

RECORD OF PROCEEDINGS

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

Held June 10, 26
20

Trustee Dress called the meeting to order at 7:01 PM. The Pledge of Allegiance was recited. Roll call: Trustee Dress, Trustee Rozak and Trustee Hirt were present, along with Fiscal Officer Stacey Stetler, Township Assistant Lynne James, Zoning Administrator Kathryn Dale and Fire Chief Shawn Hunsicker and Police Chief Mike Meisler. Visitors in attendance were Marcia Asdal and Andrew Stainbrook.

Ms. Rozak Dress motioned and Mr. Hirt seconded the approval of the Regular Meeting minutes from May 27, 2026; all ayes and motion carried.

Dotnet Cyber review with Andrew Stainbrook. Cost increase is due to new software and building framework and securities for compliance with HB 96. Will monitor and pull reports at any given moment showing what the Township has been and is doing for cybersecurity protection.

After a brief discussion with the Trustees, Ms. Rozak motioned and Mr. Hirt seconded the two Dotnet invoices: \$3,250 one time setup and monthly \$3607.92, all ayes and motion carried.

Zoning

Permits for May:

23 permit applications were processed for the month of May totaling \$3,685.88 in collected fees.

Accessory Building:	2
Addition	
Commercial:	
Residential:	1
Appeals:	
Area Variance:	2
Conditional Use:	
Deck:	1
Dock:	
Fence:	5
New SF Home:	2
New Commercial Structure:	2
Other:	5
Refusal:	2
Signage:	
Swimming Pool:	
Text/Map Amendment:	1
Total:	23

Board & Commission Activity

The Board of Zoning Appeals –

The BZA held adjudication hearings on May 20, 2026, on the following cases:

- a. **BZA-2026-082** **Approved as Presented**
170 Laser Lane. Request for Area Variances to Section 5.7.3 to allow for a deck to encroach into the east, front-yard setback (15' required/ 10' proposed) and to Section 5.1.7 to allow the deck to encroach into the south, side-yard setback (5' required/ 3' proposed). **Brandon Prenzlin, Owner/Applicant.**

- b. **BZA-2026-092** **Approved 4-1 as Presented**
615 S. Bridge. Request for an Area Variance from Section 6.8.3.A.v. to replace a nonconforming off-premises sign. Also requesting an Area Variance from Section 6.5.1 to allow more off-premises signs than permitted (2 allowed/ 3 requested) and to allow the proposed sign to encroach into the front setback (3' proposed/ 40'-55' required) and to Section 6.5.1.A.iii to allow the proposed sign to be closer than 250' from another on-premises and off-premises sign. **Bradley Prokop, Owner/Applicant.**

- c. **BZA-2026-093** **Approved as Presented**
8786 Northshore Blvd (Camp Runinmuck). Request an Area Variance from Section 5.2.1.A.ii.a. to allow for a 720s.f. pavilion addition that results in the cumulative accessory building space on the property to be exceeded (4,892s.f. allowed/5,644s.f. proposed), Section 5.2.1.B. to allow a pergola, shed and pavilion to be located in front of the principal structure where accessory structures are required to be in the side or rear yard, and to Section 5.2.1.D.iii to allow for a pavilion accessory structure to be separated less than 5' from the principal structure (3'10" proposed). **Camp Runinmuck New Generation (C.R.N.G), Inc., Patrick Teresi, Owner/ Applicant.**

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The Zoning Commission -

The Zoning Commission held their regular meeting on May 6, 2026, on the following case:

- a. **ZC-2026-065** **Approved as Modified**
Request for Text Amendments. Add new definition in Section 2.2 for "Bandstand". Add new section reference to definition for "Bar, Saloon, Tavern/Night Club" and "Restaurant" concerning outdoor music. Add new language to Section 5.2 "Accessory Structures" regarding outdoor music at "Bars, Saloons, Taverns/Night Clubs" and "Restaurants". **Danbury Township, Applicant.**

The Board of Trustees held a public hearing May 13, 2026, on the following case:

- a. **ZC-2026-036** **Approved Res. 07-2026**
Request for Text Amendments. Add new definition in Section 2.2 for "Right-of-Way" and expand definition of "Street". Set a 20' minimum street width and minimum widths for on-street parking within existing Conditional Use Sections 4.5.8 'Cluster Housing Community', Section 4.7.2.L 'Condominiums/Multi-Family Housing Development', Section 4.16.2.E 'Recreational Camp' and Section 4.17.8 'Resort'. Amend Section 4.16.3 'Recreational Camp', individual campsite setback requirements to correlate with and reference Ohio Department of Health requirements. Clarify Section 4.20.2.A.ii.b.ii that the side yard setback for Storage Areas shall be a minimum of 10' or the same as the underlying zoning district "whichever is greater". Modify Section 5.5.2 'Fences' removing a minimum 4-inch measurement from grade to the body of the fence panel. Add new language to Section 5.10 'Parking & Off-Street Loading Requirements' for non-residential uses to coordinate "Fire Lanes" & "No Parking Zones" with the Fire Chief prior to the release of a zoning permit. Add new language to Section 5.10 'Parking & Off-Street Loading Requirements' regarding shared parking arrangements. Clarify Section 5.10.3.C.iii that the parking requirements for hotels/motels are 1 per guest room and not per unit. **Danbury Township, Applicant.**

Department Updates

None at this time.

Office Activity

During the month of May, the Department conducted the following:

- Inspections 175
- Emails 674
- Violation Letters 13

PERMITS as of June 8:

To date this month there have been 4 permit application submitted/processed totaling \$ 645.93 collected in fees and application balances.

BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

The Board of Zoning Appeals will hold their regular meeting on June 17, 2026, on the following cases:

- a. **BZA-2026-115**
2425 Brooke Circle. Request an Area Variance from Section 5.2.1.D.iii to allow for a pergola to be less than 5' from the principal structure (3' proposed). **Lonny & Carol Peck, Owners/ Applicants.**
- b. **BZA-2026-116**
6965 E. Harbor. Request for an Area Variance to Section 3.5 to allow for an additional 21'8" of a commercial pavilion structure to encroach into the west, front-yard setback (15' proposed/ 40' required). **Tibbels Marina, LTD.; John Tibbels, Owner/Applicant.**

The Zoning Commission -

The Zoning Commission meeting for June 3, 2026, was cancelled. There were no cases to be heard.

Ottawa County Regional Planning will be holding a meeting June 16, 2026 at 5:00p.m. on the following case:

- a. **ZC-2026-117 8786 Northshore Blvd. Request for Map Amendment from "A" Agricultural and "R-3" High Density Residential to "R-C" Recreational Commercial** for Section 1, Pt. of Lot 2, PIN# 0142024532068000 (8.8207ac.), and Section 2, Lot 13 PIN# 0141157315495000 (1.2ac.) consisting of 10.0207ac. to be rezoned of 19.2517ac. **Camp Runinmuck New Generations (C.R.N.G.), Patrick Teresi, Agent/ Applicant.**

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DEPARTMENT UPDATES:

06.08.26 KAD meet with the new Catawba Is. Zoning Inspector here at the Township Hall to share how things are handled in the office as well as various enforcement matters.

Township will likely be hosting a Zoning Inspector Training session and BZA Member Training session with J. Stopar at the end of September at the Fire Station. More information will be shared closed to the time.

VIOLATIONS/COMPLAINTS:

Other Misc.:

5874 E. Harbor (*Beachglass Lounge Patio Extension*)

A certified letter will be going out to the owners of Beach Glass Lounge notifying them that the recent patio extension they've added does not meet parking requirements and crosses over the property line onto the gallery property, which is not approved for restaurant/ bar use. The State of Ohio Div. of Liquor Control has also been notified because this patio area is not properly fenced/ roped off for alcoholic sales.

8122 E. Harbor (*Barnholt*)

05.28.26 CLOSED

Staff have been in contact with the Barnholt property manager's and attorney. All painting and washing of the house have been completed. Upon inspection ,the rear door on the back attached garage had been broken off again. As of 05.28.26 that was fixed and they were advised to contact the police in the future should they see something like that that appears to have been broken into or tampered with. Otherwise, all requested work has been completed.

248 Erie Beach (*Excessive Storage – Richards*)

On May 28, 2026, the Judge accepted our motion for default judgement and has now Ordered the property owner to remove any illegally stored recreational vehicles and be enjoined from storing more than 3 recreational vehicles on the property. A hearing is scheduled for July 10, 2026 @ 9:00a.m. before the court to determine the civil penalty amount.

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. 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. The defendant had until March 12th to file a response and has not. I believe at this point we are waiting on J. Stopar to file a request for judgement. J. Stopar filed 04.14.26 a Motion for Default Judgement since the property owner never replied to our complaint in a timely manner. They have 17 days to respond (14 days from the day of filing plus three for service by mail). This takes us to May 1, 2026. The property owner did not respond to the Motion for Default Judgement by May 1. A conference call was held 05.07.26 with the Court and the defendant did not participate in that either. The Court advised J. Stopar to file the Judgement paperwork for the Court to sign off on and they will have a hearing date (TBD) on what the penalty will/should be. We've been keeping an eye on the property because the property owner is here and has been moving items around on the property, but still seems to remain in violation.

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Illegal Rentals:

126 Hidden Beach (*Illegal Rental – Pokorny*)

Lt. LaMarca dropped off a report that they had been called to the property 05.27.26 for a report of a short-term renter at the property. No sign of vehicles or occupancy at the time of their reporting. Continuing to monitor because this has been a past violation notification.

8146 Northshore Blvd. (*Illegal Rental – Thomas*) **2025-CV-H 480**

Court of Common Pleas

Nothing new to report on this. Still waiting on Defendants to sign Consent Decree.

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. Telephone Conference is scheduled for 03.06.26 @ 11a.m. However, as last reported, we are waiting to see if a response will be filed before our conference call regarding another private civil suit involving these defendants & property. J. Stopar emailed that he would be sending you all a draft of a consent decree by 03.23.26. We will be having a brief executive session during your 03.25.26 meeting to discuss this imminent and pending litigation. J. Stopar reported 04.20.26 that he spoke with their attorney (date not provided) who was in general agreement with Stopar's draft, but he was making a few changes. Stopar is just waiting to hear back from him. J. Stopar shared that the Thomases attorney came back with a counteroffer to the consent decree, but it was lower than what the Trustees discussed in your last executive session. He was going to counter an amount that may be more of a middle-ground. We are just waiting to hear from the Thomases attorney about that. A conference call is scheduled for May 20, 2026 @ 3:45p.m. with the Court. On May 22, 2026, the owner's attorney has directed them to sign the consent decree and return it to him. He did not give them a date this needs to be signed by. Once the decree is filed with the Ottawa County Clerk of Courts office, they will have 30 days to pay the \$1,500 to the Township. Once it is signed and filed, then a certified copy of it needs to be recorded within 14 days. I'm waiting to hear back from J. Stopar on who is responsible for getting it recorded.

Construction w/out Permit:

269 Sackett (*Pergola/Gazebo-Gibbons*)

Certified Letter was delivered 05.27.26. Owner came into the office 05.28.26. Gazebo is going to need a variance in order to remain due to lot coverage. A neighbor and the company the owner purchased the gazebo from are assisting the property owner with the paperwork needed.

Prior Info: 05.26.26 Warning sent via certified mail (70220410000225730939) to advise they needed a permit for the pergola/gazebo structure that was built by the front door and too close to the house.

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2124 Nan (*Addition – Kyrkos*)

Ottawa County Building Department issued a Stop Work Order 05.26.26. 05.28.26 the builder came into the office to determine what paperwork is needed. Project will meet all zoning requirements, but waiting on formal drawings of the improvements being made. Certified Letter was delivered to the property owner 05.30.26.

Prior Info: 05.26.26 Warning sent via certified mail (7022041000022573 0922) for an addition being constructed on the rear second floor of the residence.

1335 S. Danbury (*Temp. Sign made Permanent – U-Haul*)

06.03.26 CLOSED

Representative of U-Haul called 06.03.26 and stated that the signs have been completely removed. Upon inspection, this was verified.

Prior Info: Letter was sent 04.08.26 to new property owner notifying them that 2 temporary signs the previous property owner had along the roadway were installed as temporary signs and could not be replaced with permanent signage unless proper permits were received. At least one sign will have to be removed. The other sign may need to be setback more from the roadway. The property owner did reach out 04.14.26 and indicated they would get an application in to us, but we have not received that to date. Message was left with Steve 05.05.26 @11:43a.m. because no application has been received. Steve called back and said sign drawings are in production, and we should have something by end of week/ or by 05.08.26. 2nd Warning letter sent 05.22.26 via certified mail to owner (70220410000225730908) and Occupant (70220410000225730915). Both Letters were claimed 05.26.26.

2166 Harbor Bay (*Gazebo w/out permit – KLT Investment Group, LLC*)

Owner is refusing to comply, file the necessary permit paperwork or make further contact with our office. File will be turned over to J. Stopar.

Prior Info: While out on inspections 04.01.26 we noticed a gazebo had been installed without proper permits. A letter was sent to the property owner 04.02.26 giving them until April 17th to contact the office. We have not heard from this property owner and will send a 2nd Notice to Comply. 2nd Warning was sent 04.21.26 via Certified mail (70220410000225730809). Owner called 04.22.26 and argued that it was a swing frame. Was advised that it still needed a permit since the pergola structure is permanent and asked to send us photos of the structure. Those have never been received. Suspect that the structure does not meet the 5' separation requirements. 05.05.26 DC contacted the Building Department and advised them of this structure without a permit and Rachel or Brittney were going to make the inspectors aware. As of 05.11.26 letter is still "in transit". 05.12.26 Final Notice was sent via Certified Mail. (70220410000225730892). Owner was given seven days upon receipt of letter to remove pergola. Letter was picked up at Post Office 05.22.26 @ 4:31 p.m. Re-check 05.29.26.

2425 Brooke Circle (*Pergola w/out permit – Peck*)

This case is on the June 17, 2026, BZA agenda.

Prior Info: While out on inspections 04.01.26 we noticed a gazebo had been installed without proper permits. A letter was sent to the property owner 04.02.26 giving them until April 17th to contact the office. Owner sent in paperwork to receive necessary permit, but the pergola does not meet all the requirements and either need to be moved or receive a variance. Owner emailed KAD 04.24.26 to say he was not going to make the deadline for the BZA's May agenda, but would get everything in for the June agenda.

Junk & Debris (§505.87):

365 N. Miley Drive (*Junk Car and Debris - Menier*)

Warning Letter sent 05.18.26 (70210950000011788773). Letter picked up at Post Office 05.22.26 @ 9:14 a.m. and property will have to be re-checked 06.05.26. As of 06.08.26 vehicle still on property. 2nd letter will go out this week.

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

Met with the occupant of the property 06.03.26, photographed and documented the rear yard. Blazer vehicle has been removed. According to occupant, the truck was being picked up yet that morning, as well as the truck bed junk pile. Someone with a front loader was arriving as we were leaving. We did not set a next follow-up date with him because we said we'd be back to see where things were after the day's items were removed and then discuss a follow-up date. Discussed the fence also needing replaced. Occupant said they plan on working on that this

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summer yet. All brush except for SW corner was cleared away. As of 3p.m. occupant and owner were arrested following grand jury indictments.

Prior Info: 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. The occupant of the property received their letter 03.02.26 and called into our office 03.04.26. The permit for the pergola will be addressed 03.12.26 and a dumpster has been ordered to arrive either 03.09.26 or 03.10.26. I explained that as long as progress is being made, we will work with them on extending timelines. As of 03.19.26 one dumpster has been brought to the property and filled. The occupant was not sure when Lake would be back to pick it up, but another dumpster cannot be brought in until the first one is removed. While they were waiting on that, since the brush drop off site was opened early, they were going to start tackling some of the brush overgrowth. As of 03.26.26 the first dumpster was removed, and a 2nd dumpster had arrived. 04.06.26 visit to the property showed continued progress. Spoke with occupant and have agreed to revisit 05.01.26 to see what further progress is made. Marcel & KAD met with Cody 05.08.26, photographed and documented the rear yard. While a lot of progress has been made, a lot more needs to be removed, including the 2 vehicles. He said they've had 2; 30yd dumpsters and 1; 10yd. brought in and taken out. A cousin and his dad will be removing much of the remaining items since the items belong to his dad. Some brush needs to be removed along the SW corner of the fence and grass all along the fence needs to be cut. Does have fence panels on site to be able to repair sections falling over and tied up. Gave him until June 1, 2026 to hopefully wrap this up or be closer to an end. Scheduled to re-check June 1, 2026

1218 E. Bayshore (*Junk & Debris – South Bayshore, LLC - Pendleton*) **06.05.26 CLOSED**

As of 06.05.26 the property has been cleaned up to a satisfactory condition. Will continue to monitor but for time being, the case will be closed.

Prior Info: Per 04.22.26 Trustee meeting, we will be sending this property owner a notice to clean up the property. 04.22.26 Certified letters were sent 04.22.26 to the property owner (70220410000225730847) and notice was left 04.28.26. 04.30.26 Letter was resent to the occupant of (70220410000225730854) and the agent of the LLC ownership (70220410000225730861). The agent's letter was claimed & delivered 05.02.26 @ 10:37a.m. and a delivery attempt notice was left for the occupant 05.02.26. Property will need to be re-checked 05.18.26. 05.19.26 Jessica Pendleton called and advised they are working on getting it cleaned up. KAD went out 05.20.26 and took some additional photographs. It is better than it was but need to determine if it's "complete".

1265 Englebeck (*Junk & Debris – Carr*)

KAD called Mr. Carr 05.28.26. He said they had a new dumpster dropped off 05.27.26 and plan to break down the camper in the woods & dispose of it. That work is going to start 05.30.26. There is a 1957 International Tractor on the property that someone is coming to pick up, but he wasn't sure when. As of 06.01.26 camper had not been broken down or removed. However, upon inspection 06.05.26 the camper had been pulled out from the tree line, and someone was there working on it. The property was reinspected 06.08.26 and the camper has been removed. Dumpster is still on the property, but this case seems to be wrapping up.

Prior Info: Per 04.22.26 Trustee meeting, we will be sending this property owner a notice to clean up the property. 04.23.26 Certified letter was sent to the property owner (70220410000225730816). Letter was claimed & delivered 04.27.26 @ 2:58p.m. from the post office. Owner came into the office 04.30.26 and stated that the cars would be removed by 05/03/26 and a scrap metal guy would also be coming in. Mr. Carr said he & his grandson (Anthony/Tony) will get it cleaned up. On 05.05.26 Mr. Carr came back into the office to say that the vehicles had been removed and some of the scrap metal had been removed. His grandson is ordering a dumpster but didn't have a date specific that it would be arriving. KAD said we would check back in with him 05.18.26 to see what progress has been made and then go from there on any extension. KAD took additional photos 05.20.26 and the dumpster was still on site as well as one camper. Property looks way better than it did, but we need to contact the owner to see what their intentions are with the camper tucked in the wood line.

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Tall Grass/ Vegetation (\$505.87):

726 Plum (*Shrock – Tall grass*)

Complaint received 06.01.26. Certified Letter will be sent to the property owner this week.

167 Christopher (*Bushes encroaching into Right-of-Way – Hidden Acres Properties, LLC*)

06.26.26 KAD texted Brett to see if he had been by to see if the owner had done anything. He had not but said he would go out that day yet. Brett texted later and said it was somewhat trimmed. KAD asked if it was to his satisfaction. He said he wanted to pull in/out with his personal vehicle to get a different perspective. 06.02.26 KAD texted Brett again advising him the complainant called again and asked if he had been out in his personal vehicle and he said he had not. Any additional calls from this complainant are going to be directed to Brett & the Roads Department since the vegetation is overhanging in the road right-of-way.

Prior Info: Notice sent to property owners to trim back bushes along northern property line and encroaching into the road right-of-way by May 22, 2026 or the Roads Department will come in and do it. Property owner contacted Brett Waldron 05.14.26 and said that if he didn't get it done this weekend, he would for sure have it taken care of by Memorial Day weekend. As of 05.26.26, Brett has looked at what was completed, but it is borderline if it was enough. Brett wants to use his personal vehicle instead of the big work truck to see what visibility might be.

640 Oak Avenue (*Waggoner- Tall Grass*)

05.28.26 CLOSED

05.13.26 Certified letter mailed (70210950000011788759). 05.18.26 @ 9:37 a.m. certified letter was forwarded to another address by the Post Office.

309 N. Sackett Road (*Crow- Tall Grass*)

05.27.26 CLOSED

05.13.26 certified letter mailed (70210950000011788742). Letter picked up 05.19.26 @ 1:27 p.m. Owner called 05.20.26 @ 4:00 p.m. and said he hired a mowing service. They are supposed to be out 05.22.26 to mow it. Need to follow-up.

5395 Port Clinton Eastern (*Bergman – Tall grass*)

06.03.26 CLOSED

05.28.26 correct owner called. Said he filed an eviction notice at the beginning of March. They had their court hearing last week and court ruled occupant has 10 days to get out. As soon as tenant is gone, he will enter the property and get it cut. Just needs time for this to play out. Has brush hog all ready to go. As of 06.03.26 grass had been cut.

Prior Info: Letter sent 05.21.26 certified mail (7021 0950 0000 1178 8780). Letter Delivered 05.22.26 @ 5:47p.m. One addressee said 05.26.26 property should be in a different ownership name. Advised to contact their attorney they were working with and the County Auditor to find out why transaction is not showing up.

1852 N. Buck Rd (*Konopka – Tall grass*)

Certified letter sent 05.21.26 (7021 0950 0000 1178 8803). Notice left 05.26.26. Has not been claimed at time of report.

Camper Occupied:

2120 Napama (*Billings – illegal camper storage*)

Owner has not claimed letter at time of report. As of 05.27.26 there was no camper in the driveway and has not been since receiving the complaint. Will continue to monitor.

Prior Info: 05.18.26 complaint received via email regarding continuing issue with camper storage on the property. Homeowners allegedly allowing other people to park a camper in the drive in violation of section 5.11 of Zoning Resolution. Same complaint was received in June 2025. A letter was sent; however, the homeowner did not contact Zoning at that time. 05.18 Current photos were taken and file started. Certified letter sent (7021 0950 0000 1178 8766). Delivery attempted 05.22.26 but being held at the post office at the customer's request.

Signage:

615 S. Bridge Road (*Loss of Nonconforming Sign – Prokop*)

This case was on the May 20, 2026, BZA agenda and was approved. A permit for the sign replacement cannot be issued until after June 17th.

Prior Info: Following the high winds 03.16.26, the southern off-premises sign (AKA Billboard) on this property was blown over and damaged. Because both posts were severed, the sign was a loss, per Article 6 of the Zoning Resolution. A letter was sent out to the owner the next morning. However, the owner started to install new posts in the same location, which is not allowed since there are already 2 other off-premises on the property, which is the maximum allowed and it would have needed to comply with all

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other requirements. The owner contacted the office 03.24.26 after receiving their letter and has all the paperwork necessary to request the 4 variances to put the sign back. They intend to file the paperwork in April in order to be on the May BZA agenda. The owner was contacted and reminded 04.17.26 that the deadline is this Friday, 04.24.26.

7920 E. Harbor (*Utility Vehicle as Sign - Gouker*)

KAD called Joe 06.03.26 and asked him to have the kid with SureShine Marine Detailing (216.212.3283) move the utility trailer, that is stationed out by the road, positioned in such a way to circumvent the sign requirements, back to the buildings and space he is renting. Joe said he would contact him to do so and then would be in to talk about permanent signage for the property that includes this business.

1205 S. Danbury N. (*Utility Vehicle as Sign – Aligned Ventures*)

Voicemail message was left 05.29.26 for owner. Dawn spoke to Troy on 06.02.26 and advised him he is going to need to get a permit for the fence by the retention pond. He was also advised to move the trailer with sign graphic back by the storage units and that he can only have three temporary signs displayed at one time. The signs must be behind the telephone poles and can only be out fourteen days a month.

Harbour District Signs

Email sent 06.02.26 to various property owners with such sign reminding them that signs need to be at or behind the telephone poles and they are limited to only 3 temporary signs per property. Advised that if signs are not moved back by 06.05.26 then we would be removing them.

Regarding Resolution 10-2026; Outdoor music: Ms. Dale stated the issue can be addressed again and the Trustees could look at an annual permit and also at the Liquor Control annual update, request to deny renewal of a business liquor license if abuse of noise becomes an issue.

Fire

		Fire & Ems Run Details					
		EMS	Fire	MVC*	Alarm **	CO***	Inspect
2026							
	January	62	4	8	3	0	0
	February	75	1	1	3	0	0
	March	71	8	2	6	0	10
	April	70	10	1	7	0	13
	May	94	9	1	10	1	19
	June as of the 10 th	15	2	0	5	0	2
	July						
	August						
	September						
	October						
	November						
	December						
	Sub-Total:	387	34	13	34	1	44
	Total	513					

*Motor Vehicle Crash(s)

** Alarm Activation(s)

***Carbon Monoxide Investigation(s)

- Kyle Braun deploying for a year and hiring some part-time coverage to fill in the gap. Mr. Hirt motioned and Ms. Rozak seconded hiring Jacob Mildner, part-time EMT/FF at \$20/hour; all ayes and motion carried.

RECORD OF PROCEEDINGS

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

June 10,

26

Held _____

20 _____

- Mr. Hirt motioned and Ms. Rozak seconded FSS invoices to test SCBA oxygen tanks fitting and flow \$3341 and hydrotest test of all tanks \$2992; all ayes and motion carried. SCBA is an annual test. Hydrotest good for 5 years. If that looks good, they can then be tested for 15 years.
- Mr. Hirt motioned and Ms. Rozak seconded MagneGrip quote for filters handling truck exhaust in the truck bay \$3384.49; all ayes and motion carried. Once approved this does have to be done annually.
- Ms. Stetler asked about FSS invoices and why the work was not approved prior to work getting done.

Mr. Dress said if it is an annual bill that gets done, the Board does not require pre-approval. If it is something new, it obviously does require preapproval.

Ms. Rozak asked the Chief if this is a typical thing that the company shows up and the work is done?

The Chief said yes and they usually don't send a quote because they are not going to know how many tanks are bad and what needs to be done with each.

Police

- Chief Meisler submitted the incident report: For the month of May the department responded to 398 calls. From 6-1-2026 to 6-10-2026, the department responded to 143 calls.
- Ohio Bike Week and Memorial Day weekend went well with no serious issues.
- Chief has a request from Ottawa County Sheriff's office K-9 division: They are asking us to donate miscellaneous K-9 training equipment that the department no longer uses: One drug wall, drug boxes, bite suit and bite sleeve. All equipment was purchased by donations or from the Drug Enforcement/Education fund. They currently have four working patrol dogs that are always available.

Ms. Rozak motioned and Mr. Hirt seconded to declare the items surplus for donation; all ayes and motion carried.

Roads

- Sackett Cemetery – one cremation burial.
- Mowing and maintaining the roadways and parks has been the primary focus for the last several weeks.
- Ms. Rozak motioned and Mr. Dress seconded the contract/quote for \$1477.00 from Erie Environmental to come in and do asbestos testing before the back buildings behind Townhall can be torn down. All ayes and motion carried.

Chief Hunsicker said once the building has been surveyed for asbestos, they can use them for training and tear down. Mr. Dress said to check with Superintendent Waldron, as the contract has already been signed with Great Lakes Construction, but he didn't think they would mind the Fire Department cutting holes and doing some training with it prior to the demolition.

- Ms. Rozak stated on June 17th, her and Superintendent Waldron will do the annual walk-thru with the Black Swamp Conservancy representative, Allison.
- Ms. Rozak stated the maintenance department did a wonderful job of mowing the roundabout. There was not an abundance of weeds, they were gray headed cone flowers; so Mr. Blakeman supplied a report on how to cut and mulch so they will regrow, but allow for the growth of the other species as well.
- Ms. Rozak received a call from ODOT and they were cleaning up and reseeding at the roundabout.
- Ms. Rozak met with Connor and Chris from ODOT and they will be doing pavement markings at the deadend area of the roundabout so it is clearer that it is Not a way to access any roads; it only allows access to the two homes.

RECORD OF PROCEEDINGS

Minutes of

Meeting

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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

Held _____ June 10, _____ 20 _____ 26 _____

- Ms. James stated that after the discussion about the lack of private reservations at the shelter houses due to having to carry an Event Rider, she emailed the reservation form to the Township's risk management for reassessment. Kim Arnold emailed back that the reservation and hold harmless forms are all that would be required.

The Trustees had a few more questions for Ms. Arnold so Ms. James will email her back and once those are answered, the form will be updated and notification will go out on our website.

There will no longer be reservations or a payment requirement for Lions Park at Lake Point. It is first come, first serve on a daily basis.

Correspondence

- Letter from Kiris Fox, Lakeside Chautauqua, thanking Sgt. LaMarca, K-9 Kalahan, Officer Ortolani, Deputy Morton and K-9 Kruitiz for their participation and help with the K-9 demonstration at Lakeside on May 30th.

Letter from Marblehead Peninsula Lions Club letter and check in the amount of \$1000, for continued naming rights at the Township's Lake Point Park.

Ottawa Co. Sanitary Engineering Dept., regarding Round 41 SCIP and LTIP funding as administered by the Ohio Public Works Commission. Ms. Rozak has copied Superintendent Waldron on the letter.

Old Business

- Ms. Rozak asked both Chiefs about the July 4th parade, as deadline to register is Monday June 22nd; they have confirmed with a brief discussion of the modified route for the 250th celebration. Mr. Hirt and Ms. Stetler may attend and must reserve by the 22nd.
- Public Records Designee for the Township Trustees should only be one person. Ms. Rozak motioned and Mr. Hirt seconded to make Township Assistant, Lynne James the designee; all ayes and motion carried. She has taken the Public Records course, but will be at the exit interview with the auditors to find out the process moving forward.

New Business

- Ms. James requested quotes from three propane companies and only two responded back. Beck supply continues to be the lowest and is coming in lower than last year's \$1.719 price for - June 2026 to Aug 31, 2027 at a cost of \$1.699. Ms. Rozak motioned and Mr. Hirt seconded; all ayes and motion carried.

Fiscal Business

- Mr. Dress motioned and Ms. Rozak seconded, to approve bills and payroll in the amount of \$122,330.21 for the period of May 28-June 10, 2026; all ayes and motion carried. (See next page 11)
- Ms. Stetler submitted management reports: Fund, Revenue and Appropriation summaries to Trustees and department heads.
- Mr. Dress asked Ms. Stetler for an additional report: Cash Flow Detail by Fund. She will provide that at the next meeting.
- Ms. Stetler said Diane Schaefer was in on Monday for 10 hours. The rollback has been entered and the reconciliation for March should be ready for the next meeting.
- 2023-2024 Audit exit meeting is scheduled for Tuesday at 1 pm. Mr. Dress and Ms. Stetler will be there along with Ms. James for the details on the Public Records certification reporting procedure.

RECORD OF PROCEEDINGS

Minutes of

Meeting

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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

Held _____ June 10, 20 26 _____

Comments and Concerns

Ms. James acknowledged employee anniversaries today, June 10th. Brett Waldon, Jared Griffith, Cody Ortolani and Nolan Berkey.

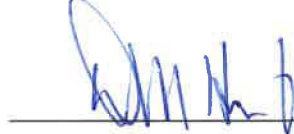
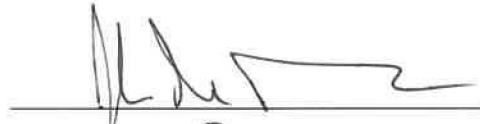
Ms. Asdal did not having anything further to add.

Adjourn

There being no further comments, concerns or business s before the Board, Ms. Rozak motioned and Mr. Hirt seconded to adjourn at 8:21 pm. All ayes and motion carried.



Fiscal Officer



Danbury Township Board of Trustees