

RECORD OF PROCEEDINGS  
WINDHAM TOWNSHIP  
January 8, 2025

Windham Township Board of Trustees met for their organization meeting on January 8, 2025 at 6:00 PM, Trustees Dan Burns, Brian Miller and Rich Gano and Fiscal Officer, Casey M Timmons were present.

**2025-1**

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

**2025-2**

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

**2025-3**

Dan Burns moved to set all 2025 meetings to be the 1<sup>st</sup> Thursday of each month at 6:00PM. All meetings are to be held at 9011 North Main Street, Windham, Ohio 44288, Dan Burns seconded, all voting yes motion carried.

**2025-4**

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

**2025-5**

Dan Burns moved to approve .70 for mileage reimbursement pursuant to IRS 2025 standards, Brian Miller seconded, all voting yes, motion carried.

**2025-6**

Dan Burns moved to approve 2024 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.

**2025-7**

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.

**2025-8**

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

**2025-9**

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

**2025-10**

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

**2025-11**

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

**2025-12**

Dan Burns moved to adjourn the Organizational meeting at 6:18PM 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 8, 2025, 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.

**2025-13**

Rich Gano moved to approve December 5, 2024, meeting minutes, Dan Burns seconded, all voting yes, motion carried.

**2025-14**

Dan Burns moved to approve December 19, 2024 special meeting minutes, Brian Miller seconded, Rich Gano abstained, all voting yes, motion carried.

**2025-15**

Dan Burns moved to approve December expenditures, Rich Gano seconded, all voting yes, motion carried.

Guest:

Daniel Sherriff  
Becky Phillips  
Todd Phillips  
Ryan Mclean  
Tricia Kendrick  
Noah Kendrick  
Ryan McLean

### Roads:

1. The road crew is working to keep up with the snow removal.
2. There was discussion of the road employees taking home the township snow removal vehicles during emergency situations when we are expected inclement weather. The trustees are wanting to reduce the response time to plow the township roads. This will be determined on a case-by-case basis by the trustees.

### **2025-16**

Dan Burns moved to allow the road employees to take the snow removal vehicles home during inclement weather, trustees will make the decision on whether the incoming weather will warrant a situation that the snow removal vehicles need to be driven home of the employees, Rich Gano seconded, all voting yes, motion carried.

### Cemetery:

1. Electric inspection failed at the cemetery. Rich and Dan are working to get the repairs done.

### Zoning:

1. The annual recording for Zoning Resolutions is on hold until after the February meeting. Rich to follow up with Portage County Regional Planning to find out what the status of the resolutions. There are still a few outstanding resolutions that need to be handled.
2. There was discussion about the flow chart and how no one can understand it.
3. 9092 State Route 303, Rich spoke to Dan Morganti from the Land Bank. The demolition is planned to happen between now and May. Unfortunately, that property has so much debris left that the grant will not cover all the cleanup.
4. Denise Cain's zoning commission has expired.
5. There was discussion on a vacant trailer located on State Route 82 next to Carolyn Miller. The trailer is in disrepair and needs to be cleaned up.

### **2025-17**

Dan Burns moved to continue Denise Cain's position with the zoning commission with the expiration date of 12/31/2030 Rich Gano seconded, all voting yes, motion carried.

6. Jacob Sweet was unable to attend this meeting but sent in a report that states the following:
  - a. Visited the property on Bryant Road to see about someone living in a camper. I spoke to the landowners, and they said their son hangs out back there but doesn't live there. They have active registration for the camper. Will keep an eye out on it to see if he's just back inside because it's cold.
  - b. Spoke to the prosecutor's office about 10714 state route 82 in regard to a barn that appears to be a home. The owner has said to me and another trustee it is a barn and is zoned agricultural so he can do what he wishes. The prosecutor disputes that as being incorrect. I am asking the trustees to ask the judge/prosecutor for a search warrant to settle if it's a home or a barn.

## **2025-18**

Dan Burns moved to initiate a search warrant for the property at 10714 State Route 82, Windham, Ohio 44288 to determine if this is a barn or a residence. Rich Gano seconded, all voting yes, motion carried.

### Fire District:

1. 701 calls for 2024.
2. As of today 1/8/2024, there have been 25 calls.
3. They are handling most of their calls
4. Becky Phillips discussed how her employer has an old ambulance that they are thinking about getting rid of and would like to explore the option on the ambulance going to Windham Fire. Becky will be following up with her employer.

### New Business:

There was discussion on the \$1000 community grant from Nopec. The trustees discussed a few options.

## **2025-19**

Dan Burns made a motion to subgrant the \$1000 Nopec grant to the RFC and Helping Hands. Brian Miller seconded, all voting yes, motion carried.

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

## **2025-20**

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

## **2025-21**

Brian Miller moved to increase the monthly bonus used to offset the cost of their health insurance to \$700 a month Dan Burns seconded all voting yes, motion carried.

### Old Business:

None

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

There being no further business meeting was adjourned at 7:00 PM.

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Dan Burns, Chairman

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Casey M Timmons, Fiscal Officer