

# RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held December 22, 2025

Trustee Dress called the meeting to order at 6:08 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 Township Assistant Lynne James. Visitors in attendance were Susan Dress, Stacey Stetler and Timothy Mackey.

Ms. Rozak moved to approve the Regular Trustee Meeting minutes from December 10, 2025; Mr. Hirt second, all ayes and motion carried.

Mr. Hirt moved to amend the Regular Meeting minutes from November 24, 2025; under Fiscal Business due to clerical mistake. Mr. Hirt made the motion to approve bills and payroll, not Mr. Dress. Ms. Rozak second, all ayes and motion carried.

## Zoning

### PERMITS as of December 19<sup>th</sup>:

To date this month there have been 15 permit applications submitted/processed totaling \$2,151.86 collected in fees and application balances.

### BOARD & COMMISSION ACTIVITY

#### The Board of Zoning Appeals –

The Board of Zoning Appeals held 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a. **WITHDRAWN BY APPLICANT**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**

**Approved w/ Conditions**

**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**

#### The Zoning Commission -

The Zoning Commission will hold a brief meeting on January 7, 2026 for the purpose of approving their December meeting minutes.

The Board of Trustees had scheduled a special hearing for January 8, 2026 at 5:30 p.m. on the following case, however the applicant has withdrawn this application. As such, the hearing is cancelled.

a. **ZC-2025-245**

**Withdrawn**

**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

- None at this time.

### 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

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Held \_\_\_\_\_

December 22, \_\_\_\_\_ 20 \_\_\_\_\_ 25 \_\_\_\_\_

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 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.19<sup>th</sup>). 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)**

**CLOSED**

12.16.25 Property owner called and stated that the camper occupant is now staying in the main house on the property. He plans to clean up the area around the camper and get the bump outs closed if they are not frozen.

Prior Info: 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:**

### **1845 Arlington (Demo & partial rebuild – Krusinski)**

Owner called 12.11.25 and stated that the building department also posted his property that permits were required. Owner was told what drawings were needed and he said he would work to get the information turned in.

Prior Info: 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.

## **Dilapidated Structure:**

### **227 N. Erie Beach (Dilapidated Fence – Herdia)**

Neighbor called 12.17.25 notifying us that the fence on the property to the south of him had fallen over onto his property. Upon inspection 12.19.25, the fence is dilapidated and in need of removal. A certified letter was sent to the property owner notifying them that it is in need of removal or repair.

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Held \_\_\_\_\_ December 22, 20<sup>25</sup> \_\_\_\_\_

### 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	65	2	0	5	0	0
December thru 10 <sup>th</sup>	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)

- No update on Fire table above as Chief Hunsicker is on vacation.
- Letters signed by the Board for Thomas McNeal and Jennifer Fillmore.

### Roads

- Sackett Cemetery – no burials
- Brush collection site closing December 15<sup>th</sup> and Superintendent Waldron is obtaining grinding quotes
- Winterizing the parks and athletic fields
- Winter weather events continue
- Ms. Rozak stated she will be getting the Parks District Grant out by the end of this week for proposed picnic tables.
- Mr. Dress motioned and Ms. Rozak second to approve the 2026 repair and resurfacing of North Shore Blvd in the estimated amount of \$116,236.00. All ayes and motion carried.
- Mr. Dress signed the contract renewal with Cintas, with the new maintenance department included.

### Police

- Chief Meisler submitted the incident report: From 12-1-2025 to 12-22-2025, the department responded to 160 calls.
- Car #444 2018 Ford Taurus was delivered to Lakeside last Friday. Thanks to Lynne for accepting payment the day before and for taking care of the issue with the title. Ms. James stated that the title had been issued by Wood County to Danbury Township with incorrect address, city, state and zip. Upon further investigation at the Ottawa County Title office, Ms. James had to drive to Wood County Title office for them to make the correction and issue a new title with the corrected information. Ms. Rozak said Ms. James should turn in mileage.

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- There are still two more sedans in the fleet that should be phased out in the next two years, or before. They were a cheaper option than the SUVs when they were bought years ago, but they always lacked cabin space and room for equipment storage.
- All officers are 2025 CPT compliant with the AG's office. They are requiring another 24 hours of training in 2026. Some of the training may have to be in-person.

### Correspondence

- Christmas cards received from Rankin and Rankin, Area Office on Aging and McCall Sharp.

### Old Business

- Mr. Dress motioned and Ms. Rozak seconded the updated cybersecurity policy and Resolution 26-2025 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 December 22, 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. Dress introduced the following resolution and moved its adoption:

### **RESOLUTION NO. 26-2025** **A RESOLUTION ADOPTING A CYBERSECURITY POLICY**

#### **PREAMBLE**

**WHEREAS**, the State of Ohio has implemented Ohio Revised Code §9.64, enacted in House Bill (HB) 96 (136<sup>th</sup> G.A.), requiring all local governments and jurisdictions to establish a cybersecurity policy by September 30, 2025; and

**WHEREAS**, the purpose of this requirement is to strengthen protections of public data, information systems, and technology resources from cybersecurity threats and risks; and

**WHEREAS**, the Danbury Township Board of Trustees recognizes the importance of safeguarding sensitive and confidential information entrusted to Danbury Township; and

**WHEREAS**, a draft Cybersecurity Policy has been prepared and reviewed by staff and is recommended for adoption as framework for compliance with Ohio Revised Code §9.64 and HB 96; and

**WHEREAS**, the policy provides guidance on access control, system security, data protection, incident response, training and vendor management, while requiring consultation with IT professionals and legal counsel for implementation and customization;

#### **RESOLUTION**

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

**Section 1.** The attached **Cybersecurity Policy** is hereby adopted as the official policy of Danbury Township;

**Section 2.** This policy shall take effect immediately, with adoptions required by **September 30, 2025**, and implementation of technical and training requirements no later than **June 30, 2026**, as provided by the Ohio Auditor of State;

**Section 3.** The Board of Trustees shall distribute the adopted policy to all township departments, employees, and relevant contractors, and to ensure compliance in partnership with IT providers and legal counsel.

This Resolution shall be in full force and effect upon its passage and adoption by the Danbury Township Board of Trustees.

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

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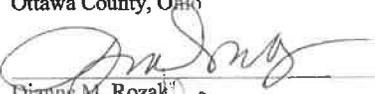
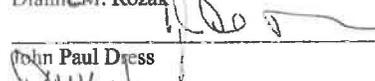
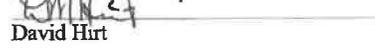
Held December 22, 2025

ADOPTED this 22nd day of December, 2025.

Attest:

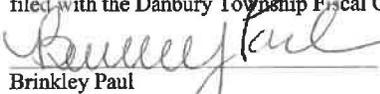
  
Fiscal Officer, Brinkley Paul

Board of Trustees  
Danbury Township  
Ottawa County, Ohio

  
Diann 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 22<sup>nd</sup> day of December, 2025 and filed with the Danbury Township Fiscal Officer.

  
Brinkley Paul  
Danbury Township Fiscal Officer

- Ms. Rozak stated when upgrading employee benefits last year, there was discussion on doing lunchtime seminars for all employees on approved topics. Ms. James has been working on getting information on an active shooter/workplace violence speaker and she presented information from All Hazards, A University of Findlay Training Center.

It is limited seating, so Ms. Rozak suggested that once a date is decided upon and employees are registered, it be opened the Zoning Commission and BZA members if applicable.

Mr. Hirt asked Mr. Mackey if the school does anything like this. Mr. Mackey confirmed they are doing ALICE. Ms. Rozak asked if that was being done by Danbury Police, but Mr. Mackey was not sure if it was them or the Sherriff's department.

Ms. Rozak motioned to move forward with the training, at a cost of \$1975.00, seconded by Mr. Hirt. All ayes and motion carried.

## New Business

- 12/18/2025 President Trump declared December 26<sup>th</sup>, 2025 a federal holiday. Ms. Rozak asked Ms. James to update all departments. Ms. Rozak also authorized extension of comp time into the new year if necessary, but this will be up to each department to make that determination if applicable.

## Fiscal Business

- Ms. Rozak motioned and Ms. second, to approve bills and payroll from \$103,576.56 to for pay period 12-11 to 12-22-25. All ayes and motion carried. (see next page)
- Ms. Paul submitted management reports: Appropriation, Fund and Revenue summaries.
- Ms. Rozak introduced Resolution 27-2025 Accepting Additional Revenue into the Adopted 2025 Budget moving interest from NUE Grant Fund 2273 as follows: (see page 7)
- Final appropriations for 2025 are \$7,203,565.35 and was submitted to Ms. Widmer at the Ottawa County Auditors office.
- Roads revenue last year was \$722,309.75. This year with inside milage increase, it is \$1,681,822.13 a difference of \$959,512.98.
- Fire revenue this year was \$1,530,061.39 and expenditures were \$1,894,950.78. There was enough carryover to cover this, but expenses will need to be watched moving into 2026.

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

Held \_\_\_\_\_ December 22, \_\_\_\_\_ 20 \_\_\_\_\_ 25 \_\_\_\_\_

DANBURY TOWNSHIP, OTTAWA COUNTY 12/21/2025 5:01:32 PM  
**Payment Listing** UAN v2025.1  
 12/11/2025 to 12/22/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
622-2025	12/15/2025	12/09/2025	CH	Charter Communications	\$195.98	O
623-2025	12/15/2025	12/09/2025	CH	Charter Communications	\$175.99	O
624-2025	12/15/2025	12/09/2025	CH	Columbia Gas	\$1,020.13	O
625-2025	12/15/2025	12/09/2025	CH	dotnet technologies llc	\$2,682.77	O
626-2025	12/15/2025	12/09/2025	CH	dotnet technologies llc	\$210.80	O
627-2025	12/20/2025	12/09/2025	CH	Ottawa County Sanitary Engineering	\$89.71	O
628-2025	12/20/2025	12/09/2025	CH	Ottawa County Sanitary Engineering	\$108.42	O
629-2025	12/20/2025	12/09/2025	CH	Ottawa County Sanitary Engineering	\$24.00	O
630-2025	12/20/2025	12/09/2025	CH	Ottawa County Sanitary Engineering	\$66.84	O
631-2025	12/15/2025	12/09/2025	CH	Aflac	\$1,081.22	O
648-2025	12/17/2025	12/21/2025	CH	Paychex of New York, LLC	\$694.28	O
649-2025	12/17/2025	12/21/2025	CH	Paychex of New York, LLC	\$2,416.39	O
650-2025	12/17/2025	12/21/2025	CH	Paychex of New York, LLC	\$146.52	O
651-2025	12/17/2025	12/21/2025	CH	Paychex of New York, LLC	\$280.33	O
652-2025	12/17/2025	12/21/2025	CH	Paychex of New York, LLC	\$320.18	O
653-2025	12/17/2025	12/21/2025	CH	Aflac	\$1,081.22	O
654-2025	12/17/2025	12/21/2025	CH	Paychex of New York, LLC	\$60,636.03	O
655-2025	12/17/2025	12/21/2025	CH	Paychex of New York, LLC	\$6,307.25	O
656-2025	12/17/2025	12/21/2025	CH	Paychex of New York, LLC	\$1,800.70	O
49273	12/22/2025	12/21/2025	AW	Rumpke of Ohio INC	\$172.80	O
49274	12/22/2025	12/21/2025	AW	PERRY PRO TECH	\$72.05	O
49275	12/22/2025	12/21/2025	AW	Uline	\$428.20	O
49276	12/22/2025	12/21/2025	AW	Ohio Diesel	\$117.00	O
49277	12/22/2025	12/21/2025	AW	dotnet technologies llc	\$221.81	O
49278	12/22/2025	12/21/2025	AW	Breathing Air Systems	\$677.72	O
49279	12/22/2025	12/21/2025	AW	TRi Motors Sales, INC.	\$867.19	O
49280	12/22/2025	12/21/2025	AW	Cleveland Communications, Inc.	\$595.00	O
49281	12/22/2025	12/21/2025	AW	Bayside Comfort, Inc.	\$175.00	O
49282	12/22/2025	12/21/2025	AW	Generator Systems	\$1,148.79	O
49283	12/22/2025	12/21/2025	AW	Ottawa County Sanitary Engineering	\$56.10	O
49284	12/22/2025	12/21/2025	AW	Liberty Auto Parts	\$198.45	O
49285	12/22/2025	12/21/2025	AW	Jamie I. Taylor	\$522.00	O
49286	12/22/2025	12/21/2025	AW	Ridgecrest Products, INC.	\$3,567.05	O
49287	12/22/2025	12/21/2025	AW	Cintas	\$172.77	O
49288	12/22/2025	12/21/2025	AW	Beck Propane & Fuels	\$2,310.99	O
49289	12/22/2025	12/21/2025	AW	Charter Communications	\$15.40	O
49290	12/22/2025	12/21/2025	AW	O.E. Meyer CO.	\$42.88	O
49291	12/22/2025	12/21/2025	AW	U.S. Bank Equipment Finance	\$1,217.98	O
49292	12/22/2025	12/21/2025	AW	Greg Huffman	\$500.00	O
49293	12/22/2025	12/21/2025	AW	Joseph Kruse	\$400.00	O
49294	12/22/2025	12/21/2025	AW	Sherry Roberts	\$500.00	O
49295	12/22/2025	12/21/2025	AW	James Switzer	\$500.00	O
49296	12/22/2025	12/21/2025	AW	Julie Cottingham	\$450.00	O
49297	12/22/2025	12/21/2025	AW	DACOR INTERNET SERVICES	\$30.00	O
49298	12/22/2025	12/21/2025	AW	Genoa Bank	\$2,943.22	O
49299	12/22/2025	12/21/2025	AW	Lucky Stone Promotions	\$196.00	O

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DANBURY TOWNSHIP, OTTAWA COUNTY 12/21/2025 5:01:32 PM  
**Payment Listing** UAN v2025.1  
 12/11/2025 to 12/22/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
49300	12/22/2025	12/21/2025	AW	Staples Business Advantage	\$78.15	O
49301	12/22/2025	12/21/2025	AW	Zoll Medical Corp	\$1,645.94	O
49302	12/22/2025	12/21/2025	AW	Timothy J Almendinger	\$599.57	O
49303	12/22/2025	12/21/2025	AW	Clyde Shetter	\$400.00	O
49304	12/22/2025	12/21/2025	AW	Joseph Fetzer	\$450.00	O
49305	12/22/2025	12/21/2025	AW	dotnet technologies llc	\$2,965.74	O
Total Payments:					\$103,576.56	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$103,576.56	

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.

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Meeting

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

Held

December 22,

20<sup>25</sup>

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in regular session at 6:00 p.m., on December 22<sup>nd</sup>, 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. 27-2025

### A RESOLUTION ACCEPTING ADDITIONAL REVENUE INTO THE ADOPTED 2025 BUDGET

WHEREAS, the Board of Danbury Township Trustees accepts receipt of additional revenue of \$843.56 from Interest (NUE GRANT) into the adopted 2025 budget; and

WHEREAS, the Board of Danbury Township Trustees authorizes the Fiscal Officer to add the additional revenue of \$843.56 from Interest (NUE GRANT) into the NUE GRANT Fund (2273) due to clearing all funds within the account;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees at the conclusion of the public meeting, by motion and vote, voted to notify the Ottawa County Auditor the updated 2025 Budget for Danbury Township reflecting this additional revenue of \$843.56 from Interest (NUE GRANT) into the NUE GRANT Fund (2273);

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. 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 22<sup>nd</sup> 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 22<sup>nd</sup> day of December, 2025 and filed with the Danbury Township Fiscal Officer.

Brinkley Paul  
Brinkley Paul  
Danbury Township Fiscal Officer

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Held \_\_\_\_\_ December 22, \_\_\_\_\_ 20 \_\_\_\_\_ 25 \_\_\_\_\_

### Oath of Office

Ms. Rozak administered the oath of office for newly elected Trustees, John Paul Dress, Dave Hirt, and newly elected Fiscal Officer, Stacey Stetler. Ms. James notarized the proceedings.

### Comments and Concerns

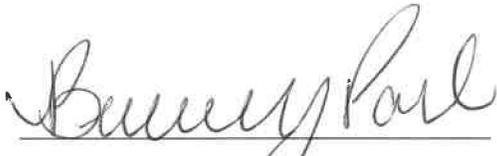
Susan Dress who had the Christmas village decorations and was told those belonged to Zoning Assistant Dawn Connor.

Stacey Stetler asked if anyone else was going to the OTA conference. Ms. James stated she was not sure if she was going and it would depend on cybersecurity topics.

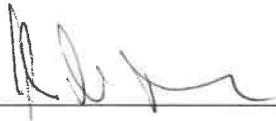
Trustees affirmed she would be eligible for reimbursement, hotel reservations have been made and to become familiar with the reimbursement policies on meals as well.

### Adjourn

There being no further comments, concerns or business before the Board, Mr. Dress motioned and Ms. Rozak second to adjourn at 6:52 pm. All ayes and motion carried.

  
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Fiscal Officer

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Danbury Township Board of Trustees