

**Board of Trustees of Sandusky Township
Sandusky County, Ohio**

Minutes of Special Meeting of March 7, 2024

The Trustees of Sandusky Township met in special session at Sandusky Township Hall at 6:00 p.m., with the following members present:

Paul Lotycz, Gilbert Overmyer and Kyle Amor

Fiscal officer Alexis Brickner was present.

The minutes from the February 20, 2024 meeting were reviewed. A motion was made to accept the minutes with no additions or corrections by Paul. Kyle seconded the motion. There was no further discussion and the motion passed.

The revenues and expenditures were reported by Alexis as follows:

	February 20-March 6	YTD
Revenue	\$44,585.13	\$104,560.27
Expenditures	\$31,805.65	\$146,577.06

Paul made a motion to accept and pay the bills. Kyle seconded the motion. There was no further discussion and the motion passed.

John Lotycz attended the meeting to observe.

Barbara Bristley attended the meeting to observe.

Kay Saionz attended the meeting to observe.

Chad Bender attended the meeting on behalf of the Zoning Board. The board needs the most recent permits Brian has issued to be turned in. Alexis advised that she has them to finish binding them and will bring them to the office tomorrow. Chip will ask Brian to give the board a spreadsheet of permits he has issued.

Paul inquired about a property on Crestwood. There are questions from the Sewer Board and the Zoning Board. The Board will get in touch with Brian.

Brent Saionz of the roads department attended the meeting and gave the following update:

- Streacker Tractor has placed the order for the new Kubota Tractor. Alexis needs to complete registration for Sourcewell.
- The price on the Kubota Tractor has been updated because of changing tires to the proper size. The new quoted price is \$88,275.58.

Chip made a motion to rescind the previous motion approving the quote from Streacker Tractor for the new Kubota tractor and Diamond mower from Kalida Truck for the price of \$125,100.00. Paul seconded the motion. There was no further discussion and the motion passed.

Paul made a motion to accept the updated quote with the proper tires from Streacker Tractor for the new Kubota tractor and Diamond mower from Kalida Truck for the price of \$135,875.58. Kyle seconded the motion. There was no further discussion and the motion passed.

- Ace Lawn Care sent a quote for treatment to the yard for \$600. The board would like Brent to get a quote for grub treatment to the cemetery's.
- Received a call regarding a hole on Lake and Brush Street. It is a catch basin that appears to have been runover and the grate was destroyed. Chad replaced the grate.
- Received a permit and cash payment from Emily Moyer to tie into the storm sewer.

- The air conditioning in the pick-up truck was not working. Baumann's charged it and it appears to be working now. Brent thinks they may have forgotten to recharge it after they replaced the head gasket.
- An email is coming through for a SAM renewal on the Roads email. Alexis will look into it.
- An OPS invoice will be coming

Kyle received an email from John Mikolajczyk on Thomas Drive regarding mosquitos. The roads department will purchase mosquito discs and place them in any standing water to help alleviate the issue.

Paul received a call from a resident on Everett Road regarding a pipe that may have been hit. Brent checked the pipe and there is no leaks or issues with it.

Chip advised that the garage doors quoted from Miller Builders for the fabric building and they are comparable to those quoted by Tritch and will be able to be locked from the outside and opened from the outside. Miller Builders received the signed quote and need the down payment to begin the project. Alexis will have the check prepared for next meeting.

Garrett Schneider of the fire department attended the meeting but had the following update:

- Awarded a \$10,000 grant from the State Fire Marshal's Office for PPE.
- Department is working on obtaining quotes for new tools to place on new fire truck. Working to apply for area grants to cover cost of tools.
- The fundraising raffle has sold out. The winner will be drawn at the April meeting.

Kyle inquired about electric vehicles and the need for special equipment to handle fires in those. Garrett advised that there are several theories but there is no good way to put a fire out in the vehicle at this time. Kyle also inquired about grain bin rescue equipment. Garrett advised that several neighboring departments have grain rescue equipment and several members of the township department are trained on grain bin rescue. He does not believe it is necessary to have rescue equipment for Grain Bins at the township department at this time.

Brian Woods arrived to the meeting late and gave the following update:

- The project on Crestwood drive did receive a permit. Brian advised members of the Sewer and Zoning Board that a permit was issued.
- Only one permit has been received for 2024. If a question arises about a project the boards can call Brian. He will also give spreadsheets to the Zoning Board of permits issued.

Paul inquired about a privacy fence that was placed on a property on the corner of Brush and Croghan. Brian advised that he did not issue a permit for the fence and he will follow up.

Chad advised of properties on Shannon Road and Schwartz Drive that the Zoning Board has questions on. Brian will review the properties.

- Inquired about removal of cars on properties. Board advised that it is a long process requiring several resolutions.
- Inquired about the Carr property on 128. Board advised that the health department has been called and nothing can be done.

Paul advised that a group would be meeting on March 13 regarding zoning procedures. Brian will attend the meeting.

Kyle shared the following update:

- An annual inventory needs to be completed. Alexis isn't sure what the procedure to complete the inventory was in the past but if any were done previously, they were erased from the computer. Chad advised that he has completed them in the past. Chip believes Carlos Baez may have a copy, he will check with him.
- Email received from Bob Kusmer regarding upcoming paving projects. Ream road was mistakenly placed on the list but the board had previously decided Werth Road was to be paved this year. Chip & Paul will contact Carlos Baez and Bob Kusmer to correct the issue.
- Attended the Sandusky County Economic Development meeting with Paul.
- Monday is the annual Health Department District Advisory Committee Meeting. The Board will be attending.

Paul shared the following updates:

- Parks page of the website needs corrections. Alexis will make corrections.
- Sewer Board is having issues with their mail. A piece was missing and opened. Looking into coded or scan card door system to alleviate mail issues.
- Sewer board inquired about their records in the records room. Cyndi Zienta would like to scan the records and take them home. Alexis wants to know who is liable for the records of the Sewer Board before anyone has access to them. Attorney Barney advised Alexis to do a public records request for their last year of minutes and financials to cover the potential liability of her as the keeper of the records. Contact should be made with the State Auditor's Office to further determine liability.

Garrett Schneider had a personal topic to address as well. The hotel that neighbors his residence is not maintaining their fence. Pieces of the fence are falling into his yard, trash from the hotels is blowing into his yard, and people are coming around the fence and urinating on his property. Brian Woods and Chip will contact the hotel owner and address the issues. Paul advised that the hotel was required to put up and maintain a fence. He believes there is language about the requirements in the Zoning Board of Appeals documents. He also advised that the property on 128 at the end of CR 73 is piling trash next to the garage. Kyle will address the issue.

Chip shared the following updates:

- Have not received a follow up from architect Daniel Fredrick. Chip will follow up with him. Garmann/Miller will charge us an additional fee for work since we're in a "hurry."
- Discussed AT&T phone service. Would like to install cell phones in garage and fire office. Chip will follow up with contact and get a quote for phone and internet.

Alexis shared the following updates:

- Would like to purchase a \$250 subscription to the OTA education portal. It's a one-time fee for the year and all township officials are able to access webinars for this cost.

Paul made a motion to approve the purchase of the OTA education subscription. Chip seconded the motion. Alexis advised that the subscription cost can also be reimbursed with funds from the MORE grant if we are awarded it.

- Groups using the meeting room would some cleaning supplies to clean up after themselves. Chad and Brent will purchase additional supplies to keep on the Trustee side for groups.
- The computer given from Cyndi appears to have been wiped. Alexis would like to take the computer to an expert to restore. Board agreed.
- Online payment of bills is going to be increasing. Receiving several calls and/or past due invoices because checks and bills are passing in the mail. Board had no issue with transition.
- Zoning Regulations book has been updated. Was waiting for John Willey to ensure everything was done properly. John has resigned and the recorder needs an updated book from us. What is the next step? Paul advised that changes should be given to Regional Planning and the interim official will review it.
- Out of town March 19-20 and April 1-8. Will miss meetings during this time frame but will have all payments, payroll, and paperwork prepared.

Next meeting will be Thursday March 19th at 6 pm.


Paul made a motion to adjourn. Chip seconded the motion. Motion passed and the meeting adjourned at 8:23 pm.



Paul Lotycz, Trustee



Alexis Brickner, Fiscal Officer



Kyle Amor, Trustee



Gilbert Overmyer, Chairman