

RECORD OF PROCEEDINGS

Minutes of DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held June 24, 26 20

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 Stacey Stetler, Township Assistant Lynne James, Zoning Administrator Kathryn Dale and Fire Chief Shawn Hunsicker. Visitors in attendance were Marcia Asdal, Susan Dress, William Brantsch, Tim Mackey and Brandon Elliott.

Mr. Dress motioned and Mr. Hirt seconded the approval of the Special Meeting minutes from June 10, 2026; all ayes and motion carried.

Mr. Dress motioned and Ms. Rozak seconded the approval of the Regular Meeting minutes from June 10, 2026; all ayes and motion carried.

Zoning

PERMITS as of June 22:

To date this month there have been 23 permit application submitted/processed totaling \$ 4,518.24 collected in fees and application balances.

BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

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

- a. BZA-2026-115 Approved as Presented 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 Approved as Presented 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.

Action Items:

On June 16, 2026, we received a letter of resignation from BZA Member Joseph Kruse who has served since 2023.

Ms. Rozak moved to accept the resignation of Mr. Kruse, with regret and Mr. Dress seconded; all ayes and motion carried. The Trustees signed a letter thanking him for his service.

Ms. Rozak moved to appoint Alternate Member, Julie Cottingham, to fulfill Mr. Kruse’s term, due to expire 12/31/2029. Mr. Dress seconded, all ayes and motion carried.

Attorney James VanEerten has confirmed that village residents can sit on the Zoning Boards Commissions. Ms. Rozak moved to appoint the current Zoning Administrator of Marblehead, Jonna Hinton, to fulfill Alternate Member, Julie Cottingham’s term, due to expire 12/31/2028. Mr. Hirt seconded, all ayes and motion carried.

The Zoning Commission -

The Zoning Commission will meet July 1, 2026, @ 6:30p.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.

Ottawa County Regional Planning Commission held their meeting on this case on June 16, 2026, and recommended Denial as Presented, but also recommended modification to the request.

DEPARTMENT UPDATES

- None at this time.

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VIOLATIONS/COMPLAINTS

Other Misc.:

2327 Oak Knoll (Drainage – Elmore)

Neighbor to the south came into the office to complain about the downspouts having extenders placed on them and directly pointed to her property and washing out her gravel driveway. Marcel contacted property owner of new house and left message. Owner called into the office 06.17.26 and stated that his builder and a landscaper will be out at the property and get the extenders redirected. Asked about a retaining wall. One is allowed, but if over 3’ high, may require footer from the Ottawa County Building Department. Suggested tacking down downspouts so they don’t blow or move until a more permanent decision is made. He commented that sod may be laid to help speed up the erosion issue. While we don’t usually get involved with drainage situations, this is very apparent about what is causing the issue and is an easy fix to prevent further escalation.

Illegal Use:

5874 E. Harbor (Beachglass Lounge Patio Extension)

Certified Letter sent to property owner 06.10.26 (7019228000063185589). Letter delivered and claimed 06.11.26 @2:35p.m. Owner emailed 06.11.26 acknowledging letter. KAD met with owner at the property 06.12.26 and reviewed issues as outlined in letter. Plan to install a barrier on the patio along the property line so patrons know not to move chairs. Owner agreed that timeframe to get more gravel laid for 12 additional parking spaces by July 31st was reasonable & fair. Indicated they have already reached out to Rich Gillum, Esq. about a shared parking and ingress/ egress easement.

Prior Info: A certified letter will be going out to the owners of Beachglass 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. Div. of Liquor Control Inspector assigned to case. Follow-up with her 06.11.26 indicated that flowerpots and landscaping are an acceptable barrier, but they are currently too small. ‘No Alcohol Beyond This Point’ signs have to be posted and not allowed to carry over to the Gallery for time being. Filed paperwork for outdoor bar, did not have that covered on their initial permit. May eventually be able to extend over to the Gallery, but that requires additional review and a ‘Tenancy Rights’ lease agreement.

127-129 Kenton Row (Illegal 3-Family – Ruttencutter)

Certified letter was claimed by the owners 06.18.26 @ 10:37a.m. Owners came into the office 06.18.26 and were advised that accessory buildings are not permitted for habitation and 3-families are not a permitted use in Lakeside. Owners admitted that a toilet does exist in the building and they are staying in it when both main house units are occupied by renters. Advised they could connect the two structures, but the back building cannot have its own separate entrance and cannot be a full independent unit. Owners will be in touch with an architect to determine how that connection will need to be constructed. No specific follow-up date given, but will follow up with them if we do not hear back from them in a couple of weeks.

Prior Info: Received anonymous complaint 06.08.26 from Lakeside and then directly 06.09.26 indicating that an accessory building at the back of the property is being illegally used as a 3rd dwelling unit. KAD inspected 06.10.26. Not entirely definitive. There is an A/C unit at the back of the space and a tv antenna extended to the building. DKC contacted OC Sanitary Engineer’s office, and they have no record of improvements or of the shed building being supplied with water/sewer. KAD sent certified letter (70220410000225730960) to the property owner 06.15.26.

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)

Court of Common Pleas

2025-CV-H 480

J. Stopar has received the signed Consent Decree from the Plaintiff’s Attorney and now just needs to file it with the Clerk of Courts.

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

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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:

388 Miley (Shed - McCullough) **CLOSED 06.09.26**
06.08 A shed was delivered and placed in the driveway without a permit. 06.09 I met with the owner and provided him with a Danbury permit. He stated he called the county and did not think of calling the Township. Stated that he will respond to zoning ASAP and make payment. He responded and filed the permit later on 06/09.

269 Sackett (Pergola/Gazebo-Gibbons)
On the July BZA agenda.
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. 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.

2124 Nan (Addition - Kyrkos) **CLOSED 06.17.26**
KAD called contractor 06.11.26 and asked for update on where drawings are. Stated they are in production. Permit issued 06.17.25.
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. 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.

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

Owner came into the office on 06.16.26 and submitted paperwork for permit which was refused because it did not meet the 5’ separation requirement. Discussed variance process and that it is due 06.26.26.

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)

BZA approval received on 06.17.26 – will be signed 07.15.26

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 Vehicles (Trustee Res. 09-2015 & §505.173):

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

06.09.26 2nd notice to comply sent via certified mail (7021 0950 0000 1178 8810). Letter claimed 06.12.26. To be Re-checked on or around 06.19.26.

Prior Info: 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.

2392 S. Linda Drive (Junk Car and Debris – Indorf)

06.1526 complaint received regarding a junk vehicle and debris in yard. Observed and confirmed complaint. Vehicle was photographed on 06.18 and certified letter sent via certified mail (70210950000011788841).

Junk & Debris (§505.87):

218 Sunnydale (Junk & Debris – J. Dunn)

Occupant and owner were released on bond following grand jury indictments. Will follow-up July 1, 2026.

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, Met with the occupant of the property 06.03.26,

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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 summer yet. All brush except for SW corner was cleared away. As of 3p.m. 06.03.26 occupant and owner were arrested following grand jury indictments.

1265 Englebeck (Junk & Debris – Carr)

Nothing new to report. Dumpster is still on property. Should be close to done.
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 woodline. 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.

Tall Grass/ Vegetation (\$505.87):

400 Miley Drive (Tall Grass - Coffey)

06.18.26 complaint of tall grass. Photo taken and certified letter sent (70210950000011788827). Repeat offender.

118 Hidden Beach (Tall Grass - Tackett)

06.18.26 complaint received of tall grass. Photo taken and certified letter sent (70210950000011788834).

325 Forest Green (Tall Grass - Walterbach)

Owner is incarcerated for next 2-3 years. 06.09.26 spoke to Aunt who was involved last year. Stated that she & her husband are trying to keep up but it is difficult due to their health and distance from the residence. She will try to cut lawn this weekend 06.13-14 and utilize Danbury trash days later this month. 06.18.26 yard has not been cleaned up or mowed. Pictures taken and certified letter (70210950000011788858) sent.

Further discussion with Trustees: We know the owner/ occupant will not claim the letter we just sent since he is incarcerated in the State Penitentiary. The Aunt is not on the title of the property or legally responsible in any way. We would propose that the Trustees allow us to follow the same protocol we followed a few years ago when a property owner was deceased, by declaring the property as a nuisance by resolution and we only cut it twice a year, once in the summer and once in the fall.

The Trustees agreed to follow past procedures.

726 Plum (Shrock – Tall grass)

Complaint received 06.01.26. Certified sent 06.08.26 (70220410000225730946) and claimed 06.12.26. Scheduled to be Re-checked on or around 06.19.26.

1852 N. Buck Rd (Konopka – Tall grass)

1st Certified Letter Delivered 06.10.26. Re-checked 06.17.26. 2nd Notice sent certified (70220410000225730991) on 06.18.26.

Prior Info: Certified letter sent 05.21.26 (70210950000011788803). Notice left 05.26.26.

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Camper Occupied:

2120 Napama (Billings – Illegal Camper Storage)

CLOSED 06.08.26

As of 06.05.26 still no camper in the driveway.

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 (70210950000011788766). Delivery attempted 05.22.26 but being held at the post office at the customer's request. 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.

Boat / Trailer Storage:

248 Erie Beach (Excessive Storage – Richards)

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 on 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. 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.

Signage:

150 SR 269 (Utility Vehicle as Sign – Sandusky Golf Cart Rental)

6.18.26 Certified Letters sent to Occupant (70220410000225730977) and to building owner (70220410000225730984) to advise them to move trailer with banner attached.

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

CLOSED 06.18.26

Permit was issued 06.18.26.

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

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until after June 17th.

7920 E. Harbor (Utility Vehicle as Sign - Gouker) CLOSED 06.12.26
06.11.26 – Marcel called SureShine and Andrew said he would have removed by 4:30ish that evening. Ended up moving 06.12.26.
Prior Info: 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) CLOSED 06.17.26
As of 06.15.26 trailer moved to behind fence. Permit issued 06.17.26 for fence. Flutter flags were removed 06.17.26. Two signs remain.
Prior Info: 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 CLOSED 06.17.26 – Will Continue to Monitor
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.

Fire

Fire & Ems Run Details						
2026	EMS	Fire	MVC*	Alarm **	CO***	Inspect
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 24 th	61	9	4	9	1	3
July						
August						
September						
October						
November						
December						
Sub-Total:	433	41	17	38	2	45
Total	576					

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

- Mr. Hirt motioned and Ms. Rozak seconded hiring Sarah Collins as a part-time EMT at \$20/hour; all ayes and motion carried.
- The Board approved additional shifts for the planned for the July 4th weekend. Rain date in case Saturday the 4th has bad weather is Sunday.
- CPR/AED training for 14 people at Zeller's. Ms. Rozak thanked the Chief for doing the staff training at the beginning of the month.

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Roads

- Sackett Cemetery – one cremation burial.
- Mowing and maintaining the roadways and parks has been the primary focus for the last several weeks with all of the recent rain.
- Quotes were supplied from another company, but they ended up not able to do the work. Gill Construction quotes do not include permits, asphalt and seeding restoration, damage to unmarked private utilities.

Ms. Rozak motioned and Mr. Dress seconded quotes from Gill Construction not to exceed \$27,000 for the following three projects: Meter Road sink hole in resident driveway over storm main \$3500-\$7000. Sink hole on berm of road over culvert pipe crossing \$3500-\$7000. Culvert and catch basin replacement \$12,588.36. All ayes and motion carried.

- Township cleanup is underway and continues to be very busy.
- Ms. Rozak stated during the walkthrough with Alison, from Black Swamp Conservancy, they showed where the Township wants to cut out an area of the observation deck, as well as the boardwalk, for ADA accessible viewing. Alison will present this to her Board and let Ms. Rozak know of the decision to proceed with the work. Once Ms. Rozak hears back from her, she will give the Board a full report.

Police

- Chief Meisler submitted the incident report: From 6-1-2026 to 6-24-2026, the department responded to 372 calls.
- The Police Department will have two cars in the 4th of July parade.
- Annual firearms qualifications were completed this month.
- There have been no issues at the SR 269 roundabout. Traffic seems to flow nicely.

Correspondence

- OTARMA quarterly 2026 newsletter. Loris printing invite, celebrating 60 years.

Tower Lease Request.

African Safari Wildlife Park letter talking about the importance of the park and encouraging our continued recognition and support.

Ottawa Co Township meeting invite, July 30, 6:00 pm at Carroll Township Hall.

Old Business

- Ms. James finished the Public Records 3-part course online. During the Audit exit review, Brad with the Auditor's office recommended doing the course every other year in conjunction with the elections and that since I am not an elected official, that documentation, along with the minutes approving me as the designee for the Trustee, all be kept with the minutes for future auditing purposes.

Ms. James also recommended appointment be placed on the Annual Organizational Meeting Agenda, so in the event she leaves or retires, it does not get overlooked.

New Business

- Mr. Hirt will be driving a car in the Lakeside Parade.

Fiscal Business

- Mr. Dress motioned and Ms. Rozak seconded, to approve bills and payroll in the amount of \$121,564.90 for the period of June 11 to 24, 2026; all ayes and motion carried. (See next page)
- Ms. Stetler submitted management reports: Fund, Revenue and Appropriation summaries to Trustees and department heads.

RECORD OF PROCEEDINGS

GOVERNMENT FORMS & SUPPLIES 844-224-3398 FORM NO. 10148

Held June 24, 26

CASH REQUIREMENTS			
CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 06/17/26: \$74,764.75			
TRANSACTION SUMMARY			
SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT) 74,764.75 CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT 74,764.75 TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES 17,014.72 CASH REQUIRED FOR CHECK DATE 06/17/26 91,779.47		

TRANSACTION DETAIL					
ELECTRONIC FUNDS TRANSFER - Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.					
TRANS. DATE	BANK NAME	ACCOUNT NUMBER	PRODUCT	DESCRIPTION	BANK DRAFT AMOUNTS
06/16/26	MARBLEHEAD BANK, A	XXXXXXXXXXXX027	Direct Deposit	Net Pay Allocations*	61,614.10
06/16/26	MARBLEHEAD BANK, A	XXXXXXXXXXXX027	Garnishment	Employee Deductions	1,328.57
06/16/26	MARBLEHEAD BANK, A	XXXXXXXXXXXX027	Taxpay®	Employee Withholdings	1,328.57
				Social Security	27.57
				Medicare	1,249.13
				Fed Income Tax	6,330.21
				OH Income Tax	1,891.43
				OH CLGSD SD Inc	50.91
				OH FRESO SD Inc	58.42
				OH FRMNT CTY Inc	84.06
				OH HURON CTY Inc	24.01
				OH LORAN CTY Inc	95.43
				OH NOLMS CTY Inc	57.97
				OH NORSD SD Inc	10.35
				OH NORWK CTY Inc	38.02
				Total Withholdings	9,860.37
				Employer Liabilities	
				Social Security	693.45
				Medicare	1,249.13
				Total Liabilities	1,942.58
					11,802.95

DANBURY TOWNSHIP, OTTAWA COUNTY
6/24/2026 4:21:32 PM
Payment Listing
UAN v2026.2
6/11/2026 to 6/30/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
152-2026	06/17/2026	06/19/2026	CH	AFLAC	\$1,081.22	O
49663	06/12/2026	06/12/2026	AW	Fire Safety Services Inc.	\$6,333.00	O
49664	06/12/2026	06/12/2026	AW	Spoerr Precast Concrete, Inc.	\$60.00	O
49665	06/12/2026	06/12/2026	AW	Culligan of Northern Ohio	\$18.98	O
49666	06/12/2026	06/12/2026	AW	O.E. Meyer CO.	\$158.95	O
49667	06/12/2026	06/12/2026	AW	Kuras Aeration Systems LLC	\$200.00	O
49668	06/12/2026	06/12/2026	AW	Auditor of State	\$1,074.00	O
49669	06/12/2026	06/12/2026	AW	The Standard	\$2,202.28	O
49670	06/12/2026	06/12/2026	AW	Tractor Supply Co.	\$227.96	O
49671	06/12/2026	06/12/2026	AW	Oak Harbor Hydraulics, LLC	\$841.36	O
49672	06/12/2026	06/12/2026	AW	NITRO PEST SOLUTIONION	\$1,154.00	O
49673	06/12/2026	06/12/2026	AW	Generator Systems	\$1,037.00	O
49674	06/12/2026	06/12/2026	AW	MES Industries, Inc.	\$1,730.00	O
49675	06/12/2026	06/12/2026	AW	Lowe's	\$10.98	O
49676	06/12/2026	06/12/2026	AW	Bound Tree Medical LLC	\$1,160.98	O
49677	06/15/2026	06/15/2026	AW	Staples Business Advantage	\$150.36	O
49678	06/15/2026	06/15/2026	AW	Ottawa County Recorder	\$20.00	O
49681	06/19/2026	06/19/2026	AW	Foster Auto Body	\$195.00	O
49682	06/19/2026	06/19/2026	AW	Kuras Aeration Systems LLC	\$110.00	O
49683	06/24/2026	06/24/2026	AW	Liberty Auto Parts	\$206.99	O
49684	06/24/2026	06/24/2026	AW	Ohio Diesel	\$34.29	O
49685	06/24/2026	06/24/2026	AW	Charter Communications	\$2,741.18	O
49686	06/24/2026	06/24/2026	AW	Lakeland Auto & Marine Inc.	\$143.31	O
49687	06/24/2026	06/24/2026	AW	Kaiden Nixon	\$34.50	O
49688	06/24/2026	06/24/2026	AW	Rumpke of Ohio INC	\$209.83	O
49689	06/24/2026	06/24/2026	AW	Beck Propane & Fuels	\$4,230.67	O
49690	06/24/2026	06/24/2026	AW	Bound Tree Medical LLC	\$1,079.31	O
49691	06/24/2026	06/24/2026	AW	Kuras Aeration Systems LLC	\$400.00	O
49692	06/24/2026	06/24/2026	AW	TRi Motors Sales, INC.	\$441.77	O
49693	06/24/2026	06/24/2026	AW	Catawba Clean Scene	\$420.00	O
49694	06/24/2026	06/24/2026	AW	D.R. Ebel Police & Fire Equipment	\$1,388.15	O
49695	06/24/2026	06/24/2026	AW	Ohio Association of Chiefs of Police	\$245.00	O
49696	06/24/2026	06/24/2026	AW	Verizon Wireless	\$444.36	O
Total Payments:					\$29,785.43	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$29,785.43	

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.

RECORD OF PROCEEDINGS

Minutes of

Meeting

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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

Held June 24, 2026

- Cash Flow Detail by Fund report given to Mr. Dress.
 - Ms. Rozak asked how reconciliation was going. Ms. Stetler said Diane Schaefer was in yesterday for four hours; they are working on adjusting prior payments that were out of wrong funds and it should be at the next meeting. Diane will be in on Monday.
- Ms. James stated that once everything is adjusted, her and Ms. Stetler will review what was approved for bills and payroll at all meetings beginning January to present for any post approval of additional amounts.
- Mr. Dress introduced Resolution 11-2026 Accepting Additional Revenue into the Adopted 2026 Budget as follows:

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in regular session at 6:00 p.m., on June 24th, 2026, 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. DRESS introduced the following resolution and moved its adoption:

RESOLUTION NO. 11-2026

A RESOLUTION ACCEPTING ADDITIONAL REVENUE INTO THE ADOPTED 2026 BUDGET

WHEREAS, the Board of Danbury Township Trustees accepts supplemental appropriations as outlined below into the adopted 2026 budget; and

WHEREAS, the Board of Danbury Township Trustees authorizes the Fiscal Officer to add the supplemental appropriations into their respective funds as outlined below;

	Increase
General Fund	
1000-120-381-0000 Property Insurance Premiums	\$15,000
1000-120-323-0000 Repairs & Maintenance	\$50,000
1000-120-360-0000 Contracted Services	\$50,000
1000-110-599-0000 Other Expenses	\$20,000
Road & Bridge Fund	
2031-330-381-0000 Property Insurance Premiums	\$20,000
2031-330-323-0000 Repairs & Maintenance	\$20,000
2031-330-360-0000 Contracted Services	\$32,000
2031-330-420-0000 Operating Supplies	\$10,000
Cemetery Fund	
2041-410-381-0000 Property Insurance Premiums	\$4,000
Police District Fund	
2081-210-381-0000 Property Insurance Premiums	\$20,000
Fire & EMS Levy Fund	
2281-230-381-0000 Property Insurance Premiums	\$80,000
2281-230-319-0000 Professional and Technical Services	\$28,000
2281-230-323-0000 Repairs & Maintenance	\$40,000
2281-230-599-0000 Other Expenses	\$4,000
2281-230-400-0000 Supplies & Materials	\$12,000
2281-230-420-0000 Operating Supplies	\$15,000
2281-230-410-0000 Office Supplies	\$3,000

RECORD OF PROCEEDINGS

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

Held June 24, 2026

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 2026 Budget for Danbury Township reflecting this supplemental appropriation;

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. 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

ADOPTED this 24th day of June, 2026

Attest:

Stacey Stetler
Fiscal Officer

Board of Trustees
Danbury Township
Ottawa County, Ohio
Diane 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 24th day of June, 2026 and filed with the Danbury Township Fiscal Officer.

Stacey Stetler
Danbury Township Fiscal Officer

- Mr. Dress stated that he, Ms. Stetler and Ms. Schaefer had the 2023-2024 Audit exit interview last week with Brad Zura. There were a number of repeat findings that they discussed and the fact that the Trustees have been working diligently with first Deb Paul and now with Ms. Schaefer to rectify these findings.
When we put things out for bid over \$75,000., there needs to be language regarding prevailing wages, which was not specified.
Regarding our Prescription carrier CVS, with Heath Insurance, they were unable to provide the report requested by the Auditor and that should we continue with CVS, this will continue to show up on subsequent audits.
Ms. Stetler added that we have submitted our official report and it should be available in a few weeks.
- Mr. Dress has asked Ms. Stetler and Ms. Schaefer to take a look at Fire Department finances for the upcoming levy language.

Comments and Concerns

William Brantsch is concerned with all the construction on Lighthouse Oval and the speeding that results. Ms. Rozak asked if there is any certain time and Mr. Brantsch stated typically at the beginning of the workday and again at quitting time.

RECORD OF PROCEEDINGS

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

Held
June 24,
20
26

Ms. Rozak stated that Township roads are 55 miles an hour unless otherwise posted, but a speed study could be requested, since the Township can do their own speed studies. Once complete, those results go to ODOT for analysis and then they make their recommendations, as they make the final decisions on Township Roads. She asked Mr. Dress to have a conversation with Chief Meisler and she will speak with ODOT.

Brandon Elliott, FalconForgeAI, audit portal for cybersecurity (HB 96). Ms. Rozak requested he email Ms. James and she will review with the current provider.

Marcia Asdal, asked if audit is available to view. Ms. Stetler said our final report has not been issued. The Auditor has to update the report with the Township's responses given at the exit review and then they will be public record and available online.

She was reading our current Land Use Plan and wondering if we had a steering committee and update in place? Ms. Rozak confirmed, Ms. Dale is currently working on an update and when they did the 2017 Land Use Plan there was a very large steering committee, however the Zoning violations at present are keeping her from working on the update and she recommended Marcia contact her directly at the Zoning Department for more information.

Ms. Asdal observed, as she sat through a Zoning Board meeting, when they went to discuss the applications before them, they did it in Executive Session and not Public Session. She asked if that was a Danbury tradition or Ohio? Ms. Rozak stated that it is Ohio Revised Code.

Her thoughts on the previous special meeting regarding Outdoor Entertainment was a good representation of how decisions are made in the Township. There was good representation on both sides and very respectful, with a lot of time given for deliberation. She is reading a book called "The Only Plane In The Sky - Flight 93"; and recalled the citizens on that plane, in about the space of 30 minutes had an exercise in democracy. They gathered information, everyone got a vote on what to do and they executed their plan. It's how we come together in a democracy, politely discuss issues, everyone has a say and we vote and she thanked the Board.

Ms. Rozak stated that had they known there would be that much interest in that meeting, it could have started earlier or been placed on a different evening. But citizens took time out of their schedules to come and provide their input and the Board recognized this, by extending the time and pushing back the start time for the Regular Meeting until everyone who wished to speak, was given the opportunity. She thanked Ms. Asdal for her comments.

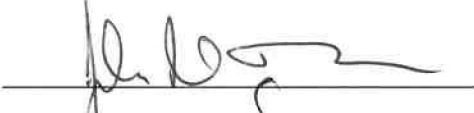
Ms. Dress said Ms. Asdal may want to come to the next Zoning Committee meeting, first Wednesday of the month, as the Land Use Plan is on the Agenda.

Mr. Brantsch complimented the Board on how user friendly the website has become. Ms. Rozak said she would relay that to Ms. Dale and Ms. Connor, as that was their work in compliance with ADA regulations and requirements to websites.

Adjourn

There being no further comments, concerns or business s before the Board, Ms. Rozak motioned and Mr. Hirt seconded to adjourn at 7:01 pm. All ayes and motion carried.


Fiscal Officer




Danbury Township Board of Trustees