

RECORD OF PROCEEDINGS

Minutes of DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

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

Held July 8, 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 Stacey Stetler, Township Assistant Lynne James, Zoning Administrator Kathryn Dale and Fire Chief Shawn Hunsicker. Visitors in attendance were Marcia Asdal, Tim Mackey and Perry Geller, Sr.

Mr. Dress motioned and Ms. Rozak seconded the approval of the Regular Meeting minutes from June 24, 2026; all ayes and motion carried.

Mr. Dress motioned and Mr. Hirt seconded for a correction in the Regular Meeting minutes from June 10, 2026, removing last name "Dress" on motion of May 27th Meeting Minutes; all ayes and motion carried.

Zoning

PERMITS for June:

Permits

35 permit applications were processed for the month of June totaling \$ 6,839.08 in collected fees.

Accessory Building:	5
Addition	
Commercial:	
Residential:	4
Appeals	
Area Variance:	3
Conditional Use:	1
Deck:	2
Dock:	1
Fence:	6
New SF Home:	5
New Commercial Structure:	1 (Campsites)
Other:	1
Refusal:	3
Signage:	1
Swimming Pool:	1
Text/Map Amendment:	1
Total:	35

Board & Commission Activity

The Board of Zoning Appeals –

The BZA held adjudication hearings 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.**

On June 16, 2026, we received a letter of resignation from BZA Member Joseph Kruse who has served since 2023. At the June 24, 2026, Trustee Meeting, the Trustees appointed Alternate Member, Julie Cottingham, to fulfill Mr. Kruse’s term which is due to expire 12/31/2029. The Trustees also appointed Jonna Hinton as an Alternate member, to fulfill Ms. Cottingham’s term which is due to expire 12/31/2028.

The Zoning Commission -

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

On June 10, 2026, the Board of Trustees held a public hearing on the following request:

- a. **ZC-2026-065** **Approved w/ Modification – Res. 10-2026**
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”

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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.

Ottawa County Regional Planning Commission held their meeting June 16, 2026, and recommended Denial as Presented, but also recommended modification to the following request:

- 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.

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.

Office Activity

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

- Inspections 137
• Emails 874
• Violation Letters 18

PERMITS as of July 7th:

To date this month there have been 5 permit application submitted/processed totaling \$ 794.85 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 July 15, 2026, @ 6:00p.m. on the following cases:

- a. BZA-2026-137
269 Sackett. Request for Area Variance to Section 3.5 to allow for a covered deck addition that results in the maximum lot coverage [40% (1,545s.f.) allowed/ 47.7% (1,843s.f.) proposed] to be further exceeded. Mary Gibbons, Owner/ Applicant; Cliff Ramey, Agent.
- b. BZA-2026-142
5686 E. Harbor Road, Unit A-3 (Puckett’s Pups). Request for a Major Modification to a previously approved Conditional Use in accordance with Section 3.4 and 7.11 to allow a kennel (doggie daycare). Samantha Puckett, Applicant/Agent.
- c. BZA-2026-148
347 Hidden Beach. Request for an Area Variance from Section 5.2.1.A.i.b to allow more cumulative accessory building square footage than permitted (1,200s.f. allowed/ 1,700s.f. proposed). Joseph & Annette Kordish, Owners/ Applicants; John Feick, Feick Design Group, Architect/Agent.
- d. BZA-2026-152
2166 Harbor Bay Drive. 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 (2' proposed). KLT Investment Group, Brad Clark, Owner/ Applicant.

The Zoning Commission -

The Zoning Commission met July 1, 2026, 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.

Action Item:

The Board of Trustees scheduled a public hearing for the above case, ZC-2026-117, prior to the start of the regular meeting August 12, 2026, at 5:00 p.m.

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DEPARTMENT UPDATES

➤ KAD will be on vacation the last week of July (27th -31st).

VIOLATIONS/COMPLAINTS

Other Misc.:

2327 Oak Knoll (Drainage – Elmore)

06.25.26 Marcel spoke to the owner because the flexible extenders had not been moved. Marcel said that a string line had been put in place showing the location of the southern property line. As of 07.02.26 downspout extenders have not been moved and now vegetation is starting to overgrow. No landscaping has been started or yard put in as the owner had indicated back on 06.17.26. House is also now listed for sale. Owner to be contacted this week.

Prior Info: 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)

06.26.26 KAD visited the property. Nothing was taking place on the gravel lot extension, and no rope has been installed on the patio. 3 new sculptures have been installed around the patio area. One is in the NE corner of the patio that cannot be used for the bar/ restaurant. 07.07.26 KAD called Cary Jr. for an update. Added 3-4 parking spots in the back because they had some other excavation work being done. Easement language has not started yet but having conference call with their attorney this week. Cary Jr. asked about new bandstand requirements. He was concerned about 5’ offset from property line since the patio goes up to and over the property. Discussed again putting up a rope so patrons are not over the property line. Confirmed they have until July 31st to get the parking and rope up.

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. 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.

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

Nothing new to report. Will have to visit after work hours to see if lights and occupancy happening after dark.

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. 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

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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.

Illegal Rentals:

126 Hidden Beach (Illegal Rental – Pokorny) CLOSED 07.07.26

Closing because there have been no other complaints or indication of illegal rental happening.

Prior Info: 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

Consent Decree was filed with the Clerk of Courts 07.02.26. J. Stopar & KAD will be filing the recording of this on 07.10.26. The Thomas’ will be required to pay their \$1,500 fine by August 1, 2026.

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.

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As of 06.22.26 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.

Construction w/out Permit:
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.

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

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) CLOSED 06.30.26

06.25.26 vehicle remains on the property and owner placed expired/fictitious plates in back window. 06.26.26 KAD called property owner and sent her a follow-up email expressing the need to get the Jeep addressed or a citation would be filed with the Courts. She should also expect a letter in regard to the truck on the property with its transmission sitting on the ground. 06.30.26 – Owner called and said the Jeep is gone but the truck works. Verified and truck move positions on the property and has been cleared of junk in the bed of it.

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. 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.

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

06.26.26 Letter delivered @ 12:38p.m. Owner came into the office and said that the property is co-owned with her 2 other siblings, and the vehicles are her brother's. KAD explained that she is the primary contact for the property and ultimately responsible. Now that the letter is signed, they have until 07.10.26 to get the vehicle removed or fixed. If it doesn't happen, then she may want to think about having it towed and let her brother deal with it out of the impound. She indicated that he may be semi-truck driver or "long hauler" and isn't around much and may not have been at this house for the last year. She & her husband mow the yard. As of 07.07.26 vehicle is still on property.

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Prior Info: 06.15.26 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 Sunnysdale (Junk & Debris – J. Dunn)

07.01.26 KAD & Marcel met with the owner of the property. Junk vehicles have been removed. Washer/dryer, mattresses and a bunch of stuff were taken to the dumpster days. Tall vegetation around the fence is all cut and being maintained with the exception of the SW corner of the property where some junk remains. Owner has one trailer loaded and ready to be taken to junkyard. Gave them until August 1, 2026, to get the last of the junk removed and/or better organized.

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, 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. As of 06.24.26 Occupant and owner were released on bond following grand jury indictments. Will follow-up July 1, 2026.

1265 Englebeck (Junk & Debris – Carr)

06.26.26 KAD called, no answer left VM. Owner called back and said they are coming to get the dumpster on 07.01.26. Grandson said he needs about another month in a half to get it to where he wants it because he has had to work on the weekends recently. The brush is not a big deal and can be brought to the drop off at any point. Said someone is interested in the tractor but never came and a week ago Dave Shrock stopped in expressing interest in the tractor as well. The electrical arm and propane canister pile are supposed to be picked up by a scrapper. As of 07.07.26 the dumpster is gone but other items remain. Will re-check in two weeks.

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

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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.

1067 Englebeck (*Junk & Debris – Dress*) **06.26.26 – Re-Opened/ 07.07.26 CLOSED**
06.26.26 Re-opened. Sent 2nd Notice to Comply via Certified Mail. occupant of (7022 0410 0002 2573 5064) and owner (7022 0410 0002 2573 5057). Occupant letter claimed 06.29.26. Owner letter claimed 06.30.26. 06.30.26 Owner called and said her son lives there and she can't understand why the junk came back. Agrees it needs to be maintained. Explained to her that even though her son may be occupying the property, it's in her name and she will be held responsible for any assessments. Explained that this is the 2nd letter so far this year and reminded her this has been a repeat problem over the years. Told her if we need to send another letter this year, it will be a mandatory order and can result in us entering the property to clean it up. Upon reinspection 07.07.26 everything is cleaned up.

Tall Grass/ Vegetation (§505.87):

140 Tibbels (*Wowk- Tall grass*) – **Annual Repeat Offender**
Certified letter sent 07.02.26 (70210950000011788865). Notice left 07.06.26 @ 6:24p.m.

1179 Englebeck (*Chapman- Tall grass*)
Certified letter sent 06.29.26 (70220410000225735071).

122 Strause (*Hurst- Tall grass*)
Certified letter sent 06.26.26 (70220410000225735040). Letter claimed & delivered 07.01.26. Owner's cousin called and asked for an extension to have it mowed by 07.13.26 due to the recent heat & holiday.

400 Miley Drive (*Tall Grass - Coffey*) **CLOSED 06.29.26**
Letter delivered 06.25.26 @ 12:40p.m. 06.25.26 Owner called and confirmed receipt of letter. Will cut on 06.28.26 or early next week. Upon inspection 06.29.26 grass had been cut.
Prior Info: 06.18.26 complaint of tall grass. Photo taken and certified letter sent (70210950000011788827). Repeat offender.

118 Hidden Beach (*Tall Grass - Tackett*) **CLOSED 07.01.26**
06.25.26 Letter claimed & delivered. Grass cut as of 07.01.26.
Prior Info: 06.18.26 complaint received of tall grass. Photo taken and certified letter sent (70210950000011788834).

325 Forest Green (*Tall Grass - Walterbach*) **Monitoring**
06.30.26 Owner's Aunt called and stated they mowed 06.21.26 (Father's Day) but admits it probably needs it again. KAD told her it needs to be done every 2-3 weeks and if they can't stick to that schedule, then they need to either hire someone or let us take control and have it cut twice a season. Discussed the process and likelihood that he wouldn't be foreclosed on since he's scheduled to be released within a relatively short amount of time. Aunt called back a few hours later and said she mowed the grass again (06.30.26). Despite the grass being cut, we will be monitoring this and if it needs cut again by the Trustees next meeting 07.22.26, then we will be presenting a resolution for a nuisance, that way if there is a repeat offense, we can proceed with abatement.
Prior Info: 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.
Discussion with Trustees 06.24.26: 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

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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.

726 Plum (Shrock – Tall grass) CLOSED 06.25.26
06.25.26 Yard was mown and vegetation cut back away from the front of the house.
Prior Info: Complaint received 06.01.26. Certified sent 06.08.26 (70220410000225730946) and claimed 06.12.26.

1852 N. Buck Rd (Konopka – Tall grass)
Despite 2nd letter not yet claimed, the owners called about it 06.24.26 and were emailed a copy of the letter. Owner called again 06.26.26 and said their landscaping company is scheduled to begin work on the yard starting July 6, 2026
Prior Info: Certified letter sent 05.21.26 (70210950000011788803). Notice left 05.26.26. 1st Certified Letter Delivered 06.10.26. Re-checked 06.17.26. 2nd Notice sent certified (70220410000225730991) on 06.18.26.

Camper Occupied:
84 Perryview (Campers x 2 occupied – Yeckley)
Complaint received by Trustee Rozak over 4th of July weekend that campers were being occupied on this street. Upon inspection 07.06.26 upon inspection 2 campers were on the property and it appears that the garage on this lot may also be illegally converted or used as a residence without proper permits. Certified letter (70220410000225735101) sent 07.07.26.

132 Perryview (Camper occupied – Stiles)
Complaint received by Trustee Rozak over 4th of July weekend that campers were being occupied on this street. Upon inspection 07.06.26 one camper was on the property with power and water connected from the house. Certified letter (70220410000225735088) sent 07.07.26.

174 Perryview (Camper occupied – Lepole)
Complaint received by Trustee Rozak over 4th of July weekend that campers were being occupied on this street. Upon inspection 07.06.26 one camper was on the property with power and water connected from the house. Certified letter (70220410000225735095) sent 07.07.26.

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

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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)

Trailer was moved to side of building as of 06/23/26. Occupant spoke to KAD by phone 06/23.26 and admitted he was trying to get more visibility. As of 07.07.26 new portable sign has shown up. Will verify 07.21.26 that it is removed.

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

Upon completion of the Zoning Reports, Mr. Dress asked Perry Geller Sr., if he had any comments.

Mr. Geller stated last year he paid for septic permits and signed a contract to build a home but has had to delay this because there is a problem with the drainage in the ditches on Englebeck Road. The culverts are not getting rid of the water and it is backing up.

Ms. Rozak asked if he had spoke to the Maintenance Department and Mr. Geller confirmed he had spoken with Superintendent Waldron regarding the issue.

Ms. Rozak asked Ms. Dale about permits and Ms. Dale stated that she has not received a request for any permits from Mr. Geller.

Mr. Geller stated this permit was from Port Clinton Health permit regarding the septic system. He also had a contract for them to break ground and start putting a basement in, but he had it halted because of all the back water flooding.

Ms. Rozak asked him if he requested a permit from Zoning for the house structure which includes the basement and he said he had not. Only the health department and septic permits. Ms. Rozak let him know that before any building or digging is done, a zoning permit is required from Danbury Township. He said he is aware of that.

Mr. Dress stated that a ditch petition needs to be started by the residents and that is through the County Engineer’s office, because ditch projects like that are done through the county. He said he would touch base with Mr. Waldron to clarify this and took Mr. Geller’s number to get back with him.

Fire

		Fire & Ems Run Details				
		EMS	Fire	MVC*	Alarm **	CO***
2026						
	January	62	4	8	3	0
	February	75	1	1	3	0
	March	71	8	2	6	0
	April	70	10	1	7	0
	May	94	9	1	10	1
	June	84	9	5	10	1
	July as of the 8 th	26	5	3	4	0
	August					
	Sub-Total:	482	46	21	43	2
	Total	643				

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

RECORD OF PROCEEDINGS

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- The Chief stated they received an EMS grant in the amount of \$1200 for EMS supplies.
- 4th of July went very well.

Roads

- Sackett Cemetery – no burials.
- Clean up week was one of the most attended in recent years.
- Erie Environment has completed the assessment of the buildings to be torn downs and we are waiting for the lab results.
- Pavement Technology has applied the Reclamite treatment on the TWP roads in the Channel Grove Subdivision and the new maintenance facility.
- The recent heavy rain has kept the department busy with ditch maintenance.

Police

- Chief Meisler submitted the incident report: For the month of June the department responded to 447 calls. From 7-1-2026 to 7-8-2026, the department responded to 130 calls.
- 4th of July parade and weekend went well with no major issues.
- Sgt. LaMarca attended the SRO and DARE Annual Training Conference at Kalahari this week.
- Car #455 goes to D.R. Ebel on the 13th for outfitting.
- Ms. Rozak asked about the police car that the township will be using after July. Ms. James stated that fuel tank setup for zoning and administration is complete and the Chief said it will be available at the end of July. Ms. Stetler stated that after speaking with Ms. Schaefer, the Township does not have to purchase it and there does not need to be a dollar transfer between departments. It will just need to be transferred as far as inventory.

Correspondence

- Experience Ottawa County annual invite. Ottawa Co Community Foundation Spring Newsletter 2026. Notice from TC Energy regarding excavating safely near pipelines. Letter from Lak Erie Waterkeeper Inc., invite for Cruise Aug 12th.

Old Business

- Ms. Rozak stated that Ellie Schiappa will be leaving the Black Swamp Conservancy and Ethan Kellaway will be taking her place. Regarding the ADA changes to view platform as well as the boardwalks and they have confirmed this will be a wonderful addition.

Ms. Rozak asked if we would be able to name the trails and they thought this would be a good idea.

She also asked about creating a *Friends of Meadowbrook Marsh Volunteer Organization*, to which they were also in agreement. Ms. Rozak will send an email to Kim Arnold with our liability insurance.

Regarding invasive plant species, there are safe aquatic herbicides that can be used and will meet with Superintendent Waldron and Soil and Water Conservation regarding these details.

When the property to the east is fully acquired, there was discussion of a connecting trail from Meadowbrook which was also agreed upon.

Mr. Dress asked if we had current maps of all trails and Ms. Rozak said there were not, but she would like to have those along with QR codes.

- Ms. James presented the updated reservation form after consulting with Kim Arnold with our risk management. Shelter reservations will no longer require residents to

RECORD OF PROCEEDINGS

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

Held July 8, 2026

acquire an Event Rider on their homeowners or renters insurance unless there will be alcohol consumption at their event.

Ms. Rozak motioned and Mr. Hirt seconded the approval of the new reservation forms and requirements; all ayes and motion carried.

- Official copy of the 2023-2024 Audit was printed and is now available.

New Business

- Mr. Dress signed permit from Ottawa Co Engineer's office for a right-of-way permit #26-207 to Columbia Gas for 281 Lighthouse Oval.
- Because a previous Resolution grants the Trustee Chair authority to sign these permits from the Engineer's office, they can be signed prior to the Regular meetings and then just be brought to the meetings by the Township Assistant, for recording for the record.

Fiscal Business

- Mr. Dress motioned and Ms. Rozak seconded, to approve bills and payroll in the amount of \$115,000.29 for the period of June 25 to July 8, 2026; all ayes and motion carried. (See next page)
- Ms. Stetler submitted management reports: Fund, Revenue and Appropriation summaries to Trustees and department heads. Ms. Stetler confirmed with Mr. Dress; he would like the Cash Flow report quarterly.
- Ms. Rozak asked how things were going with Ms. Schaefer. Ms. Stetler feels things are going well and has also provided the Trustees with the payment adjustments that have been made during these meetings with Ms. Schaefer.
- Ms. Stetler stated that there are two accounts at First National Bank she feels are related to the loan for the new maintenance building that need to be recorded in the UAN computer. Ms. Rozak stated there should be a complete file in relation to the loan and that all steps were followed with the Bond council with Amand Gordon, so she should be able to get that information into UAN. She recommended starting with Michael at First National bank. Ms. Stetler will work with Ms. Schaefer on this and update the Board as they get information.
- Mr. Dress asked Ms. Stetler and Ms. Schaefer to do a review of the current finances in relation to the Fire Department for the upcoming levy renewal next year.

There was a discussion about milage and the new bills, rate of increase and a possible safety services levy.

Ms. Stetler and Ms. Schaefer will continue with this review and give their findings to the Board and Chief Hunsicker.

Ms. Dress asked Chief Hunsicker about the time table on the new fire engine and he said just under 3 years.

Chief Hunsicker said they submitted an AFG grant and hope to hear on it in September.

Comments and Concerns

Ms. James will be out for a memorial service tomorrow and then she will be on vacation July 15-20.

RECORD OF PROCEEDINGS

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

Held
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0943 1212-2121 Danbury Township Board of Trustees

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 07/01/26: \$86,938.71

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	86,938.71
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	86,938.71
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	19,667.37
	CASH REQUIRED FOR CHECK DATE 07/01/26	106,606.08

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 A OTHER TOTALS
06/30/26	MARBLEHEAD BANK, A	XXXXXXXXXXXX027	Direct Deposit	Net Pay Allocations*	71,131.16	71,131.16
06/30/26	MARBLEHEAD BANK, A	XXXXXXXXXXXX027	Readychex®	Check Amounts	1,240.95	1,240.95
06/30/26	MARBLEHEAD BANK, A	XXXXXXXXXXXX027	Garnishment	Employee Deductions	1,004.75	1,004.75
06/30/26	MARBLEHEAD BANK, A	XXXXXXXXXXXX027	Taxpay®	Employee Withholdings		
				Social Security	430.96	
				Medicare	1,449.32	
				Fed Income Tax	7,169.89	
				OH Income Tax	2,119.65	
				OH BELSD SD Inc	3.10	
				OH BELVU CTY Inc	12.40	
				OH CLCSD SD Inc	47.61	
				OH FRESO SD Inc	69.64	
				OH FRMNT CTY Inc	99.41	
				OH HURON CTY Inc	26.22	
				OH LORAN CTY Inc	126.85	
				OH NOLMS CTY Inc	61.07	
				OH NORSD SD Inc	10.35	
				OH NORWK CTY Inc	36.02	
				Total Withholdings	11,662.49	
				Employer Liabilities		
				Social Security	430.96	
				Medicare	1,449.27	
				Total Liabilities	1,880.23	13,542.72

DANBURY TOWNSHIP, OTTAWA COUNTY
7/8/2026 5:36:59 PM
Payment Listing
UAN v2026.2
6/25/2026 to 7/8/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1-2026	01/14/2026	01/13/2026	CH	Paychex of New York, LLC	\$5,000.00 *	O
1-2026	07/07/2026	07/07/2026	NEG ADJ	Paychex of New York, LLC	-\$5,000.00	O
117-2026	02/25/2026	03/21/2026	CH	Paychex of New York, LLC	\$1,495.43 *	C
117-2026	07/07/2026	07/07/2026	NEG ADJ	Paychex of New York, LLC	-\$1,495.43	O
155-2026	07/01/2026	06/26/2026	CH	Guardian	\$2,940.71	O
160-2026	06/26/2026	06/26/2026	CH	Columbia Gas	\$72.43	O
164-2026	06/26/2026	06/26/2026	CH	MWG Administrators	\$4,104.27	O
165-2026	07/01/2026	06/26/2026	CH	MWG Administrators	\$4,283.85	O
49697	07/08/2026	07/08/2026	AW	Joseph Kruse	\$150.00	O
49698	07/08/2026	07/08/2026	AW	Galls,AN Aramark Company	\$5.01	O
49699	07/08/2026	07/08/2026	AW	San Bay	\$105.27	O
49700	07/08/2026	07/08/2026	AW	All Star Professional Cleaning, LLC	\$210.00	O
49701	07/08/2026	07/08/2026	AW	AccuShred, LLC	\$155.50	O
49702	07/08/2026	07/08/2026	AW	Firelands Regional Medical Center	\$1,534.55	O
49703	07/08/2026	07/08/2026	AW	Ahner Commercial & Supply	\$235.00	O
49704	07/08/2026	07/08/2026	AW	Genoa Bank	\$152.80	O
49705	07/08/2026	07/08/2026	AW	Ottawa County Recorder	\$79.00	O
49706	07/08/2026	07/08/2026	AW	Genoa Bank	\$105.09	O
49707	07/08/2026	07/08/2026	AW	Genoa Bank	\$226.85	O
49708	07/08/2026	07/08/2026	AW	Genoa Bank	\$390.77	V
49708	07/08/2026	07/08/2026	AW	Genoa Bank	-\$390.77	V
49709	07/08/2026	07/08/2026	AW	Genoa Bank	\$167.68	O
49710	07/08/2026	07/08/2026	AW	Genoa Bank	\$361.63	O
Total Payments:					\$8,394.21	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$8,394.21	

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 **DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING**

Meeting

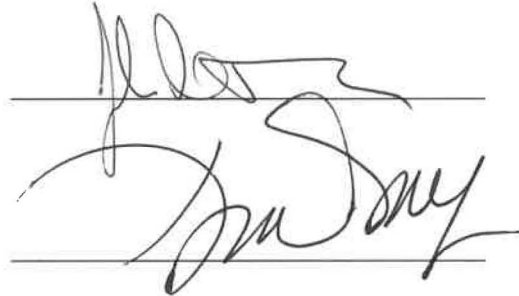
GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

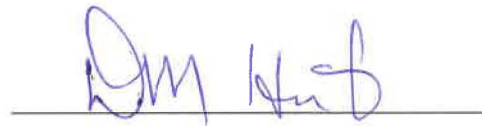
Held _____ July 8, 2026 _____

Adjourn

There being no further comments, concerns or business s before the Board, Ms. Rozak motioned and Mr. Hirt seconded to adjourn at 6:55 pm. All ayes and motion carried.


Fiscal Officer




Danbury Township Board of Trustees

RECORD OF PROCEEDINGS

Minutes of

Meeting

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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

Held _____ July 8, _____ 20 _____ 26 _____

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