

RECORD OF PROCEEDINGS  
WINDHAM TOWNSHIP  
December 5, 2024

Windham Township Board of Trustees met for their regular session on December 5, 2024 at 6:00 PM, Trustees Dan Burns, Brian Miller, Rich Gano and Fiscal Officer, Casey M Timmons were present. All board members received their monthly financial packets.

**2024-63**

Rich Gano moved to approve November minutes, Brian Miller seconded, all voting yes, motion carried.

**2024-64**

Richa Gano moved to approve November Expenditures, Dan Burns seconded, all voting yes, motion carried.

Guest:

Daniel Sherriff, reporter for the Weekly Villager  
Todd & Becky Phillips, residents  
Ryan & Kim McLean  
Kevin Wert  
Ryan Shackelford, Portage County EMA  
Troy & Chavon Busta  
Ted St John

Zoning:

1. Dan Morganti-expecting the State Route 303 property expected to be done by Spring.
2. 3 permits for assessor buildings, Amy Lanesa, Alvin Sweet and Dave Miller

Roads:

1. Working on roads and plowing snow

Cemetery:

1. Working on power to be restored. Working on the permitting through the county.

Fire District:

1. Possible levy conversion.
2. Looking for a new fiscal officer. 2 applicants.
3. Covering shift well.

New Business:

ARPA funding discussion on how to encumber the remaining funds of \$146, 706.93. The trustees got some quotes.

**2024-65**

Dan Burns moved to approve Biery Garage Door invoice for \$13,350 using the ARPA funds to replace all the garage doors located on the garage and townhall to help insulate and upkeep of the township buildings, Rich Gano seconded, all voting yes, motion carried.

**2024-66**

Brian Miller moved to approve Geauga Highway remiming 2024 invoice for \$20,000 using the ARPA funds for the chip seal project to help extend the life of the township roads, Rich Gano seconded, all voting yes, motion carried.

**2024-67**

Brian Miller moved to approve giving the township employees, a \$50 gift card from Windham Fuel & Gas, Rich Gano seconded, all voting yes, motion carried.

There was discussion on the property located at 9092 ST RT 303 that a realtor has a potential buyer of the property. The property is private property and not owned by the township.

**2024-68**

Dan Burns moved to continue with the land bank regarding 9092 ST RT 303, Rich Gano seconded, all voting yes, motion carried.

There being no further business meeting was adjourned at 6:29 pm

All boards meeting is scheduled for December 19, 2024, at 7:00PM

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Dan Burns, Chairman

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Casey M Timmons, Fiscal Officer

RECORD OF PROCEEDINGS  
WINDHAM TOWNSHIP  
December 19, 2024

Windham Township Board of Trustees met for their special session on December 19, 2024 at 7:00 PM, Trustees Dan Burns, Brian Miller and Fiscal Officer, Casey M Timmons were present. Rich Gano was absent.

The purpose of the special session is for all Windham Township boards (Trustees, Zoning Commission and Zoning Board of Appeals, ARPA funding encumbrance and setting the temporary budget for 1/1/2025.

In attendance:

Trustees

Dan Burns

Brian Miller

Zoning commission

Gayle Poots

Sara Blake

Craig Alderman

Denise Cain

Ryan McLean

Zoning Board of Appeals

Todd Phillips

Becky Phillips

Tricia Kendrick

Lynnea St John

The boards discussed the goals moving forward. Main goal is to have better communication with all 3 board, making sure all member has an up to date zoning resolution.

The fiscal officer will be recording the zoning resolutions and will make copies for all members of all boards. This will occur after the January meeting.

There was more discussion on how to spend the remaining ARPA funds. After reviewing quotes the trustees made their decision.

2024-69

Dan Burns moved to install the fencing in the new cemetery using vendor Islerscaping LLC for \$12,149 Brian Miller seconded, Dan Burns and Brian Miller both voting yes, motion carried.

2024-70

Dan Burns moved to repair fence in old cemetery, additional fence at the new cemetery and the brick columns at the new cemetery using vendor Islerscaping LLC for \$17,500 Brian Miller seconded, Dan Burns and Brian Miller both voting yes, motion carried.

2024-71

Dan Burns moved to chip seal Gotham, Brosius, Wadsworth and Werger Road using vendor Geauga Highway for \$74,037.07 Brian Miller seconded, Dan Burns and Brian Miller both voting yes, motion carried.

2024-72

Dan Burns moved to replace Gazebo roof shingles to match the church and township hall, replace the cotton roof board as needed and replace loose trim on the townhall and out building iusing vendor R Byler Masonry LLC for \$3,880 Brian Miller seconded, Dan Burns and Brian Miller both voting yes, motion carried.

2024-73

Dan Burns moved to do chimney repair on the township hall, including taking down the top 6-8 feet of crocked chimney, relay to original height and replace broken bricks as needed for \$ vendor R Byler Masonry LLC for \$5240.00 Brian Miller seconded, Dan Burns and Brian Miller both voting yes, motion carried.

2024-74

Dan Burns moved to take the remaining \$829.55 and adjust the PO for Geauga Highway from the chip seal Bryant Road project Brian Miller seconded, Dan Burns and Brian Miller both voting yes, motion carried.

2024-75

Dan Burns moved to set the temporary budget for 2025 for \$829,555, Brian Miller seconded, Dan Burns and Brian Miller both voting yes, motion carried.

There being no further business meeting was adjourned at 8:00 pm

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Dan Burns, Chairman

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Casey M Timmons, Fiscal Officer