

RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held January 28, 2026

Trustee Dress called the meeting to order at 6:05 PM. The Pledge of Allegiance was recited. Roll call: Trustee Hirt, Trustee Rozak and Trustee Dress were present, along with Zoning Administrator Kathryn Dale, Fire Chief Shawn Hunsicker and Township Assistant Lynne James. There were no visitors in attendance.

Mr. Hirt moved to approve the Regular Trustee Meeting minutes from January 14, 2026; Mr. Dress seconded, Ms. Rozak abstained; motion carried.

Mr. Hirt motioned and Ms. Rozak seconded to correct an omissions error on the Dec. 22, 2025 Regular meeting minutes under Fiscal Business to say "Mr. Hit seconded approval of bills and payroll in the amount of" and correct "for the period of". All ayes and motion carried.

Executive Session: Mr. Hunsicker left the meeting and Ms. Rozak motioned to go into executive session for a conference with Attorney Jeff Stopar concerning pending/imminent court action. Mr. Hirt seconded, all ayes and the Trustees and Ms. Dale moved into executive session at 6:07 pm.

Ms. Rozak motioned and Mr. Hirt seconded to come out of executive session at 6:24 pm, all ayes and motion carried.

Ms. Rozak motioned and Mr. Dress seconded to go back into Regular session at 6:24 pm, all ayes and motion carried. No action was taken. Chief Hunsicker came back for the regular session.

Zoning

PERMITS as of January 23rd.

To date this month there have been 12 permit application submitted/processed totaling \$1,700.32 collected in fees and application balances.

BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

The Board of Zoning Appeals held their regular meeting on January 21, 2026, for the following cases:

a. **BZA-2026-001** **Approved as Presented**
198 Leddy Lane. Request for an Area Variance to Section 5.1.7 to allow for a front porch addition to encroach into the front-yard setback (20' required/ 13' proposed). **William Beckman, Owner.**

b. **BZA-2026-003** **Approved as Presented**
398 N. Erie Beach. Request for an Area Variance to Section 3.5 and Section 7.12.3.A. to allow for a vestibule addition to encroach into the south, front-yard setback (10' proposed/ 40' required). **Cypress Row Hospitality Group, LLC – James Beardsley Owner/Applicant; John Feick, Feick Design Group, Agent.**

The Zoning Commission -

The Zoning Commission will hold their regular meeting on February 4, 2026, on the following case:

a. **ZC-2026-002**
7522 & 7596 E. Harbor Road. Map Amendment from "A" Agricultural to "R-1" Rural Residential for Section 2, Lot 17, PIN# 0141866425002000, PIN# 0141866425003000 and PIN# 0141173515699000 consisting of 55.03ac. to be rezoned. **Moonracer Farms, LLC; Marion Kovach, David Roush, & Brian Hickey, Owners/Applicants.**

Ottawa County Regional Planning Commission met on January 20, 2026, on this case and recommended Approval as Presented.

DEPARTMENT UPDATES

➤ None.

VIOLATIONS/COMPLAINTS

Other Misc.:

248 Erie Beach (*Excessive Storage – Richards*)

Complaint has been prepared and will be filed with the court 01.23.26 or 01.26.26.

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.

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Held _____ **January 28,** _____ **20** _____ **26** _____

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. File turned over 10.20.25 to J. Stopar to file necessary zoning violation with Common Pleas Court.

Illegal Rentals:

8146 Northshore Blvd. (Illegal Rental – Thomas)

We will be holding an executive session at the beginning of your meeting to conference with our attorney on this pending/imminent litigation.

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. Conference call is scheduled for 01/13/26.

Construction w/out Permit:

5655 Blue Bird (Covered Porch Addition – Stevenson)

While out on inspections 01.21.26 to check on the progress of this property owners deck permit, we noticed they started construction on a roof covering over the deck that was not part of the permit. The homeowner was contacted, they were out of town on business but will be in the week of 01.26.26 to get this taken care of.

Ms. Rozak motioned and Mr. Dress seconded to approve Ms. Dale’s attendance at the 2026 American Planning Association (APA) Conference in Detroit, not to exceed \$2,000.00. This will allow her to get approximately 24 of the 32 required credit hours for her American Institute of Certified Planners. 32 hours every two years is required to maintain the certification. All ayes and motion carried.

Fire

		Fire & Ems Run Details					
		EMS	Fire	MVC*	Alarm **	CO***	Mutual Aid
2026							
	January as of the 28th	53	4	5	3	0	0
	February						
	March						

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Held _____ January 28, 20²⁶ _____

April						
May						
June						
July						
August						
September						
October						
November						
December						
Sub-Total:	53	4	5	3	0	0
Total	65					

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

- Mr. Hirt said he attended the swearing in of the full-time firefighters. Chief Hunsicker said Danbury is still considered a combination station as we have more part-time than full-time firefighters, but it does help with grants, especially with volunteer service fading away. Going with a bigger full-time staff was due to calls increasing by over 10% for the past several years, the ability to find part-time people that would work has become tighter and tighter as many have a full-time job already, this should reduce overtime significantly, and in order to provide the services to Danbury, these changes were necessary.
- Sutfin Engineers will be at the Fire Department tomorrow to look over and assess the truck that was hit on the bridge to determine repairs.
- Friday the adjustors will be out.
- Mr. Dress asked where we were with the new fire truck. The Chief stated it was ordered back in 2025 with a two-year delivery.
- Mr. Hirt wanted to inform the Trustees, that due to any inclement weather situations, the Chief is authorized to allow overtime, for double shifts when needed, to be prepared for numerous emergencies.

Roads

- Sackett Cemetery – nothing to report.
- Winter equipment maintenance continues.
- Winter weather events continue.
- Ms. Rozak motioned and Mr. Dress seconded the pay increase from \$25 to \$26.63/hour for Craig Lucas effective next payroll February 11th, all ayes and motion carried.

Police

- Chief Meisler submitted the incident report: From 1-1-2026 to 1-28-2026, the department responded to 203 calls.
- Chief Meisler stated there were just a few incidents during the recent inclement weather, but nothing serious.
- Upon reviewing the minutes from the 12-22 meeting, Chief Meisler wished to clarify the section that pertained to the active shooter/workplace violence training that was approved. Since 2013, Det. Sgt Meisler and St. LaMarca have been ALICE certified. Both have instructed the ALICE program at Danbury Local Schools and to local churches.

Ms. Rozak asked Ms. James to get an outline of what All Hazzard would be presenting so it can be discussed with Chief Meisler for going anything further with scheduling.

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Held _____ January 28, _____ 20 _____ 26 _____

Correspondence

- Loris Printing postcard.

Old Business

- No Old Business.

New Business

- After reviewing the levies, nothing was coming due and review will again take place in 2027.
- Mr. Dress motioned and Ms. Rozak seconded for Ms. James to attend the Clearinghouse training at Firelands in Sandusky on February 25, 2026. All ayes and motion carried.
- Ms. James submitted the Danbury Township Policy Manual with its additions and updates. Ms. Rozak motioned and Mr. Dress seconded approval of the Safe Work section, as amended as of Jan 28th, 2026; all ayes and motion carried. Ms. James will update the departments accordingly and once everything is in order the manual will be online, so it does not need to be printed out unless the employee requests. They can just go to the website.

Fiscal Business

- Mr. Dress motioned and Ms. Rozak seconded, to approve bills and payroll in the amount of \$154,479.76 for the period of Jan. 15 to Jan. 28, 26. All ayes and motion carried. (see next page)
- Ms. Rozak moved and Mr. Dress seconded, to approve the Bill's Implement invoice in the amount \$27.89. Ms. Rozak and Mr. Dress ayes and Mr. Hirt abstained. Motion carried.
- Ms. Paul submitted management reports: Appropriation, Fund and Revenue summaries.
- Ms. Rozak motioned and Mr. Hirt seconded to approve the December bank reconciliation, all ayes and motion carried.
- Payroll wages have been updated for Trustees and Fiscal Officer according to the Ohio Township Association Compensation Chart for 2026.
- Ms. James supplied the Trustee's with current wage information on all employees.
- Previous estimate for the 2023-2024 audit by the State was \$10,742.00. The State Auditor sent an amendment to that Engagement Letter, due to additional work and the amended amount is \$12,170.00. Mr. Dress signed the amendment letter and Ms. James emailed the copy back to the Auditor's office.

There are a few follow up questions the auditors are asking to be answered. The Trustees asked Ms. James to contact Ms. Deborah Paul, as they address information she was working on to reconcile the first half of 2024.

Comments and Concerns

None.

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Held _____ January 28, 20²⁶ _____

DANBURY TOWNSHIP, OTTAWA COUNTY 1/27/2026 7:45:57 PM
Payment Listing UAN v2026.1
 1/15/2026 to 1/28/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
2-2026	01/20/2026	01/13/2026	CH	Ottawa County Sanitary Engineering	\$66.84	O
3-2026	01/20/2026	01/13/2026	CH	Ottawa County Sanitary Engineering	\$24.00	O
4-2026	01/20/2026	01/13/2026	CH	Ottawa County Sanitary Engineering	\$45.46	O
5-2026	01/20/2026	01/13/2026	CH	Ottawa County Sanitary Engineering	\$108.42	O
6-2026	01/15/2026	01/13/2026	CH	Charter Communications	\$195.98	O
7-2026	01/15/2026	01/13/2026	CH	Charter Communications	\$175.99	O
8-2026	01/15/2026	01/13/2026	CH	dotnet technologies llc	\$210.80	O
9-2026	01/15/2026	01/13/2026	CH	Verizon Wireless	\$0.07	O
10-2026	01/15/2026	01/13/2026	CH	Columbia Gas	\$2,411.38	O
11-2026	01/20/2026	01/13/2026	CH	dotnet technologies llc	\$2,682.77	O
12-2026	01/20/2026	01/13/2026	CH	Aflac	\$1,081.22	O
20-2026	01/28/2026	01/27/2026	CH	Jefferson Health Plan	\$45,522.85	O
21-2026	01/15/2026	01/27/2026	CH	Guardian	\$3,907.12	O
22-2026	01/15/2026	01/27/2026	CH	Charter Communications	\$195.98	O
23-2026	01/15/2026	01/27/2026	CH	Charter Communications	\$175.99	O
24-2026	01/28/2026	01/27/2026	CH	Paychex of New York, LLC	\$63,532.74	O
25-2026	01/28/2026	01/27/2026	CH	Paychex of New York, LLC	\$796.82	O
26-2026	01/28/2026	01/27/2026	CH	Paychex of New York, LLC	\$2,498.19	O
27-2026	01/28/2026	01/27/2026	CH	Paychex of New York, LLC	\$5,687.52	O
28-2026	01/28/2026	01/27/2026	CH	Paychex of New York, LLC	\$1,786.24	O
29-2026	01/28/2026	01/27/2026	CH	Paychex of New York, LLC	\$133.81	O
30-2026	01/28/2026	01/27/2026	CH	Paychex of New York, LLC	\$269.91	O
49346	01/28/2026	01/27/2026	AW	Charter Communications	\$15.40	O
49347	01/28/2026	01/27/2026	AW	U.S. Bank Equipment Finance	\$558.04	O
49348	01/28/2026	01/27/2026	AW	Genoa Bank	\$3,032.51	O
49349	01/28/2026	01/27/2026	AW	Bayside Comfort, Inc.	\$1,068.75	O
49350	01/28/2026	01/27/2026	AW	Cintas	\$430.70	O
49351	01/28/2026	01/27/2026	AW	Kaiden Nixon	\$171.79	O
49352	01/28/2026	01/27/2026	AW	Kyle Braun	\$94.88	O
49353	01/28/2026	01/27/2026	AW	Rumpke of Ohio INC	\$103.26	O
49354	01/28/2026	01/27/2026	AW	All Star Professional Cleaning, LLC	\$210.00	O
49355	01/28/2026	01/27/2026	AW	Hohler Furnace & Sheet Metal, Inc.	\$1,165.00	O
49356	01/28/2026	01/27/2026	AW	Garrett Cellar	\$201.60	O
49357	01/28/2026	01/27/2026	AW	TRi Motors Sales, INC.	\$171.27	O
49358	01/28/2026	01/27/2026	AW	Bureau of Workers' Compensation	\$8,367.00	O
49359	01/28/2026	01/27/2026	AW	Ohio School Resource Officers Assoc.	\$510.00	O
49360	01/28/2026	01/27/2026	AW	Charter Communications	\$2,466.25	O
49361	01/28/2026	01/27/2026	AW	Judco, Inc.	\$212.32	O
49362	01/28/2026	01/27/2026	AW	Liberty Auto Parts	\$193.27	O
49363	01/28/2026	01/27/2026	AW	H2 Designs, LLC	\$250.00	O
49364	01/28/2026	01/27/2026	AW	Firelands Regional Medical Center	\$50.00	O
49365	01/28/2026	01/27/2026	AW	Verizon Wireless	\$444.39	O
49366	01/28/2026	01/27/2026	AW	Bill's Implement Sales	\$27.89	O
49367	01/28/2026	01/27/2026	AW	Jamie I. Taylor	\$140.00	O
49368	01/28/2026	01/27/2026	AW	dotnet technologies llc	\$112.70	O
49369	01/28/2026	01/27/2026	AW	Ottawa County Treasurer	\$2,669.26	O

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DANBURY TOWNSHIP, OTTAWA COUNTY 1/27/2026 7:45:57 PM
Payment Listing UAN v2026.1
 1/15/2026 to 1/28/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
49370	01/28/2026	01/27/2026	AW	Baumann Auto Center, Inc.	\$242.75	O
49371	01/28/2026	01/27/2026	AW	Lakeland Auto & Marine Inc.	\$22.06	O
49372	01/28/2026	01/27/2026	AW	Culligan of Northern Ohio	\$35.97	O
Total Payments:					\$154,476.76	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$154,476.76	

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

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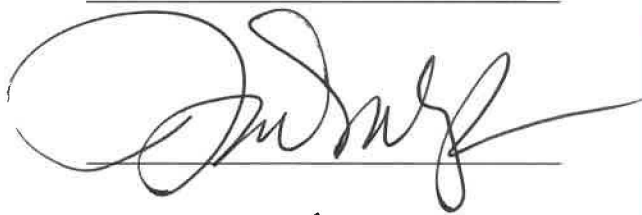
Held _____ **January 28,** _____ 20 **26** _____

Adjourn

There being no further comments, concerns or business before the Board, Ms. Rozak motioned and Mr. Hirt seconded to adjourn at 7:09 pm. All ayes and motion carried.



Fiscal Officer





Danbury Township Board of Trustees