

RECORD OF PROCEEDINGS

DANBURY TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING ORGANIZATIONAL MEETING

Minutes of

Meeting

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

Held _____ December 22, 20____ 25____

The Annual Organizational Meeting of the Danbury Township Board of Trustees was held at the Danbury Township Hall meeting room on December 22, 2025. The meeting was called to order at 5:41 pm by Fiscal Officer, Brinkley Paul and the Pledge of Allegiance was recited.

Roll call: Trustee Rozak, Trustee Dress and Trustee Hirt were present. Fiscal Officer, Brinkley Paul and Township Assistant, Lynne James were also present. There were no visitors in attendance.

Ms. Paul asked for nominations for the 2025 Chairman of the Board, Vice-Chair and Records Commission for 2026.

Ms. Rozak nominated John Paul Dress, Mr. Hirt seconded the nomination and Mr. Dress accepted. Ms. Rozak motioned and Mr. Hirt seconded Mr. Dress as the Chairman of the Board of Trustees and the Records Commission for 2026. All ayes and motion carried.

Mr. Hirt nominated Ms. Dianne Rozak to Vice Chairman, Mr. Dress seconded and Ms. Rozak accepted. Mr. Hirt motioned and Mr. Dress seconded Ms. Rozak as Vice-Chair of the Board of Trustees for 2026. All ayes and motion carried.

The meeting was then turned over to new Chairman, Mr. Dress.

Ms. Rozak motioned and Mr. Hirt seconded to continue with the Trustee meetings in 2026 on the 2nd and 4th Wednesdays of the month at 6 pm; with the following exceptions:

November 11th meeting will be moved to Monday, November 9th.

November 25th meeting will be moved to Monday, November 23rd.

December 23rd meeting will be moved to Monday, December 21st.

All ayes and motion carried.

Ms. Rozak moved to continue with the last monthly payroll of each month, as method of payment for the Trustees and the Fiscal Officer for 2026, based on the OTA 2026 Compensation Chart for Township Officials. Mr. Dress seconded; all ayes and motion carried.

Ms. Paul stated that Final Appropriations for 2025 will be done at the regular meeting tonight following the Organizational meeting. Temporary Budget Appropriations for 2026 will be done by January 1st, 2026, with approval at the January 14th meeting and Final Appropriations will be at the January 28th, 2026 meeting.

Ms. Rozak motioned and Mr. Hirt seconded to continue the same health insurance for the Trustees and Fiscal Officer for 2026; all ayes and motion carried.

Ms. Rozak motioned and Mr. Dress seconded, the appointment of the Trustee Departments remains the same for 2026 as follows:

Road, Buildings and Grounds – Mr. John Paul Dress

Police – Mr. John Paul Dress

Fire – Mr. David Hirt

Zoning and Township Assistant – Ms. Dianne Rozak

All ayes and motion carried.

Mr. Dress requested all year-end inventory for review. Ms. Rozak motioned and Mr. Hirt seconded all department inventories for 2025; all ayes and motion carried.

Ms. Rozak motioned and Mr. Dress seconded approval of Fiscal Department surplus; all ayes and motion carried.

Ms. Rozak motioned and Mr. Hirt seconded approval of Zoning Department surplus; all ayes and motion carried.

Ms. Rozak motioned and Mr. Dress seconded approval of Fire Department surplus; all ayes and motion carried.

Ms. Rozak motioned and Mr. Hirt seconded approval of Firefighter and Dependents Organization; all ayes and motion carried.

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Ms. Rozak motioned and Mr. Hirt seconded to continue Legal Counsel Appointments the same for 2026 and are as follows:

Sedgwick and OTARMA for legal counsel for Bureau of Worker's Comp.

Resolution 28-2026 Engaging Semro Henry & Spinazze Ltd. for Zoning matters (see below)

For all other Township matters Prosecutor VanEerten will be used unless he recommends otherwise.

All ayes and motion carried.

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in special session at 5:40p.m. on December 22, 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. 28 - 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 2026 calendar year as indicated in the attached engagement letter dated December 12, 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. 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 December, 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

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 December, 2025 and filed with the Danbury Township Fiscal Officer.

Brinkley Paul
Brinkley Paul
Danbury Township Fiscal Officer

Ms. Rozak motioned that Mr. Dress will continue to be the Representative to the Ottawa Regional Planning Commission for 2026. Ms. Dale will continue to be the Alternate to the Ottawa Regional Planning Commission for 2026. Mr. Dress seconded, all ayes and motion carried.

Ms. Rozak motioned that Mr. Hirt will continue being the Health Board Representative for 2026. Mr. Dress seconded, all ayes and motion carried.

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Ms. Rozak motioned approval of 2026 memberships as follows:

Ohio Township Association: Trustees, Fiscal Officer, Department Heads, Lynne and Dawn.

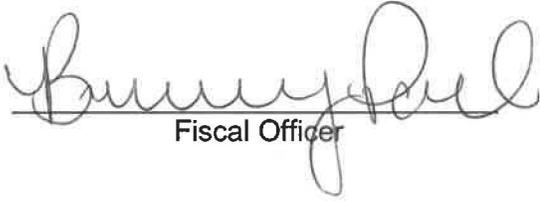
Ottawa County Township Association

Ottawa County Safety Council

Mr. Hirt seconded, all ayes and motion carried.

Adjourn

There being no further comments, concerns or business before the Board regarding the Organizational meeting, Ms. Rozak motioned and Mr. Hirt seconded to adjourn at 6:07 pm; all ayes and motion carried.



Fiscal Officer





Danbury Township Board of Trustees

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