	07/09/2025	07/08/2025	SW	Skipped Warrants 48900 to 48901 Series 1	\$0.00	V
48902	07/09/2025	07/08/2025	AW	Pavement Technology Inc.	\$10,101.25	O
48903	07/09/2025	07/08/2025	AW	Trugreen	\$650.88	O
Total Payments:					\$125,232.28	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$125,232.28	

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
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____

July 9, 20 25

- Appropriation Fund, Revenue Fund and Fund Summary were provided to the Trustees.
- Ms. Paul stated she received notification from the Department of Taxation that tax exemption as been applied to the new maintenance property.

Comments and Concerns

- None. Ms. Lenthe excused herself from the meeting.

Executive Session

Mr. Hirt motioned and Ms. Rozak seconded to move into Executive Session for the purpose of Compensation of Public Employees; all ayes, motion carried and the Board moved into Executive Session at 6:53 pm.

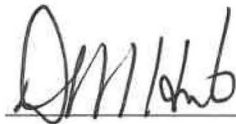
Mr. Hirt motioned and Ms. Rozak seconded to come out of Executive Session at 7:12 pm; all ayes and motion carried.


Ms. Rozak motioned and Mr. Dress seconded to move back into Regular Session at 7:12 pm; all ayes and motion carried. No action was taken.

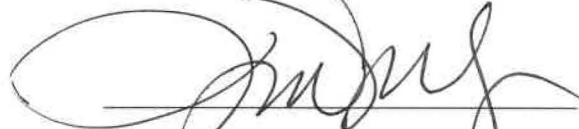
Adjourn

There being no further comments, concerns or business before the Board, Mr. Hirt motioned and Ms. Rozak seconded to adjourn at 7:12 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 844-224-8338 FORM NO. 10148

Held _____ July 23, _____ 20²⁵ _____

Trustee Hirt called the meeting to order at 6:00 PM. The Pledge of Allegiance was recited. Roll call: Trustee Hirt, Trustee Dress and Trustee Rozak were present, along with Fiscal Officer Brinkley Paul, Township Assistant Lynne James, Zoning Administrator Kathryn Dale and Fire Chief Shawn Hunsicker. Visitors in attendance were Susan, Douglas and Daniel Shealy, Diane, Andrew and Gregg Balcerzak.

Ms. Rozak motioned to amend the Agenda to add the Balcerzaks after the Fire Department Report. Mr. Hirt seconded, all ayes and motion carried.

Ms. Rozak motioned and Mr. Dress seconded the approval of the Special Meeting minutes from July 9, 2025; all ayes and motion carried.

Mr. Dress motioned and Ms. Rozak seconded the approval of the Regular Trustee Meeting minutes from July 9, 2025; all ayes and motion carried.

Zoning

PERMITS as of July 21st:

To date this month there have been 11 permit applications submitted/processed totaling \$2,327.09. collected in fees and application balances.

BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

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

- a. **BZA-2025-123** **Approved as Presented**
2868 (2864) S. Danbury North Road. Request for an Area Variance to Section 3.5 to allow for a new commercial storage building to encroach into the required rear-yard setback (22.5' proposed/ 25' required). **Cove-on-the-Bay, LLC; Greg & Kim Spatz, Owners/Applicants.**
- b. **BZA-2025-135** **Approved as Presented**
5460 E. Port Clinton Eastern Road. Request for Area Variances to Section 3.5 to allow for an addition onto an existing commercial storage building to encroach into the front-yard setback(30' proposed/ 50' required) and to Section 7.12.3.A to allow more square footage than permitted to be added onto a nonconforming structure [20% (496s.f.) allowed/ 29% (720s.f.) proposed]. **Keith & Brandi Brosky, Owners/Applicants.**

The Zoning Commission -

Phase IV final plat of Lighthouse Bluffs was discussed at the Ottawa County Regional Planning Commission's meeting July 15, 2025. Regional Planning approved the plat with multiple corrections needed.

The Zoning Commission will meet August 6, 2025, to initiate the Storage Regulation Text Amendments.

The Trustees have scheduled a public hearing August 13, 2025 @ 5:30p.m. on the following case:

- a. **ZC-2025-106** **9356 E. Bayshore Road. Request for a Map Amendment from "A" Agricultural to "R-C" Recreational Commercial** of Section 1, Lot 7, PIN# 0141102114726000 consisting of 2.27ac. **Columbia Bayshore, LLC, Agent; Bayshore Group, LLC, Owner/Applicant.**

Ottawa County Regional Planning Commission met June 17, 2025, regarding this case and recommended unanimous **Approval**. The Zoning Commission recommended unanimous **Approval** of the request as presented at their July 2, 2025 hearing.

DEPARTMENT UPDATES

- **Website Updates:** We had a little hiccup with the site because they modified some things that didn't end up looking like what we were expecting to see, but they seem to now be on the right track. They were going to run the 1st ADA scan last Thursday or Friday and keep me posted on the results. I have not heard how that turned out yet.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____

July 23, 20 25

• **Dilapidated Structures:**

- Requests for Estimates were sent to 9 demolition/excavation contractors. Asked that quotes be received by July 18, 2025, and valid for 120 days. We received 2 quotes.
- Requests for Determination were sent to the Fire Dept., Building Dept., and OCGHD per ORC 505.86. Asked that all Letters of Determination be received by July 9, 2025. Mixed results.
 - Asked Bldg. Dept. to reconsider one address due to a hole in the roof & they refused.
- Courtesy Notices were sent June 26, 2025 via Certified Mail to all property owners making them aware their property is under investigation. All but 1 has claimed letter.
- Lien Reports were requested and are being worked on by Hartung Title because any lienholders are also required to be notified.
- **At the Trustee meeting the findings and quotes were discussed.**

2025 Abandoned Structure Summary						
	1911 Seneca Otanicar	8122 E. Harbor Barnholt	140 Tibbles Wowk	961 S. Church Shealy	2062 Carlbert Skabar	
Allen						
Burdue						
Garza						
Gill						
Great Lakes						
Innovative	\$3,900	\$18,950	\$6,400	\$15,850	\$11,860	\$56,960
Kuzma						\$52,700
Printy						
Shrock	\$2,500	\$36,000	\$7,000	\$25,000	\$6,500 House/ \$2500 Garag	\$79,500
Bldg. Dept.	Secure & Safe	Secure & Safe	Structurally sound but unsecure (broken windows)	Secure & Safe	Secure & Safe except for porch. Declined to reconsider determination	
Health Dist.	Vacant & Secure	Vacant & Secure	Vacant & Secure	Vacant & Secure	Vacant & Unsecure - Hole In Roof	
Fire	Unsafe	Unsafe	Unsafe	Unsafe	Unsafe	
Trustee Res.#						
Trustee Action						
Next Steps	Decide which to move forward with	Decide which to move forward with	Decide which to move forward with	Decide which to move forward with	Decide which to move forward with	
	Schedule Hearing	Schedule Hearing	Schedule Hearing	Schedule Hearing	Schedule Hearing	

2025 Abandoned Structure Expense Summary To-Date						
	1911 Seneca Otanicar	8122 E. Harbor Barnholt	140 Tibbles Wowk	961 S. Church Shealy	2062 Carlbert Skabar	
06.26.25 Certified Letter (Courtesy Notice)	\$9.96	\$9.96	\$9.96	\$9.96	\$9.96	
Claimed	07.15.25 @ 10:02a.m.	07.01.25 @ 10:08a.m.	Stuck In Cleveland 07.03.25	06.30.25 @ 4:07p.m.	07.11.25 @ 3:09p.m.	
Lein Report (Ordered 07.17.25)						
Certified Letter (Notice of Hearing)						
Cert. Letter to Lein Holders						
Certified Letter						
Cert. Letter to Lein Holders						
Potential Total:	\$9.96	\$9.96	\$9.96	\$9.96	\$9.96	\$49.80

- Susan, Douglas and Daniel Shealy were present to discuss their property at 961 S. Church, requesting they be allowed to adhere to their current demo permit as it is their intention to take it down. Ms. Rozak asked that they bring this information to the formal hearing for discussion as everything has to be determined in a formal hearing.
- The Trustees set the Hearing to address all five properties for Monday, August 25, 2025, at 5:30 p.m. Ms. Rozak thanked the Shaely's for attending and they left the meeting.

RECORD OF PROCEEDINGS

Held _____ July 23, _____ 20²⁵ _____

VIOLATIONS/COMPLAINTS

Other Misc.:

248 Erie Beach (*Excessive Storage – Richards*)

Certified Letter to the property owner 07.03.25 for having too many boats, RV's, trailers on the property. There are currently 2 boats and 2 RV's, and one needs to be removed. We, along with the neighbors, have been patient with this, this summer because we received word that the owner, who is a repeat offender, was selling the house. As of 07.21.25 still waiting on letter to be delivered.

282/252 Willowdale (*Excessive Storage – Reinhart*)

While out on inspections, approximately 9 trailers/boats on the property. 07.16.25 spoke to one of the property owners who said they would get it taken care of. Marcel to re-check 07.24.25.

Illegal Rentals:

8146 Northshore Blvd. (*Illegal Rental – Thomas*)

Anticipate complaint to be filed 07.21-07.23. Will provide you with a copy at the meeting if it is indeed filed.

Prior Info: Due to a police response on a different matter, it came to light that this property was occupied by a short-term renter. This has been a repeat offender who has been tough to catch because they do not advertise on any of the rental platforms. The history of this has been turned over to J. Stopar because due to HB 315, zoning violations are now civil and must be pursued through Ottawa County Court of Common Pleas. Spoke with J. Stopar 06.24.25 and based on the documentation we do have on this, he believes the case is strong enough to pursue. He will be filing a complaint with the Court of Common Pleas within the next week.

Ms. Rozak motioned and Mr. Hirt seconded that Attorney Jeff Stopar move forward with filing a complaint with the Court of Common Pleas for 8146 Northshore Blvd. for illegal rental. Vote was as followed: Mr. Hirt, yes. Ms. Rozak, yes. Mr. Dress, yes. Motion carried.

126 Hidden Beach (*Illegal Rental – Pokorny*)

While out on inspections, noticed that these property owners have a sign on the front of their house and on the telephone pole by the street that they are accepting weekly & weekend rentals. Owners received similar notice in 2016 that this is not allowed. Certified Cease & Desist letter sent 07.03.25. Waiting for delivery. Notice was also posted on the front door of the property 07.08.25 regarding the certified letter attempt. Marcel plans to post letter at the property 07.24.25.

Illegal Use:

None at this time.

Junk & Debris:

200 Strause (*Junk & Debris – Bellamy*)

Certified letter sent 07.09.25 for junk, brush and mattress pile in the rear of the property. Letter was claimed 07.14.25. Owner's wife called 07.15.25 & said it will be taken care of. Will be re-checked 07.28.25.

325 Forest Green (*Junk & Debris, Tall Grass – Walterbach*)

The owner's aunt called 07.08.25 and said they, in conjunction with the neighbors (Amigo's) had a company come out to provide them with a quote. 07.15.25 Ms. Amigo called to say that Superior Lawn Care would be cutting it, but they cannot get to it until early August. We have put a call in to verify this.

Prior Info: Complaint was received and inspected 06.09.25. Letter is being prepared to be sent out to the property owner who is a repeat offender of this and has been abated by the Township in the past. Certified letter was sent to the property owner 06.10.25 and claimed 06.12.25. Upon reinspection 06.20.25 dilapidated carport that was installed without a zoning permit had been removed from the property. Other violations still remain and a 2nd Notice - Notice to Comply was sent via certified mail 06.20.25. We learned over the past weekend that the owner was incarcerated locally.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

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

Held _____

July 23, 20 25

His aunt reached out 06.24.25 and is going to attempt to resolve some of our issues before it escalates any further. We will be checking back in with her next week to see what was accomplished. Owner is still incarcerated. His aunt reached out 06.30.25 that they were able to get the front debris removed and mowed. Organized & cleaned up the side of the house as much as possible. Indicated they may do more organization later but were unable to get the rear mowed. The owner's aunt then stopped into the office 07.02.25 and said she was going to try to rent a bush hog to mow the rear yard, but that would not be until week of 07.09.25 and she would keep us posted.

146 Strause (*Junk & Debris – Fleenor*)

07.09.25 a Final Notice was sent to the property owner via certified mail and claimed 07.11.25. We will be re-checking the property on 07.25.25. If it is not completed, then at the next Trustee meeting, we will be presenting a resolution to declare this property a nuisance and have to enter the property for 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 pulling items out of local dumpsters and bringing the items home. A certified letter (7019228000063185565) 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. 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. 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. 06.02.25 photos of the property were taken. While there has been progress made, there is still a lot of junk & debris in the vicinity of the garage that has not been tackled. 06.20.25 owner was called and message left reminding them that the dumpster days would be held this week. Upon reinspection, the property owner looks like they are disassembling a camper that has been stored on the property, so the property now looks worse than it did about a month ago.

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

Nothing new to report, dumpster is still on the property, but it doesn't appear that much progress is being made since last report.

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 (7019228000063185558) 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. The owner provided an update April 15, 2025, and

RECORD OF PROCEEDINGS

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

Held _____

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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. 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 into the property to help remove some of the other junk & debris. The van has been purchased, and they are just waiting for the new owner to come take it. The tractor on the property is also apparently sold and just waiting for it to be removed.

Tall Grass:

5571 Mystic Bay (*Tall grass – Pasquali*)

Complaint received about tall grass around port-a-potti & in general around construction site. Made call to builder who said he'd get it taken care of 07.18.25. Will be re-checked by Marcel this Thursday or Friday.

5580 E. Port Clinton Easter Road (*Tall grass – Chapman*)

This property has been a repeat offender over the years. The property owner has recently been foreclosed on, but is still residing in the house. We are attempting to locate the bank and property preservation team responsible for maintenance.

166 & 174 Hidden Beach (*Tall grass – Wobig*)

CLOSED

Certified letter sent to the property owner 07.03.25. Letter was delivered 07.11.25 and scheduled to be re-checked 07.18.25. Grass cut as of 07.16.25.

7857 E. Harbor Road (*Tall grass – Karns*)

CLOSED

Certified letter sent to the property owner 06.18.25. Letter being returned, owner did not claim. Grass was cut though 07.09.25.

341 Forest Green (*Tall grass – Amigo*)

Ms. Amigo called 07.08.25 and said they, in conjunction with the neighbors (Walterbach's) had a company come out to provide them with a quote. 07.15.25 Ms. Amigo called to say that Superior Lawn Care would be cutting it but they cannot get to it until early August. We have put a call in to verify this.

Prior Info: Complaint was received and inspected 06.09.25. Letter is being prepared to be sent out to the property owner. Certified letter was sent to the property owner 06.10.25 and claimed 06.12.25. Upon reinspection 06.20.25 grass was not cut. A 2nd Notice - Notice to Comply was sent via certified mail 06.20.25. Letter was claimed 06.24.25. Daughter of the couple also contacted us 06.24.25 and stated her & her husband may try to tackle some of the yard this coming weekend but she was also going to reach out to lawn services. She is to report back to us next week. 07.01.25 daughter Shari emailed 2 photos of the property indicating they cut the front and trimmed some of the bushes, cleaned out the back south corner around the house but were not able to do the rest with standard equipment. Leaving it to her mom to make some phone calls.

Camper Occupied:

2120 Napama (*Camper – Firestone*)

CLOSED

Camper is gone and has not returned.

Prio Info: Letter sent 06.25.24 via regular mail notifying property owners that only campers owned by them are allowed to be stored on the property and they cannot be inhabited. According to neighbors, someone unrelated to the family has been coming and going with the camper and not going into the house.

Construction without Permits:

None at this time.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ July 23, 20 _____ 25

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	64	4	1	4	1	0
May	112	10	5	13	0	3
June	92	8	4	12	2	10
July as of the 23 rd	76	8	7	4	3	19
August						
September						
October						
November						
December						
Sub-Total:	554	40	19	52	9	32
Total	706					

*Motor Vehicle Crash(s)

** Alarm Activation(s)

***Carbon Monoxide Investigation(s)

- Ms. Rozak asked how the inspections were going and Chief Hunsicker said they've had a few businesses unhappy with the inspections, but for the most part they are moving along. If they are told to leave, the inspector documents this in the event an insurance company calls for a report, they can tell them they were asked to leave and there is no report.
- Termination letter to Ottawa Co Sanitary Engineer's office was signed and sent. It is a required 60-day notice so this will be effective October 1st. Vasu will be coming in next week to turn on the repeater at the Fire Station tower and that will go into effect at that time.
- Chief Hunsicker stated the department was awarded a BWC grant of \$15,000 for gear. There are several other grants he is looking into as well.
- Ms. Rozak asked where he was at with the USDA loan and Chief Hunsicker said all the paperwork was sent in and he has been in touch with Amanda Gordon regarding the bond and waiting to hear back from her.
- Chief Hunsicker stated the AFG grant to replace the old brush truck, hose and some gear is also on track and they should be hearing something in September.
- Chief Hunsicker said the Chief's conference went well and many places are struggling for volunteers.
- State Fire Marshalls opened fire fighter training free for those wanting to go to the next level at EHOVE. Two employees at the fire department, Kyle Braun and Jarod Bechter will be taking this training. There will be no charge to the Township, unless they do not finish the training program and if they do not, the employees will have to pay back the cost to the Township, as we would be charged for non-completion of the program.
- Mr. Hirt motioned and Ms. Rozak seconded to hire Miguel Tackett as a part-time firefighter/EMT at \$20/hour, provided he passes all testing. All ayes and motion carried.

RECORD OF PROCEEDINGS

GOVERNMENT FORMS & SUPPLIES 644-224-3338 FORM NO. 10148

Held _____

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- Diane, Andrew and Gregg Balcerzak came before the Board to have further discussion on where the fire retention pond draining onto their property. What was once a place for them to do archery, shooting, and have 4-wheel paths, has turned into muddy trenches, that are unpassable to the point that their tractor cannot even get back to mow the area. Mr. Dress said after DGL's study last year, they were supposed to take a look at the retention pond. He apologized, as both he and DGL forgot about this step. He assured the Balcerzak's he would be on this tomorrow morning to try to find an alternative drainage for the retention pond. Mr. Waldron and he will shoot elevations tomorrow morning.

The other issue is still on the road and the two new properties that have elevated the ground causing flooding to their building. Mr. Dress said he would look into that but DGL had determined the Fire Department was not to blame for that portion. He will update everyone once they have someone back out at the retention pond. The Trustee's thanked the Balcerzak's for their attendance and they left the meeting.

Roads

- Sackett Cemetery – 1 full burial.
- Mowing right-of-ways and parks.
- Paving was completed at the new maintenance facility. Paying this invoice will complete the ARPA fund monies that were allocated in 2024 that needed to be expended by Dec of 2026.
- Milling and paving is scheduled to begin in the Township portion of the Channel Grove subdivision; Ms. Rozak contacted Tina at the Engineer's office regarding park during this time; she said their inspectors/contractors will be on site and work with the property owners. At most, they expect full closures at any given time lasting no longer than about an hour.
- Ms. Rozak said that Meadowbrook was ablaze with all the wild flowers and butterflies. It was beautiful.
- Tick kits have been ordered for police, roads and the administration departments.

Police

- Chief Meisler submitted the incident report: From 7-1-2025 to 7-23-2025, the department responded to 335 calls.
- The new mobile radios are in and installation will begin next Thursday, the 31st.
- No one is interested in the surplus Taurus Police vehicles for sale. The Chief would like to set up on account with GovDeals.com in September. He said Catawba has had great success in selling end of life patrol vehicles at this site and Chief Gangwey emailed information concerning the program. Ms. James will see if there is an account set up and if not, get underway with the process.
- Officers Davenport and Rohrbach, if they are available, will attend a touch a truck event with the Fire Department on Saturday at West Harbor Lagoons.

Correspondence

- Ottawa Co Township Association will hold their meeting on Thursday, July 24th, 6:00 pm at Allen-Clay joint fire district station, 3155 N Genoa Clay Center Rd, Genoa OH.

Old Business

- Mr. Dress spoke with Mr. Sass from Ottawa Co Historical Society (OCHS) and he said the justification for the cost and the contractor involved, is not just replacing some rotten wood, it is a restoration. Mr. Dress made a motion to approve a check from the Township paying \$2283.00 to OCHS, Mr. Hirt seconded; all ayes and motion carried.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10146

Held _____ July 23, 20 25

New Business

- Approval of Cemetery Deed to Karl & Shirley Dubsky: Lot 155 Grave 2, 2nd addition of Sackett Cemetery.
- Ms. Rozak stated Mike Hoeflinger, a resident on N Buck Road thinks the speed limit on the eastbound portion of Buck Road, immediately after the curve is too high, given it leads to a dead end. She contacted ODOT and they suggested a speed study for 2 hours (1 hour at 2 locations east of the curve on a non-weekend day). She further stated it will cost the Township nothing other than the officer's time to complete the study. Chief Meisler said if the Board wishes to proceed, he will have someone do the study.

The other option is to have an officer sit out in that area a couple of times for 15-30 minutes over the next few weeks, just to see if a study is even warranted. The Board agreed to go with this option and Ms. Rozak will contact Chief Meisler.
- Ms. Rozak motioned and Mr. Dress seconded to renew propane contract with Beck as there was no increase in cost from last year which is \$1.72. All ayes and motion carried.
- Mr. Hirt motioned and Mr. Dress seconded to approve the fall newsletter for 2025; all ayes and motion carried.

Fiscal Business

- Mr. Hirt motioned and Mr. Dress seconded, to approve bills and payroll in the amount of \$85,763.36 for the period July 10 through July 23, 2025. All ayes and motion carried. (See full payment listing on the next page)
- Appropriation Fund, Revenue Fund and Fund Summary were provided to the Trustees.
- Ms. Rozak motioned and Mr. Dress seconded to approve the June bank reconciliation; all ayes and motion carried.

Comments and Concerns

- Ms. Rozak said Patrice Kilken just text her and said they did not start the paving at Channel Grove, did the dates change? She will tell her to contact the Engineer's office for clarification.
- Ottawa Regional Planning Commission bill for annual assessment. Trustees directed Fiscal Officer to have bill ready for payment at next meeting.

Executive Session

Ms. Rozak motioned and Mr. Dress seconded to move into Executive Session for the purpose of Compensation of a Public Employee; all ayes, motion carried and the Board moved into Executive Session at 7:43 pm.

Mr. Hirt motioned and Ms. Rozak seconded to come out of Executive Session at 8:08 pm; all ayes and motion carried.

Ms. Rozak motioned and Mr. Dress seconded to move back into Regular Session at 8:08 pm; all ayes and motion carried. No action was taken.

Mr. Dress made a motion to add an additional full-time officer to the Police force for Danbury Township at an hourly rate to be determined. Mr. Hirt seconded, all ayes and motion carried.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____

July 23,

2025

DANBURY TOWNSHIP, OTTAWA COUNTY

7/23/2025 7:43:47 AM

Payment Listing

UAN v2025.1

7/10/2025 to 7/23/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
342-2025	07/11/2025	07/06/2025	CH	Columbia Gas	\$273.73	O
361-2025	07/11/2025	07/07/2025	CH	Columbia Gas	\$56.15	O
362-2025	07/20/2025	07/08/2025	CH	Ottawa County Sanitary Engineering	\$24.00	O
363-2025	07/20/2025	07/08/2025	CH	Ottawa County Sanitary Engineering	\$24.00	O
364-2025	07/20/2025	07/08/2025	CH	Ottawa County Sanitary Engineering	\$108.42	O
365-2025	07/20/2025	07/08/2025	CH	Ottawa County Sanitary Engineering	\$66.84	O
375-2025	07/15/2025	07/21/2025	CH	dotnet technologies llc	\$210.80	O
376-2025	07/20/2025	07/21/2025	CH	Verizon Wireless	\$309.90	O
377-2025	07/15/2025	07/21/2025	CH	Aflac	\$1,081.22	O
378-2025	07/20/2025	07/21/2025	CH	OHIO TREASURER OF STATE	\$6,902.50	O
381-2025	07/10/2025	07/21/2025	CH	Ohio Edison	\$93.99	O
382-2025	07/14/2025	07/21/2025	CH	Ohio Edison	\$184.47	O
383-2025	07/14/2025	07/21/2025	CH	Ohio Edison	\$663.76	O
384-2025	07/17/2025	07/21/2025	CH	Ohio Edison	\$789.29	O
385-2025	07/16/2025	07/21/2025	CH	Paychex of New York, LLC	\$53,259.52	O
386-2025	07/16/2025	07/21/2025	CH	Paychex of New York, LLC	\$1,642.89	O
387-2025	07/16/2025	07/21/2025	CH	Paychex of New York, LLC	\$2,103.27	O
388-2025	07/16/2025	07/21/2025	CH	Paychex of New York, LLC	\$366.52	O
389-2025	07/16/2025	07/21/2025	CH	Paychex of New York, LLC	\$5,167.23	O
390-2025	07/16/2025	07/21/2025	CH	Paychex of New York, LLC	\$1,525.11	O
391-2025	07/16/2025	07/21/2025	CH	Paychex of New York, LLC	\$116.14	O
392-2025	07/16/2025	07/21/2025	CH	Paychex of New York, LLC	\$292.21	O
393-2025	07/15/2025	07/22/2025	CH	dotnet technologies llc	\$2,682.77	O
48885	07/09/2025	07/08/2025	AW	dotnet technologies llc	\$210.80 *	V
48885	07/20/2025	07/20/2025	AW	dotnet technologies llc	-\$210.80	V
48899	07/09/2025	07/08/2025	AW	Beck Propane & Fuels	\$1,564.96 *	V
48899	07/20/2025	07/20/2025	AW	Beck Propane & Fuels	-\$1,564.96	V
48904	07/23/2025	07/21/2025	AW	Beck Propane & Fuels	\$1,564.96	O
48905	07/23/2025	07/21/2025	AW	Kuras Aeration Systems LLC	\$170.00	O
48906	07/23/2025	07/21/2025	AW	Firelands Regional Medical Center	\$547.50	O
48907	07/23/2025	07/21/2025	AW	Bound Tree Medical LLC	\$1,646.99	O
48908	07/23/2025	07/21/2025	AW	Staples Business Advantage	\$405.63	O
48909	07/23/2025	07/21/2025	AW	Lakeland Auto & Marine Inc.	\$647.01	O
48910	07/23/2025	07/21/2025	AW	Ottawa County Recorder	\$20.00	O
48911	07/23/2025	07/21/2025	AW	Postmaster	\$1,116.44	O
48912	07/23/2025	07/21/2025	AW	Rumpke of Ohio INC	\$66.00	O
48913	07/23/2025	07/21/2025	AW	VASU COMMUNICATIONS INC.	\$350.00	O
48914	07/23/2025	07/21/2025	AW	Bell Heating and Electric	\$317.50	O
48915	07/23/2025	07/21/2025	AW	Gannett Ohio LocalIQ	\$208.62	O
48916	07/23/2025	07/22/2025	AW	NITRO PEST SOLUNTION	\$860.00	O
48917	07/23/2025	07/22/2025	AW	Charter Communications	\$30.80	O
48918	07/23/2025	07/22/2025	AW	TRi Motors Sales, INC.	\$490.49	O
48919	07/23/2025	07/22/2025	AW	Treasure, State of Ohio	\$600.00	O
48920	07/23/2025	07/22/2025	AW	Atlantic Emergency Solutions	\$81.65	O
48921	07/23/2025	07/22/2025	AW	Advance Stores Company, Incorporated	\$191.10	O
48922	07/23/2025	07/22/2025	AW	Judco, Inc.	\$75.00	O

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DANBURY TOWNSHIP, OTTAWA COUNTY

7/23/2025 7:43:47 AM

Payment Listing

UAN v2025.1

7/10/2025 to 7/23/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
48923	07/23/2025	07/22/2025	AW	Cintas	\$36.05	O
48924	07/23/2025	07/22/2025	AW	O.E. Meyer CO.	\$168.65	O
Total Payments:					\$85,763.36	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$85,763.36	

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
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of



Meeting

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

Held _____ July 23, 20 _____ 25

Adjourn

There being no further comments, concerns or business before the Board, Ms. Rozak motioned and Mr. Hirt seconded to adjourn at 8:09 pm. All ayes and motion carried.

Fiscal Officer





Danbury Township Board of Trustees

Held _____ August 13, _____ 20²⁵

Trustee Hirt called the Special Meeting to order at 5:30 PM. The Pledge of Allegiance was recited. Roll call: Trustee Hirt, Trustee Dress and Trustee Rozak were present, along with Zoning Administrator Kathryn Dale and Township Assistant Lynne James. Visitors in attendance were: David Zentkovich, Mark and Lisa Powers, Kyle Pecker, Barb Gresh, Jean Printy, Diane Monaco, Bill and Debbie Lenner, Lisa Seckler, Todd Shireman, John Coppeler and Margaret Lenthe.

The meeting was turned over to Ms. Dale who gave the following staff report:

The applicant is proposing to rezone a 2.27ac. parcel from "A" Agricultural to "R-C" Recreational Commercial. The agents are in a contingency contract to purchase a total of 57.5 acres from the applicant/owner, which this 2.27ac. parcel is part of. The 2.27ac. parcel is the only parcel of the whole property purchase that is zoned "A" Agricultural. The agents and owner would like to have the zoning designation uniform for the entire property.

SURROUNDING ZONING:

North:	"R-3" High Density Residential & "R-2" Suburban Residential	Single-family homes
East:	"R-C" Recreational Commercial	Castaway Campground & Marina
South:	"R-C" Recreational Commercial & "A" Agricultural	7.23ac. of Commercially zoned vacant land Sandusky Bay, SF homes & MHP
West:	"R-C" Recreational Commercial & "A" Agricultural	47.977ac. of Commercially zoned vacant land Dempsy Landing Boat Launch
NW:	"A" Agricultural & "C-2" General Commercial	Single-family homes & Red's Summerhouse Bar/Restaurant

The Danbury Township Land Use Plan was adopted in 2017 and due for an update later this year, into next year. The Land Use Plan calls for the whole property, including this 2.27ac. parcel to be "Recreational & Marine". The boundaries to these classifications should not be viewed as a hard line stopping or starting point, but more as a generality that can cross property lines or extend further than depicted if it makes good planning sense.

"Recreational & Marine" is defined as an area that consists of developments that cater to recreation, camping, water recreation and tourism within the Township. Typified with campgrounds, boating activities, fishing and marine services. Uses include single-family, two & multi-family, civic and neighborhood commercial, waterfront & recreational businesses.

Staff would encourage Commission Members to review the Land Use Plan, between pages 13 & 17 to have a better understanding of the existing conditions of the Township and also review the goals, objectives & strategies that begin on page 22.

Ottawa County Regional Planning Commission (OCRPC) was forwarded the proposed amendments on June 2, 2025, and held a hearing on June 17, 2025. Attached is OCRPC's decision letter recommending **Approval as Presented**. The Danbury Township Zoning Commission held a public hearing on July 2, 2025, and made a motion to approve the request, citing that the decision standard 'b' of Section 7.7.3.E.ii. was satisfied, resulting in a 5-0 vote for **Approval**.

The Danbury Township Zoning Commission's Decision Criteria for considering this request includes:

Section 7.7.3.E.ii Map Amendments

- i. There is an error on the Official Zoning Map or in the delineations between districts thereon.
- ii. The proposed amendment will make the map conform more closely with the Land Use Plan.
- iii. There has been a substantial change in area conditions that necessitates the amendment.
- iv. There is a legitimate need for additional land area in the zoning district that will be expanded.

STAFF RECOMMENDATION:

None.

Mr. Hirt opened the meeting to public discussion.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING Zoning Map Amendment ZC-2025-106 9356 E Bayshore Road from A-Agricultural to R-C Recreational Commercial

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

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Agent, David Zentkovich did not speak.

Agent Mark Powers, 25022 Castlebar Court, Columbia Station, Ohio 44028, introduced himself. He stated they are just asking for rezoning so it is uniform with the entire property and that it is consistent with the Land Use Plan.

The following visitors were called upon but did not have anything to say: Kyle Recker, Jean Printy, Diane Monaco, Debbie Lenner, Lisa Seckler, Todd Shireman, and John Coppeler.

Bill Lenner, 9394 E. Bayshore Road, Marblehead, asked with development, how it would be getting out onto Bayshore Road. Mr. Powers stated there is a frontage to the property that will have green space.

Barb Gresh, 9415 E. Bayshore Road, stated she was concerned about traffic control and potential crashes with this new development. The current congestion and people not observing the 45-mph speed limit is already a concern getting out of their own driveways safely.

Ms. Rozak asked Ms. Dale about setback requirements. Ms. Dale said the base requirement is a 40-foot setback, but if a Conditional Use is requested, then those can increase depending on what is being proposed. This is on a State Route, she assumes the applicants have done their due diligence as ODOT usually requires some type of traffic study or count, depending on how the property is developed, the density or size. It is the developer's responsibility to provide ODOT with those studies and information. ODOT then reviews and has final say regarding requirements on what has to be done. It is then the developer's responsibility to comply with ODOT requirements.

Margaret Lenthe stated she felt the neighbors in attendance with her might be afraid to speak, but all of them have traffic concerns with the development. She would agree to the zoning as long as the entrance/exit on Bayshore Road is widened with increased visibility.

Ms. Rozak asked Mr. Powers if what is now known as Rendezvous Lane would be the primary ingress and egress and what, if any current plans, consist of for that area.

Mr. Powers stated it would be the primary entry onto the property. They have to get ODOT approval and he didn't want to assume, but felt it safe to say, if approved, bringing a new road in would be a minimum of 60 feet for the right-of-way. When it is a public right of way, it has to follow county regulations; because it is going in on a State Route, all the State regulations and County engineers will have to work together on what makes sense for safety issues.

Bill Lenner said he would like a swale on the east side. Mr. Powers stated he does not know, he is not an engineer, but that very well may be an option, as that is the lowest end of the property.

Mr. Hirt asked for further comments from the public and there being none, motioned to close the public hearing portion of the meeting. Ms. Rozak seconded and motion carried.

With no further Board discussion, Mr. Dress motioned and introduced Resolution 12-2025 Adopting an application for Map Amendment ZC-2025-106, 9356 E Bayshore Road as follows:

Held _____ August 13, _____ 2025

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in special session at 5:30p.m., on August 13, 2025, at the Danbury Township Hall, 5972 E. Port Clinton Eastern Road, Marblehead, Ohio 43440, with the following members present:

Ms. Dianne Rozak; Mr. John Paul Dress; Mr. David Hirt

~~Mr.~~ Ms. Dress introduced the following resolution and moved its adoption:

RESOLUTION NO. 12 - 2025

A RESOLUTION ADOPTING AN APPLICATION FOR A MAP AMENDMENT TO THE DANBURY TOWNSHIP ZONING MAP

WHEREAS, Ohio Revised Code section 519.12(A)(1) authorizes amendments to the zoning map initiated by the filing of an application by one or more of the owners or lessees of property within the area proposed to be changed, and

WHEREAS, Columbia Bayshore Group, LLC, David Zentkovich & Mark Powers, Agents on behalf of Bayshore Group, LLC, Lisa Seckler, Owner of the property located at 9356 E. Bayshore Road, Lot 7, Section 1, PIN# 0141102114726000, filed Case No. ZC-2025-106 requesting a Map Amendment from "A" Agricultural to "R-C" Recreational Commercial to rezone a 2.27ac. parcel, and

WHEREAS, the Ottawa County Regional Planning Commission held a public hearing on June 17, 2025, and recommended approval of the proposed map amendment as presented; and

WHEREAS, the Danbury Township Zoning Commission held a public hearing on July 2, 2025, and by motion and vote, recommended 5-0 to approve the proposed map amendment; and

WHEREAS, on August 13, 2025, the Board of Trustees held a public hearing on said amendment, received public comment, and reviewed all pertinent documents; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees at the conclusion of the public hearing, by motion and vote, voted to uphold the recommendation of the Danbury Township Zoning Commission and that the application for a Map Amendment be approved as presented, finding that the Decision Criteria "b" of Section 7.7.3.E.ii of the Danbury Township Zoning Resolution is satisfied and that the amendment would be in the best interest of the Township and the public, and is in keeping with good land use planning.

BE IT FURTHER RESOLVED by the Board of Trustees of Danbury Township, Ottawa County, Ohio:

- 1) The Board does hereby adopt the amendment to the Danbury Township Zoning Map attached hereto as Exhibit A; and
- 2) That this portion of property be subject to the regulations of Article 3 ("R-C" Recreational Commercial) and other applicable sections of the Danbury Township Zoning Resolution, including but not necessarily limited to area regulations, building setbacks, landscaping, buffering and screening, signage, lighting, and parking standards; and
- 3) That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code; and
- 4) That this Resolution shall be effective at the earliest date allowed by law.

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

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

ADOPTED this 13th day of August, 2025.

Attest:

Brinkley Paul
Brinkley Paul
Fiscal Officer

Board of Trustees
Danbury Township
Ottawa County, Ohio

Dianne Rozak
Dianne Rozak

John Paul Dress
John Paul Dress

David Hirt
David Hirt

AUTHENTICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution duly passed by this Board of Trustees in session this 13th day of August, 2025 and filed with the Danbury Township Fiscal Officer.

Brinkley Paul
Brinkley Paul
Danbury Township Fiscal Officer

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING
Zoning Map Amendment ZC-2025-106 9356 E Bayshore Road from
A-Agricultural to R-C Recreational Commercial

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

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Comments and Concerns

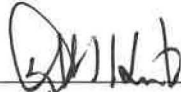
- None.


Adjourn

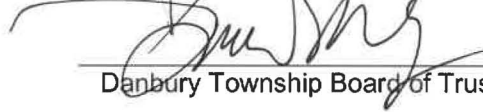
There being no further comments, concerns or business before the Board for this special meeting, Ms. Rozak motioned and Mr. Hirt seconded to adjourn at 5:58 pm. All ayes and motion carried.



Fiscal Officer







Danbury Township Board of Trustees

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

Held August 13, 2025

Trustee Hirt called the meeting to order at 6:05 PM. The Pledge of Allegiance was recited. Roll call: Trustee Hirt, Trustee Dress and Trustee Rozak were present, along with Township Assistant Lynne James, Zoning Administrator Kathryn Dale and Fire Chief Shawn Hunsicker. Visitors in attendance were Gregg Balcerzak, Mike Hoeflinger and Margaret Lenthe.

Mr. Dress motioned and Mr. Hirt seconded the approval of the Regular Trustee Meeting minutes from July 23, 2025; all ayes and motion carried.

Zoning

Permits for July:

<u>24</u>	permit applications were processed for the month of July totaling <u>\$3,691.85</u> in collected fees.
Accessory Building:	2
Addition	
Commercial:	
Residential:	5
Appeals:	
Area Variance:	
Conditional Use:	
Deck:	2
Dock:	
Fence:	5
New SF Home:	2
New Commercial Structure:	1
Other:	2
Refusal:	2
Signage:	1
Swimming Pool:	
Text/Map Amendment:	2
Total:	24

Board & Commission Activity

The Board of Zoning Appeals –

The BZA held adjudication hearings on July 16 , 2025, on the following cases:

- a. **BZA-2025-123** **Approved as Presented**
2868 (2864) S. Danbury North Road. Request for an Area Variance to Section 3.5 to allow for a new commercial storage building to encroach into the required rear-yard setback (22.5’ proposed/ 25’ required). **Cove-on-the-Bay, LLC; Greg & Kim Spatz, Owners/Applicants.**

- b. **BZA-2025-135** **Approved as Presented**
5460 E. Port Clinton Eastern Road. Request for Area Variances to Section 3.5 to allow for an addition onto an existing commercial storage building to encroach into the front-yard setback(30’ proposed/ 50’ required) and to Section 7.12.3.A to allow more square footage than permitted to be added onto a nonconforming structure [20% (496s.f.) allowed/ 29% (720s.f.) proposed]. **Keith & Brandi Brosky, Owners/Applicants.**

The Zoning Commission -

The Zoning Commission met July 2, 2025, and held a public hearing on the following case:

- a. **ZC-2025-106** **9356 E. Bayshore Road. Request for a Map Amendment from “A” Agricultural to “R-C” Recreational Commercial** of Section 1, Lot 7, PIN# 0141102114726000 consisting of 2.27ac. **Columbia Bayshore, LLC, Agent; Bayshore Group, LLC, Owner/Applicant.**

Ottawa County Regional Planning Commission met June 18, 2025, regarding this case and recommended unanimous **Approval**. The Zoning Commission also recommended **Approval**.

The Trustees held a public hearing July 9, 2025, on the following case and approved the amendment which will take effect August 9, 2025:

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Held _____ August 13, 20 _____ 25 _____

- 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.**

The Final Plat for Phase IV of Lighthouse Bluffs was presented to the Ottawa County Regional Planning Commission's July 15, 2025 and approved the plat with corrections needed.

Department Updates

- Notices of Hearing were sent to five property owners regarding their structurally defective homes and advising them of the hearing before the Trustees on Monday, August 25, 2025.

Office Activity

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

- Inspections 122
- Emails 794
- Violation Letters 7
- Incoming Calls 217
- Outgoing Calls 126

PERMITS as of August 8:

To date this month there have been 9 permit applications submitted/processed totaling \$965.12. collected in fees and application balances.

BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

The Board of Zoning Appeals held a Special Meeting August 6, 2025 @ 5:30p.m. for the purpose of approving July meeting minutes & decision sheets. There were no cases or hearings filed for the regular August 20th meeting, which is subsequently cancelled. The next BZA deadline is August 29th to be on the September 17th agenda.

The Zoning Commission -

The Zoning Commission met August 6, 2025, to initiate the Storage Regulation Text Amendments.

Ottawa County Regional Planning Commission will meet August 19, 2025 at 5:00p.m. on the following applications:

- a. **ZC-2025-154 1501 S. Danbury N. Road. Map Amendment from “C-2” General Commercial to “R-C” Recreational Commercial** for Part of Section 4, Lot 20, PIN# 0141160615537026 consisting of 10.5855ac. to be rezoned. **DB Development Group, LLC Owners/Applicants; Keith Brown, DB Development Group, Agent.**
- b. **ZC-2025-161 398 & 406 N. Erie Beach Road. Map Amendment from “R-2” Suburban Residential to “C-2” General Commercial** for Section 1, Lot 10, Wright's II Subdivision, Block 2, Lots 24-26 PIN# 0141181328819000 & 0141181328819001, consisting of 0.3205ac. to be rezoned. **Cypress Row Hospitality Group, LLC – James Beardsley Owners/Applicants; John Feick, Feick Design Group, Agent.**
- c. **ZC-2025-166 Request for Text Amendments.** To add a new Sec. 4.20 to include Use Standards for Storage Areas. Amendments include adding definitions to Sec. 2.2 regarding Storage Areas, Brokerage, Development Site, Major & Minor Thoroughfares, Sec. 3.4 Use Matrix listing Storage Areas as a Conditional Use instead of a Permitted Use. Other amendments include modifying Sec. 5.2 Accessory Buildings and prohibiting habitation of said structures, Sec. 5.3 Breezeways clarifying applicability to all zoning districts, Sec. 5.8 Landscaping & Buffering addressing preservation of existing vegetation, installation time requirements, plan submission requirements and other general requirements of landscaping widths, spacing, opacity and maintenance. Modification to Sec. 5.10.4 Parking & Off-Street Loading Requirement to increase edge of parking setback to coincide with minimum landscaping requirements. **Danbury Township, Applicant.**

All three of these cases will come before the Zoning Commission at their September 3, 2025, regular meeting.

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Trustees held a public hearing August 13, 2025 @ 5:30p.m. on the following case:

- a. **ZC-2025-106 9356 E. Bayshore Road. Request for a Map Amendment from "A" Agricultural to "R-C" Recreational Commercial** of Section 1, Lot 7, PIN# 0141102114726000 consisting of 2.27ac. **Columbia Bayshore, LLC, Agent; Bayshore Group, LLC, Owner/Applicant.**

Ottawa County Regional Planning Commission met June 17, 2025, regarding this case and recommended unanimous **Approval**. The Zoning Commission recommended unanimous **Approval** of the request as presented at their July 2, 2025 hearing.

DEPARTMENT UPDATES

- **Website Updates:** The website updates are complete and according to Robin Tek, is now ADA compliant. They did not end up signing us up for an annual subscription program that runs the site for ADA compliance because they either used their own credentials or a free program. They are going to place us on a calendar to run it again in 4-6 months to make sure we are remaining compliant.
- **Dilapidated Structures:**
Reminder that the Trustees have scheduled a Special Meeting for Monday, August 25, 2025 at 5:30 p.m. (Corrected to 5:00 pm) to discuss with the property owners.

VIOLATIONS/COMPLAINTS

Other Misc.:

248 Erie Beach (*Excessive Storage – Richards*)

Certified letter was returned unclaimed. Letter re-sent via regular mail 08.01.25. Will re-check by 08.15.25.

Prior Info: Certified Letter to the property owner 07.03.25 for having too many boats, RV's, trailers on the property. There are currently 2 boats and 2 RV's, and one needs to be removed. We, along with the neighbors, have been patient with this, this summer because we received word that the owner, who is a repeat offender, was selling the house. As of 07.21.25 still waiting on letter to be delivered.

282/252 Willowdale (*Excessive Storage – Reinhart*)

CLOSED 07.24.25

Upon re-inspection 07.24.25 excess trailers were removed.

Prior Info: While out on inspections, approximately 9 trailers/boats on the property. 07.16.25 spoke to one of the property owners who said they would get it taken care of. Marcel to re-check 07.24.25.

Illegal Rentals:

8146 Northshore Blvd. (*Illegal Rental – Thomas*)

Complaint was officially filed 08.07.25 and enclosed is a copy for your review. Case 25CVH480 is officially in the courts hands and updates will be provided accordingly.

Prior Info: Due to a police response on a different matter, it came to light that this property was occupied by a short-term renter. This has been a repeat offender who has been tough to catch because they do not advertise on any of the rental platforms. The history of this has been turned over to J. Stopar because due to HB 315, zoning violations are now civil and must be pursued through Ottawa County Court of Common Pleas. Spoke with J. Stopar 06.24.25 and based on the documentation we do have on this, he believes the case is strong enough to pursue. He will be filing a complaint with the Court of Common Pleas within the next week. Anticipate complaint to be filed 07.21-07.23. Will provide you with a copy at the meeting if it is indeed filed.

126 Hidden Beach (*Illegal Rental – Pokorny*)

CLOSED 08.08.25

Property was re-inspected on 08.08.25 and all signage indicating it is available for short-term stay has been removed. Will close the case but continue to monitor.

Prior Info: While out on inspections, noticed that these property owners have a sign on the front of their house and on the telephone pole by the street that they are accepting weekly & weekend rentals. Owners received similar notice in 2016 that this is not allowed. Certified Cease & Desist letter send 07.03.25. Waiting for delivery. Notice was also posted on the front door of the property 07.08.25 regarding the certified letter attempt. Marcel plans to post letter at the property 07.24.25.

Illegal Use:

None at this time.

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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Junk & Debris:

200 Strause (*Junk & Debris – Bellamy*)

CLOSED 08.07.25

Owners wife called to report that a dumpster had been scheduled to be delivered 07.25.25 and to be picked up 07.31.25. Upon re-inspection 08.01.25 & 08.07.25, debris and dumpster was removed from the property.

Prior Info: Certified letter sent 07.09.25 for junk, brush and mattress pile in the rea of the property. Letter was claimed 07.14.25. The owner's wife called 07.15.25 & said it will be taken care of. Will be re-checked 07.28.25.

325 Forest Green (*Junk & Debris, Tall Grass – Walterbach*)

According to the lawn service provider, the aunt to Mr. Walterbach could not afford the quote and thus they were not scheduled to handle this property. We contacted the aunt, and she reported that she & her husband were working on it. 08.07.25 the aunt called to say that a lot had been done in the rear of the property and all weeds had been sprayed. Upon re-inspection, the front of the property is done, and the aunt indicates they will be staying on top of that. Its very close to being in compliance but their pace may slow down since the aunt broke her foot and has an upcoming trip planned. We'll follow up a few times between now and the next Trustee meeting.

Prior Info: Complaint was received and inspected 06.09.25. Letter is being prepared to be sent out to the property owner who is a repeat offender of this and has been abated by the Township in the past. Certified letter was sent to the property owner 06.10.25 and claimed 06.12.25. Upon reinspection 06.20.25 dilapidated carport that was installed without a zoning permit had been removed from the property. Other violations still remain and a 2nd Notice - Notice to Comply was sent via certified mail 06.20.25. We learned over the past weekend that the owner was incarcerated locally. His aunt reached out 06.24.25 and is going to attempt to resolve some of our issues before it escalates any further. We will be checking back in with her next week to see what was accomplished. Owner is still incarcerated. His aunt reached out 06.30.25 that they were able to get the front debris removed and mowed. Organized & cleaned up the side of the house as much as possible. Indicated they may do more organization later but were unable to get the rear mowed. The owner's aunt then stopped into the office 07.02.25 and said she was going to try to rent a bush hog to mow the rear yard, but that would not be until week of 07.09.25 and she would keep us posted. The owner's aunt called 07.08.25 and said they, in conjunction with the neighbors (Amigo's) had a company come out to provide them with a quote. 07.15.25 Ms. Amigo called to say that Superior Lawn Care would be cutting it, but they cannot get to it until early August. We have put a call in to verify this.

146 Strause (*Junk & Debris – Fleenor*)

Resolution 13-2025 declare a nuisance and order to abate. (See full Resolution on next page)

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 (7019228000063185565) 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. 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. 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. 06.02.25 photos of the property were taken. While there has been progress made, there is still a lot of junk & debris in the vicinity of the garage that has not been tackled. 06.20.25 owner was called and message left reminding them that the dumpster

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days would be held this week. Upon reinspection, the property owner looks like they are disassembling a camper that has been stored on the property, so the property now looks worse than it did about a month ago. 07.09.25 a Final Notice was sent to the property owner via certified mail and claimed 07.11.25. We will be re-checking the property on 07.25.25. If it is not completed, then at the next Trustee meeting, we will be presenting a resolution to declare this property a nuisance and have to enter the property for clean-up. Property checked again and photos taken on 8.13.25. Because of criminal background, Ms. Dale has asked Chief Meisler for a police escort and she does not anticipate any property clean up, as she has been working with them since February. Deadline was extended so they could take advantage of Township dumpster days, but they did not and then started disassembling a camper on the property making the situation worse. Final notice was sent advising them resulting in Resolution 13-2025 Declaring property owned by Glendale Fleenore, 146 Strause Lane, a nuisance and ordering abatement as follows:

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in a regular meeting session at 6:30 p.m., on August 13, 2025, at the Danbury Township Building, 5972 E. Port Clinton Road, Marblehead, Ohio 43440, with the following members present:

Ms. Dianne Rozak; Mr. John Paul Dress; Mr. David Hirt

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

RESOLUTION NO. 13 - 2025

**A RESOLUTION DECLARING THE PROPERTY OWNED BY
GLENDALE FLEENORE, LOCATED AT 146 STRAUSE LANE
(PIN# 0141259716818000 & 0141264216819000) IN
DANBURY TOWNSHIP, OTTAWA COUNTY, OHIO,
A NUISANCE AND ORDERING ABATEMENT**

PREAMBLE

WHEREAS, the Danbury Township Board of Trustees (the "Board") has found the property owned by Glendale Fleenor, and located at 146 Strause Lane, Lots 17 & 18 of Berwyn Project Subdivision (PIN# 0141259716818000 & 0141264216819000), to be littered garbage, refuse or other debris (the "Junk and Other Debris"), specifically the Junk & Other Debris in the back of trucks on the property and around the garage, and;

WHEREAS, pursuant to §505.87 of the Ohio Revised Code, the Board is authorized to determine that the maintenance of garbage, refuse or other debris upon a property constitutes a nuisance and order the property owner to remove such garbage, refuse or other debris within seven (7) days, and if the owner fails to remove the garbage, refuse or other debris or make arrangements for the removal within the allotted time period, the Board may proceed to remove the garbage, refuse or other debris and enter the cost of such removal upon the tax duplicate for the property; and

WHEREAS, Ohio Revised Code Section 505.87 provides that, if the Board of Trustees determines within twelve consecutive months after a prior nuisance determination that the same owner's maintenance of garbage, refuse, or other debris on the same land in the township constitutes a nuisance, at least four days prior to providing for the abatement, control or removal of the nuisance, the Board must send notice of the subsequent nuisance determination to the landowner and to any lienholders of record by first class mail; and

WHEREAS, it is in the best interests of Danbury Township (the "Township") and its residents to proceed under §505.87 of the Ohio Revised Code in order to remove, or have removed the Junk and Other Debris from the Property.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Trustees of Danbury Township, Ottawa County, Ohio has found that the property owned by Glendale Fleenor, and located at 146 Strause Lane, Lots 17 & 18 of Berwyn Project Subdivision (PIN# 0141259716818000 & 0141264216819000), in Danbury Township, Ottawa County, Ohio is littered with garbage, refuse or other debris, specifically the Junk & Other Debris in the back of trucks on the property and around the garage and the Board hereby determines that the maintenance of the Junk and Other Debris on the Property constitutes a nuisance and, pursuant to §505.87 of the Ohio Revised Code, orders the following actions:

Section 1. The Board orders the owner of the Property to remove the Junk and Other Debris or make arrangements for the removal within seven (7) days after receipt of notice of this Resolution;

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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

Held _____

August 13, 20 25

- Section 2.** The Board authorizes the Zoning Inspector or their designee to notify the record owner and lienholders of the Property as provided in §505.87(B) of the Ohio Revised Code;
- Section 3.** If the record owner does not remove the Junk and Other Debris or make arrangements for the removal within seven (7) days from the receipt of notice hereof, the Trustee designated as the Zoning Department liaison is authorized to order Township employees, or enter into contract with any persons with adequate materials and equipment to be used to remove and abate the Junk and Other Debris, and all costs and expenses so incurred shall, when approved by the Board, be paid out of the unappropriated monies in the general fund;
- Section 4.** The Fiscal Officer shall report all expenses that the Township incurs in the removal of the Junk and Other Debris to the Auditor of Ottawa County, Ohio for entry upon the tax duplicate as a lien upon the Property and for collection and reimbursement of the Township's general fund as provided in §505.87 of the Ohio Revised Code;
- Section 5.** This Board finds and determines that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in 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, Ohio Revised Code Section 121.22, except as otherwise permitted thereby.

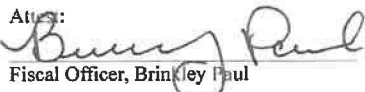
This Resolution shall take effect and be in force from or after the earliest period allowed by law.

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

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

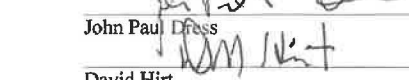
ADOPTED this 13th day of August, 2025.

Attest:


Fiscal Officer, Brinkley Paul

Board of Trustees
Danbury Township
Ottawa County, Ohio

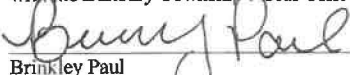

Dianne M. Rozak


John Paul Dress


David Hirt

AUTHENTICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution duly passed by this Board of Trustees in session this 13th day of August, 2025 and filed with the Danbury Township Fiscal Officer.


Brinkley Paul
Danbury Township Fiscal Officer

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

Nothing new to report, dumpster is still on the property, but it doesn't appear that much progress is being made since last report.

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 (7019228000063185558) 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. 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. The owner provided an update 05.16.25 and

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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 into the property to help remove some of the other junk & debris. The van has been purchased, and they are just waiting for the new owner to come take it. The tractor on the property is also apparently sold and just waiting for it to be removed.

Tall Grass:

129 S. Bridge (*Tall grass – Thompson*)

Owner contacted via email 08.07.25 regarding tall weeds and grass around building. Waiting to hear back.

5571 Mystic Bay (*Tall grass – Pasquali*)

CLOSED 07.24.25

Upon re-inspection 07.24.25 tall grasses were knocked down and cleaned up.

Prior Info: Complaint received about tall grass around port-a-potti & in general around construction site. Made call to builder who said he'd get it taken care of 07.18.25. Will be re-checked by 07.25.25.

5580 E. Port Clinton Eastern Road (*Tall grass – Chapman*)

CLOSED 07.28.25

Property owner claimed their letter 07.26.25 and Bank claimed their letter 07..29.25. Upon reinspection 07.28.25 grass had been cut.

Prior Info: This property has been a repeat offender over the years. The property owner has recently been foreclosed on, but is still residing in the house. We are attempting to locate the bank and property preservation team responsible for maintenance.

341 Forest Green (*Tall grass – Amigo*)

CLOSED 08.07.25

Upon re-inspection 08.07.25 grass had been cut and the yard cleaned up. The owner reports they have hired a company to come mow every other week.

Prior Info: Complaint was received and inspected 06.09.25. Letter is being prepared to be sent out to the property owner. Certified letter was sent to the property owner 06.10.25 and claimed 06.12.25. Upon reinspection 06.20.25 grass was not cut. A 2nd Notice - Notice to Comply was sent via certified mail 06.20.25. Letter was claimed 06.24.25. Daughter of the couple also contacted us 06.24.25 and stated her & her husband may try to tackle some of the yard this coming weekend but she was also going to reach out to lawn services. She is to report back to us next week. 07.01.25 daughter Shari emailed 2 photos of the property indicating they cut the front and trimmed some of the bushes, cleaned out the back south corner around the house but were not able to do the rest with standard equipment. Leaving it to her mom to make some phone calls. Ms. Amigo called 07.08.25 and said they, in conjunction with the neighbors (Walterbach's) had a company come out to provide them with a quote. 07.15.25 Ms. Amigo called to say that Superior Lawn Care would be cutting it, but they cannot get to it until early August. We have put a call in to verify this.

Junk Vehicle:

2138 Carlbert (*Junk Vehicle – Pedro*)

Certified letter sent to the property owner 07.25.25 for having a junk vehicle on the property with brush and a tree growing through it. Owner claimed letter 07.29.25 and called 07.30.25. Said he has someone coming to look at it the week of August 10th and wanted to know if he could get an extension. Told we would wait and see what happens before granting an extension. Owner called back 08.08.25 and said vehicle has been sold and is scheduled to be picked up 08.12.25. Property will be re-checked 08.13.25

Camper Occupied:

None at this time.

Construction without Permits:

155 Strause (*Deck w/out permit – Brown*)

Owner sent certified letter 08.08.25 for construction taking place with no permits. Appears property owner is extending or replacing a deck and possibly planning to cover it over.

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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	64	4	1	4	1	0
May	112	10	5	13	0	3
June	92	8	4	12	2	10
July	94	16	9	7	3	21
August as of the 13 th	45	4	4	1	0	0
September						
October						
November						
December						
Sub-Total:	617	52	25	56	9	34
Total	793					

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

- Chief Hunsicker stated that regarding the new fire truck, the USDA loan financing is now up to 5.25%. He handed in local banks rates and they are at a lower rate than the USDA. If we wait until October first, rates may change with USDA, but we will have to redo all paperwork as it will be past 60 days. Ms. Gordon also has the information on the local bank from the Chief and she stated since the truck is three years out to be built, we should wait and she will check with other banks to find the best avenue for financing.

Trustees agreed to move forward with banks, due to the lower rates and based on Ms. Gordon's information.
- Ms. Rozak motioned and Mr. Hirt seconded to surplus the other antenna items, the list to be forth coming, off the water tower and approved their sale to the County Engineer's Office in the amount of \$3546.12. All ayes and motion carried.
- Chief said due to antiquated reporting software and the fact that University Hospitals is going to front most of the cost of new reporting software totaling \$12,000., our cost would be \$4600 annually. Medicount has offered to take this \$4600 off our account so there would be no upfront money; according to Medicount if the department stays on its current pace, it will bring in approximately \$353,000 for the year. This is approximately \$20,000 more than last year. Getting rid of the current software will also remove an annual cost of \$600. As long as the department stays with UH as their medical controller, there would be no changes in this annual fee. Mr. Hirt motioned and Ms. Rozak seconded the cost of upgrading the ESO emergency reporting software for an annual cost of \$4600 to be paid through our account with Medicount. All ayes and motion carried.
- Radios are in and Cleveland Communications has to reprogram all 27 radios. Mr. Dress motioned and Mr. Hirt seconded the approval for that cost at \$2685. All ayes and motion carried.
- We received the BWC grant for \$15,000 for turnout gear. This brings the cost down to \$55,632 for the remaining for the remaining 15 sets of gear. The Fire Department Association is willing to pay for half - \$27,816 so our cost would only be the other half. Ms. Rozak motioned and Mr. Hirt seconded approval; all ayes and motion carried.

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- Received letter from Ottawa Co Sanitary Engineering Dept confirming non-renewal of lease agreement for water tower antenna.
- Mr. Dress stated that due to the drainage issues and problems at the fire department retention pond, he contacted Ray Brooks from Gill Construction to walk the area and quoted project at \$39,700. Also met with Co. Engineer Dan Torees, who was at the meeting a year ago thinks Gill proposal looks alright. He then met with the Balcerzaks and other property owners Joe and Steve along with Ottawa Co Soil and Water at the site. Mr. Dress feels the Township should also do an open swale on the north side of the back access road as it is causing some of the flooding do to how it was constructed. Gill Construction quoted this at \$14,000, however if they do both projects at the same time, it will be less. Ms. Rozak motioned and Mr. Hirt approved the above. All ayes and motion carried.

Mr. Balcerzak thanked the Board and left the meeting.

Roads

- Sackett Cemetery – 1 full burial.
- Mowing right-of-ways and parks.
- Milling and paving was completed in the Township portion of Channel Grove subdivision.
- Several areas of ditch maintenance.
- Mr. Dress met with Superintendent Waldron and they feel Danbury Township roads are in decent condition and currently are not great candidates for the OPWC grant cycle, based on the condition and age. North Shore Blvd and Englebeck are not critical right now. A letter from Craig Miller, Chief Deputy Engineer suggested and Mr. Waldron agrees the next big project would be necessary repairs on North Shore Blvd to ensure the road's life span makes it to the eligibility period of the grant application process. Engineer. They will meet to get a plan in action as things are usually decided several years out.

Police

- Chief Meisler submitted the incident report: For the month of July the Department responded to 467 calls. From 8-1-2025 to 8-13-2025, the department responded to 187 calls.
- The new mobile radios have been installed in all marked patrol cars. Thank you to Chief Hunsicker for allowing the installations to take place inside the fire station.
- Officer Macy Rohrbach, represented the Township by attending the funeral for fallen Lorain Police Officer Phillip Wagner on Wednesday the 30th.
- The department was awarded \$5,936.36 from the AG's Office fore the 2025-2026 Drug Use Prevention Grant to continue with the DARE program. The grant was accepted.
- A secondary drone was added to our program. This drone is much smaller than the one previously purchased. It can be used to fly inside homes and more confined spaces for many safety reasons. A quote was received for this drone last September for \$1,766. It was purchased last month for only \$923.00

Chief Hunsicker stated the fire department is primarily handling the larger drone and the police department will primarily handle the smaller drone. Both agencies will work together using which ever drone is required for the task.

- Mr. Dress motioned and Mr. Hirt seconded hiring Connor McClellan, full-time at \$30/hour with benefits effective 9-13-2025 provided passing all necessary Firelands testing. All ayes and motion carried.
- Ms. Rozak stated a speed study for North Buck Rd, after the curve, at the Marina was request, but instead of doing a formal study, the Trustee wanted to see if a

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- speed study was even necessary, so Chief Meisler had Officer Nickolas Davenport do an informal study of four, half-hour blocks on separate days.
 - 7-24-25 – 5 vehicles, speeds clocked between 18 to 36 mph.
 - 7-30-25 – 6 vehicles, speeds clocked between 20 to 35 mph.
 - 7-31-25 – 4 vehicles, speeds clocked between 19 to 33 mph
 - 8-03-25 - 5 vehicles, speeds clocked between 22 to 33 mph.

The Board thanked Officer Davenport for his time and agreed a further in-depth study was not necessary.

Mr. Hofflinger was surprised by the study, as he feels the speeds are much higher in that area. He asked about a crosswalk, but Ms. Rozak stated there isn't the volume to substantiate a crosswalk. The Board was agreeable to taking down the 40 mph sign to see if that slows traffic and Mr. Dress will notify Mr. Waldron's department.

Mr. Hofflinger thanked the Board and left the meeting.

Correspondence

- Walmart notice as of October 31, 2025, the current credit card program will be inactive. It also gave information on the new program and the Board requested Ms. James have Ms. Paul get the Danbury Township and Department Heads signed up.
- Thank you to the Fire Department for their service and directions, from Frank and Susan Panza.
- Thank you to the Police Department for their service, from Joyce Della Santina.
- Thank you to Trustee Hirt from Lakeside for attending Rededication ceremony for the Hotel Lakeside.
- Medicount 2025 Semi-annual report.
- Newsletter from Black Swamp Conservancy Newsletter.

Old Business

- Ms. Rozak would like it noted in the record that it will be one year tomorrow, since she sent a formal letter to the Danbury School Board, requesting they contact Ms. Dale to coordinate a date and time for a meeting with one or two School Board members, one or more Trustees and Ms. Dale to discuss zoning issues for Danbury School. **There has been no response from the School Board.**
- Update; OTA membership was not paid, but the check is in for payment tonight.
- Update; Ottawa Co Safety Council program has been renewed.
- Ms. Rozak motioned to approve payment for the appraisal of the Coe Property through Western Reserve Land Conservancy applying for grant funding in the amount of \$4500. Mr. Dress seconded, all ayes and motion carried. The property was appraised at 1.6 million dollars.
- After reviewing the Cooperative Agreement and the Purchase and Sale Agreement with Western Reserve Land Conservancy (WRLC), the documents were approved by Attorney VanEerten for the Township Board to sign. Neither document makes the Township have to pay for anything. It is a formality on WRLC's part to where they are applying for grant funding on our behalf. If everything comes to fruition, the property will be transferred to Danbury Township. Mr. Hirt motioned and Mr. Dress seconded approval and signing of both agreements; all ayes and motion carried.
- Ms. Rozak stated that after meeting with Deb Paul, Deb has provided the State and County Auditors, Danbury Township and the Fiscal Officer with copies of documents

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stating everything is fiscally up-to-date. Ms. Rozak entered the documents into record and they are on file in the Fiscal Office. The State Auditor said everything prior to 2023 would be taken care of thru what they referred to as adjustments. Deb Paul was instructed to begin with January, 2024 and every line item was matched with UAN. The total number of voids done were \$723,522.28, the majority of which were in the Township's favor. PERS continues to be an issue between the bank and Paychex, along with AFLAC, Cintas and Ohio Edison. The bank statement is always the correct amount and Deb believes the bank statement was never checked against the autopay invoice. Deb says Brinkley has these items on her radar now and will always match accordingly. Four payrolls were coded wrong and not broken out correctly. Health insurance was not properly deducted, duplicate items were entered, AFLAC payments were voided and many automatic deductions were not recorded in UAN.

Everything is current and up-to-date.

Mr. Dress asked and Ms. Rozak clarified money was not missing, it was just many items were recorded incorrectly.

New Business

- Ms. Rozak was invited to a meeting at Lakeside regarding America 250 this week, regarding what can be done in our area to promote the upcoming 250th anniversary. Everyone at the meeting agreed to take responsibility for contacting other entities, organizations and businesses to invite them to yet another meeting to be held on August 25th over in Lakeside to see what everyone is doing or would like to do in the promotion of this event in our area. This can then all be funneled to the America 250 website and they will have an events running list available for what is happening in our area. This is also in hopes of spreading out events for the entire summer season in the area, not just July 4th, for better attendance.
- OTARMA renewal is coming up and the Board needs to sign paperwork for upcoming discussion by OTARMA. The Ohio Plan wanted to enter a quote for this contract, emailed Brinkley and Ms. James forwarded this to Ms. Rozak. It was further noted by OTARMA that should we wish to opt out, there is a notification that is required effective Sept 1st.

The Board made the decision that they are happy with OTARMA to date and wish to rescind a request for a last-minute quote from Ohio Plan.

- Ms. Rozak let Kelsey, at ODOT, know they didn't appreciate the fact public officials were not notified of the upcoming meeting on August 27 at Liberty Aviation in Port Clinton from 3-6 pm regarding upcoming fall construction. They had to find out via a resident's personal social media post.

This needs to be done in a properly ordered fashion with the public officials, whom have access to multiple media outlets.

Fiscal Business

- Mr. Hirt motioned and Mr. Dress seconded, to approve bills and payroll in the amount of \$329,727.01 for the period July 24 to August 13, 2025. All ayes and motion carried. (See full payment listing on the next page)
- Appropriation Fund, Revenue Fund and Fund Summary were provided to the Trustees.
- Ms. James presented the ARPA fund final activity that leaves a balance of interest only of \$891.51 which does not need to be reported or declared on ARPA reports and which will be used as of the final Resolution, for the Maintenance Department for supplies and equipment at 434 S Bridge Road.

Comments and Concerns

- No comments and concerns to report.

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8/12/2025 9:19:45 PM

Payment Listing
7/24/2025 to 8/13/2025

UAN v2025.1

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
394-2025	07/31/2025	08/10/2025	CH	Ohio Edison	\$76.24	0
395-2025	07/31/2025	08/10/2025	CH	Ohio Edison	\$76.24	0
396-2025	08/05/2025	08/10/2025	CH	Ohio Edison	\$102.18	0
397-2025	08/05/2025	08/10/2025	CH	Ohio Edison	\$48.96	0
398-2025	08/05/2025	08/10/2025	CH	Ohio Edison	\$32.75	0
399-2025	08/05/2025	08/10/2025	CH	Ohio Edison	\$76.21	0
400-2025	08/05/2025	08/10/2025	CH	Ohio Edison	\$282.19	0
401-2025	08/05/2025	08/10/2025	CH	Ohio Edison	\$1,208.89	0
402-2025	08/11/2025	08/10/2025	CH	Ohio Edison	\$187.77	0
404-2025	08/11/2025	08/10/2025	CH	Columbia Gas	\$54.62	0
405-2025	08/11/2025	08/10/2025	CH	Columbia Gas	\$248.91	0
406-2025	08/04/2025	08/10/2025	CH	Ohio Public Employees Deferred	\$5,810.00	0
408-2025	07/31/2025	08/10/2025	CH	Ohio Edison	\$76.24	0
409-2025	07/31/2025	08/10/2025	CH	Ohio Edison	\$76.24	0
410-2025	07/31/2025	08/10/2025	CH	Ohio Edison	\$76.24	0
411-2025	07/30/2025	08/10/2025	CH	Jefferson Health Plan	\$34,135.39	0
417-2025	07/30/2025	08/12/2025	CH	Paychex of New York, LLC	\$67,322.00	0
418-2025	07/30/2025	08/12/2025	CH	Paychex of New York, LLC	\$2,175.32	0
419-2025	07/30/2025	08/12/2025	CH	Paychex of New York, LLC	\$2,616.80	0
420-2025	07/30/2025	08/12/2025	CH	Paychex of New York, LLC	\$397.02	0
421-2025	07/30/2025	08/12/2025	CH	Paychex of New York, LLC	\$6,690.36	0
422-2025	07/30/2025	08/12/2025	CH	Paychex of New York, LLC	\$1,851.95	0
423-2025	07/30/2025	08/12/2025	CH	Paychex of New York, LLC	\$147.63	0
424-2025	07/30/2025	08/12/2025	CH	Paychex of New York, LLC	\$338.78	0
425-2025	08/13/2025	08/12/2025	CH	Paychex of New York, LLC	\$55,439.06	0
426-2025	08/13/2025	08/12/2025	CH	Paychex of New York, LLC	\$1,873.38	0
427-2025	08/13/2025	08/12/2025	CH	Paychex of New York, LLC	\$2,175.26	0
428-2025	08/13/2025	08/12/2025	CH	Paychex of New York, LLC	\$352.48	0
429-2025	08/13/2025	08/12/2025	CH	Paychex of New York, LLC	\$5,182.25	0
430-2025	08/13/2025	08/12/2025	CH	Paychex of New York, LLC	\$1,537.77	0
431-2025	08/13/2025	08/12/2025	CH	Paychex of New York, LLC	\$122.49	0
432-2025	08/13/2025	08/12/2025	CH	Paychex of New York, LLC	\$319.91	0
48925	08/13/2025	08/10/2025	AW	Cleveland Communications, Inc.	\$25,171.08	0
48926	08/13/2025	08/10/2025	AW	NITRO PEST SOLUTIONION	\$279.00	0
48927	08/13/2025	08/10/2025	AW	Beck Suppliers, Inc.	\$49.16	0
48928	08/13/2025	08/10/2025	AW	H.B. Magruder Hospital	\$288.77	0
48929	08/13/2025	08/10/2025	AW	TRi Motors Sales, INC.	\$579.12	0
48930	08/13/2025	08/10/2025	AW	The Beacon	\$164.06	0
48931	08/13/2025	08/10/2025	AW	Verizon Wireless	\$443.70	0
48932	08/13/2025	08/10/2025	AW	High Touch Homes, INC	\$58.00	0
48933	08/13/2025	08/10/2025	AW	Rumpke of Ohio INC	\$30.00	0
48934	08/13/2025	08/10/2025	AW	Ottawa County Township Association	\$415.00	0
48935	08/13/2025	08/10/2025	AW	National Association of Chiefs of Police	\$60.00	0
48936	08/13/2025	08/10/2025	AW	An Aerial Viewpoint LLC	\$923.00	Q
48937	08/13/2025	08/10/2025	AW	Lucky Stone Promotions	\$670.00	Q
48938	08/13/2025	08/10/2025	AW	Baumann Auto Center, Inc.	\$193.93	0

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DANBURY TOWNSHIP, OTTAWA COUNTY

8/12/2025 9:19:45 PM

Payment Listing

UAN v2025.1

7/24/2025 to 8/13/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
48939	08/13/2025	08/10/2025	AW	O.E. Meyer CO.	\$124.93	O
48940	08/13/2025	08/10/2025	AW	LORIS Printing	\$299.73	O
48941	08/13/2025	08/10/2025	AW	Catawba Security	\$539.40	O
48942	08/13/2025	08/10/2025	AW	Culligan of Northern Ohio	\$33.29	O
48943	08/13/2025	08/10/2025	AW	All Star Professional Cleaning, LLC	\$500.00	O
48944	08/13/2025	08/10/2025	AW	Morton Salt	\$9,807.09	O
48945	08/13/2025	08/10/2025	AW	Robin Technologies, LLC.	\$1,470.00	O
48946	08/13/2025	08/10/2025	AW	Charter Communications	\$1,080.00	O
48947	08/13/2025	08/10/2025	AW	Charter Communications	\$2,457.94	O
48948	08/13/2025	08/10/2025	AW	Genoa Bank	\$805.13	O
48949	08/13/2025	08/10/2025	AW	Genoa Bank	\$640.98	O
48950	08/13/2025	08/10/2025	AW	Genoa Bank	\$84.88	O
48951	08/13/2025	08/10/2025	AW	Genoa Bank	\$476.85	O
48952	08/13/2025	08/10/2025	AW	Genoa Bank	\$1,251.77	O
48953	08/13/2025	08/10/2025	AW	Kuras Aeration Systems LLC	\$285.00	O
48954	08/13/2025	08/10/2025	AW	Ohio Diesel	\$163.75	O
48955	08/13/2025	08/10/2025	AW	Kuras Aeration Systems LLC	\$85.00	O
48956	08/13/2025	08/10/2025	AW	Liberty Auto Parts	\$174.56	O
48957	08/13/2025	08/10/2025	AW	Village Pro Hardware	\$25.35	O
48958	08/13/2025	08/10/2025	AW	Genoa Bank	\$360.92	O
48959	08/13/2025	08/10/2025	AW	U.S. Bank Equipment Finance	\$567.78	O
48960	08/13/2025	08/10/2025	AW	The Kreimes Co.,Inc	\$47,800.00	O
48961	08/13/2025	08/10/2025	AW	John Deere Finanical	\$213.90	O
48962	08/13/2025	08/10/2025	AW	Ottawa Regional Planning Commission	\$2,435.00	O
48963	08/13/2025	08/10/2025	AW	Hartung Title Agency	\$550.00	O
48964	08/13/2025	08/10/2025	AW	Castalia Trenching & Ready Mix	\$120.00	O
48965	08/13/2025	08/12/2025	AW	Streaker Tractor Sales, Inc.	\$329.23	O
48966	08/13/2025	08/12/2025	AW	Beck Propane & Fuels	\$1,921.66	O
48967	08/13/2025	08/12/2025	AW	Beck Propane & Fuels	\$3,640.84	O
48968	08/13/2025	08/12/2025	AW	Semro Henry & Spinazze Ltd.	\$2,425.52	O
48969	08/13/2025	08/12/2025	AW	Capital One	\$644.15	O
48970	08/13/2025	08/12/2025	AW	Rumpke of Ohio INC	\$11,672.46	O
48971	08/13/2025	08/12/2025	AW	Nationwide First Responder Grants	\$7,500.00	O
48972	08/13/2025	08/12/2025	AW	Paul O' Van Curen	\$4,500.00	O
48973	08/13/2025	08/12/2025	AW	Ottawa County Historical Society	\$2,283.00	O
48974	08/13/2025	08/12/2025	AW	Construction Equipment & Supply	\$50.00	O
48975	08/13/2025	08/12/2025	AW	Lakeland Auto & Marine Inc.	\$227.68	V
48976	08/13/2025	08/12/2025	AW	Lakeland Auto & Marine Inc.	-\$227.68	V
48976	08/13/2025	08/12/2025	AW	Firelands Regional Medical Center	\$50.50	O
48977	08/13/2025	08/12/2025	AW	Lakeland Auto & Marine Inc.	\$227.68	O
48978	08/13/2025	08/12/2025	AW	The Standard	\$1,692.57	O
Total Payments:					\$329,727.01	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$329,727.01	

Page 2 of 3

DANBURY TOWNSHIP, OTTAWA COUNTY

8/12/2025 9:19:45 PM

Payment Listing

UAN v2025.1

7/24/2025 to 8/13/2025

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
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

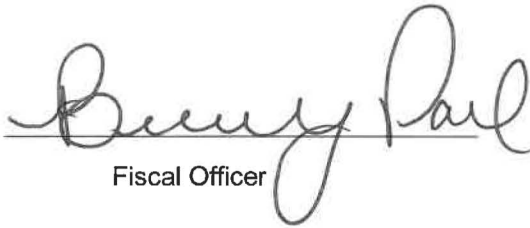
Meeting

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

Held _____ August 13, 20 _____ 25

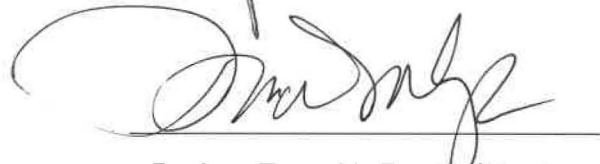
Adjourn

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


Fiscal Officer







Danbury Township Board of Trustees

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING
Public Hearing on Dilapidated Structures

Meeting

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

Held

August 25,

2025

Trustee Hirt called the Special Meeting to order at 5:00 PM. The Pledge of Allegiance was recited. Roll call: Trustee Hirt, Trustee Dress and Trustee Rozak were present, along with Zoning Administrator Kathryn Dale, Zoning Assistant Dawn Connor, Fire Chief Shawn Hunsicker and Township Assistant Lynne James. Visitors in attendance were Ken Hageman, Angela Jones, Charles Hageman, Susan Otanicar, James Stepic, Doug Shealy, Susan Shealy, Dan Shealy, David Washburn, Troy Miller and Karen Hockstad.

Mr. Hirt turned the meeting over to Ms. Dale to begin. Ms. Dale explained there were five vacant unkempt structures that were under consideration for this meeting. She said the Township had been pursuing blighted properties in the Township since 2013. There were over fifteen blighted, abandoned, vacant structures in the Township. The Trustees have prioritized these properties based on visibility and impact on the community. Those that were along major thoroughfares were determined to be the ones with the highest priority to address, as well as their condition. She continued that they are now beginning to address properties that are along dead-end streets and in residential neighborhoods and are nearing the end of where the list started in 2013. Ms. Dale stated that according to section 505.86 of the Ohio Revised Code (O.R.C.) Townships may pursue the removal, repair or securance of buildings that are deemed unsecure, unsafe, structurally defective by the fire department or unfit for human habitation by the Health District. According to the state statute the Township is not required to hold a hearing, unless specifically requested by the property owner, but the Township does not make these decisions lightly and feels it is the fairest thing to do to meet with the property owners and afford them the opportunity to discuss the issues before coming to a final decision.

For all five of these properties, the owners were provided with an initial courtesy notice on or about June 25, 2025, letting them know that their property was being considered and investigated. On June 25, 2025, determination letters were received from the Danbury Township Fire Chief. On June 30th, determination letters were received from the interim Ottawa County Chief Building Inspector. On July 7th, a determination letter was received from the Ottawa County Health District. Ms. Dale said the results of these letters will be shared for each property during their individual discussions. On or about July 24th of this year, property owners and lien holders were notified of the hearing this evening. Ms. Dale explained that each case would be introduced, and she would share what the determination letters stated for each property. Property owners in attendance would be asked to state their name and permanent address for the record. If anyone in attendance was a representative on behalf of a property owner, they were asked to state their name, address and what their connection was to the property, such as neighbor, attorney, or family member. Ms. Dale advised the Trustees that the Zoning Department reached out to nine companies to provide quotes on possible demolition expenses for each of the properties. She said only two companies had responded back. The quotes would be shared during the discussion of the individual properties. Ms. Dale stated the purpose of these hearings was to allow the Trustees to express what they would like to see done with the structures. It also gives the property owner an opportunity to provide what their intentions are with the property, why the structure should or should not be removed, secured or repaired, and come to some kind of agreement of what should happen and by when. Staff will propose a recommendation on what action should take place, based on the letter of determination from the Fire Inspector, Building Inspector, and the Health District, as well as a recommended timeline. The owners and Trustees may negotiate or modify the staff recommendations.

A resolution with the terms of agreement will be read following each discussion with the owner. If the owner is present this evening, the owner will be expected to sign the resolution acknowledging they understand and agree to the terms. If a property owner is not present, the Trustees will decide what they feel is reasonable and read a resolution with their determination and decision. At any point, if the terms of the resolution are not met, the Township will have the right to contract someone capable of completing the work and put any costs incurred onto the property owner's tax record as a lien. Notice would be sent to the owner prior to the Township entering the property if it comes to that. Ms. Dale said at the conclusion of each case, the property owner will receive a copy of the resolution and is then free to leave.

2062 Carlbert

Ms. Dale started with the first property of the evening, which was 2062 Carlbert owned by Pauline Skabar. Ms. Dale then had the Trustees observe photos of the property. She explained that this property had come to the Township's attention via the Ottawa County General Health District. They had received complaints over critters and rodents in and around the house. They had expressed concerns over the large hole in the roof structure. Ms. Dale said that the porch and steps were dilapidated, as well. Ms. Dale showed some different pictures and angles of the property. She stated there is a garage on the property too, but they did not obtain any quotes to demo that. Ms. Dale then read the two different quotes for demo and what those quotes included. Ms. Dale then referred to the Fire Chief's letter indicating that the structure was unsafe for fire personnel, so they would not be sending anyone inside in the event of a fire. The

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Meeting

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

Held _____

August 25,

20 _____

25

building department initially said in June that the front porch was structurally deficient, but the rest of the building was safe and secure. He was questioned about whether his opinion still stood due to the hole in the roof. He verbally responded that his opinion was the same, even with the hole in the roof. Ms. Dale said that last week, unexpectedly, we received a revised letter from the inspector saying that the front porch is structurally deficient and in need of repair and even with the hole in the roof, the building is sound with no threat of collapse. He went on to say that the rest of the building is safe, secure, and structurally sound, except for the porch. Ms. Dale advised the Trustees that the inspector is an interim inspector, not an actual Chief Building Official and she disagreed with his decision. The initial investigation of this property came about because the Health District was receiving complaints. The Health District reached out to the Zoning Department to see if there was anything the Township could do. Ms. Dale advised them it was not through Zoning, but the Township may be able to do something through the O.R.C. Ms. Dale pointed out that the Health Inspector had sent photos of the property with her complaint and you can see through the window that the roof has collapsed into the house. There is drywall down, insulation down and exposed trusses. Ms. Dale said she is not sure how long the property has been open to the elements, but with any set of time, the drywall, carpet, and furniture would all be wet and there may be a mold issue as well. Ms. Dale said she respectfully disagreed with the building officials' opinion that it was safe and secure because clearly the roof structure was collapsing.

Ms. Dale then explained that in order to speed up the individual hearings, she had prepared two resolutions for each case based on whether the property owner had attended the meeting or not. Within each resolution, it gives the Trustees an option to work with the property owner or to recommend the structure for demolition. Ms. Dale said that if the Trustees were looking to have maintenance and repair done, she would recommend the repairs to include but not be limited to the repair or replacement of the front porch steps and stoop; repair of the porch roof covering and support posts; and repair of the entire roof structure as needed and properly shingled. Ms. Dale went over the timelines that she had included by which the work would need to be completed. She stated that she is recommending a short timeline to ensure that the work gets done in a timely manner. She then went over the demo bids that had been received for the property and the timeline for that if no work had been done. Ms. Dale then explained that the timelines were the same for all of the properties that were being discussed tonight and could be changed if the Trustees desired. Ms. Dale turned over the discussion to the Trustees.

Mr. Hirt then welcomed the individuals standing at the podium who stated they were the new homeowners of this property. **Kenneth Hageman and Angela Jones**, 225 Hendrix, La Grange, Ohio, stated they bought the property last week. Mr. Hageman said his dad has lived on this street since 2006. He stated the property had been basically abandoned the entire time his dad had lived there. He said their goal was to have the house torn down in 60 days along with the garage, which is in terrible condition too. After they demolish the property, they plan on building something new on the lot. Mr. Hageman said his father has been cutting the grass for the last seven years and the only reason Ms. Skabar sold the property is because she got the letters for this hearing. She called him two weeks ago and asked him if he wanted to buy the property. Mr. Hageman said if you really wanted to, you could save the structure, because the trusses were all good, but that was not what they wanted to do. Mr. Hageman said he is working right now on getting the yard cleaned up and having the electric service removed before demo. Ms. Rozak asked if they would need a permit from the building department. Ms. Dale said they would. Ms. Dale asked them to confirm when they were planning to have the house torn down. Mr. Hageman said within 60 days. Ms. Dale stated she would still like to have a resolution for a formal action signed at this meeting with the new owners. The new owners agreed, and Ms. Dale read the language in the resolution to all parties. The resolution outlined that the new owners would have the house demolished by October 24, 2025, and if they were unable to have it done by then, they would need to contact the Zoning office by October 17, 2025. If no contact was made and the house was not demolished by that time, the Trustees would enter into an agreement with Dave Shrock Excavating to demolish the house and bill the homeowners via a tax lien. Ms. Rozak asked Mr. Hageman and Ms. Jones if they agreed to the language and they did.

Ms. Rozak made a motion that Ms. Dale would not have to read aloud all of the legal language, again, for the signing of all of the resolutions if all of the property owners agreed. The property owners in attendance agreed. The remaining Trustees were also in agreement.

Ms. Rozak moved to approve Resolution 14-2025 and Mr. Dress seconded the motion. The Trustees voted unanimously to approve. Ms. Dale had all parties sign the resolution. The new property owners were provided with a copy of it and were excused.

961 Church Road

Ms. Dale introduced the second property for consideration at 961 Church Road owned by Douglas and Daniel Shealy. She outlined that the Danbury Fire Chief had determined the house unsafe for the public and first responders, while the Health District had said the house

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**DANBURY TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING
Public Hearing on Dilapidated Structures**

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Held _____

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2025 _____

was vacant, but secure. The Building Department found the house safe and secure. Ms. Dale showed those in attendance multiple photos of the house that had been taken over the last few months. She pointed out that it appeared that there were some broken windows and the porch steps were in disrepair. There was also missing wood siding, and the paint was peeling. Ms. Dale stated when the property was sold to the current owners in 2023, the real estate listing stated that the house contained on this parcel of land was non-habitable and needed to be razed. She also showed the County Auditor's property report showing the house was unlivable. Ms. Dale advised the Trustees of the quotes to demo the house from the two companies that submitted bids. Ms. Dale then turned the hearing over to the Trustees.

Douglas Shealy, 4185 E. Laurel Ridge Dr, Port Clinton, Ohio and **Daniel Shealy**, 6241 Waynesburg, Tiro, Ohio approached the podium. Douglas Shealy stated when they purchased the property to farm, they had a five-year plan in mind. They had focused their initial efforts on repairing the barn on the property to make it secure in order to house their farming equipment. He explained that they had encountered numerous issues with drainage on the farm and had been working to correct those problems. He said he was disappointed that he and his brother had to come to this hearing about the house because he had come to a Trustee meeting, after receiving the original investigative notice, and advised the Trustees what his plans were for the property. He stated they had gone to great lengths to clean up the property, including making sure the house was secure so no one could get inside. Daniel Shealy advised that the house did not have any utilities connected at this time, but there was sanitary on the side of the house that they would like to keep. Douglas Shealy stated they have signed a contract with Great Lakes Demolition to demolish the house by December 31, 2025. They have also received a demo permit from the Ottawa County Building Department. Douglas Shealy provided a copy of the signed contract with Great Lakes to the Trustees. Mr. Hirt asked if they were sure the house would be gone by December 31st. Both of the Shealy's stated that it may be done earlier than that date but would be gone for sure by December 31, 2025. Ms. Rozak stated they could work with that timeline and could extend the resolution timeline to that date. Mr. Dress concurred.

Trustee Dress made a motion to sign resolution 15-2025 for demo of the house at 961 Church Rd. Trustee Hirt seconded the motion. The Trustee vote was unanimous to pass the resolution. The resolution was signed by all parties, and the owners were provided with a copy and were excused.

8122 E. Harbor Road

Ms. Dale moved to the third property for consideration at 8122 East Harbor Rd, owned by Gudrun Barnholt. She began by showing photos taken in 2016 which showed the house without all the overgrowth of vegetation so they could see where the windows, doors and house features were clear. The next group of pictures from July of 2025 showed the massive amount of vegetative overgrowth on the property. Ms. Dale also pointed out the shutters that are falling off with some having fallen on the roof. Another photo showed a possibly broken window on the back side of the house and another on the second floor. There is an open wooden door on an addition on the back of the house. The gap would give people and animal access to get inside. The soffit is falling off and may have rot behind it. She said the vegetation alone needed to be addressed because of the amount of overgrowth. Ms. Dale then advised the Trustees what the quotes were for demolition from the two companies that submitted bids. She said the Fire Chief had deemed this property unsafe for first responders and the public and the fire department would not make entry to the structure if there was a fire there. The building department stated the property was found to have little or no lawn maintenance but was structurally sound. Ms. Dale then explained the language the Trustees could review that she had placed in this resolution. Unlike the other properties, the vegetation removal under 505.87 of the O.R.C. would need to be addressed, along with section 505.86 which covered the structure itself. She gave suggestions on what repairs would need to be completed, if the Trustees decided the property owner would be allowed to make repairs. She suggested the removal of any and all vegetation growing on the structure, replacing broken or missing windows with appropriate glass fitting windows. The property owner would also be responsible for securing any and all openings to the structure, that they were secured, or locked. Repair or replacement of the soffit at the SE corner of the house, front porch ceiling rot and missing planking should be included. These would be in addition to several other repairs to include, but not limited to, replacement or removal of the shutters, removal of any peeling paint and repainting the house and window trims. Ms. Dale outlined the timeline for the completion of any repairs or demolition as written in the resolution.

Ms. Rozak asked what the approximate acreage was for the property. Mr. Miller stated it was 18.9 acres. Ms. Rozak asked about the large building behind the house. Ms. Dale stated it was a barn. A male in the audience stated that it was a boathouse. Ms. Dale said that she had been unable to make it back there and had not included that building in any of their letters.

Karen Hockstad, Attorney with Dinsmore & Shohl, Columbus, Ohio, representing Kelsey Stiles, who is the conservator to the owner Gudrun Barnholt, approached the podium. She was joined by David Washburn, 209 N Palm, Little Rock, Arkansas and Troy Miller, 106 Winchester

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Meeting

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Held

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Circle, Oak Ridge, Tennessee, who are grandsons of the property owner. Ms. Hockstad stated that Mrs. Barnholt had been in a serious accident three years ago in California, where she resides. She said Mrs. Barnholt had been maintaining the property before that with a local person who was in charge of the upkeep of the land. When she got into the accident and was incapacitated for some time, the gentleman was unable to communicate with her and stopped working on the property after not being paid for about three months. He just quit because he did not really know what was going on and had no communication from the owner or anyone else. Since the owner and her conservator had received notice of the issues with the property, her grandsons had come to Ohio and cleared the vegetation around the house. Ms. Hockstad then provided some photographs taken of the property showing where a large amount of the vegetation had been mown down and cleared. Mr. Miller said he had some additional photos on his phone because they had done some more work on the property since those had been taken. Trustee Dress asked how recently this work was done. Mr. Miller said the work had been done in the last two days before this hearing.

Mr. Miller and Mr. Washburn introduced themselves and said they had come up from Tennessee and Arkansas the previous Friday, after they were notified about the hearing. Mr. Washburn said their grandmother is not well enough to travel, so they were videotaping the hearing per her request. Mr. Miller stated they also had some photos of the boathouse if the Trustees wanted to see them. He said he has a development company in Tennessee and when they came here, they did several walk throughs of the house and found it to be structurally sound. He said the foundation and flooring were solid. He said the house does need some upkeep due to lack of maintenance over the years, including the flaking paint, but from a contractor perspective, it is extremely sound. Mr. Washburn said the owner had been renting it out and had a previous tenant that had been there for fifteen or twenty years, but he moved out and she had not found another person to rent it. He said after his grandfather died; the house had been there dormant. He stated no one has lived in it for a long time, but their intention was to get it into shape, get someone living in it again and take care of it. Mr. Dress asked about the condition of the roof. Mr. Washburn said the roof has been on it for twenty-five or thirty years and is in decent shape. He said they had flown their drone over it, and it all looked good but admitted that in the next few years they would have to start looking at it. Mr. Miller said they had checked the attic and found no leaks, and everything looked dry. He said every window in the house is functioning and secure. He said the window with the screen that looked like it was broken was actually just open and they had closed and secured it. He said the other open window is not in living space and the screen was just ripped. He said they had locked and secured the window. He said that it would show in their photos that they had secured the open windows and cleared the vegetation off. He said that after the latest photos were taken, he and Mr. Washburn had cleared access all the way around both the house and garage for fire fighters and first responders. He said there is about a six-to-seven-foot swath of no vegetation all the way around the house and garage. He pointed to a particular section of the building at the back of the house and said that it was a garage with several old tractors inside. He said they would be fixing the broken window. Ms. Rozak asked about the door with the large gap leading into the garage. Mr. Washburn said the door on the garage just needed to be reattached.

Ms. Rozak asked if there were active utilities attached to the house. Mr. Washburn said there are no utilities active at this time. He said there is still a pole attached to the house and Ms. Rozak said she noticed the meter on the side of the house. Mr. Miller said the meters are both still there. Ms. Rozak asked if there was water, sewer, electricity or gas actively functioning at the house. Mr. Washburn said it is attached to sewer, and nothing had been physically detached from the house. He said it used to have full water and electric service. He said the house is on propane, so there is no natural gas. Mr. Miller clarified that none of the utilities had been physically removed from the property; the service had just been turned off.

Mr. Miller addressed the soffit damage. He said that it is vinyl soffit that the owner had installed and it had come loose. He said they would be fixing it to block any access for anything to get into the house. Mr. Washburn said they were working on getting that fixed so no raccoons or anything could get inside.

Ms. Dale questioned if Mr. Miller and Mr. Washburn were in Tennessee and Arkansas, what their maintenance plan would be. Mr. Washburn stated they are trying to get someone local to help. Mr. Miller said the gentleman that used to cut the yard showed up when they were there after speaking to the property owner's conservator. He will be starting to maintain the lawn service again. Ms. Hockstad stated that they are hoping that Andrew Mason, who is the property manager for the campground Mrs. Barnholt owns, will function as a local property manager for this property going forward, once all the repairs are made. Ms. Rozak asked where the conservator is based out of. Ms. Hockstad said she is in California. Ms. Hockstad stated she believes that all the repairs could be accomplished by the end of this year. Mr. Miller and Mr. Washburn stated the property issues that had been pointed out by the Zoning Administrator were the same things noted by them when walking around the property. Ms. Hockstad said it is a historical building and has been in their family for over 100 years. Mr. Dress said besides

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fixing it up and doing needed repairs, they would need to have a plan going forward to maintain and take care of it. Ms. Hockstad said they are in the process of doing that. She said the conservator is negotiating with the property manager of her campground and marina to have him be the property manager until they can get the repairs completed and get the house rented out. Mr. Washburn stated they are planning to come back up in September or October to work on the house and hope to get it rented out by next year. Mr. Miller said he had not been to the property in about twenty years, had not known what to expect and had not known what tools to bring to work on the house. He said now they have an idea of what tools and supplies to bring to get the repairs done.

Ms. Hockstad said the house is not wood and was not sure about the Township's recommendation to paint the exterior of the house. She said she believed just power washing would clean it off. Mr. Washburn said the siding was shingles and agreed the windows trims needed to be addressed. Mr. Miller said some shingles had been replaced throughout the years and it all needed to be washed. Ms. Dale stated it looked like some of the siding had swath marks on them as if they had been wiped down or something. Mr. Washburn said there had been a huge tree there, along with other high vegetation that may have been rubbing on them. Mr. Miller said if you look at some of the older pictures, you can see what the color should look like after getting the algae off of the house. Ms. Rozak asked if the house was gray in color. Mr. Miller said it is actually a cream color. Mr. Miller said they had removed most, if not all, of the vegetation that had been on the house. Mr. Washburn stated there used to be a porch on the side of the house where the elevated door appears. He said they hope to replace that porch in the same area.

Ms. Dale asked if the condition of the inside could be livable if utilities were reconnected and everything. Mr. Washburn stated it would be eventually. Mr. Miller said they took a video when they walked through the inside the previous day. He said it is dirty and requires some work, as it hasn't been lived in for twenty years. Mr. Washburn stated it definitely needs some work and paint.

Mr. Hirt stated on behalf of the board that they are pleased to see the progress that has been made so far, but they needed to see the progress and maintenance continue. Mr. Washburn stated the house is a real jewel and he is looking forward to bringing it back to good condition. Ms. Hockstad questioned whether any of the repairs would require a permit from Zoning. Ms. Dale said most of the repairs seemed cosmetic and would not require a permit. Mr. Miller stated he wanted to make sure the right contractor did the work. Mr. Washburn agreed and said they wanted to make sure the elements of the house that needed repaired were replaced with the same thing. He said he only had a concern about fixing the soffit but said they would bring in scaffolding or a lift to work on due to the height. Ms. Dale commented that they would not really know if there was rot damage until they got into that area. Mr. Washburn said it did not appear that there was any water damage, but more so that an animal made a hole there to get inside. He said the downspouts all seemed to be functioning properly and there were no trees above the house to clog the downspouts.

Mr. Dress asked if they had a timeline for completing the repairs. Mr. Washburn said they would like to get them done by the end of the year. Mr. Miller stated he was confident they could get all the recommended repairs done by the end of the year and actually hoped to have them all done by October. He said traveling from Tennessee to Ohio though, there could always be a complication. Ms. Rozak said if they thought they could get the repairs done by October, it was in line with the recommended repair deadline in the resolution that required them to be done by the end of November and the Trustees could work with that. Mr. Washburn asked if they should contact the Township to report when repairs were made. Ms. Dale said that it was not necessary, the Zoning Department and the Trustees would be keeping an eye on it. Ms. Dale stated she needed to make some changes to the names and language in the resolution.

Ms. Dale made the necessary changes, including removing the separate section that was regarding the overgrown vegetation and debris. The vegetation section, other than vegetation growing on the house, was removed since that had been cleaned up by Mr. Miller and Mr. Washburn and it was agreed that if there were issues with that going forward, it would be addressed as a separate nuisance issue.

Ms. Dale then read the updated resolution language detailing the required repairs to the house, timeline requirements and timeline to advise the Zoning Department if some repairs cannot be completed by the deadline.

Ms. Rozak made a motion in favor of signing the resolution. Mr. Dress seconded the motion. The Trustees voted unanimously in favor of Resolution 16-2025.

All parties signed the resolution. Ms. Hockstad was given a copy of the resolution, and they were excused.

1911 Seneca Trail

Ms. Dale introduced the fourth house for consideration at 1911 Seneca Trail, Robert & Sandra Otanicar, owners. She asked the Trustees to look at photos that were taken in 2013

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DANBURY TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING Public Hearing on Dilapidated Structures

Meeting

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

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and 2016. At one point, the owner painted the building, and it had been in better condition. Since that point, as seen in the pictures taken in July of 2025, the paint is peeling again, the vegetation is overgrown around and on top of the building. There is cinder block around the door of the structure and in the yard of the property. The windows look like they may have been covered with plastic at one time or there is paint on the actual windows. Ms. Dale read the two quotes for demolition provided. She referred to the Fire Chief's letter that due to the condition of the structure, emergency responders would not make an attempt to enter it. The building department had said it was an older building that was run down; however, they found it to be secure, with the lawn mowed and free of any safety issues. In their opinion, the house was safe and secure. The Health District agreed that the structure is safe and secure. Ms. Dale then read over to recommendations for repairs if the Trustees wanted to go with maintenance and repair. She included recommendations for vegetation removal, repair, or replacement of broken or missing windows. Cleaning up the windows that have paint on them. Repair of the rotted corner and trim of the house. Removal of a large branch on top of house and repair of the rotted front door threshold.

The property owner, **Susan Otanicar**, 3962 Medina Line Road, Wadsworth, Ohio, said there was not a branch on top when she checked the house today. Her neighbor, **James Stepic**, 1851 Seneca Trail, Marblehead, Ohio, said he did not see a branch on top of the house either. They said it may have looked like a branch but really was a large bush on the opposite side of the house. Ms. Dale said there appeared to be some debris or possible damage to the roof in the pictures. Mr. Stepic said the roof is not leaking but will probably need to be replaced in a few years.

Mrs. Otanicar stated her husband had passed away. Ms. Rozak asked her to let Ms. Dale complete her information before responding. Ms. Dale continued with her recommendations for the repairs needed to the home. She said the house probably needed to be power washed to deal with the peeling paint and then repainted. The awnings needed to have the mold cleaned off of them and some possible cleaning to the roof where the mold or debris was on it. She said the threshold seems to be rotting and may make the door unsecure, so that would need to be replaced. Ms. Dale said the cinder blocks near the door and in the yard should be removed if they were not structural to anything. Ms. Dale then recited language from the resolution regarding the timeline in which any repairs should be completed. She advised the Trustees what the recommendations were for possible demolition and the quotes received.

Ms. Rozak told Mrs. Otanicar to go ahead and speak now. Mrs. Otanicar identified herself to the Trustees. Ms. Rozak asked if this building was a former cottage. Mrs. Otanicar stated she owns the property next door, as well. She said the property had been her great aunt and uncles and she and her husband had purchased it when they were still in high school. She said it has been in their family for 100 years. She said it had been used as a cottage at one time, but then it was used as a laundry room. The water and electricity are no longer hooked up to the structure, it is just a shed now. Ms. Rozak asked if the building was empty. Mrs. Otanicar said it was currently just holding all of her husband's tools. She said he passed away at the end of 2020 and that is why things have gotten into disrepair. She said it is just her who lives here and her neighbor, Mr. Stepic, helps do a lot of stuff for her. She said he regularly mows the lawn for her and came with her to the hearing today. Mrs. Otanicar stated she recognizes that the building needs some attention. She said she is getting ready to retire at the end of the month and hopes to be up here more to take care of the things that need to be done. Ms. Rozak asked what she planned to do with the building if they allowed her to repair it. Mrs. Otanicar said she would like to turn it into a bunkhouse for her children and grandchildren. She said her cottage next door was just a one bedroom, one bathroom and she does not have enough room for everyone to stay there. She said the inside of the building is not bad and just needs to be cleaned out. Mr. Stepic said based on his background in construction work, the inside of the building is structurally sound. He said they recently did some sewer work on the property. Mrs. Otanicar said she would like to be able to save the building and believes strongly that she can get the necessary repairs done to it. Mr. Hirt asked if she had a timeframe for doing that. She said that after she retires at the end of the month, she would be able to get things started. Ms. Rozak asked if she would do the work herself or hire someone. Mrs. Otanicar said she would have to hire someone. Ms. Rozak asked if Mrs. Otanicar was comfortable with the timeline that Ms. Dale had recited. Mrs. Otanicar said she had already attempted to reach out to someone who had done some work for her in the past, but she was not able to reach him. Mr. Stepic said he was willing to help with any work, within his skillset, to assist Mrs. Otanicar. Mr. Dress commented that they would much rather see the building fixed up and cleaned up than torn down. Mrs. Otanicar said she would really like to save the building, as well. Mr. Dress asked about the row of old concrete blocks near the building. Mrs. Otanicar said she thinks it may have been where a previous owner planned to build something and was going to use that as a foundation or had previously had something built on that foundation that had been torn down. She said the pavers are pretty level with the ground. Ms. Dale pointed out the concrete block in the grass and said that it should definitely be moved. Ms. Dale gave Mrs. Otanicar information

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DANBURY TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING
Public Hearing on Dilapidated Structures

Meeting

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about the clean-up days to assist her with a place to dispose of some of the junk. Mr. Hirt said her cut off day would be November 23, 2025. Mrs. Otanicar asked what would happen if she could not get someone hired to complete the work by that time. Ms. Dale said that she could ask for an extension of time and come back before the Trustees to explain why not all of the repairs were completed. Ms. Dale read off all of the conditions of the resolution to include the deadlines, items that need to be repaired or replaced and the ramifications if none of the work was completed by the deadline.

Mr. Hirt made a motion to approve the resolution. Mr. Dress seconded it. The Trustees had a unanimous vote to approve Resolution 17-2025. Mrs. Otanicar was provided a copy of the signed resolution and was excused.

140 Tibbels

Ms. Dale began with the fifth and last property for consideration at 140 Tibbels, Wally Wowk & Marianna Gedeon, owners. Ms. Dale advised the Trustees that no one from that property was in attendance for the hearing. She explained she never heard from anyone about the property. They did not claim their original notice sent by certified mail. They did sign for the notice of the hearing sent by certified mail. Ms. Rozak asked if it was one structure or two. Ms. Dale said she had not included the cinder block garage in any of her letters. Ms. Dale advised that the Zoning Office receives complaints every year regarding the condition of this home. Each summer there are complaints regarding the lack of lawn maintenance. Ms. Rozak asked if Ms. Dale knew how long the house had been vacant. Ms. Dale said for over fourteen years. Ms. Rozak said to save time in the hearing and since no one from the property was in attendance, the Trustees could probably just move to a motion for demolition. Mr. Hirt agreed. Ms. Dale read into the record that the Fire Chief had deemed the house unsafe for first responders and the public. The building department said the house has multiple broken windows and some missing soffit; however, they believed it to be structurally sound. They did comment that the garage was in decline. Their opinion to the condition of the house was that it was unsecure, but safe.

Ms. Dale then gave the estimates for demolition from Mr. Shrock and Innovative Excavating. She recommended signing the resolution for demo and if the homeowner does not take action to have it demolished by the deadline, they should enter into a contract with the lowest bidder to demo the house.

Ms. Rozak said she would make a motion to approve the resolution. Mr. Dress seconded the motion. The Trustees unanimously voted to approve Resolution 18-2025. The Trustees all signed the Resolution and Ms. Dale said it would be sent to the owners by certified mail.

Comments and Concerns


- None.

Adjourn


There being no further comments, concerns or business before the Board for this special meeting, Ms. Rozak motioned and Mr. Hirt seconded to adjourn at 7:25 p.m. All ayes and motion carried.



Brinkley Paul, Fiscal Officer



David Hirt



John Paul Dress



Dianne Rozak
Danbury Township Board of Trustees

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

Ms. Rozak motioned and Mr. Dress seconded the approval of the Special Trustee Meeting minutes from August 13, 2025; all ayes and motion carried.

Mr. Dress motioned and Mr. Hirt seconded the approval of the Regular Trustee Meeting minutes from August 13, 2025; all ayes and motion carried.

Zoning

PERMITS

To date this month there have been 25 permit applications submitted/processed totaling \$3,125.57. collected in fees and application balances.

BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

The Board of Zoning Appeals meeting held a Special Meeting August 6, 2025 @ 5:30p.m. for the purpose of approving July meeting minutes & decision sheets. There were no cases or hearings filed for the regular August 20th meeting, which is subsequently cancelled. The next BZA deadline is August 29th to be on the September 17th agenda. There is the possibly of 5 cases that could be filed by this Friday.

The Zoning Commission -

The Zoning Commission will hold their regular meeting on September 3, 2025, at 6:30p.m. for the following cases:

- a. **ZC-2025-154**
1501 S. Danbury N. Road. Map Amendment from “C-2” General Commercial to “R-C” Recreational Commercial for Part of Section 4, Lot 20, PIN# 0141160615537026 consisting of 10.5855ac. to be rezoned. **DB Development Group, LLC Owners/Applicants; Keith Brown, DB Development Group, Agent.**
- b. **ZC-2025-161**
398 & 406 N. Erie Beach Road. Map Amendment from “R-2” Suburban Residential to “C-2” General Commercial for Section 1, Lot 10, Wright’s II Subdivision, Block 2, Lots 24-26 PIN# 0141181328819000 & 0141181328819001, consisting of 0.3205ac. to be rezoned. **Cypress Row Hospitality Group, LLC – James Beardsley Owners/Applicants; John Feick, Feick Design Group, Agent.**
- c. **ZC-2025-166**
Request for Text Amendments. To add a new Sec. 4.20 to include Use Standards for Storage Areas. Amendments include adding definitions to Sec. 2.2 regarding Storage Areas, Brokerage, Development Site, Major & Minor Thoroughfares, Sec. 3.4 Use Matrix listing Storage Areas as a Conditional Use instead of a Permitted Use. Other amendments include modifying Sec. 5.2 Accessory Buildings and prohibiting habitation of said structures, Sec. 5.3 Breezeways clarifying applicability to all zoning districts, Sec. 5.8 Landscaping & Buffering addressing preservation of existing vegetation, installation time requirements, plan submission requirements and other general requirements of landscaping widths, spacing, opacity and maintenance. Modification to Sec. 5.10.4 Parking & Off-Street Loading Requirement to increase edge of parking setback to coincide with minimum landscaping requirements. **Danbury Township, Applicant.**

Ottawa County Regional Planning Commission met August 19, 2025 on all three of these cases and recommended Approval as Presented for all three.

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DEPARTMENT UPDATES

• **Dilapidated Structures:**

The Trustees held a Special Meeting for Monday, August 25, 2025, to discuss with the property owners the condition of their properties as follows:

• 2062 Carlbert – Skabar	Res. 14-2025	Demo by 10.24.25
• 961 S. Church Road – Shealy	Res. 15-2025	Demo by 12.31.25
• 8122 E. Harbor Road – Barnholt	Res. 16-2025	Repair by 11.23.25
• 1911 Seneca Trail – Otanicar	Res. 17-2025	Repair by 11.23.25
• 140 Tibbels - Wowk	Res. 18-2025	Demo by 10.24.25

VIOLATIONS/COMPLAINTS

Other Misc.:

248 Erie Beach (*Excessive Storage – Richards*)

Re-inspection conducted 08.15.25 and all recreational vehicles are still parked on the property. Property owner has not reached out to us. Will be attempting to make contact with the owner or posting the property.

Prior Info: Certified Letter to the property owner 07.03.25 for having too many boats, RV's, trailers on the property. There are currently 2 boats and 2 RV's, and one needs to be removed. We, along with the neighbors, have been patient with this, this summer because we received word that the owner, who is a repeat offender, was selling the house. As of 07.21.25 still waiting on letter to be delivered. Certified letter was returned unclaimed. Letter re-sent via regular mail 08.01.25. Will re-check by 08.15.25.

Illegal Rentals:

8146 Northshore Blvd. (*Illegal Rental – Thomas*)

Case is officially in the courts hands and updates will be provided accordingly. Property owners claimed their notifications of the court filing 08.20.25 and now have a certain amount of time to file a reply.

Prior Info: Due to a police response on a different matter, it came to light that this property was occupied by a short-term renter. This has been a repeat offender who has been tough to catch because they do not advertise on any of the rental platforms. The history of this has been turned over to J. Stopar because due to HB 315, zoning violations are now civil and must be pursued through Ottawa County Court of Common Pleas. Spoke with J. Stopar 06.24.25 and based on the documentation we do have on this, he believes the case is strong enough to pursue. He will be filing a complaint with the Court of Common Pleas within the next week. Anticipate complaint to be filed 07.21-07.23. Will provide you with a copy at the meeting if it is indeed filed. Complaint was officially filed 08.07.25 and enclosed is a copy for your review. Case is officially in the courts hands and updates will be provided accordingly.

Illegal Use:

None at this time.

Junk & Debris:

325 Forest Green (*Junk & Debris, Tall Grass – Walterbach*)

Nothing new to report.

Prior Info: Complaint was received and inspected 06.09.25. Letter is being prepared to be sent out to the property owner who is a repeat offender of this and has been abated by the Township in the past. Certified letter was sent to the property owner 06.10.25 and claimed 06.12.25. Upon reinspection 06.20.25 dilapidated carport that was installed without a zoning permit had been removed from the property. Other violations still remain and a 2nd Notice - Notice to Comply was sent via certified mail 06.20.25. We learned over the past weekend that the owner was incarcerated locally. His aunt reached out 06.24.25 and is going to attempt to resolve some of our issues before it escalates any further. We will be checking back in with her next week to see what was accomplished. Owner is still incarcerated. His aunt reached out 06.30.25 that they were able to get the front debris removed and mowed. Organized & cleaned up the side of the house as much as possible. Indicated they may do more organization later but were unable to get the rear mowed. The owner's aunt then stopped into the office 07.02.25 and said she was going to try to rent a bush hog to mow the rear yard, but that would not be until week of 07.09.25 and she would keep us posted. The owner's aunt called 07.08.25 and said they, in conjunction with the neighbors (Amigo's) had a company come out to provide them with a quote. 07.15.25 Ms. Amigo called to say that Superior Lawn Care would be cutting it, but they cannot get to it until early August. We have put a call in to verify this. According to the lawn service provider, the aunt to Mr. Walterbach could not afford the quote and thus they were not scheduled to handle this property. We contacted the aunt, and she

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reported that she & her husband were working on it. 08.07.25 the aunt called to say that a lot had been done in the rear of the property, and all weeds had been sprayed. Upon re-inspection, the front of the property is done, and the aunt indicates they will be staying on top of that. It's very close to being in compliance but their pace may slow down since the aunt broke her foot and has an upcoming trip planned. We'll follow up a few times between now and the next Trustee meeting.

146 Strause (*Junk & Debris – Fleenor*)

Owner was sent a certified letter notifying them of the nuisance declaration on 08.14.25 and the letter was claimed later the same day. The owner had until August 21, 2025, to get the junk and debris removed from the property. A crew is scheduled for September 2, 2025, with police escort.

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 (7019228000063185565) 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. 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. 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. 06.02.25 photos of the property were taken. While there has been progress made, there is still a lot of junk & debris in the vicinity of the garage that has not been tackled. 06.20.25 owner was called and message left reminding them that the dumpster days would be held this week. Upon reinspection, the property owner looks like they are disassembling a camper that has been stored on the property, so the property now looks worse than it did about a month ago. 07.09.25 a Final Notice was sent to the property owner via certified mail and claimed 07.11.25. We will be re-checking the property on 07.25.25. If it is not completed, then at the next Trustee meeting, we will be presenting a resolution to declare this property a nuisance and have to enter the property for clean-up. Resolution 13-2025 passed at 08.13.25 Trustee meeting declaring it a nuisance. Ms. Dale states that on 9-2-2025, they have assembled a team and will enter property to do clean up along with a police escort.

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

Reached out to the property owners and their attorney 08.13.25 because little to no progress has been made and a dumpster had been sitting on the property for over a month un-used. The owner responded a week later on 08.18.25 stating that a new dumpster was scheduled to arrive the next day to remove a piece of tractor equipment, which was done. However, the vegetation around the property has also not been kept up and they did not provide a requested timeframe to get back to work on the issues. We responded back to them 08.22.25 that if they want us to enter the property to clean it up for them, then we can and we can forgo this continues back and forth unnecessarily since they have already been provided 8 months to get this dealt with. We have yet to hear back from them and will be sending them their official 2nd notice.

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 (7019228000063185558) was sent 02.03.25. The letter was received on 02.05.25 and

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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. 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. 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 into the property to help remove some of the other junk & debris. The van has been purchased, and they are just waiting for the new owner to come take it. The tractor on the property is also apparently sold and just waiting for it to be removed. Nothing new to report, dumpster is still on the property, but it doesn't appear that much progress is being made since last report.

Tall Grass:

129 S. Bridge (*Tall grass – Thompson*)

CLOSED

07.28.25

Owner contacted via email 08.07.25 regarding tall weeds and grass around building. Grass cut as of 08.14.25.

5580 E. Port Clinton Eastern Road (*Tall grass – Chapman*)

Re-opening

A 2nd notice will be going out to the property owner and bank regarding this property.

Prior Info: This property has been a repeat offender over the years. The property owner has recently been foreclosed on, but is still residing in the house. We are attempting to locate the bank and property preservation team responsible for maintenance. Property owner claimed their letter 07.26.25 and Bank claimed their letter 07..29.25. Upon reinspection 07.28.25 grass had been cut.

Junk Vehicle:

2138 Carlbert (*Junk Vehicle – Pedro*)

CLOSED

08.18.25

Vehicle removed as of 08.18.25.

Prior Info: Certified letter sent to the property owner 07.25.25 for having a junk vehicle on the property with brush and a tree growing through it. Owner claimed letter 07.29y.25 and called 07.30.25. Said he has someone coming to look at it the week of August 10th and wanted to know if he could get an extension. Told we would wait and see what happens before granting an extension. Owner called back 08.08.25 and said vehicle has been sold and is scheduled to be picked up 08.12.25. Property will be re-checked 08.13.25

Camper Occupied:

None at this time.

Construction without Permits:

155 Strause (*Deck w/out permit – Brown*)

CLOSED

08.25.25

Owner received necessary permit 08.25.25.

Prior Info: Owner sent certified letter 08.08.25 for construction taking place with no permits. Appears property owner is extending or replacing a deck and possibly planning to cover it over.

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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	64	4	1	4	1	0
May	112	10	5	13	0	3
June	92	8	4	12	2	10
July	94	16	9	7	3	21
August as of the 27 th	90	6	6	4	0	0
September						
October						
November						
December						
Sub-Total:	662	54	27	59	9	34
Total	845					

*Motor Vehicle Crash(s)

** Alarm Activation(s)

***Carbon Monoxide Investigation(s)

- The list of items surplused and billed to Ottawa Co Sanitary Engineering that was approved at the last meeting was presented for review.
- Overtime due to call offs and injury from July 5 – Aug 15 was approximately \$10,000.00
- This is usually the time of year staffing is dropped down, but it will be a wait and see due to the Roundabout going in over on Hwy 269. A set of mechanical lights was requested in the area, but ODOT refused. The Chief was concerned it will create accidents in the area and ODOT stated "Just let us know."

Roads

- Sackett Cemetery – nothing to report.
- Mowing right-of-ways and parks in preparation for the holiday weekend.
- Several areas of ditch maintenance.
- Paving at the Police Departments has been completed.
- Ms. Rozak extended a thank you to Superintendent Waldron, for walking Meadowbrook with her and noting areas that will need trimming and mowing, prior to the Land Trust Alliance walk-through on Sept., 2nd.
- Ms. Rozak asked Mr. Dress to speak with Superintendent Waldron on the timeline for moving Maintenance over to the new building.
- Being there were no zoning issues with the new sign for Wolcott since it is the same type and size, he will speak to Superintendent Waldron about having it installed.
- Mr. Dress and Mr. Hirt attended a meeting at the Ottawa Co Engineer's Office along with representatives from Allen, Harris and Put-in-Bay Townships on August 27, 2025. They entered into a joint Resolution ADHP 2025-01 Roads Resurfacing Project. Issue I Round 40, Fiscal Year 2027 Ohio Public Works Grant/Loan Application as follows:

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DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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

Held _____ August 27, 20____ 25_____

The Board of Trustees of Allen Township, Danbury Township, Harris Township and Put-In-Bay Townships, Ottawa County, Ohio, met in special session at the Ottawa County Engineer's Office, 8247 W State Route #163, Oak Harbor, Ohio on August 27, 2025 with the following in attendance:

Allen Township:	Craig Blausey, Ernest Cottrell, Jr, Jennifer Witt
Danbury Township:	David Hirt, John Paul Dress
Harris Township:	Beverly Haar, Jerald Haar
Put-In-Bay Township:	Eric Engel, Matthew Miller

Ernest Cottrell, Jr, Allen Township made the motion,
second by Beverly Haar, Harris Township to adopt the following resolution:

Resolution Number: **ADHP -2025-01**
Trowbridge TR #67, Englebeck TR #138, Deno TR #57 and Mitchell TR #167
Roads Resurfacing Project
Issue I Round 40, Fiscal Year 2027 Ohio Public Works Grant/Loan Application
Cooperation Agreement
Date **August 27, 2025**

Whereas, the State Capital Improvement Program and the Local Transportation Improvement Program all provide financial assistance to political subdivisions for capital improvements to public infrastructure, and

Whereas, Allen, Danbury, Harris and Put-In-Bay Townships are planning to make capital improvements to various roads in their respective townships, and

Whereas, the infrastructure improvements are considered to be a priority need for the communities and are qualified under the OPWC program, and

Whereas Allen, Danbury, Harris and Put-In-Bay Townships will execute a cooperation agreement for a joint road resurfacing project under Ohio Public Works Commission Issue 1, Round 40, Fiscal Year 2027, in the amount of \$860,800.

Be it resolved, Allen, Danbury, Harris and Put-In-Bay Township, all of Ottawa County, Ohio, agree to enter into a cooperation agreement to submit an application to the Ohio Public Works Commission for the Trowbridge TR #67, Englebeck TR #138, Deno TR #57 and Mitchell TR #167 Roads Resurfacing Project, and

Resolved, further agree to the following:

- Allen, Danbury, Harris and Put-In-Bay Townships agree to provide a percentage of the total project costs based upon the Engineer's Estimates for their individual road projects. The preliminary ratio of cost sharing is:

Allen Township:	\$162,000 or 19%
Danbury Township:	\$267,100 or 31%
Harris Township:	\$182,000 or 21%
Put-In-Bay Township:	\$249,700 or 29%
- All participants agree that the proportions listed above are preliminary and subject to change based upon the final construction costs of each road in the application.
- Allen, Danbury, Harris and Put-In-Bay Townships will each be responsible for cost overages for only their roads.
- Allen, Danbury, Harris and Put-In-Bay Townships agree to pay their portion of the costs as invoiced by the County Engineer.

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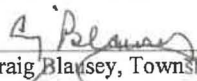
20²⁵ _____

5. Allen, Danbury, Harris and Put-In-Bay Townships authorize the following:

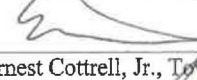
- Section 1: Allen Township to serve as lead applicant. Ernest Cottrell, Jr., Allen Township Trustee is hereby designated as Chief executive Officer and Jennifer Witt is hereby designated as Chief Financial Officer.
- Section 2: Ernest Cottrell, Jr., Allen Township Trustee, is hereby authorized and directed to apply to the OPWC for funds for the above-described project.
- Section 3: Ernest Cottrell, Jr., Allen Township Trustee, is further authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.
- Section 4: Jennifer Witt, Allen Township Fiscal Officer, is hereby authorized and directed to sign any agreements and documents as may be necessary and appropriate for obtaining this financial assistance.

The resolution was duly adopted this 27th day of August, 2025.

Allen Township:



Craig Blawsey, Township Trustee



Ernest Cottrell, Jr., Township Trustee

Dennis Hartman, Township Trustee

Harris Township:



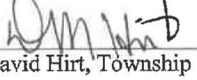
Beverly Haar, Township Trustee



Gerald Haar, Township Trustee


Donald Greenhill, Township Trustee

Danbury Township:




David Hirt, Township Trustee

Dianne Rozak, Township Trustee



John Paul Dress, Township Trustee

Put-In-Bay Township:



Eric Engel, Township Trustee

Christopher Cooper, Township Trustee



Matthew Miller, Township Trustee

I, Jennifer Witt, Fiscal Officer of Allen Township, Ottawa County, Ohio, hereby do certify that the above Joint Board entered into this agreement this 27th day of August 2025 in a special meeting as stated.



Jennifer Witt
Allen Township Fiscal Officer

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3339 FORM NO. 10148

Held _____ August 27, 20 _____ 25 _____

Police

- Chief Meisler submitted the incident report: From 8-1-2025 to 8-27-2025, the department responded to 361 calls.
- Sgt. LaMarca's last patrol shift is Friday afternoon, as school starts next Tuesday and he will resume SRO duties.
- Connor McClellan is scheduled to start on Saturday, September 13th. He will train for two weeks, then be on his own.
- Det. Sgt. Meisler and Chief Meisler attended the 33rd annual Lions Club Perch Parade and Festival.
- Car #453 goes to DR Ebel for outfitting on September 5th. It should be road ready after the 9th.

Correspondence

- St. Johns Lutheran Church invite to their 125th Anniversary Saturday, Sept 27th at the church. Service is at 3 pm and reception will follow.
- Ottawa Soil and Water Conservation District newsletter.
- Thank you to the EMS Personnel from George Walker, for their aid and assessment.
- Update from Emergency Management System about vendor assist to remove sirens. The Trustees affirmed, they will continue to utilize their outdoor sirens.
- OTARMA new account manager Brooke Tosto.

Old Business

- Ms. James stated that the new emergency landline through Spectrum will be installed in approximately 2 weeks. The order has been placed. Cost is \$99 one-time installation and a monthly service of \$40 for the line.
- Wifi Access point to the meeting room will be \$250 and Dotnet will be putting that in place shortly.
- Mr. Dress asked and Ms. Paul confirmed payments on the new maintenance building start next month. He asked her to look at the payments and come back with a recommendation on paying over what is required to do an early payoff.

New Business

- Attorney James Van Eerten reviewed and approved the Easement Contract with Columbia Gas for the area in front of Lions Park at Lake Point to connect the line from North to South. The Trustees signed and Ms. James notarized the document. Ms. Rozak will email it over to her contact at Columbia Gas.
- Security cameral quotes were presented by Ms. James from Dotnet Technologies and Catawba Security. After a review and discussion, it was determined that Ms. James should convey more information to both parties and get additional quotes.

Fiscal Business

- Mr. Dress motioned and Ms. Rozak seconded, to approve bills and payroll in the amount of \$148,258.56 for the period August 14 to August 27, 2025. All ayes and motion carried. (See full payment listing on the next page)
- Appropriation Fund, Revenue Fund and Fund Summary were provided to the Trustees.

RECORD OF PROCEEDINGS

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

Held _____ August 27, _____ 20²⁵

- Mr. Hirt motioned and Mr. Dress seconded to approve the July bank reconciliation. All eyes and motion carried.
- Ms. Paul received information from the State Auditor's Office stating it is time for our 2023-2024 audit. They will advise on what is needed and when they will gather the information. Ms. Paul will keep the Board updated.

DANBURY TOWNSHIP, OTTAWA COUNTY

8/26/2025 11:27:09 PM

Payment Listing

UAN v2025.1

8/14/2025 to 8/27/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
403-2025	08/14/2025	08/10/2025	CH	Ohio Edison	\$78.96	O
407-2025	08/15/2025	08/10/2025	CH	Charter Communications	\$195.98	O
412-2025	08/20/2025	08/10/2025	CH	Verizon Wireless	\$309.57	O
413-2025	08/20/2025	08/10/2025	CH	Ottawa County Sanitary Engineering	\$108.42	O
414-2025	08/20/2025	08/10/2025	CH	Ottawa County Sanitary Engineering	\$24.00	O
415-2025	08/20/2025	08/10/2025	CH	Ottawa County Sanitary Engineering	\$66.84	O
416-2025	08/20/2025	08/10/2025	CH	Ottawa County Sanitary Engineering	\$24.00	O
433-2025	08/25/2025	08/25/2025	CH	Ohio Edison	\$350.81	O
434-2025	08/25/2025	08/25/2025	CH	Ohio Edison	\$1,573.50	O
435-2025	08/25/2025	08/25/2025	CH	dotnet technologies llc	\$2,682.77	O
436-2025	08/25/2025	08/25/2025	CH	MWG Administrators	\$3,322.83	O
437-2025	08/15/2025	08/25/2025	CH	Guardian	\$2,214.13	O
438-2025	08/26/2025	08/25/2025	CH	Ohio Public Employees Deferred	\$5,830.00	O
439-2025	08/26/2025	08/25/2025	CH	Aflac	\$1,081.22	O
440-2025	08/27/2025	08/25/2025	CH	Paychex of New York, LLC	\$61,262.20	O
441-2025	08/27/2025	08/25/2025	CH	Paychex of New York, LLC	\$2,074.96	O
442-2025	08/27/2025	08/25/2025	CH	Paychex of New York, LLC	\$2,398.85	O
443-2025	08/27/2025	08/25/2025	CH	Paychex of New York, LLC	\$5,942.66	O
444-2025	08/27/2025	08/25/2025	CH	Paychex of New York, LLC	\$1,698.18	O
445-2025	08/27/2025	08/25/2025	CH	Paychex of New York, LLC	\$137.55	O
446-2025	08/27/2025	08/25/2025	CH	Paychex of New York, LLC	\$334.38	O
447-2025	08/27/2025	08/25/2025	CH	Paychex of New York, LLC	\$360.10	O
48979	08/27/2025	08/25/2025	AW	Catawba Security	\$308.40	O
48980	08/27/2025	08/25/2025	AW	Spoerr Precast Concrete, Inc.	\$292.00	O
48981	08/27/2025	08/25/2025	AW	Rumpke of Ohio INC	\$66.00	O
48982	08/27/2025	08/25/2025	AW	Gannett Ohio LocalIQ	\$82.56	O
48983	08/27/2025	08/25/2025	AW	Ottawa County Recorder	\$20.00	O
48984	08/27/2025	08/25/2025	AW	Hartung Title Agency	\$125.00	O
48985	08/27/2025	08/25/2025	AW	The Kreimes Co.,Inc	\$30,820.00	O
48986	08/27/2025	08/25/2025	AW	Lakeland Auto & Marine Inc.	\$2,436.57	O
48987	08/27/2025	08/25/2025	AW	Wilner Somervil	\$600.00	O
48988	08/27/2025	08/25/2025	AW	Countryside Veterinary Clinic	\$66.70	O
48989	08/27/2025	08/25/2025	AW	O.E. Meyer CO.	\$168.65	O
48990	08/27/2025	08/25/2025	AW	AccuShred, LLC	\$137.75	O
48991	08/27/2025	08/25/2025	AW	Kuras Aeration Systems LLC	\$170.00	O
48992	08/27/2025	08/25/2025	AW	Cintas	\$585.33	O
48993	08/27/2025	08/25/2025	AW	Ottawa County Emergency Management Agency	\$618.00	O
48994	08/27/2025	08/25/2025	AW	Breathing Air Systems	\$725.25	O
48995	08/27/2025	08/25/2025	AW	Baumann Auto Center, Inc.	\$1,547.23	O
48996	08/27/2025	08/25/2025	AW	Galls,AN Aramark Company	\$349.96	O
48997	08/27/2025	08/25/2025	AW	Galls,AN Aramark Company	\$44.98	O
48998	08/27/2025	08/25/2025	AW	Northcoast Plumbing & Mech. LLC	\$285.00	O
48999	08/27/2025	08/25/2025	AW	Lake Erie Tree Service LLC	\$2,300.00	O
49000	08/27/2025	08/25/2025	AW	TRI Motors Sales, INC.	\$165.37	O
49001	08/27/2025	08/25/2025	AW	National Association of Chiefs of Police	\$60.00	O
49002	08/27/2025	08/26/2025	AW	The Aerial Guy	\$1,528.80	O

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ August 27, 20 _____ 25

DANBURY TOWNSHIP, OTTAWA COUNTY
Payment Listing
 8/14/2025 to 8/27/2025

8/26/2025 11:27:09 PM
 UAN v2025.1

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
49003	08/27/2025	08/26/2025	AW	Beck Propane & Fuels	\$1,310.74	O
49004	08/27/2025	08/26/2025	AW	Beck Propane & Fuels	\$3,084.81	O
49005	08/27/2025	08/26/2025	AW	Verizon Wireless	\$887.40	O
49006	08/27/2025	08/26/2025	AW	The Standard	\$1,692.57	O
49007	08/27/2025	08/26/2025	AW	Charter Communications	\$2,457.94	O
49008	08/27/2025	08/26/2025	AW	Genoa Bank	\$270.19	V
49008	08/27/2025	08/26/2025	AW	Genoa Bank	-\$270.19	V
49009	08/27/2025	08/26/2025	AW	Genoa Bank	\$33.12	V
49009	08/27/2025	08/26/2025	AW	Genoa Bank	-\$33.12	V
49010	08/27/2025	08/26/2025	AW	Genoa Bank	\$2,054.45	V
49010	08/27/2025	08/26/2025	AW	Genoa Bank	-\$2,054.45	V
49011	08/27/2025	08/26/2025	AW	Genoa Bank	\$474.57	V
49011	08/27/2025	08/26/2025	AW	Genoa Bank	-\$474.57	V
49012	08/27/2025	08/26/2025	AW	Genoa Bank	\$40.49	V
49012	08/27/2025	08/26/2025	AW	Genoa Bank	-\$40.49	V
49013	08/27/2025	08/26/2025	AW	Genoa Bank	\$376.82	V
49013	08/27/2025	08/26/2025	AW	Genoa Bank	-\$376.82	V
49014	08/27/2025	08/26/2025	AW	Genoa Bank	\$376.82	O
49015	08/27/2025	08/26/2025	AW	Genoa Bank	\$40.49	V
49015	08/27/2025	08/26/2025	AW	Genoa Bank	-\$40.49	V
49016	08/27/2025	08/26/2025	AW	Genoa Bank	\$474.57	O
49017	08/27/2025	08/26/2025	AW	Genoa Bank	\$2,054.45	O
49018	08/27/2025	08/26/2025	AW	Genoa Bank	\$33.12	O
49019	08/27/2025	08/26/2025	AW	Genoa Bank	\$270.19	O
49020	08/27/2025	08/26/2025	AW	Genoa Bank	\$40.49	O
Total Payments:					\$148,258.56	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$148,258.56	

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. Rozak and Mr. Hirt may not be at the Sept., 24th meeting. The Trustees will decide at the next meeting if they will move or omit the meeting scheduled for the 24th of September.

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held _____

August 27,

20²⁵ _____

Adjourn

There being no further comments, concerns or business before the Board, Ms. Rozak motioned and Mr. Dress seconded to adjourn at 7:03 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 _____ **August 27,** _____ 20 _____ **25**

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RECORD OF PROCEEDINGS

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

Held September 10, 2025

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

Mr. Dress motioned and Mr. Hirt seconded the approval of the Special Trustee Meeting minutes from August 25, 2025; all ayes and motion carried.

Mr. Hirt motioned and Ms. Rozak seconded the approval of the Regular Trustee Meeting minutes from August 27, 2025; all ayes and motion carried.

Two companies quoted security for Township Hall. Dotnet Technologies company Wire Logic, and Catawba Security.

Paul Wallen, of Catawba Security spoke regarding quotes he had previously submitted for security upgrades at Danbury Township Hall. He explained in detail the quotes for a front door system, cameras and alarms. After a brief discussion, the Board thanked Mr. Wallen and he left the meeting.

After a conversation with the Board and staff members present; Ms. Rozak motioned and Mr. Hirt seconded to approve the Catawba Security quotes with a slight modification to the alarm quote, not to exceed current quotes presented in the total amount of \$9379.00. Ms. James was directed to get a modified quote and email to the Board, once it's received.

Zoning

Permits for August 2025:

31 permit applications were processed for the month of August totaling \$4,063.38 in collected fees.

Accessory Building:

Addition

Commercial: 9
Residential: 9

Appeals:

Area Variance: 4
Conditional Use:

Deck: 1

Dock: 1

Fence: 1

New SF Home: 7

New Commercial Structure:

Other: 2

Refusal: 3

Signage: 3

Swimming Pool:

Text/Map Amendment: 1

Total: 31

Board & Commission Activity

The Board of Zoning Appeals –

The BZA had no hearings for the month of August 2025.

The Zoning Commission -

The Zoning Commission met August 6, 2025, and initiated the text amendments regarding Storage.

The Zoning Commission will hold their regular meeting on September 3, 2025, at 6:30p.m. for the following cases:

a. **ZC-2025-154**

1501 S. Danbury N. Road. Map Amendment from “C-2” General Commercial to “R-C” Recreational Commercial for Part of Section 4, Lot 20, PIN# 0141160615537026

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ **September 10,** 20____ **25**

consisting of 10.5855ac. to be rezoned. **DB Development Group, LLC Owners/Applicants; Keith Brown, DB Development Group, Agent.**

b. ZC-2025-161

398 & 406 N. Erie Beach Road. Map Amendment from “R-2” Suburban Residential to “C-2” General Commercial for Section 1, Lot 10, Wright’s II Subdivision, Block 2, Lots 24-26 PIN# 0141181328819000 & 0141181328819001, consisting of 0.3205ac. to be rezoned. **Cypress Row Hospitality Group, LLC – James Beardsley Owners/Applicants; John Feick, Feick Design Group, Agent.**

c. ZC-2025-166

Request for Text Amendments. To add a new Sec. 4.20 to include Use Standards for Storage Areas. Amendments include adding definitions to Sec. 2.2 regarding Storage Areas, Brokerage, Development Site, Major & Minor Thoroughfares, Sec. 3.4 Use Matrix listing Storage Areas as a Conditional Use instead of a Permitted Use. Other amendments include modifying Sec. 5.2 Accessory Buildings and prohibiting habitation of said structures, Sec. 5.3 Breezeways clarifying applicability to all zoning districts, Sec. 5.8 Landscaping & Buffering addressing preservation of existing vegetation, installation time requirements, plan submission requirements and other general requirements of landscaping widths, spacing, opacity and maintenance. Modification to Sec. 5.10.4 Parking & Off-Street Loading Requirement to increase edge of parking setback to coincide with minimum landscaping requirements. **Danbury Township, Applicant.**

Ottawa County Regional Planning Commission met August 19, 2025 on all three of these cases and recommended **Approval as Presented** for all three.

Department Updates

• Dilapidated Structures:

The Trustees held a Special Meeting for Monday, August 25, 2025, to discuss with the property owners the condition of their properties as follows:

- 2062 Carlbert – Skabar Res. 14-2025 Demo by 10.24.25
 - Demo permit has been issued. It is not down as of today.
- 961 S. Church Road – Shealy Res. 15-2025 Demo by 12.31.25
 - No further information at this time.
- 8122 E. Harbor Road – Barnholt Res. 16-2025 Repair by 11.23.25
 - No further information at this time.
- 1911 Seneca Trail – Otanicar Res. 17-2025 Repair by 11.23.25
 - Debris has been cut down around the building and cement blocks removed.
- 140 Tibbels - Wowk Res. 18-2025 Demo by 10.24.25
 - On September 22nd, a notification letter will be mailed to the property owner informing them that if they wish to appeal the decision; a letter must be sent to the Fiscal Officer within 20 days of the mailed notification (9/22/25); requesting of special meeting of the Trustees.

Office Activity

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

- Inspections 147
- Emails 821
- Violation Letters 7

PERMITS

To date this month there have been 2 permit applications submitted/processed totaling \$250.00. 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 September 17, 2025, at 6:00p.m. for the following cases:

a. BZA-2025-183

5681 E. Harbor. Request for Area Variances to Section 6.4 to allow for a second ground sign where only one is permitted. Also requesting variances to this section to allow the new sign to be 50.672s.f. where 48s.f. is the maximum allowed and to be setback 0' from the front property line where 5' is required. **Ace Lighting, Agent; SROA 5861 E. Harbor OH, LLC, Owner/Applicant.**

Held September 10, 20²⁵

- b. **BZA-2025-188**
1860 Anna Drive. Request for an Area Variance to Section 5.2.1.A.1.b. to allow for a new accessory building that will result in more cumulative square footage than permitted on the property (1,200s.f. allowed/ 1,584s.f.proposed). **Steve & Chre Pitzer, Owners/Applicants.**
- c. **BZA-2025-189**
5846 Saylor. Request for an Area Variance to Section 5.2.1.A.1.b. to allow for a new accessory building that will result in more cumulative square footage than permitted on the property (1,200s.f. allowed/ 1,425s.f.proposed) and to Section 5.2.1.D.i. to exceed the maximum height allowed (20' allowed/ 29' proposed). **David & Sandra Gang, Owner/Applicant.**
- d. **BZA-2025-191**
149 Bedford Street. Request for an Area Variance to Section 5.7.3 to allow for a deck to encroach into the west front-yard setback (6.5' proposed/ 13' avg. required). **Jason Hall, Owner/Applicant; Lee Shank, Agent.**

The Zoning Commission -

The Zoning Commission held their regular meeting on September 3, 2025, for the following cases:

- a. **ZC-2025-154**
Recommended **Approval**
1501 S. Danbury N. Road. Map Amendment from "C-2" General Commercial to "R-C" Recreational Commercial for Part of Section 4, Lot 20, PIN# 0141160615537026 consisting of 10.5855ac. to be rezoned. **DB Development Group, LLC Owners/Applicants; Keith Brown, DB Development Group, Agent.**
- b. **ZC-2025-161**
Recommended **Approval**
398 & 406 N. Erie Beach Road. Map Amendment from "R-2" Suburban Residential to "C-2" General Commercial for Section 1, Lot 10, Wright's II Subdivision, Block 2, Lots 24-26 PIN# 0141181328819000 & 0141181328819001, consisting of 0.3205ac. to be rezoned. **Cypress Row Hospitality Group, LLC - James Beardsley Owners/Applicants; John Feick, Feick Design Group, Agent.**
- c. **ZC-2025-166**
Recommended Approval
Request for Text Amendments. To add a new Sec. 4.20 to include Use Standards for Storage Areas. Amendments include adding definitions to Sec. 2.2 regarding Storage Areas, Brokerage, Development Site, Major & Minor Thoroughfares, Sec. 3.4 Use Matrix listing Storage Areas as a Conditional Use instead of a Permitted Use. Other amendments include modifying Sec. 5.2 Accessory Buildings and prohibiting habitation of said structures, Sec. 5.3 Breezeways clarifying applicability to all zoning districts, Sec. 5.8 Landscaping & Buffering addressing preservation of existing vegetation, installation time requirements, plan submission requirements and other general requirements of landscaping widths, spacing, opacity and maintenance. Modification to Sec. 5.10.4 Parking & Off-Street Loading Requirement to increase edge of parking setback to coincide with minimum landscaping requirements. **Danbury Township, Applicant.**

Ottawa County Regional Planning Commission met August 19, 2025, on all three of these cases and recommended Approval as Presented for all three.

The Trustees then scheduled a public hearing for these cases on Monday, October 13, 2025 at 5:30 pm

DEPARTMENT UPDATES

Nothing to Report.

VIOLATIONS/COMPLAINTS

Other Misc.:

248 Erie Beach (*Excessive Storage - Richards*)

Final Notice letter was sent via certified mail 08.27.25. Letter was claimed 09.03.25. Owner has until 09.10.25 to remove one of the units from the property.

Prior Info: Certified Letter to the property owner 07.03.25 for having too many boats,

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 644-224-3338 FORM NO. 10148

Held _____ **September 10,** _____ 20 _____ **25**

RV's, trailers on the property. There are currently 2 boats and 2 RV's, and one needs to be removed. We, along with the neighbors, have been patient with this, this summer because we received word that the owner, who is a repeat offender, was selling the house. As of 07.21.25 still waiting on letter to be delivered. Certified letter was returned unclaimed. Letter re-sent via regular mail 08.01.25. Will re-check by 08.15.25. Re-inspection conducted 08.15.25 and all recreational vehicles are still parked on the property. Property owner has not reached out to us. Will be attempting to make contact with the owner or posting the property.

Illegal Rentals:

8146 Northshore Blvd. (Illegal Rental – Thomas)

Case is officially in the courts hands and updates will be provided accordingly. No reply has been filed by the property owners to date (they have until roughly Sept.19th). A conference call is scheduled though for November 3, 2025.

Prior Info: Due to a police response on a different matter, it came to light that this property was occupied by a short-term renter. This has been a repeat offender who has been tough to catch because they do not advertise on any of the rental platforms. The history of this has been turned over to J. Stopar because due to HB 315, zoning violations are now civil and must be pursued through Ottawa County Court of Common Pleas. Spoke with J. Stopar 06.24.25 and based on the documentation we do have on this, he believes the case is strong enough to pursue. He will be filing a complaint with the Court of Common Pleas within the next week. Anticipate complaint to be filed 07.21-07.23. Will provide you with a copy at the meeting if it is indeed filed. Complaint was officially filed 08.07.25 and enclosed is a copy for your review. Case is officially in the courts hands and updates will be provided accordingly. Property owners claimed their notifications of the court filing 08.20.25 and now have a certain amount of time to file a reply.

Illegal Use:

None at this time.

Junk & Debris:

128 Strause (Junk & Debris – Holmes)

While abating 146 Strause 09.02.25, we were able to see that there was a rather large junk pile at this property as well. A certified letter was sent to the property owner 09.03.25 and claimed 09.05.25. Owner was provided 14 days to correct and will be re-checked 09.19.25.

325 Forest Green (Junk & Debris, Tall Grass – Walterbach)

Nothing new to report.

Prior Info: Complaint was received and inspected 06.09.25. Letter is being prepared to be sent out to the property owner who is a repeat offender of this and has been abated by the Township in the past. Certified letter was sent to the property owner 06.10.25 and claimed 06.12.25. Upon reinspection 06.20.25 dilapidated carport that was installed without a zoning permit had been removed from the property. Other violations still remain and a 2nd Notice - Notice to Comply was sent via certified mail 06.20.25. We learned over the past weekend that the owner was incarcerated locally. His aunt reached out 06.24.25 and is going to attempt to resolve some of our issues before it escalates any further. We will be checking back in with her next week to see what was accomplished. Owner is still incarcerated. His aunt reached out 06.30.25 that they were able to get the front debris removed and mowed. Organized & cleaned up the side of the house as much as possible. Indicated they may do more organization later but were unable to get the rear mowed. The owner's aunt then stopped into the office 07.02.25 and said she was going to try to rent a bush hog to mow the rear yard, but that would not be until week of 07.09.25 and she would keep us posted. The owner's aunt called 07.08.25 and said they, in conjunction with the neighbors (Amigo's) had a company come out to provide them with a quote. 07.15.25 Ms. Amigo called to say that Superior Lawn Care would be cutting it, but they cannot get to it until early August. We have put a call in to verify this. According to the lawn service provider, the aunt to Mr. Walterbach could not afford the quote and thus they were not scheduled to handle this property. We contacted the aunt, and she reported that she & her husband were working on it. 08.07.25 the aunt called to say that a lot had been done in the rear of the property, and all weeds had been sprayed. Upon re-inspection, the front of the property is done, and the aunt indicates they will be staying on top of that. It's very close to being in compliance but their pace may slow down since the aunt broke her foot and has an upcoming trip planned. We'll follow up a few times between now and the next Trustee meeting.

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held

September 10,

20²⁵

146 Strause (*Junk & Debris – Fleenor*)

CLOSED 09.02.25

Property was successfully abated 09.02.25 and took roughly 4 hours to complete. The total expenses reported to the Auditor for this were \$2,564.59. \$2,150 was for the cleanup crew and the rest was for all the postage, lien report and staff admin fees.

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. 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. 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. 06.02.25 photos of the property were taken. While there has been progress made, there is still a lot of junk & debris in the vicinity of the garage that has not been tackled. 06.20.25 owner was called and message left reminding them that the dumpster days would be held this week. Upon reinspection, the property owner looks like they are disassembling a camper that has been stored on the property, so the property now looks worse than it did about a month ago. 07.09.25 a Final Notice was sent to the property owner via certified mail and claimed 07.11.25. We will be re-checking the property on 07.25.25. If it is not completed, then at the next Trustee meeting, we will be presenting a resolution to declare this property a nuisance and have to enter the property for clean-up. Resolution 13-2025 passed at 08.13.25 Trustee meeting declaring it a nuisance. Owner was sent a certified letter notifying them of the nuisance declaration on 08.14.25 and the letter was claimed later the same day. The owner had until August 21, 2025, to get the junk and debris removed from the property. A crew is scheduled for September 2, 2025, with police escort.

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

August 28, 2025, the property owner's attorney reached out asking for specifics and whether a permit would be required to install a fence to help conceal some of the issue. He indicated that he was scheduled to meet with the property owners and would be getting back to us with a written statement. A written statement was received 09.05.25 which indicates they will complete the organization and clean-up around the maintenance building by September 30, 2025.

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

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Held _____ **September 10,** 20____ **25**

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. 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 into the property to help remove some of the other junk & debris. The van has been purchased, and they are just waiting for the new owner to come take it. The tractor on the property is also apparently sold and just waiting for it to be removed. Nothing new to report, dumpster is still on the property, but it doesn't appear that much progress is being made since last report. Reached out to the property owners and their attorney 08.13.25 because little to no progress has been made and a dumpster had been sitting on the property for over a month unused. The owner responded a week later on 08.18.25 stating that a new dumpster was scheduled to arrive the next day to remove a piece of tractor equipment, which was done. However, the vegetation around the property has also not been kept up and they did not provide a requested timeframe to get back to work on the issues. We responded back to them 08.22.25 that if they want us to enter the property to clean it up for them, then we can and we can forgo this continues back and forth unnecessarily since they have already been provided 8 months to get this dealt with. We have yet to hear back from them and will be sending them their official 2nd notice.

Tall Grass:

5580 E. Port Clinton Eastern Road (Tall grass – Chapman)

Re-Opened

A 2nd notice was sent to the property owner and bank 08.27.25. The bank claimed their letter 09.02.25.

Prior Info: This property has been a repeat offender over the years. The property owner has recently been foreclosed on, but is still residing in the house. We are attempting to locate the bank and property preservation team responsible for maintenance. Property owner claimed their letter 07.26.25 and Bank claimed their letter 07.29.25. Upon reinspection 07.28.25 grass had been cut.

8534 Northshore Blvd. (Tall grass – Serra)

Re-Opened

Property owner received a similar notification in May and cut the grass shortly after. A 2nd notice was sent 09.03.25 and the letter was claimed 09.04.25. Property will be re-checked 09.11.25.

8541 E. Harbor (Tall grass – Carico)

Owner sent certified letter 09.03.25 which was claimed 09.04.25. Property will be re-checked 09.11.25.

Junk Vehicle:

None at this time.

Camper Occupied:

None at this time.

Construction without Permits:

350 Forest Green (Pool w/out Permit – Owen)

Letter sent to property owner via regular mail 08.27.25 advising that a permit was required for the pool they installed. Owner has not contacted the office to-date.

7208 Tanglewood (Pool w/out Permit – Rader)

Letter sent to property owner via regular mail 08.27.25 advising that a permit was required for the pool they installed. Owner has submitted all the paperwork for a permit and we are now awaiting payment.

RECORD OF PROCEEDINGS

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

Held September 10, 2025

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	64	4	1	4	1	0
May	112	10	5	13	0	3
June	92	8	4	12	2	10
July	94	16	9	7	3	21
August	110	7	6	4	1	1
September as 10 th	24	2	4	1	1	0
October						
November						
December						
Sub-Total:	706	57	31	60	11	35
Total	900					

*Motor Vehicle Crash(s)

** Alarm Activation(s)

***Carbon Monoxide Investigation(s)

- Ms. Rozak motioned and Mr. Hirt seconded to approve the T & T Laser Alignment invoice to replace the back suspension on the F450 squad in the amount of \$4968.69. All ayes and motion carried.
- The Board accepted Mr. John Grieves resignation letter effective September 3rd, 2025 from the Fire Department.
- Saturday, November 1st is the Fire Department Feather Party at the Fire Station. Doors open at 6:30 pm and first spin is at 7 pm.
- Ms. James reminded everyone that the Fire Department will be hosting the Ottawa County Safety Council meeting at the Fire Department on September 17th, at 11 am, and the Board is welcome to attend.

Roads

- Sackett Cemetery – nothing to report.
- Working on the new maintenance facility. Mr. Dress asked Ms. James to get an estimation from Superintendent Waldron on time frame for moving to the new facility.
- Several areas of ditch maintenance.
- Sealing of paving at Police Department is underway.
- Township cleanup is next week; September 16-20, 2025.
- Mr. Dress motioned and Ms. Rozak seconded to pay the Tri Motor invoice in the amount of \$10,908.46, for engine repair to Ford F450 truck. All ayes and motion carried.
- Last Wednesday, 55 members of the National Land Trust Alliance, from across the United States, took a field trip day away from their annual conference in Cleveland to tour Meadowbrook Park. These are people that make decisions about preservation of

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DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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- land; having preserved over 60 million acres across the U.S. Ms. Rozak greeted and addressed them upon their arrival, stating how honored she was that they were at the park and she answered questions throughout the tour. Everyone loved the Park.
- A Representative from the Ohio Public Works Commission will be visiting Meadowbrook Park on the 16th or 17th of this month. Superintendent Waldron has been notified and Ms. Rozak has offered to give a guided tour.

Police

- Chief Meisler submitted the incident report: For the month of August the department responded to 419 calls. From 9-1-2025 to 9-10-2025, the department responded to 90 calls.
- Connor McClellan was sworn in by Trustee Dress this morning, in the presence of his wife and their baby. His first shift is this Saturday and he is looking forward to this opportunity. The Chief feels he will do a great job.
- A Representative from GovDeals contact the Chief last week concerning the departments surplus vehicles. He is calling back on the 23rd and the Chief hopes to have the vehicles ready by October 1st.

Correspondence

- Ottawa County selected IGS Energy of Dublin, Ohio as Ottawa Counties Natural Gas Aggregation Program.
- Formal Commendation of Officer Cody Ortolani by Richard C. Liddil, for Officer Ortolani's professionalism and dedication during his response to an assault incident involving his mother. Officer Ortolani conducted himself with the highest degree of integrity and attention to detail throughout the call. His calm demeanor, thorough investigative skills and effectiveness in securing the arrest brought Mr. Liddil's mother reassurance and this didn't go unnoticed. His actions reflect great credit upon himself, as well as the Danbury Township Police Department. Mr. Liddil, as former law enforcement himself, attested that the investigative steps described and taken by Officer Ortolani were nothing short of exemplary police work.

Ms. James will file the commendation with Officer Ortolani's personnel records.

Old Business

- Mr. Hirt stated Mr. Paul Moon would like to discuss moving souls in Kelly Cemetery to Wolcott Cemetery due to inaccessibility to the Kelly cemetery, but have the marker left at the site. Mr. Hirt stated there were many cemeteries active at the time the souls were interned at Kelly and that is the location chosen by the relatives at that time.

Mr. Hirt suggested placing a large stone with a Brass Plate at Hartshorn Road at the access point right of way. Mr. Moon was not in agreement.

Ms. Rozak said she objects to individual's personal agendas when it comes to spending Township money and this would be a huge cost to the Township. She said she agreed with Mr. Hirt's idea of a marker, but to put the stone/brass marker at Wolcott Cemetery. Mr. Dress agreed, stating it would be much more noticeable at the Cemetery instead of roadside.

Mr. Hirt stated that Mr. Moon said he would call to be put on an Agenda at one of the Trustees upcoming meetings.

RECORD OF PROCEEDINGS

Held

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20²⁵

New Business

- No hearing required for the transferred D1, D2 Liquor license to LGM Food & Liquor LLC, Mutachs Food Market. Ms. Paul signed and Ms. James will email completed form back to the Department of Commerce.
- As, Mr. Hirt will be out from Sept 21 to Oct 2, Ms. Rozak will not be available for the September 24th meeting, but back on the 26th, and Mr. Dress is gone 25th thru the 29th; The Board agreed to eliminate the Sept 24th meeting. Ms. Paul will however have checks available to sign in the Fiscal Office on the 30th.

Ms. James will notify all Department heads that there will not be a meeting on Sept. 24th.

Fiscal Business

- Mr. Hirt motioned and Ms. Rozak seconded, to approve bills and payroll in the amount of \$258,764.55 for the period August 28 to September 10, 2025. All ayes and motion carried. (See full payment listing on the next page)
- Appropriation Fund, Revenue Fund and Fund Summary were provided to the Trustees.
- Ms. Paul stated our Walmart credit card program will be is changing and current cards will be deactivated at the end of October. She called to start the process with the new program and is awaiting a call back from Walmart.
- State Auditor's Office 2023-2024 audit materials will be boxed by Ms. James and Ms. Paul and ready for them to pick up early next week. Ms. Paul will keep the Board updated so watch for emails.
- Annual payback of loan on the new maintenance building in the amount of \$129,819.22 begins this month. The loan can be paid off as early as year three, so the Trustees asked Ms. Paul to look into what percentage of STAR OH is being allocated to the maintenance funds. Ms. Paul will get the information and report back to the Board.

Comments and Concerns

- Ms. Dress asked how much money the maintenance department has in savings and STAR.

Ms. Paul stated she can see how much is going in per month, but she will have to look to see what report will give her the full amount that is the maintenance portion of the current STAR balance. Once she has that she will let the Board and Ms. Dress know that amount.

Ms. Dress thanked the Board and left the meeting.

Executive Session

Ms. Rozak motioned and Mr. Dress seconded to go into Executive Session at 7:31 pm, to discuss dismissal of public employees. All ayes, motion carried and the Board moved into Executive Session.

Mr. Hirt motioned and Mr. Dress seconded to come out of Executive Session at 7:45 pm; all ayes and motion carried.

Ms. Rozak motioned and Mr. Hirt seconded to go back into Regula Session at 7:45 pm; all ayes and motion carried.

Ms. Rozak motioned and Mr. Hirst seconded to terminate the employment of Benjamin Smith and Miguel Hall-Tackett with the Danbury Township Fire Department, due to non-performance of duties, effective immediately. All ayes and motion carried.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ September 10, 20 _____ 25 _____

DANBURY TOWNSHIP, OTTAWA COUNTY

9/9/2025 10:21:44 PM

Payment Listing 8/28/2025 to 9/10/2025

UAN v2025.1

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
469-2025	09/10/2025	09/08/2025	CH	Columbia Gas	\$54.62	O
470-2025	09/10/2025	09/08/2025	CH	Columbia Gas	\$244.64	O
477-2025	08/31/2025	09/09/2025	CH	Jefferson Health Plan	\$38,806.12	O
480-2025	09/10/2025	09/09/2025	CH	Judco, Inc.	\$89.80	V
480-2025	09/10/2025	09/09/2025	CH	Judco, Inc.	-\$89.80	V
481-2025	09/10/2025	09/09/2025	CH	Paychex of New York, LLC	\$59,712.20	O
482-2025	09/10/2025	09/09/2025	CH	Paychex of New York, LLC	\$2,071.49	O
483-2025	09/10/2025	09/09/2025	CH	Paychex of New York, LLC	\$2,340.57	O
484-2025	09/10/2025	09/09/2025	CH	Paychex of New York, LLC	\$341.14	O
485-2025	09/10/2025	09/09/2025	CH	Paychex of New York, LLC	\$6,249.88	O
486-2025	09/10/2025	09/09/2025	CH	Paychex of New York, LLC	\$1,762.44	O
487-2025	09/10/2025	09/09/2025	CH	Paychex of New York, LLC	\$188.88	O
488-2025	09/10/2025	09/09/2025	CH	Paychex of New York, LLC	\$303.39	O
49021	09/10/2025	09/08/2025	AW	MPH Industries	\$1,320.00	O
49022	09/10/2025	09/08/2025	AW	TRi Motors Sales, INC.	\$85.21	O
49023	09/10/2025	09/08/2025	AW	Culligan of Northern Ohio	\$42.39	O
49024	09/10/2025	09/08/2025	AW	Lakeland Auto & Marine Inc.	\$133.64	O
49025	09/10/2025	09/08/2025	AW	O.E. Meyer CO.	\$293.58	O
49026	09/10/2025	09/08/2025	AW	Ohio Fire Chiefs Association, Inc.	\$100.00	O
49027	09/10/2025	09/08/2025	AW	Northwind Safety Corporation	\$222.22	O
49028	09/10/2025	09/08/2025	AW	Baumann Auto Center, Inc.	\$1,465.23	O
49029	09/10/2025	09/08/2025	AW	Ohio Diesel	\$637.28	O
49030	09/10/2025	09/08/2025	AW	Charter Communications	\$1,080.00	O
49031	09/10/2025	09/08/2025	AW	John Deere Financial	\$344.95	O
49032	09/10/2025	09/08/2025	AW	Ehove Career Center	\$30.00	O
49033	09/10/2025	09/08/2025	AW	Bell Medical	\$69.61	O
49034	09/10/2025	09/09/2025	AW	Lowe's	\$116.53	O
49035	09/10/2025	09/09/2025	AW	Tractor Supply Co.	\$190.80	O
49036	09/10/2025	09/09/2025	AW	Bound Tree Medical LLC	\$588.64	O
49037	09/10/2025	09/09/2025	AW	Capital One	\$445.82	O
49038	09/10/2025	09/09/2025	AW	Kuras Aeration Systems LLC	\$185.00	O
49039	09/10/2025	09/09/2025	AW	U.S. Bank Equipment Finance	\$1,125.08	O
49040	09/10/2025	09/09/2025	AW	Beck Propane & Fuels	\$1,539.00	O
49041	09/10/2025	09/09/2025	AW	Rumpke of Ohio INC	\$30.00	O
49042	09/10/2025	09/09/2025	AW	All Star Professional Cleaning, LLC	\$300.00	O
49043	09/10/2025	09/09/2025	AW	Firelands Regional Medical Center	\$1,289.10	O
49044	09/10/2025	09/09/2025	AW	Lakeland Auto & Marine Inc.	\$2,436.57	O
49045	09/10/2025	09/09/2025	AW	Northern Ohio Preservation Services LLC	\$2,150.00	O
49046	09/10/2025	09/09/2025	AW	Gene Ptacek & Sone Fire Equipment co.	\$503.20	O
49047	09/10/2025	09/09/2025	AW	Beck Suppliers, Inc.	\$28.83	O
49049	09/10/2025	09/09/2025	SW	Skipped Warrants 49048 to 49049 Series 1	\$0.00	V
49050	09/10/2025	09/09/2025	AW	Judco, Inc.	\$89.80	O
49051	09/10/2025	09/09/2025	AW	F.N.B. Equipment Finance	\$129,819.22	O
49052	09/10/2025	09/09/2025	AW	Bassett's Market	\$27.48	O
Total Payments:					\$258,764.55	
Total Conversion Vouchers:					\$0.00	

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DANBURY TOWNSHIP, OTTAWA COUNTY

9/9/2025 10:21:44 PM

Payment Listing 8/28/2025 to 9/10/2025

UAN v2025.1

Total Less Conversion Vouchers: \$258,764.55

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

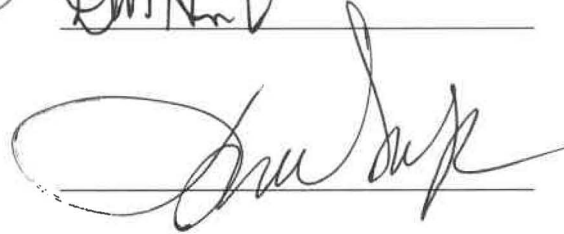
September 10,

20²⁵

Adjourn

There being no further comments, concerns or business before the Board, Mr. Hirt motioned and Ms. Rozak seconded to adjourn at 7:46 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 _____ **September 10,** _____ 20 _____ **25**

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RECORD OF PROCEEDINGS

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

Held _____ October 8, _____ 20²⁵ _____

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

Ms. Rozak motioned and Mr. Dress seconded the approval of the Regular Trustee Meeting minutes from September 10, 2025; all ayes and motion carried.

Zoning

Permits for September

32 permit applications were processed for the month of September totaling \$4,540.49 in collected fees.

Accessory Building:	1
Addition	
Commercial:	
Residential:	4
Appeals:	
Area Variance:	3
Conditional Use:	1
Deck:	3
Dock:	
Fence:	5
New SF Home:	6
New Commercial Structure:	1
Other:	5
Refusal:	2
Signage:	1
Swimming Pool:	
Text/Map Amendment:	
Total:	32

Board & Commission Activity

The Board of Zoning Appeals –

The BZA held adjudication hearings on September 17, 2025, on the following cases.

- a. **BZA-2025-183** **Approved as Presented**
5681 E. Harbor. Request for Area Variances to Section 6.4 to allow for a second ground sign where only one is permitted. Also requesting variances to this section to allow the new sign to be 50.672s.f. where 48s.f. is the maximum allowed and to be setback 0' from the front property line where 5' is required. **Ace Lighting, Agent; SROA 5861 E. Harbor OH, LLC, Owner/Applicant.**

- b. **BZA-2025-188** **Approved as Presented**
1860 Anna Drive. Request for an Area Variance to Section 5.2.1.A.1.b. to allow for a new accessory building that will result in more cumulative square footage than permitted on the property (1,200s.f. allowed/ 1,584s.f.proposed). **Steve & Chre Pitzer, Owners/Applicants.**

- c. **BZA-2025-189** **Denied**
5846 Saylor. Request for an Area Variance to Section 5.2.1.A.1.b. to allow for a new accessory building that will result in more cumulative square footage than permitted on the property (1,200s.f. allowed/ 1,425s.f.proposed) and to Section 5.2.1.D.i. to exceed the maximum height allowed (20' allowed/ 29' proposed). **David & Sandra Gang, Owner/Applicant.**

- d. **BZA-2025-191** **Approved as Presented**
149 Bedford Street. Request for an Area Variance to Section 5.7.3 to allow for a deck to encroach into the west front-yard setback (6.5' proposed/ 13' avg. required). **Jason Hall, Owner/Applicant; Lee Shank, Agent.**

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ **October 8,** _____ **20** _____ **25**

The Zoning Commission -

The Zoning Commission held their regular meeting on September 3, 2025, for the following cases:

- a. **ZC-2025-154** **Approved**
1501 S. Danbury N. Road. Map Amendment from “C-2” General Commercial to “R-C” Recreational Commercial for Part of Section 4, Lot 20, PIN# 0141160615537026 consisting of 10.5855ac. to be rezoned. **DB Development Group, LLC Owners/Applicants; Keith Brown, DB Development Group, Agent.**

- b. **ZC-2025-161** **Approved**
398 & 406 N. Erie Beach Road. Map Amendment from “R-2” Suburban Residential to “C-2” General Commercial for Section 1, Lot 10, Wright’s II Subdivision, Block 2, Lots 24-26 PIN# 0141181328819000 & 0141181328819001, consisting of 0.3205ac. to be rezoned. **Cypress Row Hospitality Group, LLC – James Beardsley Owners/Applicants; John Feick, Feick Design Group, Agent.**

- c. **ZC-2025-166** **Approved**
Request for Text Amendments. To add a new Sec. 4.20 to include Use Standards for Storage Areas. Amendments include adding definitions to Sec. 2.2 regarding Storage Areas, Brokerage, Development Site, Major & Minor Thoroughfares, Sec. 3.4 Use Matrix listing Storage Areas as a Conditional Use instead of a Permitted Use. Other amendments include modifying Sec. 5.2 Accessory Buildings and prohibiting habitation of said structures, Sec. 5.3 Breezeways clarifying applicability to all zoning districts, Sec. 5.8 Landscaping & Buffering addressing preservation of existing vegetation, installation time requirements, plan submission requirements and other general requirements of landscaping widths, spacing, opacity and maintenance. Modification to Sec. 5.10.4 Parking & Off-Street Loading Requirement to increase edge of parking setback to coincide with minimum landscaping requirements. **Danbury Township, Applicant.**

Department Updates

- Nothing new to report

Office Activity

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

- Inspections 96
- Emails 847
- Violation Letters 5

PERMITS as of October 6, 2025

To date this month there have been 2 permit applications submitted/processed totaling \$399.20. collected in fees and application balances.

BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

The Board of Zoning Appeals held their regular meeting on September 17, 2025, for the following cases:

- a. **BZA-2025-183** **Approved as Presented**
5681 E. Harbor. Request for Area Variances to Section 6.4 to allow for a second ground sign where only one is permitted. Also requesting variances to this section to allow the new sign to be 50.672s.f. where 48s.f. is the maximum allowed and to be setback 0' from the front property line where 5' is required. **Ace Lighting, Agent; SROA 5861 E. Harbor OH, LLC, Owner/Applicant.**

- b. **BZA-2025-188** **Approved as Presented**
1860 Anna Drive. Request for an Area Variance to Section 5.2.1.A.1.b. to allow for a new accessory building that will result in more cumulative square footage than permitted on the property (1,200s.f. allowed/ 1,584s.f.proposed). **Steve & Chre Pitzer, Owners/Applicants.**

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- c. **BZA-2025-189** **Denied**
5846 Saylor. Request for an Area Variance to Section 5.2.1.A.1.b. to allow for a new accessory building that will result in more cumulative square footage than permitted on the property (1,200s.f. allowed/ 1,425s.f. proposed) and to Section 5.2.1.D.i. to exceed the maximum height allowed (20' allowed/ 29' proposed). **David & Sandra Gang, Owner/Applicant.**
- d. **BZA-2025-191** **Approved as Presented**
149 Bedford Street. Request for an Area Variance to Section 5.7.3 to allow for a deck to encroach into the west front-yard setback (6.5' proposed/ 13' avg. required). **Jason Hall, Owner/Applicant; Lee Shank, Agent.**

The Board of Zoning Appeals will hold their next regular meeting on October 15, 2025, at 6:00 p.m. for the following cases:

- a. **BZA-2025-215**
6965 E. Harbor Road. Request for an Area Variance to Section 3.5 to allow for a commercial structure to encroach into the west, front-yard setback (15' proposed/ 40' required). **Tibbels Marina, LTD.; John Tibbels, Owner/Applicant.**
- b. **BZA-2025-216**
140 Northview. Request for an Area Variance to Section 5.2.1.B to allow for an accessory building addition to be located in a front yard and to Section 5.1.7 to allow said addition to encroach into the west, front-yard setback (20' required/ 7' proposed). **Ronald & Anna Koenig, Owner/Applicant.**
- c. **BZA-2025-222**
7636 Downend. Request for an Area Variance to Section 5.1.7 to allow for a 2nd story addition over the existing garage to encroach into the east, side yard setback (1' proposed/5' required), the south, rear-yard setback (4' proposed/ 5' required), Section 3.5 to exceed the maximum allowed lot coverage (40% allowed/ 47% proposed) and to Section 7.12.3.A. to allow more square footage than allowed onto a nonconforming structure (20%/429.25s.f. allowed; 37%/ 796.25s.f. proposed). **Steve & Jill Klimack, Owner/Applicant**
- d. **BZA-2025-223**
9356 E. Bayshore Road. Request for Conditional Use in accordance with Section 3.4. and Section 4.7 for 109 condominium units. **Columbia Bayshore, LLC, Agent; Bayshore Group, LLC, Owner/Applicant.**

The Zoning Commission -

The Zoning Commission held a brief meeting on October 1, 2025, for the purpose of approving their meeting minutes from their September 3, 2025, meeting. There were no new cases to be heard.

The Board of Trustee will be holding a **Special Meeting, Monday, October 13, 2025, at 5:30 p.m.** for the following cases:

- a. **ZC-2025-154**
1501 S. Danbury N. Road. Map Amendment from "C-2" General Commercial to "R-C" Recreational Commercial for Part of Section 4, Lot 20, PIN# 0141160615537026 consisting of 10.5855ac. to be rezoned. **DB Development Group, LLC Owners/Applicants; Keith Brown, DB Development Group, Agent.**
- b. **ZC-2025-161**
398 & 406 N. Erie Beach Road. Map Amendment from "R-2" Suburban Residential to "C-2" General Commercial for Section 1, Lot 10, Wright's II Subdivision, Block 2, Lots 24-26 PIN# 0141181328819000 & 0141181328819001, consisting of 0.3205ac. to be rezoned. **Cypress Row Hospitality Group, LLC – James Beardsley Owners/Applicants; John Feick, Feick Design Group, Agent.**
- c. **ZC-2025-166**
Request for Text Amendments. To add a new Sec. 4.20 to include Use Standards for Storage Areas. Amendments include adding definitions to Sec. 2.2 regarding Storage Areas, Brokerage, Development Site, Major & Minor Thoroughfares, Sec.

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3.4 Use Matrix listing Storage Areas as a Conditional Use instead of a Permitted Use. Other amendments include modifying Sec. 5.2 Accessory Buildings and prohibiting habitation of said structures, Sec. 5.3 Breezeways clarifying applicability to all zoning districts, Sec. 5.8 Landscaping & Buffering addressing preservation of existing vegetation, installation time requirements, plan submission requirements and other general requirements of landscaping widths, spacing, opacity and maintenance. Modification to Sec. 5.10.4 Parking & Off-Street Loading Requirement to increase edge of parking setback to coincide with minimum landscaping requirements.
Danbury Township, Applicant.

Ottawa County Regional Planning Commission (OCRPC) held a hearing on August 19, 2025 regarding these cases. recommending **Approved as Presented** for all three. The Danbury Township Zoning Commission held a public hearing on September 3, 2025, and also recommended **Approval** for all three cases.

DEPARTMENT UPDATES

- Marcel is wrapping up the season and will likely pop in to help once a week during the month of October.
- **Fraud Activity regarding zoning invoices:** Department was not hacked; scammers lifted logo off internet, and emailed false invoices to current permit applicants; thus impersonating the Zoning Administrator and Danbury Township, requesting that the money be wired. Three applicants did not take any action, but one did pay the false invoice.

Applicant was at his home on Catawba Island when this was wired and he has since contacted Catawba police and filed a report of the crime. Ms. Dale has asked Chief Meisler to get a copy of the report.

She has been in touch with the applicant; he feels his bank is going to refund or stop the wire of the money; he will keep Ms. Dale updated on the situation.

Zoning assistant Dawn Connor has since found notifications online of numerous Townships throughout the United States being subject to this exact scam.

Moving forward Ms. Connor has stated she is giving specific instructions to each applicant that is paying online and what that invoice will look like when received by the applicant.

Cyber IT has added to all of Zoning and Fiscal Emails Email Fraud Disclaimer:

Please be aware that only emails originating from an @danburytownship.com email address are legitimate. If you receive an email that does not come from this domain, it should be considered fraudulent and ignored. If you have any questions or wish to verify the legitimacy of an email, please contact the zoning office or fiscal office and phone numbers are provided.

Ms. Dale will put something together for Ms. Rozak to put out a general warning regarding phishing scams and to call our offices if they have any questions regarding receipt and payment invoices.

Ms. James reported all of this to the Ohio State Fraud office; they in turn sent a form to be filled out and returned, with instruction on other required notifications which included the Ottawa Co Prosecutor Van Eerten, Chief Meisler, Ohio Homeland Security, Township Trustees and Fiscal Officer.

Homeland Security did email back stating there was nothing further we need to do, but if anything further arises due to this incident, to advise their department.

Ms. James will add additional information to the Fraud Standing Orders in the Employee Policy Manual once approved by the Trustees and this will become an annual acknowledgement by all employees.

- **Dilapidated Structure Updates:**

Photographs updates were provided and are available in the zoning department.

- 2062 Carlbert – Skabar Res. 14-2025 Demo by 10.24.25 Started clearing.
- 961 S. Church Road – Shealy Res. 15-2025 Demo by 12.31.25 Started clearing.
- 8122 E. Harbor Road – Barnholt Res. 16-2025 Repair by 11.23.25 Req.Ext. 10.22.25
- 1911 Seneca Trail – Otanicar Res. 17-2025 Repair by 11.23.25 Called; may tear down.
- 140 Tibbels - Wowk Res. 18-2025 Demo by 10.24.25 Final Letter sent & claimed. Have until 10/12/25 to request another hearing. They have never contacted the Zoning office.

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VIOLATIONS/COMPLAINTS

Other Misc.:

248 Erie Beach (*Excessive Storage – Richards*)

History of property and file to be provided to J. Stopar to file necessary zoning violation with Common Pleas Court.

Prior Info: Certified Letter to the property owner 07.03.25 for having too many boats, RV's, trailers on the property. There are currently 2 boats and 2 RVs, and one needs to be removed. We, along with the neighbors, have been patient with this, this summer because we received word that the owner, who is a repeat offender, was selling the house. As of 07.21.25 still waiting for the letter to be delivered. Certified letter was returned unclaimed. Letter re-sent via regular mail 08.01.25. Will re-check by 08.15.25. Re-inspection conducted 08.15.25 and all recreational vehicles are still parked on the property. Property owner has not reached out to us. Will be attempting to make contact with the owner or posting the property. Final Notice letter was sent via certified mail 08.27.25. Letter was claimed 09.03.25. Owner has until 09.10.25 to remove one of the units from the property.

Illegal Rentals:

8146 Northshore Blvd. (*Illegal Rental – Thomas*)

Attorney for defendants filed their reply 09.29.25 denying all claims.

Prior Info: Due to a police response on a different matter, it came to light that this property was occupied by a short-term renter. This has been a repeat offender who has been tough to catch because they do not advertise on any of the rental platforms. The history of this has been turned over to J. Stopar because due to HB 315, zoning violations are now civil and must be pursued through Ottawa County Court of Common Pleas. Spoke with J. Stopar 06.24.25 and based on the documentation we do have on this, he believes the case is strong enough to pursue. He will be filing a complaint with the Court of Common Pleas within the next week. Anticipate complaint to be filed 07.21-07.23. Will provide you with a copy at the meeting if it is indeed filed. Complaint was officially filed 08.07.25 and enclosed is a copy for your review. Case is officially in the court's hands and updates will be provided accordingly. Property owners claimed their notifications of the court filing 08.20.25 and now have a certain amount of time to file a reply. Case is officially in the court's hands and updates will be provided accordingly. No reply has been filed by the property owners to date (they have until roughly Sept.19th). A conference call is scheduled though for November 3, 2025.

126 Hidden Beach (*Illegal Rental – Pokorny*)

RE-OPENED

Notice received that this property was being rented out short-term for a week. 2nd Notice to Comply letter will be sent.

Prior Info: While out on inspections, noticed that these property owners have a sign on the front of their house and on the telephone pole by the street that they are accepting weekly & weekend rentals. Owners received similar notice in 2016 that this is not allowed. Certified Cease & Desist letter sent 07.03.25. Waiting for delivery. Notice was also posted on the front door of the property 07.08.25 regarding the certified letter attempt. Marcel plans to post letter at the property 07.24.25. Property was re-inspected on 08.08.25 and all signage indicating it is available for short-term stay has been removed. Case was closed.

Illegal Use:

None at this time.

Junk & Debris:

128 Strause (*Junk & Debris – Holmes*)

CLOSED 9.25.25

As of 09.25.25 the property has been cleaned up and junk pile removed.

Prior Info: While abating 146 Strause 09.02.25, we were able to see that there was a rather large junk pile at this property as well. A certified letter was sent to the property owner 09.03.25 and claimed 09.05.25. Owner was provided 14 days to correct and will be re-checked 09.19.25.

325 Forest Green (*Junk & Debris, Tall Grass – Walterbach*)

09.11.25 the owner's aunt contacted us to let us know they are continuing to work on the property and are going to hire a company after all to maintain the rear yard.

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Prior Info: Complaint was received and inspected 06.09.25. Letter is being prepared to be sent out to the property owner who is a repeat offender of this and has been abated by the Township in the past. Certified letter was sent to the property owner 06.10.25 and claimed 06.12.25. Upon reinspection 06.20.25 dilapidated carport that was installed without a zoning permit had been removed from the property. Other violations still remain and a 2nd Notice - Notice to Comply was sent via certified mail 06.20.25. We learned over the past weekend that the owner was incarcerated locally. His aunt reached out 06.24.25 and is going to attempt to resolve some of our issues before it escalates any further. We will be checking back in with her next week to see what was accomplished. Owner is still incarcerated. His aunt reached out 06.30.25 that they were able to get the front debris removed and mowed. Organized & cleaned up the side of the house as much as possible. Indicated they may do more organization later but were unable to get the rear mowed. The owner's aunt then stopped into the office 07.02.25 and said she was going to try to rent a bush hog to mow the rear yard, but that would not be until week of 07.09.25 and she would keep us posted. The owner's aunt called 07.08.25 and said they, in conjunction with the neighbors (Amigo's) had a company come out to provide them with a quote. 07.15.25 Ms. Amigo called to say that Superior Lawn Care would be cutting it, but they cannot get to it until early August. We have put a call in to verify this. According to the lawn service provider, the aunt to Mr. Walterbach could not afford the quote and thus they were not scheduled to handle this property. We contacted the aunt, and she reported that she & her husband were working on it. 08.07.25 the aunt called to say that a lot had been done in the rear of the property, and all weeds had been sprayed. Upon re-inspection, the front of the property is done, and the aunt indicates they will be staying on top of that. It's very close to being in compliance but their pace may slow down since the aunt broke her foot and has an upcoming trip planned. We'll follow up a few times between now and the next Trustee meeting.

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

A written statement was received 09.05.25 which indicated they will complete the organization and clean-up around the maintenance building by September 30, 2025. Need to re-inspect to verify it's complete. It is much better in the last few weeks than it has been all summer.

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. 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. 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 into the property to help remove some of the other junk & debris. The van has been purchased, and they are just waiting for the new owner to come take it. The tractor on the property is also apparently sold and just waiting for it to be removed. Nothing new to report, dumpster is still on the property, but it doesn't appear that much progress is being made

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since last report. Reached out to the property owners and their attorney 08.13.25 because little to no progress has been made and a dumpster had been sitting on the property for over a month un-used. The owner responded a week later on 08.18.25 stating that a new dumpster was scheduled to arrive the next day to remove a piece of tractor equipment, which was done. However, the vegetation around the property has also not been kept up and they did not provide a requested timeframe to get back to work on the issues. We responded back to them 08.22.25 that if they want us to enter the property to clean it up for them, then we can and we can forgo this continues back and forth unnecessarily since they have already been provided 8 months to get this dealt with. We have yet to hear back from them and will be sending them their official 2nd notice. August 28, 2025, the property owner's attorney reached out asking for specifics and whether a permit would be required to install a fence to help conceal some of the issue. He indicated that he was scheduled to meet with the property owners and would be getting back to us with a written statement.

Tall Grass:

5580 E. Port Clinton Eastern Road (*Tall grass – Chapman*)

CLOSED 10.06.25

A 2nd notice was sent to the property owner and bank 08.27.25. The bank claimed their letter 09.02.25. The owner's letter is being returned as unclaimed. A representative from the property preservation company did reach out to us and they have to go through a full eviction process before they are permitted to enter the property. As we were preparing a resolution for your consideration, we saw that the property recently sold 09.26.25 to new owners and according to the court records, they are responsible for evicting the occupants. Furthermore, the grass was actively being cut.

Prior Info: This property has been a repeat offender over the years. The property owner has recently been foreclosed on, but is still residing in the house. We are attempting to locate the bank and property preservation team responsible for maintenance. Property owner claimed their letter 07.26.25 and Bank claimed their letter 07.29.25. Upon reinspection 07.28.25 grass had been cut.

8534 Northshore Blvd. (*Tall grass – Serra*)

CLOSED 09.10.25

As of 09.10.25 grass was cut.

Prior Info: Property owner received a similar notification in May and cut the grass shortly after. A 2nd notice was sent 09.03.25 and the letter was claimed 09.04.25. Property will be re-checked 09.11.25.

8541 E. Harbor (*Tall grass – Carico*)

CLOSED 09.10.25

As of 09.10.25 grass was cut.

Prior Info: Owner sent certified letter 09.03.25 which was claimed 09.04.25. Property will be re-checked 09.11.25.

Junk Vehicle:

None at this time.

Camper Occupied:

365 Miley (*Camper occupied – Menier*)

Complainant claims a camper on the property was occupied 10.01.25. Will send notice to property owner that this is not permitted. On-going neighbor dispute between complainant & this property owner.

Construction without Permits:

350 Forest Green (*Pool w/out Permit – Owen*)

Closed 10-07-2025

Certified letter was sent to the property 09.15.25 since there was no response via regular mail. Letter has yet to be claimed. Property will be posted next.

Prior Info: Letter sent to property owner via regular mail 08.27.25 advising that a permit was required for the pool they installed. Owner has not contacted the office to-date. Pool has been taken down.

7208 Tanglewood (*Pool w/out Permit – Rader*)

CLOSED 09.17.25

Property owner reported 09.11.25 the pool had been removed. Verified 09.17.25 that the pool was down.

Prior Info: Letter sent to property owner via regular mail 08.27.25 advising that a permit was required for the pool they installed. Owner has submitted all the paperwork for a permit and we are now awaiting payment.

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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	64	4	1	4	1	0
May	112	10	5	13	0	3
June	92	8	4	12	2	10
July	94	16	9	7	3	21
August	110	7	6	4	1	1
September	85	3	5	8	1	0
October as of the 8 th	22	4	1	1	0	0
November						
December						
Sub-Total:	789	62	33	68	11	35
Total	998					

*Motor Vehicle Crash(s)

** Alarm Activation(s)

***Carbon Monoxide Investigation(s)

- Ms. Rozak drafted a thank you for service letter to Mr. John Grieve, which all of the Trustees signed.
- Chief Hunsicker stated inspections are on hold, due to the upgrade to their current system. Once this is complete, inspections will begin again.
- Trustee Dress asked about the increase in calls from 2024 to 2025. Chief Hunsicker attributes it to the increase in people moving to the area and increase in elderly residents; 10% to 15% higher response to Otterbein this year. This is happening all over the county, not just in Marblehead. Another thing to consider is all the new developments, businesses and campgrounds.
- We received a call from a resident that the siren on Church and Port Clinton Eastern did not sound during the regular emergency test last Friday. Chief Hunsicker feels Cleveland Communications will be best suited to do our repairs, since they are familiar with all the siren towers. It will be an approximate annual cost of \$6000.00 for annual inspection and maintenance. He will be contacting them regarding the problem siren.
- The Board approved the Part-time call off policy Chief Hunsicker submitted.
- Chief Hunsicker confirmed new truck has been ordered; in two years it will be \$149,000.00 annually with option to payoff Marblehead bank loan after three years.

Executive Session: Due to the fact there were no visitors in attendance, Ms. Rozak motioned to move this up from the end of the Agenda, and go into Executive Session with Chief Hunsicker, to discuss hiring public employees at 6:43 pm. Mr. Hirt seconded, all ayes and the Board moved into Executive Session.

Ms. Rozak motioned and Mr. Dress seconded to come out of Executive Session at 7:09 pm. All ayes and motion carried.

Ms. Rozak motioned and Mr. Hirt seconded to move back into Regular Session at 7:09 pm. All ayes and motion carried.

No action taken.

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Roads

- Sackett Cemetery – 1 full-service burial.
- Mowing and cleaning up the parks for the Lighthouse Festival.
- Township fall cleanup was well attended.
- Moving to Maintenance building has been the primary focus. Now waiting on wiring for phone, Wi-Fi and cable services.
- Trustees signed TRQ for jet/vac truck to help explore a broken drainage pipe on Meter Road.
- Ms. Rozak motioned and Mr. Dress seconded to approve the Uline invoice for office furniture at the Maintenance Building and Townhall in the amount of \$8707.84. The cost will be split between the departments. All ayes and motion carried.

Once Maintenance is moved in, they will put together our new office equipment, move it over here and take the old desks back to the Maintenance building where they will decide if they can use one or both of the old desks out in the 200 ft shop area, possibly down at the other end.

Ms. Rozak suggested that if Maintenance finds they cannot use them, we will declare them surplus, take pictures and offer them to other Townships; first come, first serve and they have to pick up at the Maintenance building.

Lockers were also ordered, which were under the threshold for approval and they should be here in a week. The lockers will be located upstairs in the breakroom area.

Police

- Chief Meisler submitted the incident report: For the month of September the department responded to 305 calls. From 10-1-2025 to 10-8-2025, the department responded to 90 calls.
- Connor McClellan has done an outstanding job his first month.
- We now have a GovDeals.com account.
- Stg. LaMarca began DARE instruction for the sixth-grade class yesterday.
- Ms. Rozak motioned and Mr. Dress seconded the approval of both Allure invoice of \$2150.00 for new signs and \$9280.00 for weapons upgrades, both costs to be taken out of the funds from the Wanda Kershner estate donation.

Wanda's specific wish was that these funds be allocated to the purchase of equipment and or vehicles for the Police Department and it is imperative that these wishes be honored in accepting these funds.

Correspondence

- James Proffitt letter regarding several requests for service from the Police Department. He thanks both them and the Fire Department for their excellent service to the community.
- Fraternal Order of Police Associates of Ottawa County invitation to Law Enforcement Memorial dedication on Thursday, October 16th, 5:00 pm at Friendship Park in Port Clinton.
- Great Plains Institute in Minneapolis MN offering technical assistance to help municipalities address energy resilience issues. Trustees were not interested at this time.
- Marblehead Bank notice about change over to State Bank officially on October 27th.

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Old Business

- Western Reserve has applied for a Grant on behalf of Danbury Township Board of Trustees for \$450,000.00. Danbury Township will not be responsible for this amount if the Grant is not awarded. It has been submitted for the Meadowbrook Ledges Project and a Resolution was requested should that grant be awarded. It is Resolution 19-2025 Authorizing the Danbury Township Board of Trustees to file an application to the Land and Water Conservation Fund (LWCF) program and upon successful award, agree to obligate the necessary funds to complete the Meadowbrook Ledges LWCF project. It reads as follows:

The Danbury Township Board of Trustees, County of Ottawa, Ohio, met in regular meeting session at 6 p.m. on October 8, 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 #19-2025

A RESOLUTION AUTHORIZING THE DANBURY TOWNSHIP BOARD OF TRUSTEES TO FILE AN APPLICATION TO THE LAND AND WATER CONSERVATION FUND (LWCF) PROGRAM AND UPON SUCCESSFUL AWARD AGREE TO OBLIGATE THE NECESSARY FUNDS TO COMPLETE THE MEADOWBROOK LEDGES LWCF PROJECT

WHEREAS, the State of Ohio, through the Ohio Department of Natural Resource, administers financial assistance for public recreation purposes, through the federal **Land and Water Conservation Fund** program; and

WHEREAS, the Danbury Township Board of Trustees desire financial assistance under the Land and Water Conservation Fund for the purchase and protection of the approximately 54.9-acre Meadowbrook Ledges project; and,

WHEREAS, the Board of Trustees of the Township intends to fulfill Land and Water Conservation Fund's objective of providing public outdoor recreation opportunities; and

WHEREAS, the proposed project is located entirely in Ottawa County and situated in Danbury Township on Bayshore Road adjacent to it's 198-acre Meadowbrook Marsh property; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Danbury Township, County of Ottawa, State of Ohio:

1. That the Danbury Township Board of Trustees approve filing this application for financial assistance.
2. That Danbury Township Trustee Dianne M. Rozak is hereby authorized and directed by the Danbury Township Board of Trustees to act in the capacity of designated signatory for this project, and may execute and file an application with the Ohio Department of Natural Resources and may provide all information and documentation required to become eligible for possible funding assistance and is further authorized to enter into any agreements as may be necessary and appropriate for obtaining the financial assistance.

Held October 8, 2025

- 3. That the Danbury Township Board of Trustees do agree to obligate the funds required with a successful Land and Water Conservation Fund grant award to satisfactorily complete the proposed project and become eligible for reimbursement under the terms of the Land and Water Conservation Fund.

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 8th day of October, 2025

Board of Trustees, Danbury Township
Ottawa County, Ohio



David M. Hirt

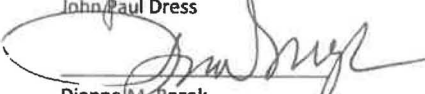
ATTEST:



Fiscal Officer Brinley Paul



John Paul Dress



Dianne W. 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 October 8, 2025 and filed with the Danbury Township Fiscal Officer.



Fiscal Officer Brinley Paul

- Ms. Rozak said that on Nov 6th, at 9 am, the Western Land Conservancy will be doing a PowerPoint presentation at the Wood County Park District headquarters in Perrysburg, to the Clean Ohio Board. She is unable to attend and asked Trustee Dress if he would be able to attend this meeting as it is extremely helpful for applicants to be in attendance for this presentation.

Mr. Dress agreed to attend the meeting and Ms. Rozak will email him all the details and a copy of the Grant application.

New Business

- Ms. James stated that the Jefferson Healthcare Employee insurance renewal is coming up. So far, there is a slight decrease in premium of 5% for Medical Mutual. She has not received Morgan White supplemental and Guardian renewals. They will be presented when received for approval and signature.
- Cemetery Deed awarded to Jennie and Brian Buchanan; Lot 164, graves 1 & 2, 2nd addition Sackett.
- Cemetery Deed awarded to Velma Abbott; Lot 116, grave 5, 2nd addition Sackett.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ **October 8,** 20__ **25**

Fiscal Business

- Mr. Dress motioned and Ms. Rozak seconded, to approve bills and payroll in the amount of \$264,105.50 for the period September 11 through October 8, 2025. All ayes and motion carried. (See below)
- Appropriation Fund, Revenue Fund and Fund Summary were provided to the Trustees.
- Mr. Dress asked about State House bill disallowing replacement Levies. It has to be a renewal levy or a new levy. The Trustees are aware of this and continue to monitor activities at the State House.

Comments and Concerns

- None.

DANBURY TOWNSHIP, OTTAWA COUNTY

10/8/2025 3:55:15 PM

Payment Listing 9/11/2025 to 10/8/2025

UAN v2025.1

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
465-2025	09/15/2025	08/26/2025	CH	Charter Communications	\$81.42	0
466-2025	09/15/2025	08/26/2025	CH	Charter Communications	\$195.98	0
471-2025	09/20/2025	09/08/2025	CH	Ottawa County Sanitary Engineering	\$24.00	0
472-2025	09/20/2025	09/08/2025	CH	Ottawa County Sanitary Engineering	\$24.00	0
473-2025	09/20/2025	09/08/2025	CH	Ottawa County Sanitary Engineering	\$108.42	0
474-2025	09/15/2025	09/08/2025	CH	dotnet technologies llc	\$210.80	0
475-2025	09/20/2025	09/08/2025	CH	Ottawa County Sanitary Engineering	\$66.84	0
476-2025	09/15/2025	09/08/2025	CH	Aflac	\$1,081.22	0
478-2025	09/15/2025	09/09/2025	CH	dotnet technologies llc	\$2,682.77	0
479-2025	09/20/2025	09/09/2025	CH	Verizon Wireless	\$309.53	0
489-2025	09/24/2025	10/01/2025	CH	Paychex of New York, LLC	\$80,430.85	0
490-2025	09/24/2025	10/01/2025	CH	Paychex of New York, LLC	\$1,984.11	0
491-2025	09/24/2025	10/01/2025	CH	Paychex of New York, LLC	\$3,090.88	0
492-2025	09/24/2025	10/01/2025	CH	Paychex of New York, LLC	\$378.56	0
493-2025	09/24/2025	10/01/2025	CH	Paychex of New York, LLC	\$8,019.08	0
494-2025	09/24/2025	10/01/2025	CH	Paychex of New York, LLC	\$2,282.65	0
495-2025	09/24/2025	10/01/2025	CH	Paychex of New York, LLC	\$129.50	0
496-2025	09/24/2025	10/01/2025	CH	Paychex of New York, LLC	\$337.71	0
498-2025	09/15/2025	10/04/2025	CH	Ohio Edison	\$187.07	0
499-2025	09/15/2025	10/04/2025	CH	Ohio Edison	\$46.61	0
500-2025	09/15/2025	10/04/2025	CH	Ohio Edison	\$98.63	0
501-2025	09/15/2025	10/04/2025	CH	Ohio Edison	\$73.94	0
502-2025	09/15/2025	10/04/2025	CH	Ohio Edison	\$73.94	0
503-2025	09/15/2025	10/04/2025	CH	Ohio Edison	\$73.94	0
504-2025	09/15/2025	10/04/2025	CH	Ohio Edison	\$73.94	0
505-2025	09/15/2025	10/04/2025	CH	Ohio Edison	\$73.94	0
506-2025	09/15/2025	10/04/2025	CH	Charter Communications	\$135.99	0
507-2025	09/15/2025	10/04/2025	CH	MWG Administrators	\$3,322.83	0
511-2025	09/15/2025	10/04/2025	CH	Guardian	\$2,214.13	0
512-2025	09/15/2025	10/04/2025	CH	Ohio Edison	\$111.99	0
513-2025	09/15/2025	10/04/2025	CH	Ohio Edison	\$1,246.63	0
514-2025	09/15/2025	10/04/2025	CH	Ohio Edison	\$291.37	0
515-2025	09/15/2025	10/04/2025	CH	Ohio Edison	\$73.86	0
516-2025	09/15/2025	10/04/2025	CH	Ohio Edison	\$1,561.25	0
517-2025	09/15/2025	10/04/2025	CH	Ohio Edison	\$159.76	0
518-2025	09/15/2025	10/04/2025	CH	Ohio Edison	\$703.33	0
521-2025	09/17/2025	10/04/2025	CH	Ohio Edison	\$1,561.25	0
522-2025	09/29/2025	10/04/2025	CH	Charter Communications	\$195.98	0
536-2025	10/08/2025	10/08/2025	CH	Paychex of New York, LLC	\$1,661.61	0
537-2025	10/08/2025	10/08/2025	CH	Paychex of New York, LLC	\$2,128.29	0
538-2025	10/08/2025	10/08/2025	CH	Paychex of New York, LLC	\$334.02	0
539-2025	10/08/2025	10/08/2025	CH	Paychex of New York, LLC	\$5,099.60	0
540-2025	10/08/2025	10/08/2025	CH	Paychex of New York, LLC	\$1,566.10	0
541-2025	10/08/2025	10/08/2025	CH	Paychex of New York, LLC	\$93.84	0
542-2025	10/08/2025	10/08/2025	CH	Paychex of New York, LLC	\$264.45	0
548-2025	10/08/2025	10/08/2025	CH	Paychex of New York, LLC	\$54,059.81	0

RECORD OF PROCEEDINGS

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

Held _____ **October 8,** _____ **20²⁵**

DANBURY TOWNSHIP, OTTAWA COUNTY

10/8/2025 3:55:15 PM

Payment Listing
9/11/2025 to 10/8/2025

UAN v2025.1

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
49053	10/02/2025	10/01/2025	AW	Kathy Dale	\$10.48	V
49053	10/02/2025	10/01/2025	AW	Kathy Dale	-\$10.48	V
49054	10/02/2025	10/01/2025	AW	Kathy Dale	\$10.48	O
49055	10/02/2025	10/01/2025	AW	Streacker Tractor Sales, Inc.	\$134.45	O
49056	10/02/2025	10/01/2025	AW	Great Lakes Electric	\$449.90	O
49057	10/02/2025	10/01/2025	AW	Allure Advertising	\$1,276.50	O
49058	10/02/2025	10/01/2025	AW	The Kreimes Co.,Inc	\$2,991.00	O
49059	10/02/2025	10/01/2025	AW	Lucky Stone Promotions	\$512.00	O
49060	10/02/2025	10/01/2025	AW	Vance Outdoors Inc.	\$11.14	O
49061	10/02/2025	10/01/2025	AW	D.R. Ebel Police & Fire Equipment	\$12,722.95	O
49062	10/02/2025	10/01/2025	AW	TRi Motors Sales, INC.	\$85.21	O
49063	10/02/2025	10/01/2025	AW	Creative Product Sourcing, Inc.	\$481.67	O
49064	10/02/2025	10/01/2025	AW	LORIS Printing	\$252.98	O
49065	10/02/2025	10/01/2025	AW	Port Clinton Computer Products	\$938.32	O
49066	10/02/2025	10/01/2025	AW	Galls,AN Aramark Company	\$44.98	O
49067	10/02/2025	10/01/2025	AW	Charter Communications	\$15.40	O
49068	10/02/2025	10/01/2025	AW	Cintas	\$838.03	O
49069	10/02/2025	10/01/2025	AW	Rumpke of Ohio INC	\$165.99	O
49070	10/02/2025	10/01/2025	AW	Gannett Ohio LocalIQ	\$148.22	O
49071	10/02/2025	10/01/2025	AW	Catawba Security	\$4,449.60	O
49072	10/02/2025	10/01/2025	AW	U.S. Bank Equipment Finance	\$1,254.28	O
49073	10/02/2025	10/01/2025	AW	Fire Safety Services Inc.	\$6,590.00	O
49074	10/02/2025	10/01/2025	AW	H.B. Magruder Hospital	\$125.42	O
49075	10/02/2025	10/01/2025	SW	Skipped Warrants 49075 to 49075 Series 1	\$0.00	V
49076	10/02/2025	10/01/2025	AW	Charter Communications	\$360.00	O
49077	10/02/2025	10/01/2025	AW	Uline	\$8,707.84	O
49078	10/02/2025	10/01/2025	AW	Ohio Township Association	\$250.00	O
49079	10/02/2025	10/01/2025	AW	Atlantic Emergency Solutions	\$925.00	O
49080	10/02/2025	10/01/2025	AW	Zoll Medical Corp	\$1,567.34	O
49081	10/02/2025	10/01/2025	AW	Ohio Diesel	\$117.00	O
49082	10/02/2025	10/01/2025	AW	T & T Laser Alignment	\$4,968.69	O
49083	10/02/2025	10/01/2025	AW	The Standard	\$1,765.17	O
49084	10/02/2025	10/01/2025	AW	Beck Propane & Fuels	\$2,524.82	O
49085	10/02/2025	10/01/2025	AW	Lakeland Auto & Marine Inc.	\$132.25	O
49086	10/02/2025	10/01/2025	AW	Knox Associates Inc.	\$1,387.79	O
49087	10/02/2025	10/01/2025	AW	Ehove Career Center	\$30.00	O
49088	10/02/2025	10/01/2025	AW	Beck Propane & Fuels	\$1,513.22	O
49089	10/02/2025	10/01/2025	AW	Genoa Bank	\$2,705.46	O
49090	10/02/2025	10/01/2025	AW	John Deere Financial	\$71.42	O
49091	10/02/2025	10/01/2025	AW	Kuras Aeration Systems LLC	\$270.00	O
49092	10/02/2025	10/01/2025	AW	O.E. Meyer CO.	\$196.61	O
49093	10/02/2025	10/01/2025	AW	Treasure, State of Ohio	\$37.00	O
49094	10/02/2025	10/01/2025	AW	Shawn Hunsicker	\$2,000.00	O
49095	10/08/2025	10/05/2025	AW	Northcoast Plumbing & Mech. LLC	\$415.00	O
49096	10/08/2025	10/07/2025	AW	Charter Communications	\$2,457.94	O
49097	10/08/2025	10/07/2025	AW	S % W Healthcare Corp	\$138.81	O

Page 2 of 3

DANBURY TOWNSHIP, OTTAWA COUNTY

10/8/2025 3:55:15 PM

Payment Listing
9/11/2025 to 10/8/2025

UAN v2025.1

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
49098	10/08/2025	10/07/2025	AW	AccuShred, LLC	\$137.75	O
49099	10/08/2025	10/07/2025	AW	O.E. Meyer CO.	\$120.90	O
49100	10/08/2025	10/07/2025	AW	Spoerr Precast Concrete, Inc.	\$61.00	O
49101	10/08/2025	10/07/2025	AW	Kuras Aeration Systems LLC	\$185.00	O
49102	10/08/2025	10/07/2025	AW	Culligan of Northern Ohio	\$48.95	O
49103	10/08/2025	10/07/2025	AW	Semro Henry & Spinazze Ltd.	\$2,621.32	O
49104	10/08/2025	10/07/2025	AW	Beck Suppliers, Inc.	\$23.34	O
49105	10/08/2025	10/07/2025	AW	All Star Professional Cleaning, LLC	\$300.00	O
49106	10/08/2025	10/07/2025	AW	H2 Designs, LLC	\$730.00	O
49107	10/08/2025	10/07/2025	AW	TRi Motors Sales, INC.	\$10,925.40	O
49108	10/08/2025	10/07/2025	AW	Rumpke of Ohio INC	\$2,375.30	O
49109	10/08/2025	10/07/2025	AW	Capital One	\$300.66	O
49110	10/08/2025	10/08/2025	AW	Rumpke of Ohio INC	\$30.00	O
49111	10/08/2025	10/08/2025	AW	Contractors Design Engineering	\$1,165.00	O
49112	10/08/2025	10/08/2025	AW	Firelands Regional Medical Center	\$70.00	O
49113	10/08/2025	10/08/2025	AW	Lowe's	\$52.00	O
49114	10/08/2025	10/08/2025	AW	Bassett's Market	\$16.56	O

Total Payments: \$284,105.50

Total Conversion Vouchers: \$0.00

Total Less Conversion Vouchers: \$284,105.50

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

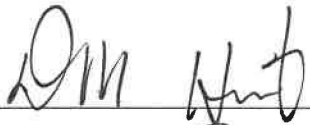
Held _____ **October 8,** 20 **25**


Adjourn


There being no further comments, concerns or business before the Board, Ms. Rozak motioned and Mr. Dress seconded to adjourn at 7:46 pm. All ayes and motion carried.



Fiscal Officer







Danbury Township Board of Trustees

RECORD OF PROCEEDINGS

October 13, 2025
20

Held _____

The Danbury Township Board of Trustees Special Meeting was called to order at 5:30 p.m. at the Danbury Township Meeting Room by Chair, Dave Hirt. The pledge of allegiance was recited. The roll call showed the following present: Mr. Hirt, Ms. Rozak and Mr. Dress. Also present were Ms. Kathryn Dale, Zoning and Planning Administrator, Dawn Connor, Zoning Assistant, and Ms. Lynne James, Township Assistant. Visitors present included Keith Brown, Courtney Brown, John Blakeman, Jimmy Davenport, Curtis Knoch, James and Doris Beardsley, Barry DiBiasio, Tim Walsh, and John Feick.

Mr. Hirt turned the meeting over to Ms. Dale to introduce the first case of the evening.

**Public Hearing
ZC-2025-154
1501 S. Danbury N. Road
Brown/DB Development Group
Map Amendment**

Request for Map Amendment from “C-2” General Commercial to “R-C” Recreational Commercial for Part of Section 4, Lot 20, PIN# 0141160615537026 consisting of 10.5855ac. to be rezoned.

The applicant is requesting to rezone 10.5855 acres of the 1st Amendment 269 Business Park from “C-2” General Commercial to “R-C” Recreational Commercial. The property includes 10 parcels that were originally on the 269 Business Park Plat, declared in 2020. This was all consolidated into one large parcel in February 2025. The cul-de-sac leading to this development site was shortened up in the amended plat and is not correctly shown on the Auditor’s mapping.

While both the “C-2” & “R-C” are commercial zoning districts, the “R-C” zoning district has a 10’ smaller front-yard setback requirement, but a 10’ greater rear-yard setback than the “C-2” zoning district. Both zoning districts make provisions for greater setbacks when abutting residential properties. As far as uses are concerned, both zoning districts allow many of the same permitted uses, however the “R-C” zoning district does list more options for conditional uses that are geared toward “Recreational” type activity, which could include a facility similar to Monsoon Lagoon, campgrounds, resorts and marinas.

SURROUNDING ZONING:

- | | |
|-------------------------------------|---|
| North: “C-2” General Commercial & | Commercial Storage |
| East: “A” Agricultural & | Vacant Farmland & SF Homes |
| South: “C-2” General Commercial, | SF Homes, Gas Station & Vacant Farmland |
| “A” Agricultural & | |
| “R-3” High Density Residential | |
| West: “R-C” Recreational Commercial | Monsoon Lagoon & SR 2/269 interchange |

LAND USE PLAN:

The Danbury Township Land Use Plan was adopted in 2017. The Land Use Plan calls for the proposed rezoning area to be “Corridor Commercial” with an “Economic Development” & “Corridor Enhancement” overlay. The boundaries to these classifications should not be viewed as a hard line stopping or starting point, but more as a generality that can cross property lines or extend further than depicted if it makes good planning sense.

“Corridor Commercial” areas are generally made up of non-residential uses (i.e. Commercial, Storage, Offices). The roadway is not pedestrian friendly due to the scale (i.e. width, lack of sidewalks, speed, setbacks, curb-cuts) of the street large parking lots and public utility poles create many conflicts for pedestrians or bicyclists. Uses typically include civic, neighborhood commercial and large-scale commercial.

The “Economic Development” & “Corridor Enhancement” overlay’s intent was to encourage enhanced landscaping, signage and access to improve the local image at the gateways & Major thoroughfares into the Township and to develop new office or light industrial areas but also integrate commercial and residential uses. Development in these areas should be job producing. Development should share access as much as possible and be designed to establish a common architectural theme while respecting the rural nature of the area.

Staff would encourage the Trustees to review the Land Use Plan, between pages 13 & 17 to have a better understanding of the existing conditions of the Township and also review the goals, objectives & strategies that begin on page 22.

RECORD OF PROCEEDINGS

Map Amendments ZC-2025-154 and ZC-2025-161

Text Amendments ZC-2025-166

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10748

October 13, 2025

Held

AGENCY REVIEWS:

Ottawa County Regional Planning Commission (OCRPC) was forwarded the proposed amendments on July 28, 2025, and held a hearing on August 19, 2025. Attached is OCRPC’s decision letter recommending **Approved as Presented**. The Danbury Township Zoning Commission held a public hearing on September 3, 2025, and made a motion to approve the request, citing that the decision standard ‘b’ of Section 7.7.3.E.ii. was satisfied, resulting in a 5-0 vote for **Approval**.

The Danbury Township Zoning Commission’s Decision Criteria for considering this request includes: Section 7.7.3.E.ii Map Amendments

- a. There is an error on the Official Zoning Map or in the delineations between districts thereon.
- b. The proposed amendment will make the map conform more closely with the Land Use Plan.
- c. There has been a substantial change in area conditions that necessitates the amendment.
- d. There is a legitimate need for additional land area in the zoning district that will be expanded.

Ms. Rozak asked if the Trustees had any questions for Ms. Dale and there were none.

Ms. Rozak asked the applicant to come forward and provide their presentation.

Keith Brown, Owner, 5964 E. Bayshore Road, Marblehead, Ohio, came forward as part owner of the DB Development Group with his partner, Jim Davenport. He presented the Trustees with signage, pond and waterfall designs they came up with after talking to some elected officials in the area who would like to see signage that says you are coming into “Danbury Township on the Marblehead Peninsula”. He met with John Blakeman regarding utilizing native plants and how the pond will be shaped along with landscaping with native grasses and trees.

He said ODOT is going to keep part of the old road to allow access into their property to help with the flow of traffic near the roundabout. He pointed this section out to the Trustees and said he would like to see other property owners be encouraged by this, to beautify their properties along this area, as it is a strong entry point into the Township

Ms. Rozak said with what the Township is working on in the center of the new roundabout and what he is proposing to do, it will be a shining example for other businesses on 269 as well as throughout the Township to ask how they could do something like this. She also asked if he would like, at this time, give details on what their plans are for the property, but it is not necessary to divulge that information.

Mr. Brown said they have not made a full commitment yet, but he said they will not be doing storage. The front area towards 269 will be the landscaping, pond and sign. They are seriously looking at the resort campground idea, based on campgrounds in the surrounding area, greatly enhancing retail on the other side of 269.

The Board reviewed entrance and exit driveways on the property and where the sign, pond and waterfall location would be with Mr. Brown.

Ms. Rozak asked if there were any other questions for the applicant. There were none.

Ms. Rozak asked if there were any public comments regarding this application.

Curtis Knoch, 1489 S. Arne Road, Marblehead, Ohio came forward and said he owns property directly North, and he is in support of what they are proposing.

Ms. Rozak asked if there were any more public comments regarding this application and being there were none, she motioned to approve the rezoning with Resolution 20-2025 as follows:

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING

Meeting

Map Amendments ZC-2025-154 and ZC-2025-161

Text Amendments ZC-2025-166

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

October 13, 2025
20

Held _____

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in special session at 5:30p.m., on October 13, 2025, at the Danbury Township Hall, 5972 E. Port Clinton Eastern Road, Marblehead, Ohio 43440, with the following members present:

Ms. Dianne Rozak; Mr. John Paul Dress; Mr. David Hirt

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

RESOLUTION NO. 20 - 2025

A RESOLUTION ADOPTING AN APPLICATION FOR A MAP AMENDMENT TO THE DANBURY TOWNSHIP ZONING MAP

WHEREAS, Ohio Revised Code section 519.12(A)(1) authorizes amendments to the zoning map initiated by the filing of an application by one or more of the owners or lessees of property within the area proposed to be changed, and

WHEREAS, Keith Brown, Co-Owner of DB Development Group, LLC for the property located at 1501 S. Danbury N. Road, Part of Section 4, Lot 20, PIN# 0141160615537026 consisting of 10.5855 ac., filed Case No. ZC-2025-154 requesting a Map Amendment from "C-2" General Commercial to "R-C" Recreational Commercial, and

WHEREAS, the Ottawa County Regional Planning Commission held a public hearing on August 19, 2025, and recommended approval of the proposed map amendment as presented; and

WHEREAS, the Danbury Township Zoning Commission held a public hearing on September 3, 2025 and by motion and vote recommended 5-0 to approve the proposed map amendment; and

WHEREAS, on October 13, 2025, the Board of Trustees held a public hearing on said amendment, received public comment, and reviewed all pertinent documents; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees at the conclusion of the public hearing, by motion and vote, voted to uphold the recommendation of the Danbury Township Zoning Commission and that the application for a Map Amendment be approved as presented, finding that the Decision Criteria "b" of Section 7.7.3.E.ii of the Danbury Township Zoning Resolution is satisfied and that the amendment would be in the best interest of the Township and the public, and is in keeping with good land use planning.

BE IT FURTHER RESOLVED by the Board of Trustees of Danbury Township, Ottawa County, Ohio:

- 1) The Board does hereby adopt the amendment to the Danbury Township Zoning Map attached hereto as Exhibit A; and
- 2) That this portion of property be subject to the regulations of Article 3 ("R-C" Recreational Commercial) and other applicable sections of the Danbury Township Zoning Resolution, including but not necessarily limited to area regulations, building setbacks, landscaping, buffering and screening, signage, lighting, and parking standards; and
- 3) That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING

Meeting

Map Amendments ZC-2025-154 and ZC-2025-161

Text Amendments ZC-2025-166

GOVERNMENT FORMS & SUPPLIES 644-224-3338 FORM NO. 10748

October 13, 2025
Held _____ 20 _____

committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code; and

4) That this Resolution shall be effective at the earliest date allowed by law.

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

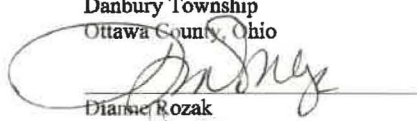
Vote Record: Ms. Rozak Yps Mr. Dress Yps Mr. Hirt Yps

ADOPTED this 13th day of October, 2025.

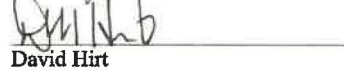
Attest:


Brinkley Paul
Fiscal Officer

Board of Trustees
Danbury Township
Ottawa County, Ohio


Dianne Rozak


John Paul Dress


David Hirt

AUTHENTICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution duly passed by this Board of Trustees in session this 13th day of October, 2025 and filed with the Danbury Township Fiscal Officer.

Attest:


Brinkley Paul
Fiscal Officer

Ms. Dale thanked the attendees at the first hearing; they left the meeting and then she introduced the second case of the evening.

**Public Hearing
ZC-2025-161
398 & 406 N. Erie Beach Rd
Beardsley/Cypress Row Hospitality Group LLC
Map Amendment**

Request for a Map Amendment from "R-2" Suburban Residential to "C-2" General Commercial for Section 1, Lot 10, Wright's II Subdivision, Block 2, Lots 24-26 PIN# 0141181328819000 & 0141181328819001, consisting of 0.3205ac. to be rezoned.

The applicant is requesting to rezone 0.3205 acres of Wright's II Subdivision, Block 2, Lots 24-26 from "R-2" Suburban Residential to "C-2" General Commercial. The property includes a single-family home and the Erie Beach Market at the NW corner of Northshore Blvd. & Erie Beach Road.

The property has been used as a market or grocery store, containing roughly 2,200s.f. since before zoning took effect in the Township in November 1975 and is a legal nonconforming use in the "R-2" Suburban Residential zoning district. The existing single-family home is a permitted and legal use in the "R-2" zoning district; however, the owners would like to eventually convert the residence into a commercial use and would not be permitted to do so under the current zoning designation.

The new owners purchased the property in April 2025. Included in the packet is the survey of the property which shows that the existing market sits very close on the corner of the property and does not meet either the "R-2" or any of the commercial zoning district setbacks. The owners have started cosmetic changes to the building and in that process have removed all signage from the building. Due to the property not being zoned commercially, they will not be able to install any new signage on the building. They also have some other, future improvements planned for the property that cannot take place under the "R-2" Suburban Residential zoning restrictions. Even if the zone change requested is approved, they are likely going to need variances to do some of the work since the building does not meet setback requirements.

The "C-1" Limited Commercial Zoning District seems like it would be the appropriate zoning district to request since "C-1" traditionally caters to retail space under 4,000s.f. for local or neighborhood-oriented uses in close proximity to residential areas and are appropriate in meeting day-

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to-day shopping and service needs. However, the “C-1” Limited Commercial Zoning District does not permit grocery stores. Thus, the most appropriate zoning district for the applicant to request is the “C-2” General Commercial zoning district to continue the grocery store/market use and for the future plans they want to explore for the house on the property.

SURROUNDING ZONING:

North: “R-2” Suburban Residential	SF Homes
East: “R-2” Suburban Residential & “L” Lakeside	SF Homes Lakeside’s 5 th Street gate entrance
South: “R-2” Suburban Residential	SF Homes & Otterbein
West: “R-2” Suburban Residential	SF Homes

The nearest commercial zoning district to this property is north 1,200’ away at Lakeside Yacht Club & Marina and 1,600’ west where the Lakeside Yacht Club & Marina storage buildings are located on Northshore Blvd. There is also commercial zoning south 1,800’ at the intersection of Erie Beach Road & E. Harbor Road/SR 163.

LAND USE PLAN:

The Danbury Township Land Use Plan was adopted in 2017. The Land Use Plan calls for the proposed market lot to be “Corridor Commercial” and the residential lot to be “Neighborhood 1: High Density Residential”. The boundaries to these classifications should not be viewed as a hard line stopping or starting point, but more as a generality that can cross property lines or extend further than depicted if it makes good planning sense.

“Corridor Commercial” areas are generally made up of non-residential uses (i.e. Commercial, Storage, Offices). The roadway is not pedestrian friendly due to the scale (i.e. width, lack of sidewalks, speed, setbacks, curb-cuts) of the street, large parking lots and public utility poles create many conflicts for pedestrians or bicyclists. Uses typically include civic, neighborhood commercial and large-scale commercial.

“Neighborhood 1: High Density Residential” areas are generally urban development’s consisting of detached single-family homes on smaller lots which may also include some multi-family and mixed-use type development. Typically, narrow streets, some alley use, walkable and compact neighborhoods. Uses typically include single-family, two-family, multi-family, civic and neighborhood commercial.

Under the Land Use Goals of the Plan, Objective 2 states the Township wished to “Enhance neighborhood & commercial developments”, and Strategy LU 2.3 states that could be done by “*Encouraging small-scale (2,500s.f. or less) commercial retail establishments near neighborhoods to alleviate the need for vehicular travel*”.

Staff would encourage the Trustees to review the Land Use Plan, between pages 13 & 17 to have a better understanding of the existing conditions of the Township and also review the goals, objectives & strategies that begin on page 22.

AGENCY REVIEWS:

Ottawa County Regional Planning Commission (OCRPC) was forwarded the proposed amendments on July 31, 2025, and held a hearing on August 19, 2025. Attached is OCRPC’s decision letter recommending **Approval as Presented**. The Danbury Township Zoning Commission held a public hearing on September 3, 2025, and made a motion to approve the request, citing that the decision standard ‘b’ of Section 7.7.3.E.ii. was satisfied, resulting in a 5-0 vote for **Approval**.

The Danbury Township Zoning Commission’s Decision Criteria for considering this request includes: Section 7.7.3.E.ii Map Amendments

- a. There is an error on the Official Zoning Map or in the delineations between districts thereon.
- b. The proposed amendment will make the map conform more closely with the Land Use Plan.
- c. There has been a substantial change in area conditions that necessitates the amendment.
- d. There is a legitimate need for additional land area in the zoning district that will be expanded.

Ms. Rozak asked if there were any further questions for Ms. Dale and there were none.

Ms. Rozak asked the applicant to come forward and provide their presentation.

John Feick, Agent, 224 E. Water Street, Sandusky, said that on their September 3rd meeting, it was interesting and productive to the neighbors in attendance. They voiced their concerns regarding lighting and deliveries, and he felt that they had answered all the concerns to their satisfaction. There will be a continuing effort with deliveries regarding new drivers and directing them to pull into the parking area.

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Ms. Rozak asked if they were planning a major expansion and reason for the rezoning.

Mr. Feick said it would conform better with the Land Use Plan and there are things they would like to do with the single-family house on the property, which they can't do under the current zoning. They would like to triple the size of the building but that isn't possible due to the size of the property, and they would have to address the parking. They will be getting variance and do plan on a small addition off back the corner of the building, but it will be limited as to how big it can be due to affecting the parking. The entire property is either building or pavement and they need both but the size of the property precludes them from doing anything large.

Ms. Rozak asked Ms. Dale if there were variances required now. Ms. Dale stated that they cannot expand as it is now, as it is zoned residential. They need the rezoning to do any type of expansion such as replacing their entry awning to something more permanent and better looking than what is currently there, but it is not a permitted use. Also, once non-conforming signage goes down, they will not be allowed to put up identifying signage due to the current zoning district. If rezoning is approved, then they are permitted their use, but will still be dealing with non-conformity issues and setbacks that they will likely have to go for variances, which will be addressed as time goes on. There is a lot going on with the property because it existed prior to zoning and has been grandfathered in.

Ms. Rozak asked if there were any public comments regarding this application.

Barry DiBiasio, 399 N. Erie Beach Rd., Marblehead OH. He and his wife have had their home across the street from the market for 18 years. During the season there is a daily procession of golf carts lining up and sometimes blocking his driveway, as they can't take the golf carts across the street. With this rezoning he feels it will give the market a bigger footprint in a very small residential neighborhood, attracting a wider community, with more services and perhaps carry-out. The current brighter exterior detracts from the simple charm that existed before. He feels this will allot for more traffic, more customers, increased intensity, deliveries, noise, light pollution, overflow parking, all of which will diminish neighborhood appeal and potentially impact property values. He has seen several increases in the past and is happy with the trend, but worried this will change if people no longer find the neighborhood appealing. Taking all of this into account, Mr. DiBiasio and his wife are adamantly opposed to the Trustees granting the rezoning.

Ms. Rozak asked Mr. DiBiasio if he was at the September 3rd meeting and Mr. DiBiasio stated he could not attend that meeting. Ms. Rozak asked if he supplied a letter and he said he corresponded with the Zoning Administrator, Kathy Dale. Ms. Rozak asked Ms. Dale if there were other concerns from other property owners. Ms. Dale stated that Mr. Feick touched on some of that which included pop machine lighting, lighting in general and delivery trucks. There were concerns about what the house was going to be used for and what it would entail. There were questions about rezoning the market and not house, but the lots have been consolidated.

Ms. Rozak asked the applicants how they would address these issues.

Tim Walsh, 246 E. Market, Lakeside Marblehead, OH. He welcomed Mr. DiBiasio to come over to the market. The former owner, Ray is still on staff and part of what they are trying to accomplish. He states they are here because when they wanted to clean up the building, they found out all the advertising was non-conforming, they took it down. They are not building a huge facility like Bassetts; it's a small market and they want to use the house as an office. He feels that when zoning was implemented in 1975, the store should have been made to comply with the zoning requirements. The current issue with the banner sign is that it can only be up for 14 days per month under current zoning regulations. They continue to orchestrate deliveries, parking and questions from residents. They are just looking to clean things up and be within the zoning parameters of use. But by cleaning things up, they take something down, clean it up and can't put it back up under the current zoning.

Mr. DiBiasio asked if the exposed electrical wires were for new signage or glaring lights. Mr. Walsh stated these were cable wires for security cameras.

James Beardsley, 2622 Torino Dr., Port Clinton, OH. Thanked Mr. DiBiasio for his opinions. He then addressed the use of the house. They wish to use it as office space and an employee break area, as there is no space inside the market. They will begin renovation of the market in December, lasting approximately 3 months. The back building is being renovated into a prep kitchen for the market's deli. All three buildings will look the same. There are no plans to put up any lighting that will disturb the neighbors. All signs will go in the exact same spots; halo lit from behind.

Ms. Rozak asked about the operating hours of the market. He said the published hours in season are 7:30 am to 7:30 pm. They will close earlier on the off season.

Ms. Rozak asked if the Board had questions, they did not.

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Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING

Meeting

Map Amendments ZC-2025-154 and ZC-2025-161

Text Amendments ZC-2025-166

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

October 13, 2025

Held _____

20 _____

Mr. Hirt asked Mr. Di Biasio if this answered his questions. Mr. Di Biasio stated he and his wife are still against this rezoning request as it allows for much broader commercial changes to the property which could create safety issues in the neighborhood. Ms. Rozak said they share his concern and that they can only hope when an applicant comes before them with requests such as this that they are being truthful in terms of their ideas. Ms. Rozak thanks Mr. Di Biasio for his comments and concerns.

There being no further discussion, Mr. Dress motioned to approve the rezoning with Resolution 21-2025 as follows:

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in special session at 5:30p.m., on October 13, 2025, at the Danbury Township Hall, 5972 E. Port Clinton Eastern Road, Marblehead, Ohio 43440, with the following members present:

Ms. Dianne Rozak; Mr. John Paul Dress; Mr. David Hirt

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

RESOLUTION NO. 21 - 2025

A RESOLUTION ADOPTING AN APPLICATION FOR A MAP AMENDMENT TO THE DANBURY TOWNSHIP ZONING MAP

WHEREAS, Ohio Revised Code section 519.12(A)(1) authorizes amendments to the zoning map initiated by the filing of an application by one or more of the owners or lessees of property within the area proposed to be changed, and

WHEREAS, James Beardsley, Owner of Cypress Row Hospitality Group, LLC for the property located at 398 & 406 Erie Beach Road, Section 1, Lot 10, Wright's II Subdivision, Block 2, Lots 24-26 PIN# 0141181328819000 & 0141181328819001, consisting of 0.3205ac., filed Case No. ZC-2025-161 requesting a Map Amendment from "R-2" Suburban Residential to "C-2" General Commercial, and

WHEREAS, the Ottawa County Regional Planning Commission held a public hearing on August 19, 2025, and recommended approval of the proposed map amendment as presented; and

WHEREAS, the Danbury Township Zoning Commission held a public hearing on September 3, 2025 and by motion and vote recommended 5-0 to approve the proposed map amendment; and

WHEREAS, on October 13, 2025, the Board of Trustees held a public hearing on said amendment, received public comment, and reviewed all pertinent documents; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees at the conclusion of the public hearing, by motion and vote, voted to uphold the recommendation of the Danbury Township Zoning Commission and that the application for a Map Amendment be approved as presented, finding that the Decision Criteria "b" of Section 7.7.3.E.ii of the Danbury Township Zoning Resolution is satisfied and that the amendment would be in the best interest of the Township and the public, and is in keeping with good land use planning.

BE IT FURTHER RESOLVED by the Board of Trustees of Danbury Township, Ottawa County, Ohio:

- 1) The Board does hereby adopt the amendment to the Danbury Township Zoning Map attached hereto as Exhibit A; and
- 2) That this portion of property be subject to the regulations of Article 3 ("C-2" General Commercial) and other applicable sections of the Danbury Township Zoning Resolution, including but not necessarily limited to area regulations, building setbacks, landscaping, buffering and screening, signage, lighting, and parking standards; and
- 3) That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open

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Map Amendments ZC-2025-154 and ZC-2025-161

Text Amendments ZC-2025-166

GOVERNMENT FORMS & SUPPLIES 844-224-8338 FORM NO. 10748

Held _____

October 13, _____ **2025**
20 _____

meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code; and

4) That this Resolution shall be effective at the earliest date allowed by law.

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

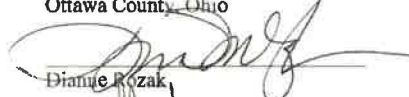
Vote Record: Ms. Rozak Yes Mr. Dress Yes Mr. Hirt Yes

ADOPTED this 13th day of October, 2025.

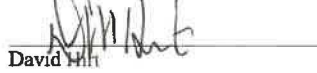
Attest:


Brinkley Paul
Fiscal Officer

Board of Trustees
Danbury Township
Ottawa County, Ohio


Dianne Rozak

John Paul Dress


David Hirt

AUTHENTICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution duly passed by this Board of Trustees in session this 13th day of October, 2025 and filed with the Danbury Township Fiscal Officer.

Attest:


Brinkley Paul
Fiscal Officer

Ms. Dale thanked the attendees at the second hearing; they left the meeting and then she introduced the third case of the evening:

**Public Hearing
ZC-2025-166
Danbury Township
Text Amendment**

Request for Text Amendments. To add a new Sec. 4.20 to include Use Standards for Storage Areas. Amendments include adding definitions to Sec. 2.2 regarding Storage Areas, Brokerage, Development Site, Major & Minor Thoroughfares, Sec. 3.4 Use Matrix listing Storage Areas as a Conditional Use instead of a Permitted Use. Other amendments include modifying Sec. 5.2 Accessory Buildings and prohibiting habitation of said structures, Sec. 5.3 Breezeways clarifying applicability to all zoning districts, Sec. 5.8 Landscaping & Buffering addressing preservation of existing vegetation, installation time requirements, plan submission requirements and other general requirements of landscaping widths, spacing, opacity and maintenance. Modification to Sec. 5.10.4 Parking & Off-Street Loading Requirement to increase edge of parking setback to coincide with minimum landscaping requirements.

Ms. Dale stated she would read the summary of changes but asked the Trustees if they would agree to defer reading the entirety of the staff report if they would agree to have the staff report language placed in the meeting minutes for the benefit of the public and record. The Trustees agreed.

At the end of 2023, beginning of 2024, the Danbury Township Board of Trustees contracted with Miami University of Ohio to conduct a study of commercial storage facilities within the Township to better understand our existing conditions, capacity, demand and to estimate potential future storage needs. Admittedly, this study was not as inclusive as we would have liked and primarily focused on watercraft and recreational vehicle (RV) storage within the Township, including the Village of Marblehead. The key finding of this study was that Danbury Township currently has a surplus of 50 acres of land being used for storage purposes. In addition to the Miami University study, based on our own permit data, in the last 5 years, 50 new storage buildings have been constructed, resulting in 410,000s.f. of building space. Storage accounts for, on average, 75% of all new commercial space in Danbury Township. As of June 2025, 5 new commercial storage permits had been issued resulting in 34,648s.f. or 87% of all commercial space issued. The township currently has or knows of 2.3 million

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s.f. of storage building space existing and proposed. This accounted for roughly 20% of the 266ac. used by the 75-79 storage property owners. If these properties maxed out their allowable 60% lot coverage, we could potentially see 4.6 million additional s.f. built. The question became, "How do we responsibly manage this?"

As a result of this study and repeated concerns expressed by residents of the Township, in September 2024, the Danbury Township Trustees tasked the Zoning Commission to begin reviewing the storage regulations within the Danbury Township Zoning Code. During the joint work session of the Trustees and Zoning Commission, they looked at many options, such as total prohibition of new storage, enacting a moratorium, creating a special zoning district just for storage or making storage a Conditional Use. Ultimately it was decided to move forward with storage as a Conditional Use.

The Board of Trustees directed the Zoning Commission to recommend amendments to our current zoning code language so that future storage developments within the Township are located farther back off, or away, from our roadways. The vision and goal of the Trustees is to have the frontage of commercial properties used for commercial purposes other than storage buildings or storage lots. The Trustees also requested that additional language be included to address buffering and landscaping. The Zoning Commission has been holding monthly work sessions since the Trustees' directive, to research and discuss potential new requirements that not only make sense but are also fair for our existing developments and storage units constructed in the future. As we neared a final recommendation, in June 2025, we sent personalized notice to our 75-79 current storage property owners and invited them to attend one of two open houses to explain how the regulations would likely change.

Storage will become a Conditional Use in both the "R-C" Recreational Commercial & "C-2" General Commercial zoning districts, which triggers the Board of Zoning Appeals (BZA) review and hearing process. Storage will no longer be a permitted, by-right use. Theoretically, a Conditional Use approval could span out to last 3 years to get the project started. If the Conditional Use is approved, that approval is valid for one (1) year. If the property owner fails to obtain a permit within that year, they can request a one (1) year extension. Once a zoning permit has been issued for a building, then that zoning permit is valid for one year. When the operations of the Conditional Use are established, it runs with the land, or on to the next owner. Conditional Uses can automatically expire if operations cease for more than one (1) year. Initially, existing storage development properties will not need to go through a Conditional Use process. This is explained below.

In addition to requiring Storage to be a Conditional Use, there is going to be a minimum lot size requirement of 3 acres. The average lot size of current storage properties is 3.54 acres. The front-yard setback will increase from 40' in the "R-C" Recreational Commercial zoning district and 50' in the "C-2" General Commercial District to 25% of the lot depth or 200' minimum, whichever is greater, from the roadway, for both zoning districts. This is just for the storage use on the property. This will include any outdoor storage areas and security fencing for storage areas. Side-yard setbacks when adjoining a residential property will increase from 15' to 25'. Side and rear-yard setbacks will remain the same when adjoining another commercial development. Any other permitted commercial enterprise use in front of the storage use will follow the current underlying zoning district requirements. The 60% lot coverage requirement will apply to the net acreage of property to be used for storage purposes, not the gross acreage of the entire property. Landscaping & buffering plans will need to be submitted in order to receive a permit and installed within 9 months of receiving certificates of occupancy for buildings.

In an attempt to be fair to our existing developments, we are setting up the new language to differentiate between pre- and post-adoption date properties. In some cases, existing properties will remain conforming with the new regulations and these new regulations will have very little effect on them. In other cases, existing properties that, for one reason or another, will not meet the new requirements, will be considered grandfathered or nonconforming. Nonconformities will exist primarily due to building locations on property, not because the property is being used for storage. If the property is under 3 acres, future development of the property will be limited and may require variances from the Board of Zoning Appeals in order to expand storage operations. If the property has a single or multiple structures that will not meet the new setback requirements, but the rest of the buildings do meet the proposed, new requirements, those buildings that do not meet the requirements may be limited on how much they can be increased in size, or whether they could be replaced in the event of a catastrophic event. A hearing before the Board of Zoning Appeals will be required to determine if the structure could be replaced in the same location or expanded upon. This is no different than how any other nonconforming structure is currently treated within the Township, no matter the use or zoning district in which it is located.

In the letter we sent to our 75-79 storage property owners and at the open houses held in June, we asked our storage property owners to register a "Master Development Plan" for their property with the Zoning Office **prior** to the estimated adoption date of these new regulations. It was explained to

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October 13, 2025

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them that if they do not submit a registered “Master Development Plan” with us, they will be subject to the new regulations after the effective or adoption date.

If they submit a “Master Development Plan,” they will have 2 years (from November 8, 2025 if that becomes the effective date) to begin implementing that plan without having to go to the Board of Zoning Appeals as a Conditional Use. Before November 8, 2027, they will need to receive a zoning permit for a partial building, one full building, or more than one building (whatever their budget allows), shown on their plan. Once that zoning permit is issued, it will be valid for one (1) calendar year (i.e., November 8, 2028). The building needs to be substantially started and underway before that permit expires. Before that permit expires (i.e., November 7, 2028), they will need to receive another zoning permit for their next building(s). The key is going to be that they must always have an open and active permit in order to continue to be protected by the registered “Master Development Plan.” If they fail to pull a permit by November 8, 2027, or let a permit expire before getting the next permit, then they will be subject to the new regulations and have to go before the Board of Zoning Appeals to receive approval to continue development of the property for storage purposes.

During the open house under the “How will this affect me?” part of the presentation, we showed property examples showing the current setback requirements in red and potential new setbacks in yellow. We could not possibly show all 75-79 properties, but extrapolated different property types that those in attendance could place themselves in. We also have offered to meet with individual property owner’s one-on-one to review their specific developments.

In summary, we are trying to fairly and responsibly manage our storage use situation and offer some protection for our existing storage properties. But there has to be an expiration of the current regulations because other regulations that affect development also change over time (i.e., County Building Codes, Water & Sewer requirements, EPA & ODOT requirements). We are attempting to give our storage property owners some leeway of not having to go before the Board of Zoning Appeals yet treat storage properties similarly to how we handle other grandfathered/nonconforming zoning matters and other Conditional Uses such as Resorts and Campgrounds. The variance process is always available as well.

Attached to the staff report, for reference was the open house slide presentation and the handouts that were provided to those in attendance at the open houses.

Ms. Dale advised that the Ottawa County Regional Planning Commission (OCRPC) was forwarded the proposed amendments on August 7, 2025, and held a hearing on August 19, 2025. Attached is OCRPC’s decision letter recommending **Approval**. The Danbury Township Zoning Commission held a public hearing June 4, 2025, and recommended 5-0 **Approval as Presented** to the Board of Trustees citing that decision standard “b” was satisfied.

A proposed amendment may be approved if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

Section 7.7.3.E.ii Text Amendments

- a. The proposed amendment will make the Resolution conform more closely with the Land Use Plan.
- b. The proposed amendment will improve the public health, safety or general welfare of Danbury Township.
- c. The proposed amendment will clarify the intent of the Resolution.
- d. The proposed amendment will improve enforcement of the Resolution.

After a brief discussion with the Board of Trustees and Ms. Dale, Ms. Rozak motioned to approve adopting text amendments to Danbury Township Zoning with Resolution 22-2025 as follows:

Held _____ **October 13,** _____ **2025**
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The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in special session at 5:30p.m., on October 13, 2025, at the Danbury Township Building, 5972 E. Port Clinton Eastern Road, Marblehead, Ohio 43440, with the following members present:

Ms. Dianne Rozak; Mr. John Paul Dress; Mr. David Hirt

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

RESOLUTION NO. 22 - 2025

A RESOLUTION ADOPTING TEXT AMENDMENTS TO THE DANBURY TOWNSHIP ZONING RESOLUTION

WHEREAS, on August 6, 2025, the Danbury Township Zoning Commission, in accordance with Ohio Revised Code section 519.12(A)(1) initiated, by motion, the following amendments to the Danbury Township Zoning Resolution:

- Add New Section 4.20 to include Use Standards for Storage Areas.
- Renumber Article 4 Section numbers and page numbers accordingly to accommodate new Section 4.20.
- Modification to Section 2.2, modifying "Storage Area" definition, add "Brokerage", "Development Site", "Thoroughfare, Major" and "Thoroughfare, Minor" definitions.
- Modification to Section 3.4 Use Matrix to include reference to new Use Standards for Storage Areas and make Storage Areas a Conditional Use instead of a Permitted Use.
- Modification to Section 5.2 Accessory Buildings to correct zoning district references and add clarification language that living quarters or inhabited overnight stay accommodations are not permitted inside detached accessory structures.
- Modification to Section 5.3 Breezeways and Attached Garage Standards to clarify that this language applies to all zoning districts within the Township and not just Lakeside and to add that permits are required to convert attached garage space into living space.
- Modifications to Section 5.8 Landscaping & Buffering Requirements, expanding the requirements to address preservation of existing vegetation, requiring landscaping to be installed within 9 months of receiving a Certificate to Occupy, requiring a landscaping plan as part of the zoning permit review, establishing the streetscape minimum width to 10', and other general requirements regarding landscape spacing, opacity & maintenance.
- Modifications to Section 5.10.4 Parking & Off-Street Loading Requirements to increase the edge of parking front setback to 10' to coincide with the landscaping requirements.

WHEREAS, said text amendments were forwarded to the Ottawa County Regional Planning Commission (OCRPC) August 7, 2025, and considered by the Ottawa County Regional Planning Commission (OCRPC) on August 19, 2025, where the Commission recommended unanimous approval of said text amendments as presented; and

WHEREAS, the Danbury Township Zoning Commission held a public hearing on September 3, 2025, and by motion and vote, the Zoning Commission unanimously recommended approval of said text amendments as presented; and

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING

Meeting

Map Amendments ZC-2025-154 and ZC-2025-161

Text Amendments ZC-2025-166

GOVERNMENT FORMS & SUPPLIES 644-224-3338 FORM NO. 10748

Held _____

October 13, 2025
20 _____

WHEREAS, the Board of Trustees held a public hearing on October 13, 2025, and, at the conclusion of the public hearing, voted to accept the recommendation of the Zoning Commission; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Danbury Township, Ottawa County, Ohio:

- 1) The Board finds that the following Decision Standard of the Danbury Township Zoning Resolution is satisfied:
 - b. The proposed amendment will improve the public health, safety, or general welfare of Danbury Township.
- 2) The Board does hereby adopt the amendments to the Danbury Township Zoning Resolution attached hereto as Exhibit A; and
- 3) That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code; and
- 4) That this Resolution shall be effective at the earliest date 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:

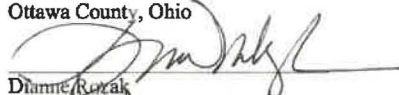
Vote Record: Ms. Rozak Yes Mr. Dress Yes Mr. Hirt Yes

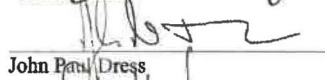
ADOPTED this 13th day of October, 2025.

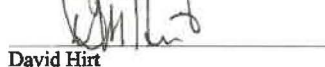
Attest:


Brinkley Paul
Fiscal Officer

Board of Trustees
Danbury Township
Ottawa County, Ohio


Dianne Rozak


John Paul Dress


David Hirt

AUTHENTICATION

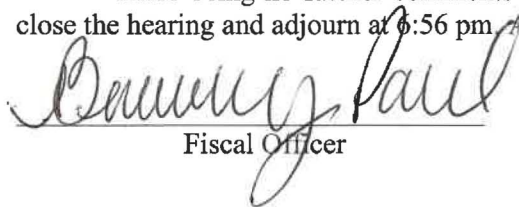
IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution duly passed by this Board of Trustees in session this 13th day of October 2025 and filed with the Danbury Township Fiscal Officer.

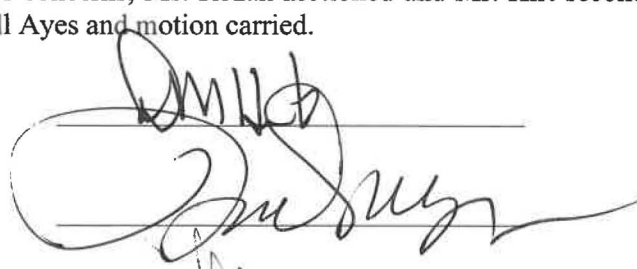

Attest:


Brinkley Paul
Fiscal Officer

Adjournment

There being no further comments or concerns, Ms. Rozak motioned and Mr. Hirt second to close the hearing and adjourn at 6:56 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 _____

October 22,

20²⁵

Trustee Hirt called the meeting to order at 6:00 PM. The Pledge of Allegiance was recited. Roll call: Trustee Hirt, Trustee Dress and Trustee Rozak were present, along with Fiscal Officer Brinkley Paul, Township Assistant Lynne James, Zoning Administrator Kathryn Dale, Zoning Assistant Dawn Connor and Fire Chief Shawn Hunsicker. Visitors in attendance; Susan Dress, Derek Sprouse, Nancy Buchan, Connie Bruno and Karen Hockstad.

Mr. Hirt motioned and Mr. Dress seconded the approval of the Regular Trustee Meeting minutes from October 8, 2025; all ayes and motion carried.

Derek Sprouse gave a presentation of the Township's liability and property insurance renewal with OTARMA. After discussions the new rate is \$131,924.00 for 11/20/2025, 2025-2026 coverage; which includes all departments, materials, buildings and vehicles. The cost is reflective of the new property appraisals. This is with a 5,000 deductible. Derek suggested decreasing the cost by increasing deductibles; he recommended increasing property but not auto. Increasing the property deductible to 10,000 would be a savings of \$4824 off the above new rate.

Ms. Rozak asked if blanket total insured value covered any vehicles being stored in the building (s) should weather wipe it out for example. Mr. Sprouse said the vehicles have their own insurance coverage for physical damage.

More Grant and Police and Fire Grant are still available for a total of \$3,000. Rozak will work with Ms. James and the department heads to submit these grants.

Ms. Rozak moved and Mr. Hirt second, to renew the Townships OTARMA insurance coverage. All ayes and motion carried.

Mr. Sprouse thanked the Board and left the meeting.

Mr. Hirt introduced Attorney Karen Hockstead representing Gudrun Barnholt and extension of Resolution 16-2025. After attending the meeting, the two gentlemen working with them and the property were not local and some logistics arose. They have now retained Connie Bruno who is local. They have been unable to get water reestablished and therefore the Powerwashing has been delayed. They are a month out from the original deadline and she would like Connie to give the board an update.

Ms. Rozak stated there are a number of companies that will power wash, but Ms. Hockstead stated they have tried to retain someone, but they do not bring their own water. Ms. Rozak further explained that McRitchie is a water hauling company that coordinates to meet on site and fill water tanks for the power washers.

Connie stated she was not aware of that and will follow up with McRitchie immediately. They have been addressing as much of the property as they can, but the weather has also been a contention.

Ms. Rozak referred to Ms. Dale who stated she has seen some progress now and what she would like to see by the original deadline of November 24 are the following: All hard exterior repairs complete; soffit, door, window to get it closed up and secured. Then if the Trustees agree, due to the onset of cold, the pressure washing and painting can be postponed through Memorial Day, 2026.

Ms. Hockstead said it would be their goal to have it done way in advance of the new date. Ms. Rozak asked if they could have everything done by the original deadline and Connie felt they could get everything done but the paint and power washing. However, she is not going to stop if there is a break in the weather as she wants it off her books as quickly as possible.

After a brief discussion, by Ms. Dale, Ms. Rozak introduced Resolution 16-2025 – B a modification to Resolution 16-2025 and moved for its adoption: (see next page)

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ **October 22,** _____ **20** _____ **25** _____

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in a regular meeting session at 6:00 p.m., on October 22, 2025, at the Danbury Township Hall, 5972 E. Port Clinton Road, Marblehead, Ohio 43440, with the following members present:

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

Ms. Rozak introduced the following resolution and moved its adoption:

RESOLUTION NO. 16 – 2025 - B

RESOLUTION TO MODIFY PREVIOUS TRUSTEE RESOLUTION 16-2025
REGARDING THE MAINTENANCE & REPAIR OF THE
STRUCTURALLY DEFECTIVE STRUCTURE FROM THE
PROPERTY LOCATED AT 8122 E. HARBOR ROAD,
DANBURY TOWNSHIP, OTTAWA COUNTY, OHIO

PREAMBLE

WHEREAS, on August 25, 2025, the Board of Trustees (the “Board”) adopted Resolution 16-2025 determining that the property owned by Gudrun Barnholt (“Owner(s)”) located at 8122 E. Harbor Road, Marblehead, Ohio (PIN# 0141716628353000) (the “Property”) contained a single family house structure (the “Structure”) that was structurally defective and in need of maintenance and repair pursuant to Section 505.86 of the Ohio Revised Code, and

WHEREAS, Section 3 of Resolution 16-2025, ordered the Owner(s) of the Property to execute and complete the exterior maintenance and repairs of the Structure within 90 days or before November 23, 2025; and

WHEREAS, Section 1 of Resolution 16-2025, ordered that the exterior maintenance and repairs of the Structure included but was not limited to; removal of any and all vegetation growing on the Structure, repair or replacement of any broken or missing windows with appropriate fitting glass windows, ensure that any and all openings into the structure are secured and locked especially the bilco doors and rear addition of the Structure, repair or replacement of the soffit at the SE corner of the Structure, repair or replacement of the front porch ceiling, removal of the 2nd story front shutters and any other shutters in similar condition, remove peeling paint and repaint wood window trims, and pressure wash exterior of the entire Structure; and

WHEREAS, at the October 22, 2025 Trustee regular meeting, the Owner, Gudrun Barnholt was present by representation of Attorney Karen Hockstad whom reported that on or about October 13, 2025 DJZ Roofing made repairs to the front porch ceiling and front porch roof covering were completed; and

WHEREAS, at the October 22, 2025 Trustee regular meeting, the Owner, Gudrun Barnholt was present by representation of Attorney Karen Hockstad to request an extension to complete said maintenance and repairs, in accordance with Section 5 to the orders given in Section 1 of Trustee Resolution 16, 2025.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Trustees of Danbury Township, Ottawa County, Ohio hereby agrees to extend additional time to the Owner, Gudrun Barnholt, located at 8122 E. Harbor Road, Marblehead, Ohio (PIN# 0141716628353000) in Danbury Township, Ottawa County, Ohio to finish the previously ordered maintenance and repair of said Structure, and orders the following actions:

Section 1: The Board orders the Owner of the Property to complete the following exterior maintenance and repairs of the Structure including but not limited to; removal of any and all vegetation growing on the Structure including gutters, repair or replacement of any broken or missing windows with appropriate fitting glass or

Held _____

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2025

plexiglass windows, ensure that any and all openings into the structure are secured and locked especially the rear addition of the Structure, repair or replacement of the soffit at the SE corner of the Structure, repair of siding on west side of main house above 1st story windows and siding on north wall of west wing below upper windows, remove peeling paint and repaint wood window trims, and pressure wash exterior of the entire Structure;

Section 2: That all exterior maintenance and repair orders of Section 1 above are completed on or before November 24, 2025 with the exception of the peeling paint and repainting of wood window trims, and pressure wash exterior of the entire Structure, which shall be completed on or before Memorial Day 2026 (May 25, 2026);

Section 3: No further extensions shall be granted unless the Owner of Property can expressly present a good faith effort, at no fault of their own, a valid reason for why the work to be performed was not completed in a timely manner.

Section 4: If the Owners fail to meet the 1st deadline established in Section 2, then it is the Board's intention to reevaluate potential demolition and removal of the Structure pursuant to Section 505.86 of the Ohio Revised Code.

Section 5. This Board finds and determines that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in 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, Ohio Revised Code Section 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.

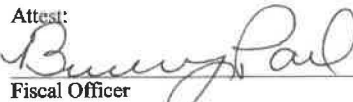
Mr. Hirt seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

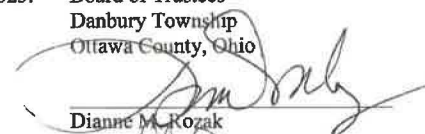
Vote Record: Ms. Rozak - yes ; Mr. Dress - yes Mr. Hirt - yes

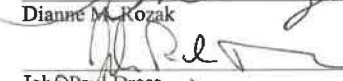
ADOPTED this 22nd day of October, 2025.

Board of Trustees
Danbury Township
Ottawa County, Ohio

Attest:


Fiscal Officer
Brinkley Paul

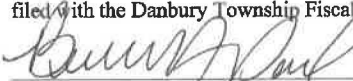

Dianne M. Rozak


John Paul Dress


David M. Hirt

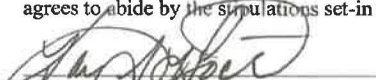
AUTHENTICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution duly passed by this Board of Trustees in session this 22nd day of October, 2025 and filed with the Danbury Township Fiscal Officer.


Brinkley Paul
Danbury Township Fiscal Officer

OWNER ACKNOWLEDGEMENT

Now comes the Owner, Gudrun Barnholt through her Attorney, Karen Hockstad of 8122 E. Harbor Rd., Danbury Township, Ottawa County, Marblehead, Ohio 43440 (PIN# 0141716628353000) who freely and voluntarily was present and participated in said hearing, and acknowledges the agreements set forth in this Resolution on this 22nd day of October, 2025 and agrees to abide by the stipulations set-in and by the dates established.


Karen Hockstad, Attorney
on behalf of Gudrun Barnholt, Owner

All parties thanked the Board for their time and support and left the meeting.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ **October 22,** _____ **20** _____ **25**

Zoning

PERMITS as of October 20, 2025

To date this month there have been 13 permit applications submitted/processed totaling \$1,998.82. collected in fees and application balances.

BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

The Board of Zoning Appeals held their regular meeting on October 15, 2025, for the following cases:

- a. **BZA-2025-215 Approved as Presented**
6965 E. Harbor Road. Request for an Area Variance to Section 3.5 to allow for a commercial structure to encroach into the west, front-yard setback (15' proposed/ 40' required). **Tibbels Marina, LTD.; John Tibbels, Owner/Applicant.**

- b. **BZA-2025-216 Approved as Presented**
140 Northview. Request for an Area Variance to Section 5.2.1.B to allow for an accessory building addition to be located in a front yard and to Section 5.1.7 to allow said addition to encroach into the west, front-yard setback (20' required/ 7' proposed). **Ronald & Anna Koenig, Owner/Applicant.**

- c. **BZA-2025-222 Approved as Presented**
7636 Downend. Request for an Area Variance to Section 5.1.7 to allow for a 2nd story addition over the existing garage to encroach into the east, side yard setback (1' proposed/5' required), the south, rear-yard setback (4' proposed/ 5' required), Section 3.5 to exceed the maximum allowed lot coverage (40% allowed/ 47% proposed) and to Section 7.12.3.A. to allow more square footage than allowed onto a nonconforming structure (20%/429.25s.f. allowed; 37%/ 796.25s.f. proposed). **Steve & Jill Klimack, Owner/Applicant**

- d. **BZA-2025-223 Tabled at the request of the Applicant**
9356 E. Bayshore Road. Request for Conditional Use in accordance with Section 3.4. and Section 4.7 for 109 condominium units. **Columbia Bayshore, LLC, Agent; Bayshore Group, LLC, Owner/Applicant.**

The Zoning Commission -

The Zoning Commission will hold their regular meeting November 5, 2025 on the following cases:

- a. **ZC-2025-225 7597 E. Harbor Road. Map Amendment from “C-1” Limited Commercial to “R-C” Recreational Commercial** for Part of Section 2, Lot 17, PIN# 0141173815699000 consisting of approximately 1ac. of an 11.57ac. parcel to be rezoned. **Great Lakes Land Development, LLC; Chris Malfara Owner/Applicant; DGL Consulting Engineers, LLC; Cody Gable, Agent.**

- b. **ZC-2025-228 1355 S. Danbury North. Map Amendment from “A” Agricultural to “C-2” General Commercial** for Part of Section 4, Lot 20, PIN# 0141160615537003, 0141160615537011, & 0141160615537012 consisting of approximately 1.65ac. of approximately 3.558ac. to be rezoned. **Stowaway Jeannie, LLC; James Davenport Owner/Applicant; Carl Feick Engineering, Agent.**

Ottawa County Regional Planning Commission (OCRPC) held their hearing for these cases on October 21, 2025. The recommendations from that Commission will be reported at your 10.22.25 meeting.

DEPARTMENT UPDATES

- **Security cameras and RC 2 –** After taking a look at the current cameras that are in place, it was evident that 2 more cameras were needed in “blind spots”. This would not change the monthly monitoring cost. Mr. Hirt motioned and Ms. Rozak second, purchasing two additional cameras at a cost of \$499.95 each which included installation. All ayes and motion carried.

Dawn stated the cameras immediately record for 3 minutes after they have been triggered and date is overwritten monthly at Catawba Security.

Ms. Dale said this will be added to Fiscal RC 2 schedule and it will be confirmed that the date is written over every 30 days.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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

Held _____

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20²⁵

- **Signing Record Plat for Phase 4 of Lighthouse Bluffs:** Ms. Dale stated everyone has signed this except the County Record and Auditor have signed the Plat. There are still outstanding issues with Phases 2 and 3, however Ms. Dale and Superintendent Waldon have confirmed Mark Messa that signing this does not affect those issues that still need to be addressed. This merely states they can record Phase 4 and start selling lots, it has nothing to do with the street as it won't be accepted for a year after the record Plat has been signed. Ms. Dale stated it does not need a motion by the Trustees, just their signatures. The Trustees signed.

Mr. Dress said the assumption was that Section 1 and 2 had been approved and the Township had accepted them for maintenance. In researching this, they found that Section 2 had never been accepted by the Township which was over 25 years ago. They have gone out now and assessed the Phase 2 road and it is good or better than roads they have accepted before, so they are going to propose to accept and approve Phases 2 and 3 together. Attorney Van Eerten was good with this; Superintendent Waldron is reaching out to the Developer who will work with Tina on the wording for that proposal.

- **Dilapidated Structure Updates:**

- | | | | |
|--------------------------------|--------------|--------------------|---|
| • 2062 Carlbert – Skabar | Res. 14-2025 | Demo by 10.24.25 | House gone 10.20.25 |
| • 961 S. Church Rd – Shealy | Res. 15-2025 | Demo by 12.31.25 | |
| • 8122 E. Harbor Rd – Barnholt | Res. 16-2025 | Repair by 11.23.25 | Request Ext. 10.22.25 |
| • 1911 Seneca Tr – Otanicar | Res. 17-2025 | Repair by 11.23.25 | House gone 10.20.25 |
| • 140 Tibbels - Wowk | Res. 18-2025 | Demo by 10.24.25 | No appeal hearing requested. Lining up disconnections & getting things in order to tear down. |

VIOLATIONS/COMPLAINTS

Other Misc.:

248 Erie Beach (*Excessive Storage – Richards*)

File turned over to J. Stopar to file necessary zoning violation with Common Pleas Court.

Prior Info: Certified Letter to the property owner 07.03.25 for having too many boats, RV's, trailers on the property. There are currently 2 boats and 2 RV's, and one needs to be removed. We, along with the neighbors, have been patient with this, this summer because we received word that the owner, who is a repeat offender, was selling the house. As of 07.21.25 still waiting for the letter to be delivered. Certified letter was returned unclaimed. Letter re-sent via regular mail 08.01.25. Will re-check by 08.15.25. Re-inspection conducted 08.15.25 and all recreational vehicles are still parked on the property. Property owner has not reached out to us. Will be attempting to make contact with the owner or posting the property. Final Notice letter was sent via certified mail 08.27.25. Letter was claimed 09.03.25. Owner has until 09.10.25 to remove one of the units from the property.

Illegal Rentals:

8146 Northshore Blvd. (*Illegal Rental – Thomas*)

Conference call scheduled for 11.03.25 to set filing schedules moving forward.

Prior Info: Due to a police response on a different matter, it came to light that this property was occupied by a short-term renter. This has been a repeat offender who has been tough to catch because they do not advertise on any of the rental platforms. The history of this has been turned over to J. Stopar because due to HB 315, zoning violations are now civil and must be pursued through Ottawa County Court of Common Pleas. Spoke with J. Stopar 06.24.25 and based on the documentation we do have on this, he believes the case is strong enough to pursue. He will be filing a complaint with the Court of Common Pleas within the next week. Anticipate complaint to be filed 07.21-07.23. Will provide you with a copy at the meeting if it is indeed filed. Complaint was officially filed 08.07.25 and enclosed is a copy for your review. Case is officially in the court's hands and updates will be provided accordingly. Property owners claimed their notifications of the court filing 08.20.25 and now have a certain amount of time to file a reply. Case is officially in the court's hands and updates will be provided accordingly. No reply has been filed by the property owners to date (they have until roughly Sept. 19th). A conference call is scheduled though for November 3, 2025. Attorney for defendants filed their reply 09.29.25 denying all claims.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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Held

October 22, 20 25

126 Hidden Beach (*Illegal Rental – Pokorny*)

RE-OPENED

Notice received that this property was being rented out short-term for a week. 2nd Notice to Comply letter mailed Certified 10.07.25. Has yet to be delivered or claimed.

Prior Info: While out on inspections, noticed that these property owners have a sign on the front of their house and on the telephone pole by the street that they are accepting weekly & weekend rentals. Owners received similar notice in 2016 that this is not allowed. Certified Cease & Desist letter send 07.03.25. Waiting for delivery. Notice was also posted on the front door of the property 07.08.25 regarding the certified letter attempt. Marcel plans to post letter at the property 07.24.25. Property was re-inspected on 08.08.25 and all signage indicating it is available for short-term stay has been removed. Case was closed.

4799 E. Harbor (*Illegal Rental – Heaven Shorelines/ Tavakoli*)

CLOSED

Warning letter mailed certified 10.07.25. Advertising on AirBnB short-term stay. Delivered 10.18.25. Some modifications have been made to their listing, but more needed to be totally compliant.

Illegal Use:

None at this time.

Junk & Debris:

325 Forest Green (*Junk & Debris, Tall Grass – Walterbach*)

CLOSED

10.20.25, grass in front & back has been cut. Some misc. items like trash cans in front of the shed are blown over, but otherwise in decent shape compared to earlier this year.

Prior Info: Complaint was received and inspected 06.09.25. Letter is being prepared to be sent out to the property owner who is a repeat offender of this and has been abated by the Township in the past. Certified letter was sent to the property owner 06.10.25 and claimed 06.12.25. Upon reinspection 06.20.25 dilapidated carport that was installed without a zoning permit had been removed from the property. Other violations still remain and a 2nd Notice - Notice to Comply was sent via certified mail 06.20.25. We learned over the past weekend that the owner was incarcerated locally. His aunt reached out 06.24.25 and is going to attempt to resolve some of our issues before it escalates any further. We will be checking back in with her next week to see what was accomplished. Owner is still incarcerated. His aunt reached out 06.30.25 that they were able to get the front debris removed and mowed. Organized & cleaned up the side of the house as much as possible. Indicated they may do more organization later but were unable to get the rear mowed. The owner's aunt then stopped into the office 07.02.25 and said she was going to try to rent a bush hog to mow the rear yard, but that would not be until week of 07.09.25 and she would keep us posted. The owner's aunt called 07.08.25 and said they, in conjunction with the neighbors (Amigo's) had a company come out to provide them with a quote. 07.15.25 Ms. Amigo called to say that Superior Lawn Care would be cutting it, but they cannot get to it until early August. We have put a call in to verify this. According to the lawn service provider, the aunt to Mr. Walterbach could not afford the quote and thus they were not scheduled to handle this property. We contacted the aunt, and she reported that she & her husband were working on it. 08.07.25 the aunt called to say that a lot had been done in the rear of the property, and all weeds had been sprayed. Upon re-inspection, the front of the property is done, and the aunt indicates they will be staying on top of that. It's very close to being in compliance but their pace may slow down since the aunt broke her foot and has an upcoming trip planned. We'll follow up a few times between now and the next Trustee meeting. 09.11.25 the owner's aunt contacted us to let us know they are continuing to work on the property and are going to hire a company after all to maintain the rear yard.

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

CLOSED

Attorney for Fort Firelands emailed 10.06.25 indicating that major things that were asked of them have been completed and they intend to continue to work

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 (7019228000063185558) 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

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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

Held

October 22,

20²⁵

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. 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. 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 into the property to help remove some of the other junk & debris. The van has been purchased, and they are just waiting for the new owner to come take it. The tractor on the property is also apparently sold and just waiting for it to be removed. Nothing new to report, dumpster is still on the property, but it doesn't appear that much progress is being made since last report. Reached out to the property owners and their attorney 08.13.25 because little to no progress has been made and a dumpster had been sitting on the property for over a month un-used. The owner responded a week later on 08.18.25 stating that a new dumpster was scheduled to arrive the next day to remove a piece of tractor equipment, which was done. However, the vegetation around the property has also not been kept up and they did not provide a requested timeframe to get back to work on the issues. We responded back to them 08.22.25 that if they want us to enter the property to clean it up for them, then we can and we can forgo this continues back and forth unnecessarily since they have already been provided 8 months to get this dealt with. We have yet to hear back from them and will be sending them their official 2nd notice. August 28, 2025, the property owner's attorney reached out asking for specifics and whether a permit would be required to install a fence to help conceal some of the issue. He indicated that he was scheduled to meet with the property owners and would be getting back to us with a written statement. A written statement was received 09.05.25 which indicated they will complete the organization and clean-up around the maintenance building by September 30, 2025. Need to re-inspect to verify it's complete. It is much better in the last few weeks than it has been all summer.

Tall Grass:

None at this time.

Junk Vehicle:

None at this time.

Camper Occupied:

365 Miley (*Camper occupied – Menier*)

Complainant claims a camper on the property was occupied 10.01.25. Notice sent via Certified Mail 10.07.25 to property owner that this is not permitted. On-going neighbor dispute between complainant & this property owner. Certified Letter has yet to be delivered or claimed.

Construction without Permits: None at this time.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ October 22, _____ 2025

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	64	4	1	4	1	0
May	112	10	5	13	0	3
June	92	8	4	12	2	10
July	94	16	9	7	3	21
August	110	7	6	4	1	1
September	85	3	5	8	1	0
October as of the 22	52	9	3	4	0	2
November						
December						
Sub-Total:	819	67	35	71	11	37
Total	1040					

*Motor Vehicle Crash(s)

** Alarm Activation(s)

***Carbon Monoxide Investigation(s)

- Full time hiring process is going well; 17 applicants, 11 current employees, 6 outside the department and interviews have begun.
- Ms. Rozak motioned and Mr. Hirt second approval of the 2025/2026 service agreement from Hohler in the amount of \$2848; all ayes and motion carried.
- Ms. Rozak motioned and Mr. Hirt second approval of the T&T Laser invoice for \$4560.36 on service of squad #551 for battery,wire repair, suspension, tire rod and tire replacement, along with wire repair on power cot system. All ayes and motion carried.

Roads

- Sackett Cemetery – nothing to report.
- Winterizing parks and ballfields
- Meadowbrook preparation for the annual pumpkin walk tomorrow night.
- Maintenance is using the three bays on the end of the police station. They are going to use the last bay for the backhoe to load salt at the salt barn this winter and it needs to be heated. Mr. Hirt motioned and Mr. Dress second approval of the Bayside Comfort quote \$3652.50; all ayes and motion carried.

The breakroom at the new maintenance building also needs to be heated so they are adding a mini split like the one installed in the office area. Ms. Rozak motioned and Mr. Dress second approval of the Bayside Comfort quote \$5971.67; all ayes and motion carried..

Ms. Rozak motioned and Mr. Dress seconded to approve both Bayside comfort quotes; all ayes and motion carried.

- Mr. Dress and Superintendent Waldron have requested that the rep from Lamar Billboard company acknowledge in writing that a portion of their billboard is on the maintenance property and that it will not be extended any further on our property. They are waiting for a response.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held October 22, 2025

- Ms. Rozak checked into playground composite surfacing and asked Janna if it would be something to apply for in the upcoming 2026 Parks Grant. She said it would be and is great for ADA accessibility, so Ms. Rozak had Superintendent Waldron get quotes. The first he quote he has received is to remove existing mulch, install compact stone base and install synthetic turf at a cost of \$109,000.00. Usually Ms. Rozak asks for 50% grant, and Township pays remaining 50%.

For the next meeting she would like Superintendent Waldron to confirm if this quote was for both the Townhall playground area and Lion's Park at Lake Point playground area.

Parks District doesn't need specific dollar amounts and percentages at this time, only a resolution to apply for the 2026 grant so Ms. Rozak introduced Resolution 23-2025 To apply to the Park District of Ottawa County for their 2026 Parks and Trails Improvement Grant as follows:

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in regular meeting session at 6:00 p.m. on October 22, 2025, at the Danbury Township building, 5972 Port Clinton Eastern Road, Marblehead, Ohio, 43440 with the following members present: Mr. David M. Hirt, Ms. Dianne M. Rozak, Mr. John Paul Dress.

Trustee ROZAK introduced the following resolution and moved for its adoption:

RESOLUTION: 23 - 2025

A RESOLUTION TO APPLY TO THE PARK DISTRICT OF OTTAWA COUNTY FOR THEIR 2026 PARKS AND TRAILS IMPROVEMENT GRANT

WHEREAS the Danbury Township Board of Trustees desires to purchase poured rubber composite resurfacing material to enhance playground safety and ADA accessibility; and

WHEREAS the Ottawa County Park District is providing an opportunity to apply for funding for park improvements; and

WHEREAS the Danbury Township Board of Trustees desires to participate in this grant program.

NOW THEREFORE BE IT RESOLVED THAT:

The Danbury Township Board of Trustees agrees to the terms and conditions of this grant program and designates Trustee Dianne Rozak to apply for this funding for the improvement.

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

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ October 22, _____ 20 25

Trustee DRESS seconded the resolution and the roll being called upon the question of its adoption the vote resulted as follows:

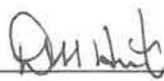
Vote Record: Mr. Hirt Yes Ms. Rozak Yes Mr. Dress Yes

ADOPTED this 22nd Day of October 2025

Board of Trustees, Danbury Township
Ottawa County, Ohio

Attest:


Fiscal Officer Brinkley Paul



David M. Hirt



Dianne M. Rozak



John Paul Dress

AUTHENTICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution passed by this Board of Trustees in session October 22, 2025, and filed with the Danbury Township Fiscal Officer.



Brinkley Paul, Danbury Township Fiscal Officer

Police

- Chief Meisler submitted the incident report: From 10-1-2025 to 10-22-2025, the department responded to 298 calls.
- The new office signs have been ordered from Allure.
- Officers will be attending two Trunk or Treat events this week and next.
- Request to sell 2018 Ford Taurus to Lakeside. Mr. Dress will ask Chief Meisler for more information on cost to decommission.
- Wanda Kershner Estate donation to the police department was \$22,762.30. Ms. Paul has it on it's own revenue line in the UAN system and will keep track of remaining balances for Chief Meisler.

Correspondence

- Letter from Linda Mahler inviting the Trustees to the dedication of the new Veterans Memorial at the St. Paul cemetery entrance on Tuesday Nov. 11th at 11 am. Notify Ms. Rozak if you will be attending, she is handling the RSVP.
- Christmas Done Bright catalog.

Old Business

- None.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____

October 22,

20²⁵ _____

New Business

- Cemetery deed for Cynthia and Gordon Waugh approved and signed.
- Emergency Contact information form has been approved and it has been sent to all employees. Once received back at the Fiscal Office, Ms. James will have them in a red binder and will supply a copy to Chief Hunsicker for their files.
- Ms. James stated that Morgan White secondary insurance renewal cost did not change for 2026 and now we are just waiting on the Guardian dental and vision renewal.
- Ms. Rozak received a call from Mame Drackett, co-founder of the annual Lakeside Wooden Boat Show. They are having radio-controlled sailboat races July 18 and 19, 2026 and would like to use the pond area located at Lions Park at Lake Point for the races.

Ms. Rozak left a message at Amrize since that is quarry water and Nicole reached back out to her stating the quarry would love for them to utilize the area at Lake Point. Nicole said they would like advertisements about the event and pictures during the event. Ms. Rozak advised Ms. Drackett of this and everything is set for next July.

The Board is in agreement with this and Trustee Dress will notify the Lions Club that this event will be going on at the park on July 18 and 19, 2026.

- Ms. James stated that at the most recent safety council meeting, the speaker was affiliated with the University of Findlay; All Hazards Training Center. Scott Lowry did a presentation on workplace violence and active shooter awareness. He stated they also come out to do location trainings.

Ms. Rozak said that last year when they updated employee benefits the Trustees talked about having luncheon training meetings on general topics for department-wide attendance, not mandatory but open to all employees. She thinks this would be ideal and would like Ms. James to contact Mr. Lowry and get training information and cost.

Fiscal Business

- Mr. Hirt motioned and Ms. Rozak second, to approve bills and payroll in the amount of \$340,038.83 for the period October 9 to October 22, 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 second to approve the August Bank Reconciliation, all ayes and motion carried.
- Mr. Hirt motioned and Ms. Rozak second to approve the September Bank Reconciliation, all ayes and motion carried.
- Ms. Paul stated that she was unable to get the STAR percentage and asked that it be moved to the next meeting.

Comments and Concerns

- None.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ October 22, _____ 20 25

DANBURY TOWNSHIP, OTTAWA COUNTY

10/21/2025 7:22:11 PM

Payment Listing
10/9/2025 to 10/22/2025

UAN v2025.1

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
510-2025	10/09/2025	10/04/2025	CH	Columbia Gas	\$273.25	O
543-2025	10/15/2025	10/08/2025	CH	Aflac	\$1,081.22	O
544-2025	10/20/2025	10/08/2025	CH	Ottawa County Sanitary Engineering	\$290.93	O
545-2025	10/20/2025	10/08/2025	CH	Ottawa County Sanitary Engineering	\$24.00	O
546-2025	10/20/2025	10/08/2025	CH	Ottawa County Sanitary Engineering	\$66.84	O
547-2025	10/20/2025	10/08/2025	CH	Ottawa County Sanitary Engineering	\$108.42	O
577-2025	10/21/2025	10/21/2025	CH	Charter Communications	\$313.65	O
578-2025	10/21/2025	10/21/2025	CH	Charter Communications	\$195.98	O
579-2025	10/21/2025	10/21/2025	CH	Guardian	\$2,349.75	O
580-2025	10/21/2025	10/21/2025	CH	Verizon Wireless	\$309.54	O
581-2025	10/22/2025	10/21/2025	CH	Paychex of New York, LLC	\$61,133.82	O
582-2025	10/22/2025	10/21/2025	CH	Paychex of New York, LLC	\$1,707.84	O
583-2025	10/22/2025	10/21/2025	CH	Paychex of New York, LLC	\$2,400.58	O
584-2025	10/22/2025	10/21/2025	CH	Paychex of New York, LLC	\$355.48	O
585-2025	10/22/2025	10/21/2025	CH	Paychex of New York, LLC	\$5,996.50	O
586-2025	10/22/2025	10/21/2025	CH	Paychex of New York, LLC	\$1,738.14	O
587-2025	10/22/2025	10/21/2025	CH	Paychex of New York, LLC	\$119.62	O
588-2025	10/22/2025	10/21/2025	CH	Paychex of New York, LLC	\$319.86	O
49115	10/22/2025	10/21/2025	AW	Genoa Bank	\$1,094.99	O
49116	10/22/2025	10/21/2025	AW	Genoa Bank	\$1,081.26	O
49117	10/22/2025	10/21/2025	AW	Genoa Bank	\$52.34	O
49118	10/22/2025	10/21/2025	AW	Genoa Bank	\$41.92	O
49119	10/22/2025	10/21/2025	AW	Genoa Bank	\$388.18	O
49120	10/22/2025	10/21/2025	AW	VASU COMMUNICATIONS INC.	\$102,912.60	O
49121	10/22/2025	10/21/2025	AW	T & T Laser Alignment	\$4,560.36	O
49122	10/22/2025	10/21/2025	AW	Verizon Wireless	\$444.45	O
49123	10/22/2025	10/21/2025	AW	Allure Advertising	\$2,150.00	O
49124	10/22/2025	10/21/2025	AW	Fin Feather Fur Outfitters Sandusky LLC	\$9,280.00	O
49125	10/22/2025	10/21/2025	AW	Ohio Township Association	\$250.00	O
49126	10/22/2025	10/21/2025	AW	Genoa Bank	\$1,840.03	O
49127	10/22/2025	10/21/2025	AW	Catawba Clean Scene	\$420.00	O
49128	10/22/2025	10/21/2025	AW	Gannett Ohio LocalIQ	\$63.66	O
49129	10/22/2025	10/21/2025	AW	All Star Professional Cleaning, LLC	\$400.00	O
49130	10/22/2025	10/21/2025	AW	Beck Propane & Fuels	\$2,845.52	O
49131	10/22/2025	10/21/2025	AW	Zoll Medical Corp	\$33.30	O
49132	10/22/2025	10/21/2025	AW	Uline	\$1,260.00	O
49133	10/22/2025	10/21/2025	AW	Charter Communications	\$2,496.64	O
49134	10/22/2025	10/21/2025	AW	Rumpke of Ohio INC	\$66.00	O
49135	10/22/2025	10/21/2025	AW	TRi Motors Sales, INC.	\$541.38	O
49136	10/22/2025	10/21/2025	AW	Creative Product Sourcing, Inc.	\$300.96	O
49137	10/22/2025	10/21/2025	AW	Vance Outdoors Inc.	\$477.81	O
49138	10/22/2025	10/21/2025	AW	Judco, Inc.	\$160.00	O
49139	10/22/2025	10/21/2025	AW	Ottawa County Engineer	\$128,032.01	O
49140	10/22/2025	10/21/2025	AW	Ottawa County Recorder	\$60.00	O
Total Payments:					\$340,038.83	
Total Conversion Vouchers:					\$0.00	

Page 1 of 2

DANBURY TOWNSHIP, OTTAWA COUNTY

10/21/2025 7:22:11 PM

Payment Listing
10/9/2025 to 10/22/2025

UAN v2025.1

Total Less Conversion Vouchers: \$340,038.83

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

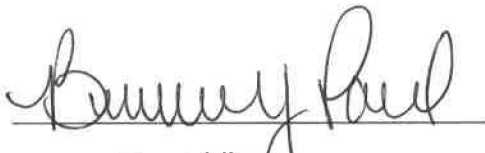
Meeting

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

Held _____ October 22, _____ 20²⁵ _____

Adjourn

There being no further comments, concerns or business before the Board, Ms. Rozak motioned and Mr. Dress seconded to adjourn at 7:54 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 _____ **October 22,** _____ 20 **25**

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RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held November 12, 2025

Trustee Hirt called the meeting to order at 6:01 PM. The Pledge of Allegiance was recited. Roll call: Trustee Hirt, Trustee Dress and Trustee Rozak were present, along with Fiscal Officer Brinkley Paul and Zoning Administrator Kathryn Dale. Visitors in attendance; Susan Dress, Jon Brown, Evan Sandvick, Erin Sandvick and Margaret Lenthe.

Mr. Hirt motioned and Mr. Dress seconded the approval of the Special Trustee Meeting minutes from October 13, 2025; all ayes and motion carried.

Mr. Dress motioned and Mr. Hirt seconded the approval of the Regular Trustee Meeting minutes from October 22, 2025; all ayes and motion carried.

Zoning

Permits for October

27 permit applications were processed for the month of October totaling \$4,095.31 in collected fees.

Accessory Building:	5
Addition	
Commercial:	
Residential:	2
Appeals:	
Area Variance:	5
Conditional Use:	
Deck:	
Dock:	
Fence:	1
New SF Home:	2
New Commercial Structure:	1
Other:	2
Refusal:	5
Signage:	1
Swimming Pool:	
Text/Map Amendment:	3
Total:	27

Board & Commission Activity

The Board of Zoning Appeals –

The BZA held adjudication hearings on October 15, 2025, on the following cases.

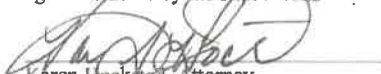
- a. **BZA-2025-215** **Approved as Presented**
6965 E. Harbor Road. Request for an Area Variance to Section 3.5 to allow for a commercial structure to encroach into the west, front-yard setback (15' proposed/ 40' required). **Tibbels Marina, LTD.; John Tibbels, Owner/Applicant.**

- b. **BZA-2025-216** **Approved as Presented**
140 Northview. Request for an Area Variance to Section 5.2.1.B to allow for an accessory building addition to be located in a front yard and to Section 5.1.7 to allow said addition to encroach into the west, front-yard setback (20' required/ 7' proposed). **Ronald & Anna Koenig, Owner/Applicant.**

- c. **BZA-2025-222** **Approved as Presented**
7636 Downend. Request for an Area Variance to Section 5.1.7 to allow for a 2nd story addition over the existing garage to encroach into the east, side yard setback (1' proposed/5' required), the south, rear-yard setback (4' proposed/ 5' required), Section 3.5 to exceed the maximum allowed lot coverage (40% allowed/ 47% proposed) and to Section 7.12.3.A. to allow more square footage than allowed onto a nonconforming structure (20%/429.25s.f. allowed; 37%/ 796.25s.f. proposed). **Steve & Jill Klimack, Owner/Applicant**

OWNER ACKNOWLEDGEMENT

Now comes the Owner, Gudrun Barnholt through her Attorney, Karen Hockstad of 8122 E. Harbor Rd., Danbury Township, Ottawa County, Marblehead, Ohio 43440 (PIN# 0141716628353000) who freely and voluntarily was present and participated in said hearing, and acknowledges the agreements set forth in this Resolution on this 22nd day of October, 2025 and agrees to abide by the stipulations set-in and by the dates established.


Karen Hockstad, Attorney
on behalf of Gudrun Barnholt, Owner

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held November 12, 2025

- d. **BZA-2025-223** **Tabled at the request of the Applicant**
9356 E. Bayshore Road. Request for Conditional Use in accordance with Section 3.4. and Section 4.7 for 109 condominium units. **Columbia Bayshore, LLC, Agent; Bayshore Group, LLC, Owner/Applicant.**

The Zoning Commission -

The Zoning Commission held a brief meeting on October 1, 2025, for the purpose of approving their meeting minutes from their September 3, 2025, meeting. There were no new cases to be heard.

The Board of Trustee held a Special Meeting, Monday, October 13, 2025, for the following cases:

- a. **ZC-2025-154** **Approved Res. 20-2025**
1501 S. Danbury N. Road. Map Amendment from “C-2” General Commercial to “R-C” Recreational Commercial for Part of Section 4, Lot 20, PIN# 0141160615537026 consisting of 10.5855ac. to be rezoned. **DB Development Group, LLC Owners/Applicants; Keith Brown, DB Development Group, Agent.**
- b. **ZC-2025-161** **Approved Res. 21-2025**
398 & 406 N. Erie Beach Road. Map Amendment from “R-2” Suburban Residential to “C-2” General Commercial for Section 1, Lot 10, Wright’s II Subdivision, Block 2, Lots 24-26 PIN# 0141181328819000 & 0141181328819001, consisting of 0.3205ac. to be rezoned. **Cypress Row Hospitality Group, LLC – James Beardsley Owners/Applicants; John Feick, Feick Design Group, Agent.**
- c. **ZC-2025-166** **Approved Res. 22-2025**
Request for Text Amendments. To add a new Sec. 4.20 to include Use Standards for Storage Areas. Amendments include adding definitions to Sec. 2.2 regarding Storage Areas, Brokerage, Development Site, Major & Minor Thoroughfares, Sec. 3.4 Use Matrix listing Storage Areas as a Conditional Use instead of a Permitted Use. Other amendments include modifying Sec. 5.2 Accessory Buildings and prohibiting habitation of said structures, Sec. 5.3 Breezeways clarifying applicability to all zoning districts, Sec. 5.8 Landscaping & Buffering addressing preservation of existing vegetation, installation time requirements, plan submission requirements and other general requirements of landscaping widths, spacing, opacity and maintenance. Modification to Sec. 5.10.4 Parking & Off-Street Loading Requirement to increase edge of parking setback to coincide with minimum landscaping requirements. **Danbury Township, Applicant.**

Ottawa County Regional Planning Commission (OCRPC) held a hearing for these cases on October 21, 2025 recommending approval for both:

- a. **ZC-2025-225**
7597 E. Harbor Road. Map Amendment from “C-1” Limited Commercial to “R-C” Recreational Commercial for Part of Section 2, Lot 17, PIN# 0141173815699000 consisting of approximately 1ac. of an 11.57ac. parcel to be rezoned. **Great Lakes Land Development, LLC; Chris Malfara Owner/Applicant; DGL Consulting Engineers, LLC; Cody Gable, Agent.**
- b. **ZC-2025-228**
1355 S. Danbury North. Map Amendment from “A” Agricultural to “C-2” General Commercial for Part of Section 4, Lot 20, PIN# 0141160615537003, 0141160615537011, & 0141160615537012 consisting of approximately 1.65ac. of approximately 3.558ac. to be rezoned. **Stowaway Jeannie, LLC; James Davenport Owner/Applicant; Carl Feick Engineering, Agent.**

Department Updates

• Dilapidated Structure Updates:

- | | | |
|----------------------------------|----------------|-------------------------------|
| • 2062 Carlbert – Skabar | Res. 14-2025 | Demo’d 10.20.25 |
| • 961 S. Church Road – Shealy | Res. 15-2025 | Demo by 12.31.25 |
| • 8122 E. Harbor Road – Barnholt | Res. 16-2025 | Repair by 11.23.25 |
| | Requested Ext. | 10.22.25 – See Res. 16-2025-B |
| • 1911 Seneca Trail – Otanicar | Res. 17-2025 | Demo’d 10.20.25 |
| • 140 Tibbels - Wowk | Res. 18-2025 | Demo’d 11.05.25 |

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held November 12, 2025

Office Activity

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

- Inspections 40
- Emails 914
- Violation Letters 3

PERMITS as of November 7:

To date this month there have been 1 permit application submitted/processed totaling \$401.40 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 November 19, 2025, for the following cases:

- a. **BZA-2025-251**
2991 Waterside. Request for an Area Variance from Section 4.7.2.D to allow for a lanai/screened-in porch to encroach into the north, rear-yard setback (18' proposed/ 25' required). **Eric & Ashley Bilton, Owner/Applicant.**
- b. **BZA-2025-242**
560 Lynn. Request for an Area Variance to Section 3.5 to allow for an addition onto the existing home to exceed the lot coverage (49.4% proposed/ 45% required). **Greg & Sandra Kreps, Owner/Applicant.**
- c. **BZA-2025-247**
143 Springcrest. Request for an Area Variance to Section 3.5 to allow for a covered porch addition to encroach into the west, front-yard setback (31.5' proposed/ 35' required). **Daniel & Sharon Spohn, Owner/Applicant.**
- d. **BZA-2025-249**
2148 Tecumseh. Request for an Area Variance from Section 5.1.7 to allow for a screened-in porch addition to encroach into the south and east front-yard setbacks (9' proposed/ 20' required). **Steven Coder, Owner/Applicant; Nick Schnittker, Agent.**
- e. **BZA-2025-250**
10240 E. Bayshore. Request for an Area Variance to Section 4.17.1 to allow for an addition onto Cottage #2 to encroach into the west, side-yard setback (1' proposed/ 45' required) and south, rear-yard setback (3.5' proposed/ 55' required) and to Section 7.12.3.A to exceed the square footage permitted onto a nonconforming structure [128s.f. (26.6%) proposed/ 96s.f. (20%) allowed]. **Stuckert's Resort, Owner/Applicant; Tim & Linda Brown, Agents.**

The Zoning Commission -

The Zoning Commission held their regular meeting November 5, 2025, on the following cases:

- a. **ZC-2025-225**
7597 E. Harbor Road. Map Amendment from "C-1" Limited Commercial to "R-C" Recreational Commercial for Part of Section 2, Lot 17, PIN# 0141173815699000 consisting of approximately 1ac. of an 11.57ac. parcel to be rezoned. **Great Lakes Land Development, LLC; Chris Malfara Owner/Applicant; DGL Consulting Engineers, LLC; Cody Gable, Agent.**
- b. **ZC-2025-228**
1355 S. Danbury North. Map Amendment from "A" Agricultural to "C-2" General Commercial for Part of Section 4, Lot 20, PIN# 0141160615537003, 0141160615537011, & 0141160615537012 consisting of approximately 1.65ac. of approximately 3.558ac. to be rezoned. **Stowaway Jeannie, LLC; James Davenport Owner/Applicant; Carl Feick Engineering, Agent.**

Ottawa County Regional Planning Commission (OCRPC) held their hearing for these cases on October 21, 2025 and recommended approval as presented for both requests.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held November 12, 2025

DEPARTMENT UPDATES:

- The Trustees scheduled a public hearing at Townhall for the above cases on December 4, 2025, at 5:30 pm.
- Ms. Rozak moved to appoint BZA member Sherry Roberts and ZC member Susan Dress to new 5-year terms expiring 12/31/2030. Second by Mr. Dress, all ayes and motion carried.
- **Dilapidated Structure Updates:**
 - 961 S. Church Road – Shealy Res. 15-2025 Demo by 12.31.25
 - 8122 E. Harbor Road – Barnholt Res. 16-2025 Repair by 11.23.25 Requesting Ext. 10.22.25
 - 140 Tibbels - Wowk Res. 18-2025 Demo'd 11.05.25 Co Eng. Looking for cap to sewer line tomorrow. Lake Disposal backed over Frontier box when delivering dumpster. Lake will take care of and caution flags are up until it is fixed.

VIOLATIONS/COMPLAINTS

Other Misc.:

248 Erie Beach (*Excessive Storage – Richards*)

File turned over 10.20.25 to J. Stopar to file necessary zoning violation with Common Pleas Court.

Prior Info: Certified Letter to the property owner 07.03.25 for having too many boats, RV's, trailers on the property. There are currently 2 boats and 2 RV's, and one needs to be removed. We, along with the neighbors, have been patient with this, this summer because we received word that the owner, who is a repeat offender, was selling the house. As of 07.21.25 still waiting for the letter to be delivered. Certified letter was returned unclaimed. Letter re-sent via regular mail 08.01.25. Will re-check by 08.15.25. Re-inspection conducted 08.15.25 and all recreational vehicles are still parked on the property. Property owner has not reached out to us. Will be attempting to make contact with the owner or posting the property. Final Notice letter was sent via certified mail 08.27.25. Letter was claimed 09.03.25. Owner has until 09.10.25 to remove one of the units from the property.

Illegal Rentals:

8146 Northshore Blvd. (*Illegal Rental – Thomas*)

Conference call was held on 11.03.25 to set filing schedules. A pre-trial date was scheduled for January. The defendant's attorney wants to settle the case. Stopar & myself are discussing what this may look like and if it's a viable option. Obviously zoning biggest concern is compliance with the zoning regulations.

Prior Info: Due to a police response on a different matter, it came to light that this property was occupied by a short-term renter. This has been a repeat offender who has been tough to catch because they do not advertise on any of the rental platforms. The history of this has been turned over to J. Stopar because due to HB 315, zoning violations are now civil and must be pursued through Ottawa County Court of Common Pleas. Spoke with J. Stopar 06.24.25 and based on the documentation we do have on this, he believes the case is strong enough to pursue. He will be filing a complaint with the Court of Common Pleas within the next week. Anticipate complaint to be filed 07.21-07.23. Will provide you with a copy at the meeting if it is indeed filed. Complaint was officially filed 08.07.25 and enclosed is a copy for your review. Case is officially in the court's hands and updates will be provided accordingly. Property owners claimed their notifications of the court filing 08.20.25 and now have a certain amount of time to file a reply. Case is officially in the court's hands and updates will be provided accordingly. No reply has been filed by the property owners to date (they have until roughly Sept.19th). A conference call is scheduled though for November 3, 2025. Attorney for defendants filed their reply 09.29.25 denying all claims.

126 Hidden Beach (*Illegal Rental – Pokorny*)

CLOSED

Notice received that this property was being rented out short-term for a week. 2nd Notice to Comply/ Cease & Desist letter mailed Certified 10.07.25. Letter was delivered and finally claimed 10.21.25. No further indications of a violation. Will monitor and re-open if we need to.

Prior Info: While out on inspections, noticed that these property owners have a sign on the front of their house and on the telephone pole by the street that they are accepting weekly & weekend rentals. Owners received similar notice in 2016 that this is not allowed. Certified Cease & Desist letter sent 07.03.25. Waiting for delivery. Notice was also posted on the front door of the property 07.08.25 regarding the certified letter attempt. Marcel plans to post letter at the property 07.24.25. Property was re-inspected on 08.08.25 and all signage indicating it is available for short-term stay has been removed. Case was closed.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ November 12, 2025

Camper Occupied:

365 Miley (*Camper occupied – Menier*)

CLOSED

Letter was claimed 10.22.25. Owner called and fully understands the rules, regulations and why this is not allowed. Will re-open if it becomes necessary, but appears to be resolved.

Prior Info: Complainant claims a camper on the property was occupied 10.01.25. Notice sent via Certified Mail 10.07.25 to property owner that this is not permitted. On-going neighbor dispute between complainant & this property owner. Certified Letter has yet to be delivered or claimed.

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	64	4	1	4	1	0
May	112	10	5	13	0	3
June	92	8	4	12	2	10
July	94	16	9	7	3	21
August	110	7	6	4	1	1
September	85	3	5	8	1	0
October	73	13	3	6	0	2
November thru 10 th	23	0	0	1	0	0
December						
Sub-Total:	863	71	35	74	11	37
Total	1091					

*Motor Vehicle Crash(s)

** Alarm Activation(s)

***Carbon Monoxide Investigation(s)

- Amending holiday pay for full-time salaried firefighters was tabled until the next meeting. Chief Hunsicker and Ms. James were not there for comment.
- Trustee Hirt said the Feather party was sold out and a great success, but as of yet, there are no numbers to report.
- Mr. Dress stated that the drainage work is completed behind the fire station both shallow swell and drainage from retention pond.

Roads

- Sackett Cemetery – nothing to report.
- Winterizing parks and ballfields
- Bayside is working on the new heating units
- Playground surface quote attached for grant application. Superintendent Waldron’s opinion is it’s more cost effective to spend \$1500-\$2000 annually on playground mulch for both locations rather than \$80K for the rubberized coating. He suggested new picnic tables for Lions Club at Lake Point Park; six or more are roughly \$1200 each. The Trustees agreed with his decision and Ms. Rozak will get a quote from Connie once she confirms how many tables are at the shelter now.
- Maintenance is in their new building.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ **November 12,** _____ **20** _____ **25** _____

- Mr. Dress, Mr. Waldron and Ms. James will get Lighthouse Oval letter over to Co Engineer's office next week for Phase 2 and Phase 3 approval.

Police

- Chief Meisler submitted the incident report: For the month of October, the department responded to 421 calls. From 11-1-2025 to 11-12-2025, the department responded to 105 calls.
- The department now has their own Facebook page. Officers Berkey and McClellan took the lead on this project.
- Car #444 went to D.R. Ebel yesterday to be stripped of some equipment for Lakeside. It should be ready for purchase in a week or two.
- Ms. Rozak moved to approve the Cleveland Communication quote of \$3,918.60 for two new radios, using the Kershner fund for this cost. Mr. Hirt seconded, all ayes and motion carried.
- Trustees requested McClellan pay increase be moved to the next meeting to discuss with Ms. James along with payroll details.
- DARE 6th grade graduation is tomorrow at 2:15 pm.
- October was the busiest in several years.
- Allure installed the new signs on Saturday, November 1st and they look great. Thank you.
- Mr. Hirt motioned and Mr. Dress second to declare the 2018 Ford Taurus surplus; all ayes and motion carried. It will be sold the Lakeside.

Correspondence

- Sales letter from Exclusively BA regarding website management.
- OTARMA list of recommendations that will be copied to departments.

Ms. Rozak stated that OTARMA chose her photograph to be on the cover of the 2026 calendar and we should be receiving it shortly. A big congratulations to Ms. Rozak!

Old Business

- Meadowbrook Ledges Clean Ohio/Ohio Public Works Greenspace Conservation Grant award. Per Western Reserve Land Conservancy our application scored the highest. The amount awarded from the Clean Ohio Conservation Fund was \$1,226,476.00. In late November the Natural Resource Assistance Council submits all awarded project information to OPWC. OPWC then reviews all of the information to make sure it is correct. Once completed, OPWC issues grant agreements to the entities receiving the grant funds in March. After that agreement is executed, the funding is considered to be locked in.

Ms. Rozak said that we currently own Meadowbrook, which is 198 acres, almost all grant funded. This is currently the Coe property, which Western Reserve Land Conservancy had appraised, at 1.6 million, and is roughly 55 acres. If everything goes through, that 55 acres will be added to Meadowbrook Marsh and they plan to have a loop trail in the back that connects the two properties.

Ms. Rozak is also working with Western Reserve Land Conservancy on a Land and Water Conservation grant with a maximum award of half a million dollars and hopefully when they see the ranking of the OPWC, this will be awarded as well.

New Business

- Trustees approved and signed Jefferson/Medical Mutual and Morgan White/The Standard renewal for health insurance.
- Mr. Hirt motioned and Mr. Dress second approval of the OTA winter conference for employees who wish to attend. All ayes and motion carried.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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

Held _____

November 12,

2025

Fiscal Business

- Mr. Dress motioned and Ms. Rozak second, to approve bills and payroll in the amount of \$718,723.11 for the period of October 23 to November 12, 2025. All ayes and motion carried. (pages 7-8)
- Appropriation Fund, Revenue Fund and Fund Summary were provided to the Trustees.
- Mr. Hirt moved to retroactively approve the amended official certificate of estimated resources from the Office of Budget Commission received Feb 4, 2025, in the amount of \$10,907,049.46. Mr. Dress seconded, all ayes and motion carried. (pages 8-9)
- Ms. Rozak moved to retroactively approve the amended official certificate of estimated resources from the Office of Budget Commission received September 8, 2025, in the amount of \$11,022,054.95. Mr. Dress seconded, all ayes and motion carried. (pages 10-11)
- STAR confirmation and 2024/2025 budgets still needed for the auditor and Brinkley is working on this getting this information.

DANBURY TOWNSHIP, OTTAWA COUNTY

11/12/2025 5:38:37 PM

Payment Listing

UAN v2025.1

10/23/2025 to 11/12/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
595-2025	11/05/2025	11/11/2025	CH	Paychex of New York, LLC	\$66,315.64	O
596-2025	11/05/2025	11/11/2025	CH	Paychex of New York, LLC	\$2,617.85	O
597-2025	11/05/2025	11/11/2025	CH	Paychex of New York, LLC	\$1,689.02	O
598-2025	11/05/2025	11/11/2025	CH	Paychex of New York, LLC	\$361.71	O
599-2025	11/05/2025	11/11/2025	CH	Paychex of New York, LLC	\$6,936.40	O
600-2025	11/05/2025	11/11/2025	CH	Paychex of New York, LLC	\$1,899.89	O
601-2025	11/05/2025	11/11/2025	CH	Paychex of New York, LLC	\$166.91	O
602-2025	11/05/2025	11/11/2025	CH	Paychex of New York, LLC	\$334.61	O
49141	10/26/2025	10/26/2025	AW	Ottawa County Sanitary Engineering	\$200.00	V
49141	10/26/2025	10/26/2025	AW	Ottawa County Sanitary Engineering	-\$200.00	V
49142	10/26/2025	10/26/2025	AW	Ottawa County Sanitary Engineering	\$200.00	O
49143	11/05/2025	11/04/2025	AW	Hohler Furnace & Sheet Metal, Inc.	\$2,848.00	O
49144	11/05/2025	11/04/2025	AW	Uline	\$126.43	O
49145	11/05/2025	11/04/2025	AW	Lakeland Auto & Marine Inc.	\$23.41	O
49146	11/05/2025	11/04/2025	AW	Bound Tree Medical LLC	\$311.15	O
49147	11/05/2025	11/04/2025	AW	Cleveland Communications, Inc.	\$200.00	O
49148	11/05/2025	11/04/2025	AW	H.B. Magruder Hospital	\$319.96	O
49149	11/05/2025	11/04/2025	AW	All Star Professional Cleaning, LLC	\$200.00	O
49150	11/05/2025	11/04/2025	AW	O.E. Meyer CO.	\$124.93	O
49151	11/05/2025	11/04/2025	AW	Construction Equipment & Supply	\$59.00	O
49152	11/05/2025	11/04/2025	AW	John Deere Financial	\$9.19	O
49153	11/05/2025	11/04/2025	AW	Huntington National Bank	\$382,613.38	O
49154	11/05/2025	11/04/2025	AW	Ottawa County Drug Task Force	\$3,250.00	O
49155	11/05/2025	11/04/2025	AW	Capital One	\$171.69	O
49156	11/05/2025	11/04/2025	AW	Ottawa County Sanitary Engineering	\$46.41	O
49157	11/05/2025	11/04/2025	AW	The Standard	\$1,837.77	O
49158	11/05/2025	11/04/2025	AW	Catawba Security	\$6,527.70	O
49159	11/05/2025	11/04/2025	AW	Spoerr Precast Concrete, Inc.	\$184.00	O
49160	11/05/2025	11/04/2025	AW	Culligan of Northern Ohio	\$38.96	O
49161	11/05/2025	11/04/2025	AW	Kuras Aeration Systems LLC	\$285.00	O
49162	11/05/2025	11/04/2025	AW	Beck Suppliers, Inc.	\$61.25	O
49163	11/12/2025	11/11/2025	AW	Spoerr Precast Concrete, Inc.	\$173.00	O
49164	11/12/2025	11/11/2025	AW	Ken Gill Construction, LLC	\$48,799.00	O
49165	11/12/2025	11/11/2025	AW	Fire Safety Services Inc.	\$2,675.00	O
49166	11/12/2025	11/11/2025	AW	John Mendofik	\$352.22	O
49167	11/12/2025	11/11/2025	AW	Cody Otolani	\$450.00	O
49168	11/12/2025	11/11/2025	AW	All Star Professional Cleaning, LLC	\$300.00	O
49169	11/12/2025	11/11/2025	AW	Ohio Township Association	\$127,100.00	O
49170	11/12/2025	11/11/2025	AW	Rumpke of Ohio INC	\$9,858.08	O
49171	11/12/2025	11/11/2025	AW	Ohio Diesel	\$859.76	O
49172	11/12/2025	11/11/2025	AW	MES Industries, Inc.	\$64,004.28	O
49173	11/12/2025	11/11/2025	AW	Ehove Career Center	\$400.00	O
49174	11/12/2025	11/11/2025	AW	Lucky Stone Promotions	\$2,023.00	O
49175	11/12/2025	11/11/2025	AW	Bound Tree Medical LLC	\$457.06	O
49176	11/12/2025	11/11/2025	AW	Vance Outdoors Inc.	\$1,470.00	O
49177	11/12/2025	11/11/2025	AW	Baumann Auto Center, Inc.	\$41.45	O

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held November 12, 2025

DANBURY TOWNSHIP, OTTAWA COUNTY

11/12/2025 5:38:37 PM

Payment Listing
10/23/2025 to 11/12/2025

UAN v2025.1

Total Payments:	\$718,723.11
Total Conversion Vouchers:	\$0.00
Total Less Conversion Vouchers:	\$718,723.11

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.

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

Office of Budget Commission, OTTAWA County, Ohio
PORT CLINTON, Ohio, February 4, 2025

To the TAXING AUTHORITY of DANBURY TOWNSHIP

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1, 2025, as revised by the Budget Commission of said County, which shall govern the total appropriations made at any time during such fiscal year:

FUND	Unencumbered Balance Jan. 1st, 2025	Taxes	Other Sources	Total
General Fund	\$ 997,800.11	\$ 517,300.00	\$ 458,600.00	\$ 1,973,800.11
Special Revenue Funds	\$ 4,470,735.70	\$ 3,283,100.00	\$ 981,800.00	\$ 8,735,635.70
Debt Service Funds	\$ 262.77	\$ -	\$ -	\$ 262.77
Capital Projects Funds	\$ 197,350.88	\$ -	\$ -	\$ 197,350.88
Special Assessment Funds	\$ -	\$ -	\$ -	\$ -
Enterprise Funds	\$ -	\$ -	\$ -	\$ -
Internal Service Funds	\$ -	\$ -	\$ -	\$ -
Fiduciary Funds	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 5,668,249.46	\$ 3,800,400.00	\$ 1,440,400.00	\$ 10,907,049.46



 Ottawa County Budget Commission

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ November 12, 2025

FUND	Unencumbered Balance Jan. 1st, 2025	Taxes	Other Sources	Total
Special Revenue Funds				
MVL Tax Fund	\$ 99,386.35	\$ -	\$ 63,400.00	\$ 162,786.35
Gasoline Tax Fund	\$ 364,393.66	\$ -	\$ 153,000.00	\$ 517,393.66
Road and Bridge Fund	\$ 469,884.18	\$ 908,200.00	\$ -	\$ 1,378,084.18
Cemetery	\$ 42,100.79	\$ -	\$ 12,600.00	\$ 54,700.79
Police	\$ 1,702,181.57	\$ 1,304,400.00	\$ 351,800.00	\$ 3,358,381.57
Fire District	\$ 268,109.55	\$ -	\$ -	\$ 268,109.55
Zoning	\$ -	\$ -	\$ -	\$ -
EMS	\$ 64,723.60	\$ -	\$ -	\$ 64,723.60
Drug Law Enforcement	\$ 76.99	\$ -	\$ -	\$ 76.99
Enforcement & Education	\$ 9,789.54	\$ -	\$ -	\$ 9,789.54
Coronavirus Relief Fund	\$ 13.37	\$ -	\$ -	\$ 13.37
Fire & EMS Levy	\$ 1,378,377.24	\$ 1,070,500.00	\$ 401,000.00	\$ 2,849,877.24
CPT-2015	\$ 2,015.00	\$ -	\$ -	\$ 2,015.00
DARE Grant 16-17	\$ -	\$ -	\$ -	\$ -
NUE Grant	\$ 71,883.88	\$ -	\$ -	\$ 71,883.88
TOTAL SPECIAL REVENUE	\$ 4,470,735.70	\$ 3,283,100.00	\$ 981,800.00	\$ 8,735,635.70
Debt Service Funds				
General Bond Retirement	\$ 262.77	\$ -	\$ -	\$ 262.77
TOTAL DEBT SERVICE	\$ 262.77	\$ -	\$ -	\$ 262.77
Capital Project Funds				
Clean Ohio Trails	\$ -	\$ -	\$ -	\$ -
BWC Safety Grant Fire/EMS	\$ -	\$ -	\$ -	\$ -
Recreational Trails Fund	\$ -	\$ -	\$ -	\$ -
Fire Station	\$ 197,350.88	\$ -	\$ -	\$ 197,350.88
TOTAL CAPITAL PROJECT	\$ 197,350.88	\$ -	\$ -	\$ 197,350.88
Special Assessment Funds				
				\$ -
TOTAL SPECIAL ASSESSMENT	\$ -	\$ -	\$ -	\$ -

FUND	Unencumbered Balance Jan. 1st, 2025	Taxes	Other Sources	Total
Enterprise Funds				
				\$ -
TOTAL ENTERPRISE FUND	\$ -	\$ -	\$ -	\$ -
Internal Service Funds				
				\$ -
TOTAL INTERNAL SERVICE	\$ -	\$ -	\$ -	\$ -
Fiduciary Funds				
				\$ -
TOTAL FIDUCIARY FUNDS	\$ -	\$ -	\$ -	\$ -

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ November 12, _____ 20 _____ 25 _____

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

Office of Budget Commission, OTTAWA County, Ohio
 PORT CLINTON, Ohio, September 8, 2025

To the TAXING AUTHORITY of DANBURY TOWNSHIP

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1, 2025, as revised by the Budget Commission of said County, which shall govern the total appropriations made at any time during such fiscal year:

FUND	Unencumbered Balance Jan. 1st, 2025	Taxes	Other Sources	Total
General Fund	\$ 997,900.11	\$ 517,300.00	\$ 501,886.29	\$ 2,017,086.40
Special Revenue Funds	\$ 4,470,735.70	\$ 3,283,100.00	\$ 1,053,519.20	\$ 8,807,354.90
Debt Service Funds	\$ 262.77	\$ -	\$ -	\$ 262.77
Capital Projects Funds	\$ 197,350.88	\$ -	\$ -	\$ 197,350.88
Special Assessment Funds	\$ -	\$ -	\$ -	\$ -
Enterprise Funds	\$ -	\$ -	\$ -	\$ -
Internal Service Funds	\$ -	\$ -	\$ -	\$ -
Fiduciary Funds	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 5,666,249.46	\$ 3,800,400.00	\$ 1,555,405.49	\$ 11,022,054.95

Ottawa County Budget Commission

FUND	Unencumbered Balance Jan. 1st, 2025	Taxes	Other Sources	Total
Special Revenue Funds				
2011MVL Tax Fund	\$ 99,388.35	\$ -	\$ 63,400.00	\$ 162,788.35
2021 Gasoline Tax Fund	\$ 364,393.66	\$ -	\$ 153,000.00	\$ 517,393.66
2031 Road and Bridge Fund	\$ 469,884.18	\$ 908,200.00	\$ 16,829.07	\$ 1,394,913.25
2041 Cemetery	\$ 42,100.79	\$ -	\$ 12,672.68	\$ 54,773.47
2081 Police	\$ 1,702,181.57	\$ 1,304,400.00	\$ 387,497.35	\$ 3,394,078.92
2111 Fire District	\$ 268,109.55	\$ -	\$ (901.70)	\$ 265,207.85
2181 Zoning	\$ -	\$ -	\$ -	\$ -
2192 EMS	\$ 64,723.60	\$ -	\$ -	\$ 64,723.60
2221 Drug Law Enforcement	\$ 76.99	\$ -	\$ 302.03	\$ 379.02
2271 Enforcement & Education	\$ 9,789.54	\$ -	\$ 2.28	\$ 9,791.82
2272 Coronavirus Relief Fund	\$ 13.37	\$ -	\$ -	\$ 13.37
2281 Fire & EMS Levy	\$ 1,378,377.24	\$ 1,070,500.00	\$ 420,717.49	\$ 2,869,594.73
2901 CPT-2015	\$ 2,015.00	\$ -	\$ -	\$ 2,015.00
2902 DARE Grant 16-17	\$ -	\$ -	\$ -	\$ -
2273 NUE Grant	\$ 71,683.86	\$ -	\$ -	\$ 71,683.86
TOTAL SPECIAL REVENUE	\$ 4,470,735.70	\$ 3,283,100.00	\$ 1,053,519.20	\$ 8,807,354.90
Debt Service Funds				
General Bond Retirement	\$ 262.77	\$ -	\$ -	\$ 262.77
TOTAL DEBT SERVICE	\$ 262.77	\$ -	\$ -	\$ 262.77
Capital Project Funds				
Clean Ohio Trails	\$ -	\$ -	\$ -	\$ -
BWC Safety Grant Fire/EMS	\$ -	\$ -	\$ -	\$ -
Recreational Trails Fund	\$ -	\$ -	\$ -	\$ -
Fire Station	\$ 197,350.88	\$ -	\$ -	\$ 197,350.88
TOTAL CAPITAL PROJECT	\$ 197,350.88	\$ -	\$ -	\$ 197,350.88
Special Assessment Funds				
				\$ -
TOTAL SPECIAL ASSESSMENT	\$ -	\$ -	\$ -	\$ -

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ November 12, 2025

FUND	Unencumbered Balance Jan. 1st, 2025	Taxes	Other Sources	Total
Enterprise Funds				
				\$ -
				\$ -
TOTAL ENTERPRISE FUND	\$ -	\$ -	\$ -	\$ -
Internal Service Funds				
				\$ -
				\$ -
TOTAL INTERNAL SERVICE	\$ -	\$ -	\$ -	\$ -
Fiduciary Funds				
				\$ -
				\$ -
TOTAL FIDUCIARY FUNDS	\$ -	\$ -	\$ -	\$ -

Comments and Concerns

- **Due to the holiday, the next Trustee meeting will be on Monday, November 24th, at 6:00 pm. Trustee Dress will be unable to attend that meeting.**
- Visitor Jon Brown spoke about the possibility for several amenities for the athletic complex. Mr. Dress will have the Maintenance Superintendent look into portable moveable restrooms, more trash bins and other ways they can improve the area.
- Ms. Lenthe asked if picnic tables could be placed along the lake at Lions Park. Mr. Dress said when the new picnic tables are placed in the shelter house they will assess where the older ones will be placed and take that into consideration.
- Ms. Dress asked regarding Phase 2 & 3 at Lighthouse Oval, does the Township have the right to decline acceptance of the road.

It is Ms. Rozak's understanding that if it is made a 60 foot right-of-way, and has the proper specs via the County Engineer's requirements, that the Township is required to accept the road. The Trustee were in agreement with this statement.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ **November 12,** _____ 20 **25** _____

Adjourn

There being no further comments, concerns or business before the Board, Ms. Rozak motioned and Mr. Hirt seconded to adjourn at 7:01 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 November 24, 2025

Trustee Hirt called the meeting to order at 6:00 PM. The Pledge of Allegiance was recited. Roll call: Trustee Hirt and Trustee Rozak were present, along with Fiscal Officer Brinkley Paul and Township Assistant Lynne James and Fire Chief Shawn Hunsicker. Trustee Dress was excused from this meeting. Visitors in attendance; Margaret Lenthe, Stacey Steller and Timothy Mackey.

Mr. Hirt moved to approve the Regular Trustee Meeting minutes from November 12, 2025; Ms. Rozak second, all ayes and motion carried.

Zoning

PERMITS

To date this month there have been 18 permit application submitted/processed totaling \$3,104.95 collected in fees and application balances.

BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

The Board of Zoning Appeals held their regular meeting on November 19, 2025, for the following cases:

- a. **BZA-2025-251** **Denied**
2991 Waterside. Request for an Area Variance from Section 4.7.2.D to allow for a lanai/screened-in porch to encroach into the north, rear-yard setback (18' proposed/ 25' required). **Eric & Ashley Bilton, Owner/Applicant.**
- b. **BZA-2025-242** **Approved as Presented**
560 Lynn. Request for an Area Variance to Section 3.5 to allow for an addition onto the existing home to exceed the lot coverage (49.4% proposed/ 45% required). **Greg & Sandra Kreps, Owner/Applicant.**
- c. **BZA-2025-247** **Approved as Presented**
143 Springcrest. Request for an Area Variance to Section 3.5 to allow for a covered porch addition to encroach into the west, front-yard setback (31.5' proposed/ 35' required). **Daniel & Sharon Spohn, Owner/Applicant.**
- d. **BZA-2025-249** **Approved 4-1 as Presented**
2148 Tecumseh. Request for an Area Variance from Section 5.1.7 to allow for a screened-in porch addition to encroach into the south and east front-yard setbacks (9' proposed/ 20' required). **Steven Coder, Owner/Applicant; Nick Schnittker, Agent.**
- e. **BZA-2025-250** **Approved as Presented**
10240 E. Bayshore. Request for an Area Variance to Section 4.17.1 to allow for an addition onto Cottage #2 to encroach into the west, side-yard setback (1' proposed/ 45' required) and south, rear-yard setback (3.5' proposed/ 55' required) and to Section 7.12.3.A to exceed the square footage permitted onto a nonconforming structure [128s.f. (26.6%) proposed/ 96s.f. (20%) allowed]. **Stuckert's Resort, Owner/Applicant; Tim & Linda Brown, Agents.**

The Zoning Commission -

The Zoning Commission will hold their regular meeting December 3, 2025, on the following case:

- a. **ZC-2025-245**
5876 Saylor. Map Amendment from "R-3" High Density Residential to "R-C" Recreational Commercial to rezone Lots 2-4 of Saylor 4 Subdivision, in Section 3, Lot 19 of the Firelands Survey, PIN# 0140387805531000, consisting of 150' x 225' or 0.77ac. **NorthCoast Anchor Development, LLC; C. John Kronberg Owner/Applicant; John Skweres, Agent.**

Ottawa County Regional Planning Commission (OCRPC) held their hearing for this case on November 18, 2025 and recommended denial 6-4 as presented.

Reminder: The Board of Trustees will hold a special meeting next **Thursday, December 4, 2025 at 5:30 p.m.** on the following cases:

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ November 24, _____ 20 _____ 25 _____

- a. **ZC-2025-225**
7597 E. Harbor Road. Map Amendment from “C-1” Limited Commercial to “R-C” Recreational Commercial for Part of Section 2, Lot 17, PIN# 0141173815699000 consisting of approximately 1ac. of an 11.57ac. parcel to be rezoned. **Great Lakes Land Development, LLC; Chris Malfara Owner/Applicant; DGL Consulting Engineers, LLC; Cody Gable, Agent.**

- b. **ZC-2025-228**
1355 S. Danbury North. Map Amendment from “A” Agricultural to “C-2” General Commercial for Part of Section 4, Lot 20, PIN# 0141160615537003, 0141160615537011, & 0141160615537012 consisting of approximately 1.65ac. of approximately 3.558ac. to be rezoned. **Stowaway Jeannie, LLC; James Davenport Owner/Applicant; Carl Feick Engineering, Agent.**

DEPARTMENT UPDATES

- **Dilapidated Structure Updates:**
 - Assessment for 140 Tibbels (\$6,932.40) was reported to the Auditor and will be fully assessed in 2026.
 - 961 S. Church Road – Shealy Res. 15-2025 Demo by 12.31.25 Owner has until 12.22 to request an extension
 - 8122 E. Harbor Road – Barnholt Res. 16-2025 Repair by 11.23.25 `We had some back & forth with all parties on behalf of Barnholt 11.17.25-11.19.25.
 - Removal of any and all vegetation growing on the Structure including gutters, **(COMPLETED)**
 - Repair or replacement of any broken or missing windows with appropriate fitting glass or plexiglass windows, **(HAD 1 SMALL PLACE TO FIX ON THE GARAGE)**
 - Ensure that any and all openings into the structure are secured and locked especially the rear addition of the Structure, **(COMPLETED)**
 - Repair or replacement of the soffit at the SE comer of the Structure, **(COMPLETED)**
 - Repair of siding on west side of main house above 1st story windows **(COMPLETED)** and siding on north wall of west wing below upper windows, **(COMPLETED)** **This was not done to the satisfaction of the Board. Ms. Rozak will discuss it with Ms. Dale tomorrow and tell the owners what must be done in order to comply with the Resolution.**
 - Remove peeling paint and repaint wood window trims, and **(STARTED BUT NOT COMPLETED – HAVE UNTIL MEMORIAL DAY 2026)**
 - Pressure wash exterior of the entire Structure. **(HAVE UNTIL MEMORIAL DAY 2026)**

VIOLATIONS/COMPLAINTS

Other Misc.:

248 Erie Beach (*Excessive Storage – Richards*)

File turned over 10.20.25 to J. Stopar to file necessary zoning violation with Common Pleas Court.

Prior Info: Certified Letter to the property owner 07.03.25 for having too many boats, RV’s, trailers on the property. There are currently 2 boats and 2 RV’s, and one needs to be removed. We, along with the neighbors, have been patient with this, this summer because we received word that the owner, who is a repeat offender, was selling the house. As of 07.21.25 still waiting for the letter to be delivered. Certified letter was returned unclaimed. Letter re-sent via regular mail 08.01.25. Will re-check by 08.15.25. Re-inspection conducted 08.15.25 and all recreational vehicles are still parked on the property. Property owner has not reached out to us. Will be attempting to make contact with the owner or posting the property. Final Notice letter was sent via certified mail 08.27.25. Letter was claimed 09.03.25. Owner has until 09.10.25 to remove one of the units from the property.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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

Held November 24, 2025

Illegal Rentals:

8146 Northshore Blvd. (Illegal Rental – Thomas)

Nothing new to report.

Prior Info: Due to a police response on a different matter, it came to light that this property was occupied by a short-term renter. This has been a repeat offender who has been tough to catch because they do not advertise on any of the rental platforms. The history of this has been turned over to J. Stopar because due to HB 315, zoning violations are now civil and must be pursued through Ottawa County Court of Common Pleas. Spoke with J. Stopar 06.24.25 and based on the documentation we do have on this, he believes the case is strong enough to pursue. He will be filing a complaint with the Court of Common Pleas within the next week. Anticipate complaint to be filed 07.21-07.23. Will provide you with a copy at the meeting if it is indeed filed. Complaint was officially filed 08.07.25 and enclosed is a copy for your review. Case is officially in the court’s hands and updates will be provided accordingly. Property owners claimed their notifications of the court filing 08.20.25 and now have a certain amount of time to file a reply. Case is officially in the court’s hands and updates will be provided accordingly. No reply has been filed by the property owners to date (they have until roughly Sept.19th). A conference call is scheduled though for November 3, 2025. Attorney for defendants filed their reply 09.29.25 denying all claims. Conference call was held on 11.03.25 to set filing schedules. A pre-trial date was scheduled for January. The defendant’s attorney wants to settle the case. Stopar & I are discussing what this may look like and if it’s a viable option. Obviously, zoning’s biggest concern is compliance with the zoning regulations.

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	64	4	1	4	1	0
May	112	10	5	13	0	3
June	92	8	4	12	2	10
July	94	16	9	7	3	21
August	110	7	6	4	1	1
September	85	3	5	8	1	0
October	73	13	3	6	0	2
November thru 24 th	53	1	0	3	0	0
December						
Sub-Total:	893	72	35	76	11	37
Total	1124					

*Motor Vehicle Crash(s)

** Alarm Activation(s)

***Carbon Monoxide Investigation(s)

- Trustees approved Chief Hunsicker’s update to the salaried firefighter policy manual. 14 paid holidays plus birthday based off 24 hour shifts/12 hours paid, which was approved at the beginning of 2025.
- Chief Hunsicker confirmed the Feather party was a huge success and they plan on having the event at the beginning of November next year.
- Ms. Rozak moved to approve Thurman Cockran as a Paramedic with an hourly pay of \$22.00, effective pay period 11/22 to 12/5/2025. Mr. Hirt seconded, all ayes and motion carried. The Chief thanked Thurman for his hard work on this paramedic promotion.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ **November 24,** _____ **20** _____ **25**

- Mr. Hirt moved and Ms. Rozak seconded approval of T & T Laser invoice for \$6157.05 to repairs on Squad 589; all ayes and motion carried.
- Mr. Hirt moved and Ms. Rozak seconded approval of Eastside Tire invoice for \$2,739.14 to replace 6 tires on Squad 589; all ayes and motion carried.
- Chief Hunsicker stated in 2026 they would like to offer monthly public outreach for residents to come in and have blood pressure and glucose readings done at the fire station. Looking at the third Saturday of the month from 9-12. More information will be provided at upcoming meetings.

Roads

- Sackett Cemetery – one full burial.
- Winterizing parks and athletic fields.
- Brush collection site will be closing December 15th.
- New Wolcott Cemetery sign was installed.
- Preparing for the upcoming winter weather.
- Letter was sent to Co Engineer's office accepting Lighthouse Oval Phase 2 and Phase 3 for public maintenance upon Commissioner approval.

Police

- Chief Meisler submitted the incident report: From 11-1-2025 to 11-24-2025, the department responded to 221 calls.
- New portable radios have been ordered.
- Car #444 is still being stripped of some equipment for lakeside at DR Ebel.
- Car #438 sold on GovDeals for \$2951.00. The Chief thanks Lynne for helping with the paperwork, bid questions and title transfer involved as this is the first time we have used GovDeals. He thinks it worked out and plans to use them for future sales of surplus vehicles.
- D.A.R.E. 6th grade graduation went very well. Thank you.
- Ms. Rozak motioned and Mr. Hirt seconded to increase Connor McClellan to the base Officer pay of \$31.91/hour effective December 2025. All ayes and motion carried.

Correspondence

- Ribbon cutting invitation to Otterbein on Friday, December 5th at 1:30 pm. Thank you letter from Park District of Ottawa County for hosting the annual pumpkin walk through Meadowbrook in November. Ottawa Co Community Foundation Fall 2025 newsletter. American Tower leases cell tower and if we need to contact them a copy needs to go to the legal dept. Ms. James said we typically are not addressing anything to them, they are usually sending us rental payment for the contract lease.
- OTARMA Fall 2025 newsletter and 2026 calendars are in. Ms. Rozak's bald eagle photograph was chosen for the cover of the calendar. Congratulations! Ms. Rozak received a \$100 gift card which she plans on using with the administration staff to have lunch in December.
- Ottawa County Community Electric Aggregation Notification is Dynegy 833-241-4599.
- AccuShred costs increasing in 2026. Ms. James states the office continues to be diligent in what will be shredded and what can be recycled. Ms. Rozak asked Ms. Paul what the cost of this was in 2024 and to date for 2025. She will have for the next meeting.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held

November 24,

20²⁵

Old Business

- Ms. James is clarifying OTA winter conference. The conference itself has not been paid for yet. The only thing that has been reserved are the rooms, which can be canceled if no one is attending.
- Ms. James will be in touch with Scott Lowry from University of Findley for cost to come in and train/speak regarding Workplace Violence and Active Shooter Awareness.
- Cyber Resolution and Policy has been reviewed by Dotnet and Ms. James hopes to have these for approval at the next meeting.

New Business

- The Organizational and Records meeting dates will be set at the next meeting, when Trustee Dress is back in attendance. Ms. Rozak said it would be ideal to do it before the Regular Meeting on December 22nd.
- STAR signer certification was signed by Dave Hirt and Dianne Rozak. Ms. James will notarize and submit it to STAR.

Fiscal Business

- Mr. Dress motioned and Ms. Rozak second, to approve bills and payroll in the amount of \$61,326.76 for the period of November 13 to the 24, 2025. All ayes and motion carried. (See next Page)

Ms. James stated that payroll was missing from this, because that the copier/printer/scanner was down all week. Ms. Paul will have an amended report for these dates at the next meeting.

- Appropriation Fund, Revenue Fund and Fund Summary were provided to the Trustees.
- Mr. Hirt motioned and Ms. Rozak seconded to approve the October bank reconciliation; all ayes and motion carried.

Comments and Concerns

- Reminder of the Special Meeting for Map Amendments at Town Hall on December 4th at 5:30, see the zoning report above for details.
- Timothy Mackey asked about a Cemetery Map for Sackett. Mr. Hirt directed him to contact Superintendent Waldron at the Maintenance Department.
- Mr. Mackey also commented on a farm for sale on 163 stating and it states "perfect opportunity to develop". Ms. Rozak felt that the State Board of Realtors would be more interested in that as there is no guarantee on rezoning for development and both Trustee agreed it is a buyer beware type situation.
- Stacey is still waiting for her certificate from the Board of Elections. She asked about thoughts on a "swear in date" and how the transition will work.

Ms. Rozak stated that the Fiscal Officer position begins April 1, 2026. For the swearing in procedure, check with the Clerk of Municipal Court. Every elected official is basically on their own, so for the transition, guidance, training and requirements, contact the Auditor of State.

Stacey said she has been waiting for her certificate and called the BOE today. Once that is received, she plans on creating her online account.

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ November 24, _____ 20 _____ 25

DANBURY TOWNSHIP, OTTAWA COUNTY

11/22/2025 9:03:24 PM

Payment Listing
11/13/2025 to 11/24/2025

UAN v2025.1

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
589-2025	11/15/2025	11/04/2025	CH	Guardian	\$2,262.55	O
590-2025	11/15/2025	11/04/2025	CH	Columbia Gas	\$349.95	O
591-2025	11/15/2025	11/04/2025	CH	Ottawa County Sanitary Engineering	\$108.42	O
592-2025	11/15/2025	11/04/2025	CH	Ottawa County Sanitary Engineering	\$34.48	O
593-2025	11/15/2025	11/04/2025	CH	Ottawa County Sanitary Engineering	\$24.00	O
594-2025	11/15/2025	11/04/2025	CH	Ottawa County Sanitary Engineering	\$66.84	O
613-2025	11/15/2025	11/22/2025	CH	dotnet technologies llc	\$2,682.77	O
614-2025	11/15/2025	11/22/2025	CH	dotnet technologies llc	\$210.80	O
615-2025	11/22/2025	11/22/2025	CH	Verizon Wireless	\$311.12	O
616-2025	11/22/2025	11/22/2025	CH	Aflac	\$1,081.22	O
49187	11/24/2025	11/22/2025	SW	Skipped Warrants 49178 to 49187 Series 1	\$0.00	V
49188	11/24/2025	11/22/2025	AW	Bayside Comfort, Inc.	\$5,971.67	O
49189	11/24/2025	11/22/2025	AW	Bayside Comfort, Inc.	\$3,652.50	O
49190	11/24/2025	11/22/2025	AW	Cody Dunn	\$15.34	O
49191	11/24/2025	11/22/2025	AW	Genoa Bank	\$3,848.55	O
49192	11/24/2025	11/22/2025	AW	AccuShred, LLC	\$137.75	O
49193	11/24/2025	11/22/2025	AW	Innovative Excavating	\$6,400.00	O
49194	11/24/2025	11/22/2025	AW	Staples Business Advantage	\$79.78	O
49195	11/24/2025	11/22/2025	AW	Beck Propane & Fuels	\$6,690.24	O
49196	11/24/2025	11/22/2025	AW	Firelands Regional Medical Center	\$50.50	O
49197	11/24/2025	11/22/2025	AW	Lakeland Auto & Marine Inc.	\$73.22	O
49198	11/24/2025	11/22/2025	AW	Jared E. Griffith	\$266.69	O
49199	11/24/2025	11/22/2025	AW	Verizon Wireless	\$444.39	O
49200	11/24/2025	11/22/2025	AW	Charter Communications	\$30.80	O
49201	11/24/2025	11/22/2025	AW	TRi Motors Sales, INC.	\$2,154.11	O
49202	11/24/2025	11/22/2025	AW	Lucky Stone Promotions	\$1,160.00	O
49203	11/24/2025	11/22/2025	AW	Galls, AN Aramark Company	\$581.99	O
49204	11/24/2025	11/22/2025	AW	Rumpke of Ohio INC	\$96.00	O
49205	11/24/2025	11/22/2025	AW	Baumann Auto Center, Inc.	\$41.45	O
49206	11/24/2025	11/22/2025	AW	Lowe's	\$14.23	O
49207	11/24/2025	11/22/2025	AW	VASU COMMUNICATIONS INC.	\$20,377.84	O
49208	11/24/2025	11/22/2025	AW	Semro Henry & Spinazze Ltd.	\$1,563.37	O
49209	11/24/2025	11/22/2025	AW	NITRO PEST SOLUTIONION	\$156.00	O
49210	11/24/2025	11/22/2025	AW	Charter Communications	\$341.91	O
49211	11/24/2025	11/22/2025	AW	Countryside Veterinary Clinic	\$46.28	O
Total Payments:					\$61,326.76	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$61,326.76	

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

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Minutes of

Meeting

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

Held _____ November 24, 20²⁵ _____

Adjourn

There being no further comments, concerns or business before the Board, Ms. Rozak motioned and Mr. Hirt seconded to adjourn at 6:46 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 _____ **November 24,** _____ **20** _____ **25** _____

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RECORD OF PROCEEDINGS

Held _____ 20 _____

Trustee Hirt called the Special Meeting to order at 5:30 PM. The Pledge of Allegiance was recited. Roll call: Trustee Hirt, Trustee Dress and Trustee Rozak were present, along with Zoning Administrator Kathryn Dale, Zoning Assistant Dawn Connor and Township Assistant Lynne James. Visitors in attendance were Bob and Ed Greeley, Rich Gillum, James Davenport and Carl Feick.

The meeting was turned over to Ms. Dale:

She then read the staff report for the first case: **ZC-2025-228, 1355 S Danbury N. Request for a Map Amendment from "A" Agricultural to "C-2" General Commercial** for Part of Section 4, Lot 20, PIN# 0141160615537003, 0141160615537011, & 0141160615537012 consisting of approximately 1.65ac. of approximately 3.558ac. to be rezoned. **Stowaway Jeannie, LLC; James Davenport Owner/Applicant; Carl Feick Engineering, Agent.**

DESCRIPTION:

The applicant is proposing to rezone 1.65ac. (240' x 300') that effects 3 parcels, totaling 3.558ac. from "A" Agricultural to "C-2" General Commercial. The owner has owned this property since 2014 and has been into the zoning office numerous times to discuss this change over the years, but for whatever reason, has never applied.

When zoning was first adopted in the Township in 1975, it appears that roughly the front 300' of this property and others along the same side of the street were zoned "C-2" General Commercial. In 1997, the owner at the time requested that part of this property, which at the time consisted of 6.6067ac., be rezoned from "A" Agricultural to "C-2" General Commercial. There were multiple other rezonings of property taking place around the same time along this stretch of SR 269 for similar requests. However, the Land Use Plan for the Township only called for the first 600' along SR 269 to be zoned commercially, which resulted in many split zoning designations of property along SR 269. When the Land Use Plan was updated in 2017, this practice of setting a limitation ended if it made good planning sense to rezone the entire parcel. Over time, additional farmland to the east was acquired, the lots with frontage along SR 269 continued to grow. In 2020, the 269 Business Park plat was recorded and declared, subdividing the property into the lots as they are today.

Shortly after the property was partially rezoned in 1997, the property owner at that time received a zoning permit for the northern 30' x 150' building on the north parcel ending in PIN #7003. In 2015, the 80' x 150' commercial storage building was issued a permit on the middle parcel ending in PIN #7011. 2018 is when the permit was issued for the southern 60' x 200' building on the parcel ending in PIN# 7012. In 2022, a Conditional Use was approved for the northern building to be used as a summer, seasonal Flea Market in order to fully utilize the building space while boats were in the water, but we believe this use has discontinued since it did not reopen this past summer. In all these applications, the front portion of the property is where the commercial uses and structures were approved, but the rear has never been approved for commercial since it was zoned "A" Agricultural.

SURROUNDING ZONING:

North:	"C-2" General Commercial	Commercial Storage & Marysville Marine
East:	"A" Agricultural &	Vacant Farmland & SF Homes
South:	"C-2" General Commercial	Vacant Commercial parcels & currently under review for some "R-C" zoning.
West:	"R-C" Recreational Commercial & "C-2" General Commercial	Monsoon Lagoon, Besto's Pizza & Dearth Construction.

LAND USE PLAN:

The Danbury Township Land Use Plan was adopted in 2017. The Land Use Plan calls for the proposed rezoning area to be "Corridor Commercial" with an "Economic Development" & "Corridor Enhancement" overlay. The boundaries to these classifications should not be viewed as a hard line stopping or starting point, but more as a generality that can cross property lines or extend further than depicted if it makes good planning sense.

"Corridor Commercial" areas are generally made up of non-residential uses (i.e. Commercial, Storage, Offices). The roadway is not pedestrian friendly due to the scale (i.e. width, lack of sidewalks, speed, setbacks, curb-cuts) of the street large parking lots and public utility poles create many conflicts for pedestrians or bicyclists. Uses typically include civic, neighborhood commercial and large-scale commercial.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING
Zoning Map Amendments 1355 S Danbury North and 7597 E Harbor Road

Minutes of

Meeting

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

December 4,

25

Held _____ 20 _____

The "Economic Development" & "Corridor Enhancement" overlay's intent was to encourage enhanced landscaping, signage and access to improve the local image at the gateways & Major thoroughfares into the Township and to develop new office or light industrial areas but also integrate commercial and residential uses. Development in these areas should be job producing. Development should share access as much as possible and be designed to establish a common architectural theme while respecting the rural nature of the area.

Staff would encourage Commission Members to review the Land Use Plan, between pages 13 & 17 to have a better understanding of the existing conditions of the Township and also review the goals, objectives & strategies that begin on page 22.

AGENCY REVIEWS:

Ottawa County Regional Planning Commission (OCRPC) was forwarded the proposed amendments on October 7, 2025, and held a hearing on October 21, 2025. Attached is OCRPC's decision letter recommending **Approval as Presented**. The Danbury Township Zoning Commission held a public hearing on November 5, 2025, and made a motion to approve the request, citing that the decision standard 'b' & 'c' of Section 7.7.3.E.ii. was satisfied, resulting in a 5-0 vote for **Approval**.

The Danbury Township Zoning Commission's Decision Criteria for considering this request includes:

Section 7.7.3.E.ii Map Amendments

- a. There is an error on the Official Zoning Map or in the delineations between districts thereon.
- b. The proposed amendment will make the map conform more closely with the Land Use Plan.
- c. There has been a substantial change in area conditions that necessitates the amendment.
- d. There is a legitimate need for additional land area in the zoning district that will be expanded.

STAFF RECOMMENDATION:

None.

The Trustees had no questions, and Mr. Hirt opened the meeting up to public discussion.

Mr. Davenport stated he wished to complete the project on behalf of his Mother, Jeannie.

With no further questions Ms. Rozak motioned and Mr. Hirt seconded approval of the Map Amendment request with Resolution 24-2025 read as follows:

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in special session at 5:30p.m., on December 4, 2025, at the Danbury Township Hall, 5972 E. Port Clinton Eastern Road, Marblehead, Ohio 43440, with the following members present:

Ms. Dianne Rozak; Mr. John Paul Dress; Mr. David Hirt

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

RESOLUTION NO. 24 - 2025

A RESOLUTION ADOPTING AN APPLICATION FOR A MAP AMENDMENT TO THE DANBURY TOWNSHIP ZONING MAP

WHEREAS, Ohio Revised Code section 519.12(A)(1) authorizes amendments to the zoning map initiated by the filing of an application by one or more of the owners or lessees of property within the area proposed to be changed, and

WHEREAS, Stowaway Jeannie, LLC; James Davenport, Owner for the property located at 1355 S. Danbury N., Part of Section 4, Lot 20, PIN# 0141160615537003, 0141160615537011, & 0141160615537012, consisting of ~~0.3205~~ ac. 1.65 of approximately 3.558ac., filed Case No. ZC-2025-228 requesting a Map Amendment from "A" Agricultural to "C-2" General Commercial; and

WHEREAS, the Ottawa County Regional Planning Commission held a public hearing on October 21, 2025, and recommended approval of the proposed map amendment as presented; and

WHEREAS, the Danbury Township Zoning Commission held a public hearing on November 5, 2025 and by motion and vote recommended 5-0 to approve the proposed map amendment; and

WHEREAS, on December 4, 2025, the Board of Trustees held a public hearing on said amendment, received public comment, and reviewed all pertinent documents; and

RECORD OF PROCEEDINGS

Held _____

20 _____

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees at the conclusion of the public hearing, by motion and vote, voted to overturn the recommendation of the Danbury Township Zoning Commission and that the application for a Map Amendment be approved as presented, finding that the Decision Criteria "b" & "c" of Section 7.7.3.E.ii of the Danbury Township Zoning Resolution is satisfied and that the amendment would be in the best interest of the Township and the public, and is in keeping with good land use planning.

BE IT FURTHER RESOLVED by the Board of Trustees of Danbury Township, Ottawa County, Ohio:

- 1) The Board does hereby adopt the amendment to the Danbury Township Zoning Map attached hereto as Exhibit A; and
- 2) That this portion of property be subject to the regulations of Article 3 ("C-2" General Commercial) and other applicable sections of the Danbury Township Zoning Resolution, including but not necessarily limited to area regulations, building setbacks, landscaping, buffering and screening, signage, lighting, and parking standards; and
- 3) That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code; and
- 4) That this Resolution shall be effective at the earliest date allowed by law.

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

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

ADOPTED this 4th day of December, 2025.

Attest:

Brinkley Paul
Brinkley Paul, Fiscal Officer

Board of Trustees
Danbury Township
Ottawa County, Ohio

Dianne Rozak
Dianne Rozak

John Paul Dress
John Paul Dress

David Hirt
David Hirt

AUTHENTICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution duly passed by this Board of Trustees in session this 4th day of December, 2025 and filed with the Danbury Township Fiscal Officer.

Brinkley Paul
Brinkley Paul
Danbury Township Fiscal Officer

Mr. Davenport and Mr. Feick thanked the Board and left the meeting.

Ms. Dale continued, presenting the staff report for the second case: **ZC-2025-225, 7597 E. Harbor Road. Request for Map Amendment from "C-1" Limited Commercial to "R-C" Recreational Commercial** for Part of Section 2, Lot 17, PIN# 0141173815699000 consisting of approximately 1ac. of an 11.57ac. parcel to be rezoned. **Great Lakes Land Development, LLC; Chris Malfara Owner/Applicant; DGL Consulting Engineers, LLC; Cody Gable, Agent**

DESCRIPTION:

The applicant is proposing to rezone one (1) ac. of an 11.57 ac. parcel from "C-1" Limited Commercial to "R-C" Recreational Commercial. The owners purchased this property from the estate of James A. Mazur and the Mazur Family in June 2025, and would like to have the zoning designation uniform for the entire property.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING
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In 1986, one (1) acre of the property was rezoned from “R-C” Recreational Commercial to “C-1” General Commercial. According to the site plan with that rezoning application, only the existing single-family home was rezoned in order to operate a law office within the home, which was built around 1980. The property was never split to have the house sit on a separate parcel, or to coincide with the split zoning designations, so the 11.57 ac. parcel remained intact and just had split zoning designations.

In 1990, Mr. Mazur was issued a permit to construct a 32' x 80 (2,560 sq.ft.) accessory structure to store farm equipment. In 1990, there were no zoning requirements regulating the size of such building, only the height, setbacks and lot coverage. In 2008, Mr. Mazur applied with the Ottawa County Building Department for a “Change of Use” permit of the accessory building to create one (1) apartment unit and one (1) office space in the southern portion of the building. According to a letter attached to the building permit dated July 15, 2008, a prior permit was issued by the building department in 1997, but no final inspections were conducted. Also, the letter states that at the time of this letter in 2008, the accessory building consisted of two (2) unfinished residential apartments on the second floor and two (2) unfinished office suites on the first floor with storage space between the offices and apartments. Ultimately, four (4) addresses were assigned, and a Certificate of Occupancy was issued in May 2009. However, no “Change of Use” Certificate or approvals were ever granted by the Township, even though Two- & Multi-family dwellings have been a Conditional Use in the “R-C” and “C-1” zoning districts since zoning was enacted in 1975, or for the commercial offices.

In 2013, Mr. Mazur applied for a Conditional Use to convert an existing structure into a 3-Family dwelling and request an Area Variance to allow more than one residential structure on a parcel. This application was approved and essentially corrected the outstanding issues from 2008/2009.

With this application, the current owner is essentially asking that the zoning designation go back to what it was in 1986.

SURROUNDING ZONING:

North:	“R-3” High Density Residential	Channel Grove 1 st Addition Subdivision & SF homes
East:	“R-3” High Density Residential & “R-C” Recreational Commercial	Channel Grove Subdivision & SF homes Dave’s Drive Thru & Crosser Funeral Home
South:	“A” Agricultural	SF Homes & Former Wadsworth Farm/farmland
West:	“R-C” Recreational Commercial & “C-2” General Commercial	Big Boppers Restaurant, Owens & Laser Subdivisions/ SF Homes & Harbor Winds Campground

LAND USE PLAN:

The Danbury Township Land Use Plan was adopted in 2017 and due for an update later this year, into next year. The Land Use Plan calls for the whole property, including this 1ac. area to be “Neighborhood 3”; High Density Residential. The boundaries to these classifications should not be viewed as a hard line stopping or starting point, but more as a generality that can cross property lines or extend further than depicted if it makes good planning sense.

““Neighborhood 3”; High Density Residential” is defined as an area that consists typically of urban development including detached single-family homes on smaller lots which may also include some multi-family and mixed-use type development. Typically, these include narrow streets, some alley use, walkable and compact neighborhoods.

While the land use plan does not specifically call for this property to be commercial, Staff would like to remind the Commission that the majority of the property is already currently zoned “R-C” Recreational Commercial and was all zoned this way originally when zoning took effect in the Township in 1975. Furthermore, any residential development of the property would revert to the “R-3” High Density Residential density requirements, which would be in-line with what the Land Use Plan recommends.

Staff would encourage Commission Members to review the Land Use Plan, between pages 13 & 17 to have a better understanding of the existing conditions of the Township and also review the goals, objectives & strategies that begin on page 22.

AGENCY REVIEWS:

Ottawa County Regional Planning Commission (OCRPC) was forwarded the proposed amendments on October 6, 2025, and held a hearing on October 21, 2025. Attached is OCRPC’s decision letter recommending **Approval as Presented**. The Danbury Township Zoning

RECORD OF PROCEEDINGS

Held _____ 20 _____

Commission held a public hearing November 5, 2025, and made a motion to approve the request, citing that the decision standard ‘b’ & ‘c’ of Section 7.7.3.E.ii. was satisfied, resulting in a 5-0 vote for **Approval**.

The Danbury Township Zoning Commission’s Decision Criteria for considering this request includes:

Section 7.7.3.E.ii Map Amendments

- i. There is an error on the Official Zoning Map or in the delineations between districts thereon.
- ii. The proposed amendment will make the map conform more closely with the Land Use Plan.
- iii. There has been a substantial change in area conditions that necessitates the amendment.
- iv. There is a legitimate need for additional land area in the zoning district that will be expanded.

STAFF RECOMMENDATION:

None.

Ms. Rozak asked Ms. Dale was unclear about the concern of private streets becoming inaccessible.

Ms. Dale said Crabtree and Steele Streets in Channel Grove are privately maintained by the property owners and their concern is people ultimately trespassing on their private roads to get to the waterfront. Zoning does not enforce private restrictions and if this ends up being a subdivision, while this parcel technically has three road frontages, she can’t answer whether they will have the right to access all three. She does not know what Ottawa County will allow, so it will come down to what will be presented in a plan and what Regional Planning will require. Any new development is required to have a 60-foot right-of-way and they have to decide if they will have private roads, or if they will make them public. Whatever they decide, they will have to work with ODOT and what they will allow.

Mr. Dress asked and Ms. Dale confirmed that approximately 95 percent of this property is already zoned R-C Recreational – Commercial and this is not being changed. They are just asking for this one acre to match the rest.

Attorney Rich Gillum, attending on behalf of Chris Malfara, said he understood Ms. Dale’s points and said there is plenty of room for access off State Route 163. What he knows is that the project’s intent is high density residential with some level of shops. How that is laid out will depend on the zoning of this one acre. They need to know this before presenting a plan.

Ed Greeley asked Mr. Gillum for clarification of what that high density residential will look like; multi-family buildings.

Mr. Gillum said it could be; it will be whatever is permitted in the R-C district, which already exists.

Ed asked if there would be more hearings after they put together their plan?

Mr. Gillum said that if they do something that requires a hearing, there will be another hearing. What he understood from the last meeting was there was a concern over campgrounds and mobile homes. If that were the choice and he has no reason to believe that would be the choice, there would be another hearing, because it is a conditional use in an R-C district.

Ms. Dale stated that single family lots and 2-family lots or duplex lots would be a traditional subdivision plat and would go through Regional Planning with no additional hearings here at the Township. But if they wanted to do condominiums, that is a conditional use in the R-C zoning district and would require a hearing here at the Township.

RECORD OF PROCEEDINGS
DANBURY TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING
Zoning Map Amendments 1355 S Danbury North and 7597 E Harbor Road

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Ms. Rozak asked, regardless of this, would the roads within this acreage be required to have a 60 foot right-of-way?

Ms. Dale said that as a subdivision yes, but they could decide to make them private and go with a smaller street. They could also go to Regional Planning and ask for a variance or a reduction to the size of the right-of-way. That would be up to Regional Planning and the County Engineer. All of this would get discussed during the conditional uses process.

The Trustees asked if Bob Greeley had anything to add and he stated he did not, he just wanted to keep on top of the issues in his front yard so to speak.

Ed finished by stating the other issue is with the amount of traffic this poses and abiding by speed limits.

With no further questions Mr. Hirt motioned and Mr. Dress seconded approval of the Map Amendment request with Resolution 25-2025 read as follows:

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in special session at 5:30p.m., on December 4, 2025, at the Danbury Township Hall, 5972 E. Port Clinton Eastern Road, Marblehead, Ohio 43440, with the following members present:

Ms. Dianne Rozak; Mr. John Paul Dress; Mr. David Hirt

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

RESOLUTION NO. 25 - 2025

A RESOLUTION ADOPTING AN APPLICATION FOR A MAP AMENDMENT TO THE DANBURY TOWNSHIP ZONING MAP

WHEREAS, Ohio Revised Code section 519.12(A)(1) authorizes amendments to the zoning map initiated by the filing of an application by one or more of the owners or lessees of property within the area proposed to be changed, and

WHEREAS, DGL Engineering Consultants, LLC, Cody Gable, Agents and Great Lakes Land Development, LLC, Chris Malfara, Owner of the property located at 7597 E. Harbor Road, Part of Lot 2, Section 17, PIN# 0141173815699000, filed Case No. ZC-2025-225 requesting a Map Amendment from "C-1" Limited Commercial to "R-C" Recreational Commercial to rezone 1.00ac. of an 11.57ac. parcel, and

WHEREAS, the Ottawa County Regional Planning Commission held a public hearing on October 21, 2025, and recommended approval of the proposed map amendment as presented; and

WHEREAS, the Danbury Township Zoning Commission held a public hearing on November 5, 2025, and by motion and vote, recommended 5-0 to approve the proposed map amendment; and

WHEREAS, on December 4, 2025, the Board of Trustees held a public hearing on said amendment, received public comment, and reviewed all pertinent documents; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees at the conclusion of the public hearing, by motion and vote, voted to uphold the recommendation of the Danbury Township Zoning Commission and that the application for a Map Amendment be approved as presented, finding that the Decision Criteria "b" and "c" of Section 7.7.3.E.ii of the Danbury Township Zoning Resolution is satisfied and that the amendment would be in the best interest of the Township and the public, and is in keeping with good land use planning.

BE IT FURTHER RESOLVED by the Board of Trustees of Danbury Township, Ottawa County, Ohio:

- 1) The Board does hereby adopt the amendment to the Danbury Township Zoning Map attached hereto as Exhibit A; and
- 2) That this portion of property be subject to the regulations of Article 3 ("R-C" Recreational Commercial) and other applicable sections of the Danbury Township Zoning Resolution, including but not necessarily limited to area regulations, building setbacks, landscaping, buffering and screening, signage, lighting, and parking standards; and
- 3) That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were taken in meetings open to the

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING
Zoning Map Amendments 1355 S Danbury North and 7597 E Harbor Road

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December 4,

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public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code; and

4) That this Resolution shall be effective at the earliest date 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: Ms. Rozak Yes Mr. Dress Yes Mr. Hirt Yes

ADOPTED this 4th day of December, 2025.

Attest:

Brinkley Paul
Brinkley Paul
Fiscal Officer

Board of Trustees
Danbury Township
Ottawa County, Ohio

Dianna Rozak
Dianna Rozak

John Paul Dress
John Paul Dress

David Hirt
David Hirt

AUTHENTICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution duly passed by this Board of Trustees in session this 4th day of December, 2025 and filed with the Danbury Township Fiscal Officer.

Brinkley Paul
Brinkley Paul
Danbury Township Fiscal Officer

Comments and Concerns

- None.

Adjourn

There being no further comments, concerns or business before the Board for this special meeting, Ms. Rozak motioned and Mr. Hirt seconded to adjourn at 6:11 pm. All ayes and motion carried.

Brinkley Paul
Fiscal Officer

Dianna Rozak
John Paul Dress
David Hirt
Danbury Township Board of Trustees

RECORD OF PROCEEDINGS

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DANBURY TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING
Zoning Map Amendments 1355 S Danbury North and 7597 E Harbor Road

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Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held December 10, 20²⁵

Trustee Hirt called the meeting to order at 6:00 PM. The Pledge of Allegiance was recited. Roll call: Trustee Hirt, Trustee Dress and Trustee Rozak were present, along with Township Assistant Lynne James and Fire Chief Shawn Hunsicker. Fiscal Officer Brinkley Paul was excused from this meeting. Visitors in attendance; Margaret Lenthe, Susan Dress, Stacey Stetler and Timothy Mackey.

Mr. Dress moved to approve the Regular Trustee Meeting minutes from November 24, 2025; Ms. Rozak second, all ayes and motion carried.

Ms. Rozak moved to approve the Special Meeting minutes from December 4, 2025; Mr. Hirt second, all ayes and motion carried.

Zoning

Permits for November:

19 permit applications were processed for the month of November totaling \$3,365.93 in collected fees.

Accessory Building:	
Addition	
Commercial:	
Residential:	3
Appeals:	
Area Variance:	
Conditional Use:	1
Deck:	2
Dock:	1
Fence:	2
New SF Home:	5
New Commercial Structure:	3
Other:	1
Refusal:	
Signage:	1
Swimming Pool:	
Text/Map Amendment:	
Total:	19

Board & Commission Activity

The Board of Zoning Appeals –

The BZA held adjudication hearings on November 19, 2025, on the following cases.

- a. **BZA-2025-251** **Denied**
2991 Waterside. Request for an Area Variance from Section 4.7.2.D to allow for a lanai/screened-in porch to encroach into the north, rear-yard setback (18' proposed/ 25' required). **Eric & Ashley Bilton, Owner/Applicant.**
- b. **BZA-2025-242** **Approved as Presented**
560 Lynn. Request for an Area Variance to Section 3.5 to allow for an addition onto the existing home to exceed the lot coverage (49.4% proposed/ 45% required). **Greg & Sandra Kreps, Owner/Applicant.**
- c. **BZA-2025-247** **Approved as Presented**
143 Springcrest. Request for an Area Variance to Section 3.5 to allow for a covered porch addition to encroach into the west, front-yard setback (31.5' proposed/ 35' required). **Daniel & Sharon Spohn, Owner/Applicant.**
- d. **BZA-2025-249** **Approved as Presented**
2148 Tecumseh. Request for an Area Variance from Section 5.1.7 to allow for a screened-in porch addition to encroach into the south and east front-yard setbacks (9' proposed/ 20' required). **Steven Coder, Owner/Applicant; Nick Schnittker, Agent.**
- e. **BZA-2025-250** **Approved as Presented**
10240 E. Bayshore. Request for an Area Variance to Section 4.17.1 to allow for an addition onto Cottage #2 to encroach into the west, side-yard setback (1' proposed/ 45' required) and south, rear-yard setback (3.5' proposed/ 55' required) and to Section 7.12.3.A to exceed the square footage permitted onto a nonconforming structure [128s.f. (26.6%) proposed/ 96s.f. (20%) allowed]. **Stuckert's Resort, Owner/Applicant; Tim & Linda Brown, Agents.**

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held December 10, 2025

The Zoning Commission -

The Zoning Commission held their regular meeting on November 5, 2025, for the following cases:

- a. **ZC-2025-225** **Approved**
7597 E. Harbor Road. Map Amendment from "C-1" Limited Commercial to "R-C" Recreational Commercial for Part of Section 2, Lot 17, PIN# 0141173815699000 consisting of approximately 1ac. of an 11.57ac. parcel to be rezoned. **Great Lakes Land Development, LLC; Chris Malfara Owner/Applicant; DGL Consulting Engineers, LLC; Cody Gable, Agent.**
- b. **ZC-2025-228** **Approved**
1355 S. Danbury North. Map Amendment from "A" Agricultural to "C-2" General Commercial for Part of Section 4, Lot 20, PIN# 0141160615537003, 0141160615537011, & 0141160615537012 consisting of approximately 1.65ac. of approximately 3.558ac. to be rezoned. **Stowaway Jeannie, LLC; James Davenport Owner/Applicant; Carl Feick Engineering, Agent.**

Ottawa County Regional Planning Commission (OCRPC) held a hearing November 18, 2025 for the following case and recommended Denial 6-4 as presented.

- a. **ZC-2025-245**
5876 Saylor. Map Amendment from "R-3" High Density Residential to "R-C" Recreational Commercial to rezone Lots 2-4 of Saylor 4 Subdivision, in Section 3, Lot 19 of the Firelands Survey, PIN# 0140387805531000, consisting of 150' x 225' or 0.77ac. **NorthCoast Anchor Development, LLC; C. John Kronberg Owner/Applicant; John Skweres, Agent.**

Department Updates

• Dilapidated Structure Updates:

- 961 S. Church Road – Shealy Res. 15-2025 Demo by 12.31.25
- 8122 E. Harbor Road – Barnholt Res. 16-2025 Repair by 11.23.25

Requested Ext. 10.22.25 – See Res. 16-2025-B

*Atty was emailed 11.25.25 to complete repairs properly per Trustees. Trustees now happy with work and Ms. Dale will update the Attorney.

Office Activity

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

- Inspections 85
- Emails 707
- Violation Letters 3

PERMITS as of December 8:

To date this month there have been 7 permit application submitted/processed totaling \$793.20 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 December 17, 2025, for the following cases:

- a. **WITHDRAWN BY APPLICANT**
BZA-2025-223 9356 E. Bayshore Road. Request for Conditional Use in accordance with Section 3.4. and Section 4.7 for 109 condominium units. **Columbia Bayshore, LLC, Agent; Bayshore Group, LLC, Owner/Applicant.**
- b. **BZA-2025-270**
1501 S. Danbury N. Request for a Conditional Use in accordance with Section 3.4 and Section 4.16 for a 100-campsite Recreational Camp/Campground. Also requesting Area Variances to Section 4.16.2.C to reduce the front (70' required/40' proposed) & side (45' required/ 20' proposed) yard setback; Section 4.16.2.D to reduce the access entries (50' required/30' proposed); Section 4.16.2.F to reduce the open space (2.72ac. required/ 1.84ac. proposed); Section 4.16.3.C to reduce the perimeter campsite setback to 2' & 5' (8' required). **DB Development Group LLC./Owner; Keith Brown & James Davenport, Agents**

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held

December 10,

20²⁵

The Zoning Commission -

The Zoning Commission held their regular meeting December 3, 2025, on the following case:

a. **ZC-2025-245**

5876 Saylor. Map Amendment from “R-3” High Density Residential to “R-C” Recreational Commercial to rezone Lots 2-4 of Saylor 4 Subdivision, in Section 3, Lot 19 of the Firelands Survey, PIN# 0140387805531000, consisting of 150’ x 225’ or 0.77ac. **NorthCoast Anchor Development, LLC; C. John Kronberg Owner/Applicant; John Skweres, Agent.**

The Zoning Commission Hearing took approximately 1 hour. There were 21 people present at this hearing, which 9 spoke, in addition to the applicant. The ZC made a motion to approve the request, citing that the decision standard ‘d’ of Section 7.7.3.E.ii. was satisfied, but the motion failed 5-0 resulting in **Denial** of the request. Ottawa County Regional Planning Commission (OCRPC) held their hearing for this case on November 18, 2025, and recommended **Denial** 6-4 as presented.

The Board of Trustees scheduled a public hearing on this case for January 8, 2026, at 5:30 pm.

The Board of Trustees held a special meeting December 4, 2025, on the following cases:

a. **ZC-2025-225**

Approved. Res. 25-2025

7597 E. Harbor Road. Map Amendment from “C-1” Limited Commercial to “R-C” Recreational Commercial for Part of Section 2, Lot 17, PIN# 0141173815699000 consisting of approximately 1ac. of an 11.57ac. parcel to be rezoned. **Great Lakes Land Development, LLC; Chris Malfara Owner/Applicant; DGL Consulting Engineers, LLC; Cody Gable, Agent.**

b. **ZC-2025-228**

Approved. Res. 24-2025

1355 S. Danbury North. Map Amendment from “A” Agricultural to “C-2” General Commercial for Part of Section 4, Lot 20, PIN# 0141160615537003, 0141160615537011, & 0141160615537012 consisting of approximately 1.65ac. of approximately 3.558ac. to be rezoned. **Stowaway Jeannie, LLC; James Davenport Owner/Applicant; Carl Feick Engineering, Agent.**

DEPARTMENT UPDATES

• **Dilapidated Structure Updates:**

- 961 S. Church Road – Shealy Res. 15-2025 Structure was demo’d 12.01.25
- 8122 E. Harbor Road – Barnholt Res. 16-2025 The attorney & maintenance person for Barnholt was contacted following the last Trustee meeting and told the repairs were not sufficient. Trustees are now satisfied with what needed to be done prior to the end of the year. Ms. Dale will update the Attorney.

VIOLATIONS/COMPLAINTS

Other Misc.:

248 Erie Beach (*Excessive Storage – Richards*)

File turned over 10.20.25 to J. Stopar to file necessary zoning violation with Common Pleas Court.

Prior Info: Certified Letter to the property owner 07.03.25 for having too many boats, RV’s, trailers on the property. There are currently 2 boats and 2 RV’s, and one needs to be removed. We, along with the neighbors, have been patient with this, this summer because we received word that the owner, who is a repeat offender, was selling the house. As of 07.21.25 still waiting for the letter to be delivered. Certified letter was returned unclaimed. Letter re-sent via regular mail 08.01.25. Will re-check by 08.15.25. Re-inspection conducted 08.15.25 and all recreational vehicles are still parked on the property. Property owner has not reached out to us. Will be attempting to make contact with the owner or posting the property. Final Notice letter was sent via certified mail 08.27.25. Letter was claimed 09.03.25. Owner has until 09.10.25 to remove one of the units from the property.

Illegal Rentals:

8146 Northshore Blvd. (*Illegal Rental – Thomas*)

Nothing new to report.

Prior Info: Due to a police response on a different matter, it came to light that this property was occupied by a short-term renter. This has been a repeat offender who has been tough to catch

RECORD OF PROCEEDINGS

Held _____ **December 10,** _____ **20** _____ **25** _____

because they do not advertise on any of the rental platforms. The history of this has been turned over to J. Stopar because due to HB 315, zoning violations are now civil and must be pursued through Ottawa County Court of Common Pleas. Spoke with J. Stopar 06.24.25 and based on the documentation we do have on this, he believes the case is strong enough to pursue. He will be filing a complaint with the Court of Common Pleas within the next week. Anticipate complaint to be filed 07.21-07.23. Will provide you with a copy at the meeting if it is indeed filed. Complaint was officially filed 08.07.25 and enclosed is a copy for your review. Case is officially in the court's hands and updates will be provided accordingly. Property owners claimed their notifications of the court filing 08.20.25 and now have a certain amount of time to file a reply. Case is officially in the court's hands and updates will be provided accordingly. No reply has been filed by the property owners to date (they have until roughly Sept.19th). A conference call is scheduled though for November 3, 2025. Attorney for defendants filed their reply 09.29.25 denying all claims. Conference call was held on 11.03.25 to set filing schedules. A pre-trial date was scheduled for January. The defendant's attorney wants to settle the case. Stopar & I are discussing what this may look like and if it's a viable option. Obviously, zoning's biggest concern is compliance with the zoning regulations.

Camper Occupied:

5216 E. Harbor Road (*Camper Occupied – Bower*)

Property owner of the former Henry Kihlken property (blue house on 163) that is being converted into a resort was contacted 11.25.25. They were verbally warned that the camper at the back of the property is not permitted to be occupied on the property. The owner confirmed that it was being lived in. As of 12.03.25 there were still 2 vehicles parked outside of the camper. A formal violation letter was sent via certified mail 12.05.25 and the health district was also notified.

Construction w/out Permit:

1625 Heritage (*Fence & Pergola – Kellem*)

CLOSED

A violation letter was sent 12.02.25 to the owner and occupant of the property notifying them that a permit was required for the pergola and fence installed at the property. Owner came in 12.05.25 and received permit for fencing. Said pergola was the same one that's been there for years, was just cleaned up & restained/painted.

999 N. Buck Road (*Sign – Harbor's Edge MHP*)

CLOSED

Email was sent to the property owners on 11.19.25 regarding the installation of a new ground sign that was installed without permits. No response was received, so a certified letter was sent 11.24.25. Although the letters have not been claimed, the sign company who installed it reached out 12.02.25 and submitted the necessary paperwork for permits.

1845 Arlington (*Demo & partial rebuild – Krusinski*)

While out on inspections 12.01.25, we noticed that the manufactured home on this property had been removed, leaving behind the garage. Work has been done on the garage that would have required permits from both the Township and the Building Department. Letter sent 12.08.25 to property owner making them aware.

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	64	4	1	4	1	0
May	112	10	5	13	0	3
June	92	8	4	12	2	10
July	94	16	9	7	3	21
August	110	7	6	4	1	1

RECORD OF PROCEEDINGS

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

Held December 10, 20²⁵

September	85	3	5	8	1	0
October	73	13	3	6	0	2
November	65	2	0	5	0	0
December thru 10 th	17	3	1	1	0	0
Sub-Total:	922	76	36	79	11	37
Total	1161					

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

- Jennifer Fillmore gave her resignation notice effective 12-31-2025. Tom McNeal gave his retirement notice effective 1-1-2026. Mr. Hirt motioned and Ms. Rozak second to accept both; all ayes and motion carried.
- Chief Hunsicker will be on vacation December 20 through January 5, 2026. Assistant Chief Almendinger will be handling anything emergency wise, followed by Captain Brian McCune.

Roads

- Sackett Cemetery – no burials
- Brush collection site closing December 15th
- Several snow and ice events have consumed most of the departments time
- Winter maintenance on equipment
- Mr. Dress will be meeting with Superintendent Waldron at the beginning of the new year to discuss cleanup of old buildings behind townhall.

Police

- Chief Meisler submitted the incident report: For the month of November the department responded to 281 calls. From 12-1-2025 to 12-10-2025, the department responded to 58 calls.
- Car #444 2018 Ford Taurus is ready for Lakeside to purchase for \$4,000.00. D.R. Ebel bill to remove some of the emergency equipment was less than \$200.00.
- Chief Meisler met with Eric Petersen Ottawa Co Highway Superintendent, at the office yesterday. They discussed traffic safety at the intersections of E. Bayshore Road, Danbury North Road and S. Church Road. With the roundabout construction, the Chief thought it would be an appropriate time to discuss possibly installing LED signage at both of the intersections. There have been ongoing failure to yield issues and the guardrail at Church Road has been struck several times. Mr. Petersen was very receptive.
- Ms. Rozak spoke with Chris Waterfield, from ODOT, about the possibility of reducing the speed on Bridge Road/Rt. 269 to 45 mph. Mr. Waterfield said that once the roundabout is open a few months they will revisit a speed study on the road.

Correspondence

- OCFC flyer. Ottawa Co 2026 Plat Book on sale at OSU Extension Ottawa County. Christmas card from Sheriff Levorchick and staff

Old Business

- Ms. Rozak made a motion to rescind Resolution 23-2025 applying to Park District for 2026 Trails and Parks improvement grant for Playground matting. Superintendent Waldron and Ms. Rozak both felt it was not cost effective. They will continue with Playground mulch. Mr. Dress seconded, all ayes and motion carried.
- Mr. Dress motioned to introduce Resolution 23A-2025 for 2026 Parks and Trails Improvement Grant as follows:

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held December 10, 2025

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in regular meeting session at 6:00 p.m. on December 10, 2025, at the Danbury Township building, 5972 Port Clinton Eastern Road, Marblehead, Ohio, 43440 with the following members present: Mr. David M. Hirt, Ms. Dianne M. Rozak, Mr. John Paul Dress.

Trustee Dress introduced the following resolution and moved for its adoption:

RESOLUTION: 23(A) – 2025 Amended

A RESOLUTION TO APPLY TO THE PARK DISTRICT OF OTTAWA COUNTY FOR THEIR 2026 PARKS AND TRAILS IMPROVEMENT GRANT

WHEREAS the Danbury Township Board of Trustees desires to purchase eight ADA accessible, recycled material picnic tables for Lions Park at Lake Point; and

WHEREAS the Ottawa County Park District is providing an opportunity to apply for funding for park improvements; and

WHEREAS the Danbury Township Board of Trustees desires to participate in this grant program.

NOW THEREFORE BE IT RESOLVED THAT:

The Danbury Township Board of Trustees agrees to the terms and conditions of this grant program and designates Trustee Dianne Rozak to apply for this funding for the improvement.

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

Trustee HIRT seconded the resolution and the roll being called upon the question of its adoption the vote resulted as follows:

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

ADOPTED this 10th Day of December 2025

Board of Trustees, Danbury Township
Ottawa County, Ohio

Attest:

Brinkley Paul
Fiscal Officer Brinkley Paul

DM Hirt
David M. Hirt

Dianne M. Rozak
Dianne M. Rozak

John Paul Dress
John Paul Dress

AUTHENTICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution passed by this Board of Trustees in session December 10, 2025, and filed with the Danbury Township Fiscal Officer.

Brinkley Paul
Brinkley Paul, Danbury Township Fiscal Officer

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held _____ December 10, _____ 20²⁵ _____

Old Business continued

- Ms. James is working on getting the information for a informational department wide seminar on workplace violence and active shooter training. She has not gotten a response back yet and will keep the Board updated.
- Ms. James plans to have the Resolution and Policy ready for the next meeting regarding Cybersecurity.

New Business

- Organizational and Records meetings were set for December 22 at 5:30 pm before the Regular Trustee meeting.

Fiscal Business

- Mr. Dress motioned and Ms. Rozak second, to approve bills and payroll from \$61,326.76 to include 11/19/2025 payroll for a revised amount of \$131,662.60 for previous pay period 11-13-25 to 11-24-25. All ayes and motion carried. (see next page)
- Mr. Dress motioned and Ms. Rozak second, to approve bills and payroll in the amount of \$202,112.95 for the period of November 25 to December 10, 2025. All ayes and motion carried. (See next Page)
- Ms. Paul submitted management reports: Appropriation, Fund and Revenue summaries.
- Set Annual Budget with Ms. Paul and Trustees in January 2026.
- STAR signatories are done and audit information submitted.
- End of the year update from Ms. Paul.

Comments and Concerns

- Ms. Lenthe asked for clarification on January 8th Zoning hearing, request for map amendment for rezoning alongside Crow's Nest on Sailor.

Executive Session

Mr. Hirt made a motion and Ms. Rozak second, to go into Executive Session at 6:45 pm for the purpose of Termination of Public Employee and Matter to be kept confidential under HIPPA. All ayes and motion carried. Moved into Executive Session.

Ms. Rozak motioned and Mr. Dress second to come out of Executive Session at 7:03 pm, all ayes and motion carried.

Ms. Rozak motioned and Mr. Dress second, to go back into the Regular Session at 7:03 pm, all ayes and motion carried.

Ms. Rozak motioned and Mr. Hirt second to terminate Lucas Henry as an employee of the Fire Department, all ayes and motion carried.

No action was taken on the other matter.

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held _____ December 10, _____ 20 _____ 25 _____

DANBURY TOWNSHIP, OTTAWA COUNTY

12/9/2025 9:01:18 PM

Payment Listing

UAN v2025.1

11/13/2025 to 11/24/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
589-2025	11/15/2025	11/04/2025	CH	Guardian	\$2,262.55	O
590-2025	11/15/2025	11/04/2025	CH	Columbia Gas	\$349.95	O
591-2025	11/15/2025	11/04/2025	CH	Ottawa County Sanitary Engineering	\$108.42	O
592-2025	11/15/2025	11/04/2025	CH	Ottawa County Sanitary Engineering	\$34.48	O
593-2025	11/15/2025	11/04/2025	CH	Ottawa County Sanitary Engineering	\$24.00	O
594-2025	11/15/2025	11/04/2025	CH	Ottawa County Sanitary Engineering	\$68.84	O
613-2025	11/15/2025	11/22/2025	CH	dotnet technologies llc	\$2,682.77	O
614-2025	11/15/2025	11/22/2025	CH	dotnet technologies llc	\$210.80	O
615-2025	11/22/2025	11/22/2025	CH	Verizon Wireless	\$311.12	O
616-2025	11/22/2025	11/22/2025	CH	Aflac	\$1,081.22	O
632-2025	11/19/2025	12/09/2025	CH	Paychex of New York, LLC	\$58,886.05	O
633-2025	11/19/2025	12/09/2025	CH	Paychex of New York, LLC	\$1,354.31	O
634-2025	11/19/2025	12/09/2025	CH	Paychex of New York, LLC	\$5,404.19	O
635-2025	11/19/2025	12/09/2025	CH	Paychex of New York, LLC	\$1,638.00	O
636-2025	11/19/2025	12/09/2025	CH	Paychex of New York, LLC	\$110.12	O
637-2025	11/19/2025	12/09/2025	CH	Paychex of New York, LLC	\$150.17	O
644-2025	11/19/2025	12/09/2025	CH	Paychex of New York, LLC	\$487.10	O
646-2025	11/19/2025	12/09/2025	CH	Paychex of New York, LLC	\$2,305.90	O
49187	11/24/2025	11/22/2025	SW	Skipped Warrants 49178 to 49187 Series 1	\$0.00	V
49188	11/24/2025	11/22/2025	AW	Bayside Comfort, Inc.	\$5,971.67	O
49189	11/24/2025	11/22/2025	AW	Bayside Comfort, Inc.	\$3,652.50	O
49190	11/24/2025	11/22/2025	AW	Cody Dunn	\$15.34	O
49191	11/24/2025	11/22/2025	AW	Genoa Bank	\$3,848.55	O
49192	11/24/2025	11/22/2025	AW	AccuShred, LLC	\$137.75	O
49193	11/24/2025	11/22/2025	AW	Innovative Excavating	\$6,400.00	O
49194	11/24/2025	11/22/2025	AW	Staples Business Advantage	\$79.78	O
49195	11/24/2025	11/22/2025	AW	Beck Propane & Fuels	\$6,690.24	O
49196	11/24/2025	11/22/2025	AW	Firelands Regional Medical Center	\$50.50	O
49197	11/24/2025	11/22/2025	AW	Lakeland Auto & Marine Inc.	\$73.22	O
49198	11/24/2025	11/22/2025	AW	Jared E. Griffith	\$266.69	O
49199	11/24/2025	11/22/2025	AW	Verizon Wireless	\$444.39	O
49200	11/24/2025	11/22/2025	AW	Charter Communications	\$30.80	O
49201	11/24/2025	11/22/2025	AW	TRi Motors Sales, INC.	\$2,154.11	O
49202	11/24/2025	11/22/2025	AW	Lucky Stone Promotions	\$1,160.00	O
49203	11/24/2025	11/22/2025	AW	Galls,AN Aramark Company	\$581.99	O
49204	11/24/2025	11/22/2025	AW	Rumpke of Ohio INC	\$96.00	O
49205	11/24/2025	11/22/2025	AW	Baumann Auto Center, Inc.	\$41.45	O
49206	11/24/2025	11/22/2025	AW	Lowe's	\$14.23	O
49207	11/24/2025	11/22/2025	AW	VASU COMMUNICATIONS INC.	\$20,377.84	O
49208	11/24/2025	11/22/2025	AW	Semro Henry & Spinazze Ltd.	\$1,563.37	O
49209	11/24/2025	11/22/2025	AW	NITRO PEST SOLUNTION	\$156.00	O
49210	11/24/2025	11/22/2025	AW	Charter Communications	\$341.91	O
49211	11/24/2025	11/22/2025	AW	Countryside Veterinary Clinic	\$46.28	O
Total Payments:					\$131,662.60	
Total Conversion Vouchers:					\$0.00	

Page 1 of 2

DANBURY TOWNSHIP, OTTAWA COUNTY

12/9/2025 9:01:18 PM

Payment Listing

UAN v2025.1

11/13/2025 to 11/24/2025

Total Less Conversion Vouchers: \$131,662.60

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 _____ **December 10,** _____ **20²⁵**

DANBURY TOWNSHIP, OTTAWA COUNTY

12/10/2025 1:40:43 PM

Payment Listing

UAN v2025.1

11/25/2025 to 12/10/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
638-2025	12/03/2025	12/09/2025	CH	Paychex of New York, LLC	\$100,951.96	0
639-2025	12/03/2025	12/09/2025	CH	Paychex of New York, LLC	\$704.33	0
640-2025	12/03/2025	12/09/2025	CH	Paychex of New York, LLC	\$11,030.96	0
641-2025	12/03/2025	12/09/2025	CH	Paychex of New York, LLC	\$2,969.65	0
642-2025	12/03/2025	12/09/2025	CH	Paychex of New York, LLC	\$213.37	0
643-2025	12/03/2025	12/09/2025	CH	Paychex of New York, LLC	\$506.92	0
645-2025	12/03/2025	12/09/2025	CH	Paychex of New York, LLC	\$346.25	0
647-2025	12/03/2025	12/09/2025	CH	Paychex of New York, LLC	\$3,963.31	0
49212	12/10/2025	12/09/2025	AW	Lowe's	\$153.30	0
49213	12/10/2025	12/09/2025	AW	D.R. Ebel Police & Fire Equipment	\$195.00	0
49214	12/10/2025	12/09/2025	AW	The Standard	\$1,765.17	0
49215	12/10/2025	12/09/2025	AW	Capital One	\$541.68	0
49216	12/10/2025	12/09/2025	AW	O.E. Meyer CO.	\$120.90	0
49217	12/10/2025	12/09/2025	AW	All Star Professional Cleaning, LLC	\$200.00	0
49218	12/10/2025	12/09/2025	AW	Culligan of Northern Ohio	\$48.95	0
49219	12/10/2025	12/09/2025	AW	East Side Tire Bros	\$2,739.14	0
49220	12/10/2025	12/09/2025	AW	Kimball Midwest	\$287.05	0
49221	12/10/2025	12/09/2025	AW	Firelands Regional Medical Center	\$5,216.00	0
49222	12/10/2025	12/09/2025	AW	Ottawa County Recorder	\$40.00	0
49223	12/10/2025	12/09/2025	AW	Cintas	\$95.44	0
49224	12/10/2025	12/09/2025	AW	Galls,AN Aramark Company	\$118.54	0
49225	12/10/2025	12/09/2025	AW	T & T Laser Alignment	\$6,240.20	0
49226	12/10/2025	12/09/2025	AW	Fire Safety Services Inc.	\$192.00	0
49227	12/10/2025	12/09/2025	AW	Summit Fire & Security LLC	\$571.18	0
49228	12/10/2025	12/09/2025	AW	Verizon Wireless	\$311.47	0
49229	12/10/2025	12/09/2025	AW	Bassett's Market	\$17.19	0
49230	12/10/2025	12/09/2025	AW	Charter Communications	\$2,435.04	0
49231	12/10/2025	12/09/2025	AW	Charter Communications	\$251.06	0
49232	12/10/2025	12/09/2025	AW	Kuras Aeration Systems LLC	\$540.00	0
49233	12/10/2025	12/09/2025	AW	S % W Healthcare Corp	\$1,168.00	0
49234	12/10/2025	12/09/2025	AW	Susan Dress	\$550.00	0
49235	12/10/2025	12/09/2025	AW	Rumpke of Ohio INC	\$30.00	0
49236	12/10/2025	12/09/2025	AW	Ottawa County Engineer	\$12,124.61	0
49237	12/10/2025	12/09/2025	AW	Beck Propane & Fuels	\$2,320.27	0
49238	12/10/2025	12/09/2025	AW	TRi Motors Sales, INC.	\$167.42	0
49239	12/10/2025	12/09/2025	AW	Semro Henry & Spinazze Ltd.	\$1,482.79	0
49240	12/10/2025	12/09/2025	AW	Lakeland Auto & Marine Inc.	\$243.86	0
49241	12/10/2025	12/09/2025	AW	Staples Business Advantage	\$79.78	0
49242	12/10/2025	12/09/2025	AW	H.B. Magruder Hospital	\$324.41	0
49243	12/10/2025	12/09/2025	AW	Treasure, State of Ohio	\$177.00	0
49244	12/10/2025	12/09/2025	AW	U.S. Bank Equipment Finance	\$315.03	0
49245	12/10/2025	12/09/2025	AW	Bound Tree Medical LLC	\$756.66	0
49246	12/10/2025	12/09/2025	AW	Galls,AN Aramark Company	\$2,307.46	0
49247	12/10/2025	12/09/2025	AW	Bell Medical	\$87.25	0
49248	12/10/2025	12/09/2025	AW	Beck Propane & Fuels	\$828.39	0
49249	12/10/2025	12/09/2025	AW	Baumann Auto Center, Inc.	\$2,295.55	0

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held December 10, 2025

DANBURY TOWNSHIP, OTTAWA COUNTY

12/10/2025 1:40:43 PM

Payment Listing

UAN v2025.1

11/25/2025 to 12/10/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
49250	12/10/2025	12/09/2025	AW	All Star Professional Cleaning, LLC	\$300.00	O
49251	12/10/2025	12/09/2025	AW	Vance Outdoors Inc.	\$298.02	O
49252	12/10/2025	12/09/2025	AW	Bayside Comfort, Inc.	\$365.83	O
49253	12/10/2025	12/09/2025	AW	MES Industries, Inc.	\$136.80	O
49254	12/10/2025	12/09/2025	AW	Bureau of Workers' Compensation	\$30,117.00	O
49255	12/10/2025	12/09/2025	AW	Kathryn A. Dale	\$20.96	O
49256	12/10/2025	12/09/2025	AW	Ohio Department of Commerce	\$150.00	O
49257	12/10/2025	12/10/2025	AW	Jodi Kopanski	\$450.00	V
49257	12/10/2025	12/10/2025	AW	Jodi Kopanski	-\$450.00	V
49258	12/10/2025	12/10/2025	AW	Barbara Singer	\$200.00	V
49258	12/10/2025	12/10/2025	AW	Barbara Singer	-\$200.00	V
49259	12/10/2025	12/10/2025	AW	Vito Kaminskas	\$450.00	V
49259	12/10/2025	12/10/2025	AW	Vito Kaminskas	-\$450.00	V
49260	12/10/2025	12/10/2025	AW	William Tuttamore	\$550.00	V
49260	12/10/2025	12/10/2025	AW	William Tuttamore	-\$550.00	V
49261	12/10/2025	12/10/2025	AW	Doug Huber	\$550.00	V
49261	12/10/2025	12/10/2025	AW	Doug Huber	-\$550.00	V
49262	12/10/2025	12/10/2025	AW	Jodi Kopanski	\$450.00	O
49263	12/10/2025	12/10/2025	AW	Barbara Singer	\$200.00	O
49264	12/10/2025	12/10/2025	AW	Vito Kaminskas	\$450.00	O
49265	12/10/2025	12/10/2025	AW	William Tuttamore	\$550.00	O
49266	12/10/2025	12/10/2025	AW	Doug Huber	\$550.00	O
49271	12/10/2025	12/10/2025	SW	Skipped Warrants 49267 to 49271 Series 1	\$0.00	V
49272	12/10/2025	12/10/2025	AW	Cynthia Mahl	\$500.00	O
Total Payments:					\$202,112.95	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$202,112.95	

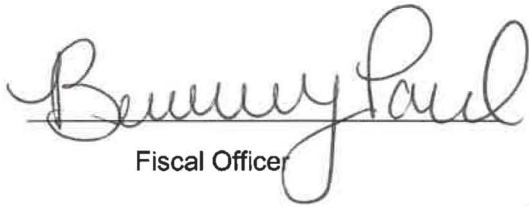
Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EV - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

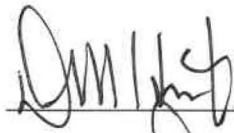
Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

Adjourn

There being no further comments, concerns or business before the Board, Mr. Hirt motioned and Ms. Rozak second to adjourn at 7:03 pm. All ayes and motion carried.


Fiscal Officer





Danbury Township Board of Trustees