

## THE WOODVILLE TOWNSHIP TRUSTEE'S REGULAR MEETING - June 5, 2019

This regular meeting of the Woodville Township Trustees was held on June 5, 2019. Those in attendance: Trustees: Chairman Paul Runion, Ken Green, and Bill Hammer, Fiscal Officer Lori Kepus, Zoning Inspector Steve Michaelis (left at 7:40 pm), Road Supervisor Jim Busdiecker, Fire Chief Bill Andrews, Assistant Fire Chief Dave Miller, Fire Captain Joe Kopp, Captain of EMS Shannyn Miller, and Zoning Commission member Bob Schroeder.

Trustee Chairman Paul Runion called the meeting to order at 7:15 pm.

**EMS** – The Trustees continue to work on the new contract with the Sandusky County EMS. The change of EMS personnel from North Central EMS to the Sandusky County EMS is scheduled to take place at 7:00 am Sunday, June 30. Trustee Hammer made a motion to hire attorney James Barney to review the EMS contract at a rate of \$125 an hour. Trustee Runion seconded. All answered yes to roll call. Motion passed.

Trustee Hammer made a motion to enter into a lease agreement for the township's ambulance and medical equipment with the Sandusky County Board of Commissioners and EMS for the period of 1-1/2 years (June 30, 2019 through December 31, 2020) for the squad and medical equipment. Trustee Green seconded. All answered yes to roll call. Motion passed.

The brake light went on the other day on the LS-91, and it was taken to WW Williams. They found two bad sensors.

Trustee Green made a motion to eventually change the Township's phone and internet service with Century Link to Amplex fiber if all lines, circuits and connections can be switched without any disruption to any business of the township. Trustee Runion seconded. All answered yes to roll call. Motion passed. Atul Chopra, the county's IT & Communication Specialist, will assist with the transition.

**ZONING** – Zoning Inspector Steve Michaelis presented three approved zoning permits: Tyler Schroeder, Bowling Green, for construction of a 68' x 36' new home at 4831 TR 163, Woodville, and a driveway permit. The \$400 permit fee was paid; Tom Hunt, 538 CR 117, Woodville, for a new 21.6' x 12' deck. The \$30 permit fee was paid; and Dan Valencic, 2413 CR 62, Gibsonburg, for a new 20' x 12' deck. The \$30 permit fee was paid.

The Zoning Commission has changed their regularly scheduled July 10 meeting to July 24 at 7 pm at the fire station.

Bobby Wilson, Marietta, Ohio was sent a letter stating that property owned by him located at 4896 State Route 20, Woodville contains violations of the Woodville Township Zoning Resolution and the Ohio Revised Code. Specifically, but not exclusively, these violations include: storage of a junk vehicle on the lot, a non-conforming structure on the lot, and storage of other junk items on the lot and he was given until May 31, 2019 to have this property cleaned up or further action would be taken. Mr. Wilson called Steve and said his son was living in the trailer, but has since moved to Gibsonburg, and he will have the property cleaned up by the end of May. **Mr. Wilson did not clean up his property by the deadline. Steve stated that he did call Mr. Wilson and stated his son was going to clean up the property, but has not been able to due to the wet weather.**

It was reported that the Woodville Township Zoning Board of Appeals held a public hearing on May 28 to hear a request for a variance to Zoning Resolution Section 4.1-7(b) from Jason Tank, Oregon, Ohio, for new construction of a single family home at 461 East CR 117 (Port Clinton Road), Woodville. Mr. Tank has requested a variance from the requirement of the Township Zoning Resolution that on lots in excess of one (1) acre to have a side yard set-back of not less than 25 feet. Maintaining an appropriate distance from the established septic system and leach field on Mr. Tank's property will not allow him to maintain a 25' side yard setback. **The Township's Zoning Board of Appeals approved this variance request, but added that Mr. Tank is required to maintain a 15' minimum side yard setback.**

**Steve said it appears that Karen Powell, 2505 N. CR 42, Gibsonburg is making progress in removing the second home on her property. Steve also spoke with Scott Gentry on West Main Street regarding the accumulating unlicensed vehicles on his property in the front and side yard. It appears that he has moved the vehicles and is now in compliance. Gentry was granted a home based business permit last year to allow the temporary storage of automobiles on this property, as a home based business, during the transportation from one dealer to another. The permit also included that the storage lot is not be used as a sales lot, and the vehicles were only allowed to be stored behind the barn.**

AT&T would like to install a Utility Tower on US 20. Steve sent them an email stating that a public utility company is not required to obtain a permit as they are exempt by law from zoning. He said he did let them know that if the property is ever sold to a private company, the private company would have to meet the township's zoning requirements.

Michaelis said he will be on vacation from June 7 – June 16 and July 3 – July 14.

**CEMETERY** – Jim Busdiecker stated that they have two funerals this week. The 2' x 8' AltumaMats that were purchased recently and are working nicely. They would like to purchase more. The mats made of 1/2" thick recycled polyethylene and are used to protect the grass from heavy equipment and prevent the machinery from getting stuck in mud. The Trustees unanimously agreed to purchase four more.

Steve and John Huss Dairy will lease the 5.5 acres behind Westwood Cemetery again this season. The Trustees agreed that the land will remain no-till. They do not want the ground torn up.

Per newly enacted House Bill 168, it is now a requirement that all Ohio cemeteries submit a copy of their Cemetery Rules & Regulations to the Ohio Department of Commerce's Division of Real Estate and Professional Licensing. Kepus has sent this in.

**ROADS** – Supervisor Jim Busdiecker stated that ADN Safety Solutions, Woodville, has completed a sign inventory for the proper placement of signs on the township's curved roads including TR 38, TR 48, TR 62, TR 93, TR 121, TR 123, TR 163, TR 165, and TR 671. On those roads alone, 178 signs are needed. This grant allows for up to \$50,000 in funding from the state for road signs, posts, and hardware in an effort to provide safer roads. The Village of Woodville will also participate on the Township's application as is allowed by ODOT. No township or village funds are required. All expenses are paid by the state.

In total, 701 signs will be ordered for a total amount of \$41,251.99. The township will order 288 signs for a total amount of \$26,959.77 and the village will order 413 signs for a total amount of \$14,292.22. Kepus will file the grant with ODOT tomorrow.

Jim also said he needs riprap for TR 42; the strobe light went out on the backhoe; and he's road mowing every day when it is not raining.

**FIRE DEPARTMENT** – Chief Bill Andrews stated that the steps on X-4 were damaged recently during two different fires. The bent step on the driver's side was torn off and has been remounted, but a new step had to be ordered for the passenger's side.

Trustee Green made a motion to adopt **Resolution 2019-05** to establish the Woodville Township Volunteer Fire Department Volunteer Fire Personnel Employee Handbook and Policies to govern management practices. Trustee Runion seconded. All answered yes to roll call. Motion passed. The Trustee thanked the fire department for their input into this new handbook.

- Dave & Shannyn Miller will be taking X-5 to the Northwest Ohio Firemen's Convention June 13-15 in Leipsic, Ohio.
- The Water Shuttle Class on June 8, organized by the Lindsey Fire Department, had to be cancelled. It will be rescheduled.
- Shannyn is completing the inventory of all firefighting equipment in the truck bay so the correct valuations can be reported to our insurance company, OTARMA.

**FISCAL OFFICER** – Lori Kepus presented the Trustees with the Township's balanced bank reconciliation for the month of May along with the updated Fund, Revenue, and Appropriation Status reports.

Below is the May financial report.

May Revenue Received	19,393.42
May Expenses Paid	45,643.49
Fund Balance as of 5/31/2019	<b>\$2,144,320.51</b>

The Auditor of State will soon begin the township's 2017-2018 Agreed Upon Procedures (AUP) audit will begin soon. Kepus has also started to work on preparing the 2020 Township Budget.

Kepus stated that the Ohio Department of Taxation sent their letter of Final Determination of tax exemption on the property located on the east side of the truck bay that was split off from the residential house that was sold last year. That property is now tax-exempt and free of property taxes as of tax year 2019.

Kimberley Foreman, Sandusky County Treasurer, will be at the fire station Tuesday, June 25 from 10 am to 11:30 to collect real estate taxes for the 2<sup>nd</sup> Half of 2018. Taxpayers are asked to pay with check or money order only. No cash and no debit/credit cards will be accepted. The tax bill must be presented at the time of payment, or payment cannot be accepted. Real estate taxes are due by 4:30 p.m. on Friday, July 12, 2019.

At 9:45 pm, Trustee Hammer made a motion to enter executive session to discuss a new contract with the Sandusky County EMS. Trustee Green seconded. All answered yes to roll call. Motion passed. Present in executive session: Trustees Runion, Hammer, Green, and Fiscal Officer Lori Kepus.

At 10 pm, Trustee Hammer made a motion to return to regular session. Trustee Green seconded.

Trustee Hammer made a motion to approve the warrants. Trustee Green seconded. All answered yes to roll call. Motion passed. Trustee Green made a motion to approve the Trustee's May 15, 2019 regular meeting minutes. Trustee Runion seconded. All answered yes to roll call. Motion passed.

The Trustees will hold a special meeting at 4:30 pm on June 12 at the Woodville Township Fire Station. The Trustees plan to enter executive session to discuss EMS contract details and do not plan to take any action that day.

At 10:01 pm, with no further business, Trustee Hammer moved for adjournment. Trustee Green seconded. This meeting was held in accordance with the Ohio Revised Code's Sunshine Law.

## **A SPECIAL MEETING of the WOODVILLE TOWNSHIP TRUSTEES**

The Trustees held a Special Meeting on Wednesday, June 12, 2019 at the fire station.

Trustee Chairman Paul Runion called the meeting to order at 4:30 p.m.

At 4:30 pm, Trustee Runion made a motion to enter executive session for contract discussions with the Sandusky County EMS. Trustee Hammer seconded. All answered yes to roll call. Motion passed. Present in executive session: Trustees Runion, Bill Hammer, Ken Green, and Fiscal Officer Lori Kepus.

At 6:00 pm, Trustee Green made a motion to return to regular session. Trustee Runion seconded. All answered yes to roll call. Motion passed.

At 6:00 pm, with no further business, Trustee Runion moved for adjournment. Trustee Green seconded. This meeting was held in accordance with the Ohio Revised Code's Sunshine Law.