

RECORD OF PROCEEDINGS

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

Held February 25, 2026

Trustee Dress called the meeting to order at 6:00 PM. The Pledge of Allegiance was recited. Roll call: Trustee Dress, Trustee Rozak and Trustee Hirt were present, along with Fiscal Officer Brinkley Paul, Zoning Administrator Kathryn Dale, Superintendent Waldron, Fire Chief Shawn Hunsicker, Township Assistant Lynne James, Police Officer Connor McClellan and his wife Madison. Visitors in attendance were Margaret Lenthy, Marcia Asdal and Stacey Stetler.

Ms. Rozak motioned and Mr. Hirt seconded the approval of the Regular Meeting minutes from February 11, 2026; all ayes and motion carried.

Chief Meisler requested that Connor McClellan and his wife Madison attend the meeting to introduce themselves to the Board. Mr. Dress made the introductions, Ms. Rozak and Mr. Hirt thanked them for attending. Officer McClellan shook hands with all the Board members and the visitors.

Zoning

PERMITS as of February 23rd:

To date this month there have been 11 permit application submitted/processed totaling \$1,569.18 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 18, 2026, for the following case:

- a. **BZA-2026-013** **Approved as Presented**
8666 Northshore Blvd. 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/ 2,000s.f. proposed). **Daniel & Genevieve Donich, Owner/Applicant.**

The Zoning Commission -

The Zoning Commission will hold their regular meeting on March 4, 2026, at 6:30 p.m. and will be discussing text amendments. Primary focus is road widths within Conditional Use developments for emergency response equipment. However, we are also proposing other minor changes to Storage Developments and Fencing.

Reminder that the Board of Trustees will be holding a Special Public Hearing on Wednesday, March 11, 2026, at 5:30 p.m. prior to the start of your regular meeting 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.**

DEPARTMENT UPDATES

After discussion on Noise Resolution vs. Zoning Resolution requirements, Ms. Rozak said with outdoor entertainment she would like to see something with a roof, back and 2 sides.

- Ms. Dale will email Trustees the old noise letter that was sent to the bars and restaurants last year and take the Boards suggestion to the Zoning Commission for updating the Zoning Resolution requirements. If any changes are made to either Resolution, they will outline requirements for 2027 and letters will be issued to all bars and restaurants this year for compliance next year.

Bar, Saloon, Tavern/Night Club Definition

An establishment used primarily for the serving of liquor, including beer and wine, by the drink to the general public and where food may be served or sold only as necessary or secondary to the primary use. All activities and music shall be within a fully enclosed building.

Restaurant Definition

An establishment where food and drink for sale to the general public is prepared, served, and consumed on the premises. Any entertainment or music, associated with the restaurant, must be within a fully enclosed building.

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VIOLATIONS/COMPLAINTS

Other Misc.:

248 Erie Beach (*Excessive Storage – Richards*)

The defendant received their summons on 02.12.26 and will have 28 days to file a response. According to the court case file, a telephone conference is scheduled for May 7, 2026 @ 2:30p.m. If the defendant doesn't respond within the 28 days, I am not sure what that does for the May telephone conference or what the exact next steps would be.

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. File turned over 10.20.25 to J. Stopar to file necessary zoning violation with Common Pleas Court. Complaint was prepared and officially received by the Court 02.04.26 (2026-CV-H-084). The defendant will have 28 days to file a response once receiving notice of the filing.

Illegal Rentals:

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

Telephone Conference is scheduled for 03.06.26 @ 11a.m. However, as last reported, we are awaiting to see if a response will be filed before our conference call regarding another private civil suit involving these defendants & property.

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. We will be holding an executive session at the beginning of your 01.28.26 meeting to conference with our attorney on this pending/imminent litigation. 02.11.26 - J. Stopar intended on sending you a draft of a consent decree regarding this case, however, we have recently learned of a new civil litigation case being filed involving this property. Jeff & I have spoken and think it might be wise to just sit back for a moment on this to see what information may come out as a result of this new case filing. Depending on the response that is filed and when that gets filed, we will determine if we move ahead with our scheduled conference call 03.06.26 or not.

Construction w/out Permit:

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

02.18.26 - I have shared with J. Stopar to proceed with a civil citation regarding this property.

Prior Info: As you may recall, this is the property that we have been in litigation with since October 2022. It went before Ottawa County Common Pleas and 6th District Court of Appeals, resulting in both courts upholding the BZA's decision to deny them a variance request from 2022. The final judgement from the 6th District Court of Appeals came on January 17, 2025. While the court decision did not explicitly state so, by default the ruling essentially meant that the property owners needed to remove the lanai/ porch addition. In March 2025, the owners received a zoning permit to enclose a part of a recessed porch they were allowed to and showing that the rest of the lanai/ porch addition would be removed. That permit expired in less than a month. Then in November 2025, the owners came back before the BZA requesting a

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modified variance request and were subsequently denied again. The owners had until roughly January 17, 2026, to file another appeal of the BZA's decision, but did not. To-date, no attempt has been made to remove the lanai/porch addition that was installed without a proper permit. All administrative appeals by the property owner have been exhausted. I have authorized J. Stopar to file a new complaint with the Court requesting a mandate to remove the structure that remains in violation of zoning.

Junk & Debris (505.87):

218 Sunnydale (*Junk & Debris – J. Dunn*)

02.13.26 we received a complaint regarding the condition of this property including misc. junk & debris and possible two junk vehicles. Upon initial inspection, there are bags of garbage piled up in front of the fence at the SW corner of the house and visible from the street. Much of the issue is apparently behind a fence and coordination with the complainant is needed to determine the extensiveness of the problem.

Fire

		Fire & Ems Run Details				
2026	EMS	Fire	MVC*	Alarm **	CO***	Mutual Aid
January	62	4	8	3	0	0
February as of the 25th	67	1	1	3	0	0
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
Sub-Total:	129	5	9	6	0	0
Total	149					

*Motor Vehicle Crash(s)

** Alarm Activation(s)

***Carbon Monoxide Investigation(s)

- Ms. Rozak motioned and Mr. Hirt seconded approval of the maintenance on the Airhawk system in the bay at the fire station at a cost of \$3384.49. All ayes and motion carried.
- The Board accepted Brad Biers letter of retirement, effective May 1st, 2026. He has served the community for 36 years.
- Ms. Rozak, Chief Meisler and Det. Sgt. Meisler attended the Lakeside meeting yesterday regarding the Parade route on July 4th this year. Intent is for it to begin at James Park at 10 am and continue into Lakeside and end where it did last year. It is still in the planning stages. She asked if it was possible to have a squad stationed somewhere. Chief Hunsicker said it will depend on staffing and calls. Last year all three trucks were running all day long. If they are available, they will definitely try to figure out something, so he will get with Karen to go over plans.
- Mr. Dress said to clarify what Ms. Rozak and Ms. Paul brought up last week, the .75 continuous levy is just for the new fire station building and brings in very close to the amount out of the annual payment.

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Roads

- Sackett Cemetery – nothing to report.
- Winter equipment maintenance continues.
- Winter weather events continue.
- Mr. Hirt was excused from the meeting. Ms. Rozak motioned and Mr. Dress seconded to approve the mower lease renewal at a cost of \$5,245.00, motion carried. Mr. Hirt came back to the regular session.
- Ms. Rozak asked, and Superintendent Waldron will remove advertisement signs someone put in the ground at Sackett Cemetery. She would like Mr. Waldron to get signs posted at the Cemetery stating the date for Cemetery cleanup.
- When Lake Erie Tree Service was grinding mulch, concrete and metal items went through the grinders, damaging the grinder at a cost of \$7,992.24. The Trustees have asked for this information to be submitted to OTARMA risk management to begin a claim. Ms. James will submit all information to OTARMA.
- Mr. Dress asked about demo behind Townhall and Mr. Waldron has met with a contractor and is meeting another on Friday. He is also getting generator quotes. He should have information on both by the next meeting.
- Ms. Rozak stated that the roundabout inner circle has been planted as of last week. It may take a few years for it to get established and Ms. Rozak will put some information in the upcoming newsletter.
- Ms. Rozak would like someone in to evaluate the upstairs to determine how the building is aging and what can be done to preserve its integrity if there are any issues that need to be addressed.

Mr. Dress said that with the new roof, there is no visible water damage and now that minimal heat will remain on, it should decrease the effects on falling ceiling tiles. It is 100-year-old tile, but it will not hurt to have professionals look at it. Ms. James will get with Brett and discuss who will come in to evaluate and they will keep the Board advised.

Police

- Chief Meisler submitted the incident report: From 2-1-2026 to 2-25-2026, the department responded to 258 calls.
- Mark and the Chief attended the meeting in Lakeside yesterday concerning the upcoming 250th Anniversary, 4th of July Parade. Tentatively, the parade is going to begin at James Park in the Village and end at Maple Ave. and Second Street in Lakeside.
- Trustee Dress forwarded an email from the OTA concerning a grant for first responders. The grant opens on April 7th and Chief Meisler plans to apply. The grant would be used to update water rescue equipment the we currently have in vehicles.

Correspondence

- County Engineers sent invite for the April 16th meeting. Ms. James will RSVP for all who wish to attend. Township Newsbreak stated that the new competitive bidding threshold is \$79,568.00., Ottawa Co America 250 letter from David Barth about the cemetery dedication at Sackett Cemetery on Nov 12th. Mr. Hirt will speak at the ceremony. 2026 Business & Industry Awards will be held on March 11th at Gideon Owen at 5:30 pm. February Newsletter from Black Swamp Conservancy; they hold the conservation easement at Meadowbrook.

Comments and Concerns

- Marcia Asdal introduced herself as a new resident to Marblehead. She was the former Mayor in Chester New Jersey and wanted to thank the Board for the time and work. She asked about the Parks and Trails topic and speed limit and safety concerns along North Shore.

Ms. Rozak said that over the course of the Ottawa Co. Park District's levy, it will bring in close to 10 Mill. Globally for the county they are the ones responsible for any trails.

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Along North Shore speed would not have anything to do with the trails, it would be a matter of eminent domain to get property. North Shore Blvd is a township road and speed limit surveys have been conducted in the past. The last study was during off season, weekdays with radar guns and once that information was gathered it was sent to ODOT. Currently it is 45 mph and to her knowledge, ODOT has no plans to change the limit. Also, if the speed limit drops to 35 mph, that would allow for street legal golf carts. There are plans to repair the road this year and fully pave it in 2027.

Old Business

- Sam.gov annual renewal has been submitted and we are awaiting confirmation.

New Business

- Ms. Rozak did apply for the 2026 Parks and Trails Improvement Grant Program for 8 ADA accessible picnic tables made of recycled material, for Lions Park at Lake Point, for a total cost of \$10,066.00. We requested 50% and were awarded \$5,000.00 through the grant. Ms. Rozak stated the contract has been signed and she would like to order them tomorrow at Jack's Amish Country Connection. She will keep Brett posted on their arrival for delivery to the park. She instructed Ms. Paul that when in receipt of the invoice the entire amount is paid upfront. Ms. Rozak will then complete all the necessary paperwork and invoice the Park District for the awarded amount. Mr. Dress thanked Ms. Rozak for her work on the grant and will let the Lions Club know of the award.
- Ms. Rozak will begin the spring newsletter and is aiming to have it out by April 1st.
- Ms. Rozak motioned and Mr. Dress seconded updating our Hold Harmless form on the recommendation of our risk management at OTARMA, to add verbiage and remove the COVID section. All ayes and motion carried.
- Liquor License transfer received from Ohio Dept of Commerce from K & M Safari LLC to Jungle Junction LLC. No hearing is requested, Ms. Paul signed and Ms. James will fax back to the division of liquor control.
- Ms. Rozak stated that Black Swamp Conservancy would like to do a feature article in their magazine for the biggest week in American birding. Ms. Rozak sent pictures and directed them to the website for details on the formation of Meadowbrook and will work with them on the upcoming article.
- Firelands just sent our annual Drug Free Safety Program videos and Ms. James will be sending the information to Trustees and all departments for compliance along with the annual harassment and discrimination policy acknowledgment form. There will also be an acknowledgment form for all to read the new Cybersecurity policy added to the policy manual on 12-22-25.
- Ms. James stated she went to the Firelands CDL informative session this morning, held with our Rep. Laura Porter. We have Firelands handling all CDL compliancy and this was a refresher course.

Fiscal Business

- Mr. Hirt motioned and Ms. Rozak seconded, to approve bills and payroll in the amount of \$98,419.68 for the period of Feb. 12 through 25,2026; all ayes and motion carried. (See next page)
- Ms. Paul submitted management reports: Appropriation, Fund and Revenue summaries. Ms. Paul stated that the annual Hinkle notes, which must be submitted by March 1st, were submitted to the State Auditor. She will be doing some fund adjustments, before she can close 2025 and those should be done by the next meeting. Ms. Paul will not be at the March 11th meeting.
- Ms. Rozak motioned and Mr. Dress seconded the approval to authorize Genoa Bank to proceed with authorization of a credit card for the new fiscal officer, Stacey Stetler. All ayes and motion carried. Once the minutes are approved, Ms. James will get a copy to Trey at Genoa Bank.
- ARPA Close out report will begin, all funds were used in 2025. Ms. James hopes to start the procedure next week.

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DANBURY TOWNSHIP, OTTAWA COUNTY

2/24/2026 7:23:06 PM

Payment Listing
2/12/2026 to 2/25/2026

UAN v2026.1

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
48-2026	02/25/2026	02/23/2026	CH	Charter Communications	\$205.16	O
49-2026	02/25/2026	02/23/2026	CH	Charter Communications	\$180.47	O
50-2026	02/25/2026	02/23/2026	CH	Verizon Wireless	\$311.15	O
51-2026	02/25/2026	02/23/2026	CH	Paychex of New York, LLC	\$67,157.42	O
52-2026	02/25/2026	02/23/2026	CH	Paychex of New York, LLC	\$1,179.37	O
53-2026	02/25/2026	02/23/2026	CH	Paychex of New York, LLC	\$2,630.20	O
54-2026	02/25/2026	02/23/2026	CH	Paychex of New York, LLC	\$369.33	O
55-2026	02/25/2026	02/23/2026	CH	Paychex of New York, LLC	\$6,068.81	O
56-2026	02/25/2026	02/23/2026	CH	Paychex of New York, LLC	\$1,894.08	O
57-2026	02/25/2026	02/23/2026	CH	Paychex of New York, LLC	\$141.82	O
58-2026	02/25/2026	02/23/2026	CH	Paychex of New York, LLC	\$285.95	O
49396	02/25/2026	02/23/2026	AW	TRi Motors Sales, INC.	\$85.21	O
49397	02/25/2026	02/23/2026	AW	Beck Propane & Fuels	\$689.49	O
49398	02/25/2026	02/23/2026	AW	Beck Propane & Fuels	\$2,322.88	O
49399	02/25/2026	02/23/2026	AW	Staples Business Advantage	\$332.15	O
49400	02/25/2026	02/23/2026	AW	Charter Communications	\$2,468.33	O
49401	02/25/2026	02/23/2026	AW	U.S. Bank Equipment Finance	\$786.80	O
49402	02/25/2026	02/23/2026	AW	Verizon Wireless	\$444.39	O
49403	02/25/2026	02/23/2026	AW	Beck Propane & Fuels	\$1,134.16	O
49404	02/25/2026	02/23/2026	AW	Genoa Bank	\$3,241.37	O
49405	02/25/2026	02/23/2026	AW	Cintas	\$494.27	O
49406	02/25/2026	02/23/2026	AW	Lowe's	\$126.39	O
49407	02/25/2026	02/23/2026	AW	San Bay	\$70.18	O
49408	02/25/2026	02/23/2026	AW	Jared E. Griffith	\$55.98	O
49409	02/25/2026	02/23/2026	AW	Kaiden Nixon	\$96.86	O
49410	02/25/2026	02/23/2026	AW	Donald D. McCune	\$65.00	O
49411	02/25/2026	02/23/2026	AW	Culligan of Northern Ohio	\$18.98	O
49412	02/25/2026	02/23/2026	AW	Shawn Hunsicker	\$181.63	O
49413	02/25/2026	02/23/2026	AW	JAROD BECHTER	\$850.00	O
49414	02/25/2026	02/23/2026	AW	PEYTON WHEELER	\$850.00	O
49415	02/25/2026	02/23/2026	AW	Stacey Stetler	\$813.56	O
49416	02/25/2026	02/24/2026	AW	The Standard	\$2,200.77	O
49417	02/25/2026	02/24/2026	AW	Northcoast Plumbing & Mech. LLC	\$402.35	O
49418	02/25/2026	02/24/2026	AW	Charter Communications	\$265.17	O
Total Payments:					\$98,419.68	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$98,419.68	

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

Comments and Concerns

Margaret asked about putting flags up along Bay Shore. The Trustees stated that the road is a State Road to the triangle and then becomes a County Road, so the Township would not have the authority on that road.

Margaret also asked about the low-speed signs she saw regarding golf carts and she would like some in her yard she is tired of golf carts cutting through her property. Ms. Rozak said to put them up on Township roads would not make sense because those roads are not 35 mph and golf carts are not allowed. She further stated to report all violations and plates to the police department.

Executive Session: Ms. Rozak motioned and Mr. Dress seconded to go into executive session at 7:40 pm for two purposes: Termination of a Public Employee and Compensation for Public Employees. She invited Chief Hunsicker and Stacey Stetler to attend the session and all other visitors left the meeting. There were all ayes and the Board moved into Executive Session.

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Ms. Rozak motioned and Mr. Hirt seconded to come out of Executive Session at 8:32 pm, all ayes and motion carried.

Ms. Rozak motioned and Mr. Hirt seconded to go back into Regular Session at 8:32 pm, all ayes and motion carried.

Ms. Rozak motioned that effective the first full pay period in March, payroll date April 8th, all full-time employees will receive a 3% increase, with the exception of the six newly hired firefighters, who began in November and are not yet eligible.

In addition to the 3% increase Chief Hunsicker will receive an additional \$2.50 an hour, Chief Meisler will receive an additional \$1.50 an hour, Dawn Connor will receive an additional \$1.25 an hour and Craig Lucas will receive an additional \$2.00 an hour.

Bonuses will remain the same as last year for eligible employees who are still employed with Danbury Township at the time the Bonuses are issued and to further clarify, the six new firefighters will be eligible for their \$1000 bonus both in May and in December, who are still employed with Danbury Township at the time the Bonuses are issued.

Mr. Dress seconded, all ayes and motion carried.

Ms. Rozak motioned and Mr. Hirt seconded to adjourn at 8:35 pm

Ms. Rozak requested a motion to reopen the regular meeting, at 8:37 pm due to an omission of information after coming out of Executive Session, Mr. Dress motioned and Mr. Hirt seconded to reopen the regular meeting. All ayes and motion carried.

Due to Ms. Rozak's error, there was still information from action to terminate a public employee in Executive Session and did not get relayed after coming out and going back into regular session.

Ms. Rozak motioned and Mr. Hirt seconded to terminate Cody Dunn effective today, February 25, 2026 for unsatisfactory service and performance during his probationary period with the fire department. Furthermore, due to his status as a probationary employee he will not have the right to appeal this determination. All ayes and motion carried.

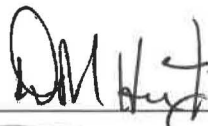
Ms. Rozak motioned to promote part-time firefighter Timothy Kelley to salaried full-time firefighter basic EMT effective March 1, 2026. Mr. Hirt seconded all ayes and motion carried.

Adjourn

There being no further comments, concerns or business before the Board, Mr. Dress motioned and Mr. Hirt seconded to adjourn at 8:39 pm. All ayes and motion carried.



Fiscal Officer



Danbury Township Board of Trustees

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