

RECORD OF PROCEEDINGS
WINDHAM TOWNSHIP
January 2, 2026

Windham Township Board of Trustees met for their organization meeting on January 2, 2026 at 6:00 PM, Trustees Dan Burns, Brian Miller and Rich Gano and Fiscal Officer, Casey M Timmons were present.

2026-1

Fiscal Officer called for nomination for Chairman. Brian Miller nominated Dan Burns, Rich Gano seconded, all voting yes, motion carried.

2026-2

Dan Burns nominated Rich Gano as Vice Chair, Brian Miller seconded all voting yes, motion carried.

2026-3

Dan Burns moved to set all 2026 meetings to be the 1st Thursday of each month at 6:00PM. All meetings are to be held at 9011 North Main Street, Windham, Ohio 44288, Brian Miller seconded, all voting yes motion carried.

2026-4

Dan Burns moved to not appoint outside legal counsel, will remain using the Portage County prosecutor, Brian Miller seconded, all voting yes, Motion carried.

2026-5

Rich Gano moved to approve 72.5 cents for mileage reimbursement pursuant to IRS 2026 standards, Brian Miller seconded, all voting yes, motion carried.

2026-6

Dan Burns moved to approve 2026 membership fee for Regional Planning and to have Rich Gano stay on as our representative and Jacob Sweet as alternate (these are two-year terms). Brian Miller seconded, all voting yes motion carried.

2026-7

Dan Burns moved to select Fiscal Officer and Chairman for Record Retention Committee, Rich Gano seconded, all voting yes, motion carried. There was discussion of any intentions to dispose of any property at this time and there is nothing scheduled.

2026-8

Dan Burns moved to select the fiscal officer, chairman and Jayme Neikirk for the audit committee, Rich Gano seconded, all voting yes, motion carried.

2026-9

Dan Burns moved to select Rich Gano as the cemetery general contact for the board, Brian Miller seconded, all voting yes, motion carried.

2026-10

Dan Burns moved to select Brian Miller as the road contact Rich Gano seconded, all voting yes, motion carried.

2026-11

Brian Miller moved to select Dan Burns as the township Representative to the WVFD Joint Fire District Board, Rich Gano seconded, all voting yes, motion carried.

2026-12

Dan Burns moved to adjourn the Organizational meeting at 6:05 PM Rich Gano seconded, all voting yes, motion carried.

Windham Township Board of Trustees met for their organization meeting followed by the regular session on January 2, 2026, at 6:00 PM, Trustees Dan Burns, Brian Miller and Rich Gano and Fiscal Officer, Casey M Timmons were present. All board members received their monthly financial packets.

2026-13

Dan Burns moved to approve the December 4, 2025 meeting minutes, Brian Miller seconded, Dan Burns and Brian Miller voting yes, Rich Gano abstained motion carried.

2026-14

Dan Burns moved to approve December 19, 2025 special meeting minutes, Brian Miller seconded, all voting yes, motion carried.

2026-15

Dan Burns moved to approve December expenditures, Brian Miller seconded, all voting yes, motion carried.

Guest:

Daniel Sherriff
Tricia Kendrick
Noah Kendrick
Jake Sweet
Kim Kiser

Roads:

1. The road crew is working to keep up with the snow removal.
2. Dan Burns asked if the road workers could work on removing the brush on our township roads. Brian Miller suggested that Dan Burns speak to the employees himself.

Cemetery:

1. Cemetery looks good. The employees have plowed the road within the cemetery.
2. There was discussion on constructing a columbarium in the original cemetery. Rich Gano had an email with up-to-date pricing (not including the concrete footing) with the following:
 - a. 96 crypts price is \$35,306
 - b. 60 crypts price is \$23,944
 - c. 48 crypts price is \$ 21,040

2026-16

Dan Burns moved to do the 96 crypts Columbarium in the original cemetery, Rich Gano seconded, all voting yes, motion carried.

Zoning:

1. Jake Sweet said not much is going on with the winter weather.
2. Jake asked the trustees where we are at with the solar. Jake said he was going to do some research to see what other townships and the county are doing.
3. Rich asked Jake to check out a property on Bryant Road, they have some construction going on.
4. Stanley Road variance on the fence passed at 8 feet by agreement of the parties.

2026-17

Dan Burns moved accept the letter of interest from Noah Kendrick for the BZA position Rich Gano seconded, all voting yes, motion carried.

Fire District:

1. 674 calls for 2025.
2. The Ambulance that was purchased from Ravenna Fire is in the process of being transferred to Windham Fire.
3. They have applied for numerous grants.

New Business:

There was discussion on the employee wages. Brian Miller spoke with neighboring townships and villages to see what they pay their employees.

2026-18

Brian Miller moved to increase the employees' wage by a dollar. Dan Burns seconded, all voting yes, motion carried.

2026-19

Brian Miller moved to increase the zoning inspector pay to \$600/month, Dan Burns seconded all voting yes, motion carried.

2026-20

Brian Miller moved to increase the cemetery sexton pay to \$400/month, Dan Burns seconded, all voting yes, motion carried.

Old Business:

None

Next meeting is scheduled for February 2 2024, at 6:00PM

There being no further business meeting was adjourned at 7:02 PM.

Dan Burns, Chairman

Casey M Timmons, Fiscal Officer

RECORD OF PROCEEDINGS
WINDHAM TOWNSHIP
January 5, 2026

Windham Township Board of Trustees met for special meeting regard the property located at 10664 State Route 82, Windham, Ohio for the petition for zoning change on January 5, 2026 at 6:00 PM, Trustees Dan Burns, Brian Miller and Rich Gano and Fiscal Officer, Casey M Timmons were present.

Guest

Becky Phillips
Noah & Trisha Kendrick
Ryan McLean
Dona & Darryl McGuire
Jess Wirick
Mr. & Mrs. Jerry Fincham

Meeting was called to order at 6pm.

2026-21

Rich Gano moved to adopt the zoning board of commission decision regard the property located at 10664 State Route 82, Windham, Ohio 44288, Dan Burns seconded and the roll was called on the question of its adoption. The vote was as follows:

Brian Miller	Yes
Dan Burns	Yes
Rich Gano	Yes

The trustees said that they want to revisit this topic and see if they can make the zoning change fair for all by possibly altering the language and remove CAUV.

2026-22

Dan Burns moved to adjourn the special meeting at 6:05PM Rich Gano seconded, all voting yes, motion carried.

Dan Burns, Chairman

Casey M Timmons, Fiscal Officer