

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING: RECORDS COMMISSION

Meeting

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

Held December 22, 2025

The Annual Records Commission 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 5:30 pm by Mr. Hirt.

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.

Mr. Hirt asked for RC-3 forms. Ms. James stated there were no changes to report and ongoing maintenance continues.

Ms. Rozak motioned and Mr. Hirt seconded and signed the updated RC-2 Fiscal Office requirements presented by Ms. James, for the following:

- Addition of security footage at Township Hall
- Split off Audio recordings of Township Trustee Meetings
- Change length of time for Timesheets to correspond with bi-weekly payroll.

All ayes and motion carried.

Adjourn

There being no further comments, concerns or business before the Board regarding the Records Commission Meeting, Mr. Hirt motioned and Ms. Rozak seconded to adjourn at 5:41 pm; all ayes and motion carried.



Fiscal Officer





Danbury Township Board of Trustees