

**Minutes of the Urbana Board of Trustees Meeting**  
**held Monday, February 19, 2024**

The Board of Urbana Township Trustees met on this date with Trustee Blair Stinson and Trustee Roger Koerner present. Trustee Matt Harrigan was absent.

Present:

Dan Evilsizor

Jane Napier, Asst. Prosecutor

Matt Melvin, Sheriff

Dean Ortlieb, Fire Chief City of Urbana

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The February 5, 2024 meeting minutes and financial status reports were reviewed and accepted. Mr. Koerner moved seconded by Mr. Stinson to approve the February 5, 2024 meeting minutes and current Financial Status Reports. Roll call was as follows: Mr. Stinson, yes; Mr. Koerner, yes.

Chief Ortlieb – passed out the Urbana Fire Department Annual Report – see attached.

Sheriff Melvin – indicated that he could provide reports of calls/statistics in the township.

Mr. Koerner and Mr. Stinson indicated that quarterly would be nice to receive.

Mr. Stinson inquired if open to questions and if permitted to provide number of calls from township.

Sheriff Melvin indicated he could provide calls and call volume.

Mr. Stinson inquired of Asst. Prosecutor Napier if she has anything other than the parking issue, and if she would like to address the parking issue while Sheriff Melvin was present.

Ms. Napier – discussed with trustees of the options for passing a resolution regarding parking in sub-divisions. Indicated that if trustees decided that no one can park on the right of way for 24 hours the that would mean that someone would have to mark it, which would be difficult enforcement wise. Advised that limiting for certain times is easier to enforce.

Stated the sample resolutions provided the most prohibitive and the least, allowing for limitations, and that is the problem is during snow emergencies that the restrictions could be for a certain time.

Suggested 2 hours after the sheriff declares a snow emergency, whether a 1, 2, or 3 because it helps with safety on those roads. Any restrictions need to be posted. Stated it may take a public hearing, it doesn't have to be, but it does need to be listed in the paper unless posted on a website. Further provided that if talking of snow emergencies, that we are at the end of the snow season and therefore are probably looking at this for next year.

Trustee Stinson – indicated that most complaints have been nothing to do with snow, rather it has to do with street width and where the cars are parking. Stated there is only been an issue with one sub-division, and the township has had problems plowing around vehicles. Stated most of the issues are over the width of the streets and that is the issue Engineer Steve McCall has as well, that it isn't wide enough for on street parking there.

Ms. Napier - stated that parking can be limited or prohibited by the street if you are talking about width, and the reason for her attendance was to get the trustees thoughts on what they would like to do in order to prepare the resolution.

Trustee Stinson – indicated that he would like to table this until Trustee Harrigan is able to be part of the decision.

Ms. Napier - Ohio Revised Code 505.17 allows trustees to prohibit or limit parking on any right of way in the township. The process is to do a resolution, get it passed, and get your signs. Failure to follow is a minor misdemeanor in municipal court.

Trustee Stinson indicated he hoped it doesn't come to that. Stated has mainly become a problem in the last year and a half.

Ms. Napier indicated that she recalls talking to one of the trustees about this issue before, and that 505.17 also allows limitations on commercial vehicles parked on the right of way. She believed that was a prior problem and in lieu of actually doing that one of the trustees went out and spoke to the homeowner and stated they didn't want to take formal action, but could the commercial vehicles be moved.

Trustee Stinson indicated that he believes if the township does this and gets signage the issue may correct itself, because one of the residents who is adamant about this was one of the residents who was asked to do something about his vehicles before.

Received three calls over the weekend about the calls parked there in the right of way.

Ms. Napier indicated that commercial vehicles sitting in the right of way was more hazardous, and she could see differentiation on regular vehicles. Stated that no action was taken on it.

Trustee Stinson inquired if prohibition should be for all sub-divisions.

Ms. Napier stated it could be for all or it could be per street. However, signage is required so that law enforcement is aware of it.

Trustee Stinson indicated that several residents have brought up the point that the Sheriff does not allow parking along the road. Inquired of Sheriff Melvin.

Sheriff Melvin – indicated that cul de sacs are different, and if someone calls, they do go out and mark the vehicles.

Mr. Stinson – cul de sacs different?

Sheriff Melvin - other reasons to move them if they are blocking traffic.

Ms. Napier provided that this is problem with subdivisions outside of municipalities. It's a lot denser and people don't have on street parking.

Mr. Stinson – Reiterated plan to narrow down to what we want to pursue, designate the streets, or limit hours. Stated the snow emergency is not what we want. Provided that would need to get Trustee Harrigan's input at next meeting and after that give notice via the website or publishing.

Ms. Napier - and signage. I wasn't sure due to snow emergencies. At least this does not have to be put into place next year, we can do it fairly soon.

Mr. Stinson – the other concern, everywhere you look at they have driveway space for vehicles that are parked on the street. Reiterated there are a lot of calls about this.

Inquired about traffic control devices in section 4 – Ms. Napier indicated that was referring to signage.

Trustee Koerner and Stinson agreed to table further discussion until there is a full board.

#### **Richard McCain – Road Supervisor**

Mr. McCain – provided the paperwork for the county to do some resurfacing, and that Trustee Koerner turned it in on Friday. Otherwise, has been busy plowing and gritting everything.

Trustee Stinson – Richard, Trustee Harrigan and Trustee Stinson have been out all weekend.

Mr. McCain indicated Trustee Harrigan is doing well.

Mr. McCain indicated the resurfacing needs were given to Sarah at the Engineer's Office because Danny Boggs was at a meeting in St. Paris.

Trustee Stinson added that he and Danny Boggs spent 3.5 hours driving the township roads, mainly sub divisions, but also other things that Trustee Koerner and Mr. McCain questioned. Mr. Boggs notified Trustee Stinson that the county is getting out of the crack sealing business for all townships. It is overwhelming them and so the townships have to find other options. We need to do crack sealing on Post Road. He said the only two vendors is Mead Paving and Hensleys in Clark County.

Mr. McCain – Strouser and A&B Asphalt still does it.

Trustee Stinson - those are the two that the county recommends as a vendor.

Mr. McCain – Strouser has done work for us before.

Trustee Stinson - It would be good to call. Trustee Stinson asked who the county would bas ck as a vendor and both of those companies work for the county when they get behind.

Requested Trustee Koerner to call and try to get a quote from them and inquire on their schedule.

Mr. McCain - have them come up and measure and get an estimate.

Mr. Stinson – a quote.

**Sean Tullis, Zoning Inspector**

See attached.

Trustee Stinson – will not address the hall rental since Trustee Harrigan is not here.

**Old Business**

Trustee Stinson - taken care of some with on street parking. The other thing is the County Line Project. The safety board has sent out a recommendation on that. Danny Boggs said that Steve McCall has to make the final ruling. As far as the state safety group, they asked us to move all the woody brush and to repaint stop bar and add an oversized stop sign. Those three things are done and paid for. Danny said as far as him and a few road supervisors, they are happy with how it looks now. They would like to see if we can control the brush. He said Steve McCall would have the final say on if we should remove the hill or not.

**New Business**

Trustee Koerner – Do we need to post it in the paper for bids on Post Road?

Ms. Perry – depends on the amount of money. If under \$75,000 for the project we don't need to advertise for competitive bidding.

Trustee Koerner and Stinson indicated it would not be over \$75,000.

Trustee Koerner will contact the vendors for a quote.

Mr. McCain indicated he could also call and have them come up and look at the road.

Mr. Stinson – The city asked for participation in crack sealing from East Lawn and Clark Road and Children's Home Road to Dellinger for crack sealing and striping. The roads last crack sealed in 2014. The city is getting an estimate and will let us know how much it will cost.

They are asking if we are going to participate.

Ms. Perry to reply that we will wait for their estimate on the portion of the road services.

Ms. Napier – discussed Jeff Martin requesting that the north portion across from the park that he wants in the city, due to what she assumes is he wants cheaper water and sewer going across there.

Mr. McCain – the sewer and water are both there across the street.

Mr. Tullis – they aren't tied in yet.

Mr. McCain – indicated that Mr. Martin can tie into them either way, but it will cost him 150% more for water and sewer if he isn't incorporated.

Mr. Tullis indicated he wasn't aware of that.

Ms. Napier – they could do it on an expedited basis. It is a shorter time period. When the commission accepts it, there is no public hearing, they take action in 30 days. They notify the township and the city has to say what services are available. Then the engineer will look at it to see who is handling the maintenance, the mowing, the snow plowing. Usually if there is an issue, because the city gets the benefit of the annexation, they tax money and the services, they will have to take that on. It sounds like they are already doing that, so this will cover that portion. They will probably have to state that in their resolution of services, that they will provide water, sewer, police protection. The trustees can say you have not issue, have issue, or nothing and they will assume there is no issue.

Trustee Stinson – so there is no official action to take?

Ms. Napier – no. There will also be some taxing. This is the one that doesn't get excluded from the township. I think that was journalized last week so there is 30 days from that time. Doug Crabill is the agent for the petitioner.

Mr. Tullis – so other two houses on that stretch that have their own septic and wells, do they have to tie in?

Ms. Napier – I believe the city requires if they take water and sewer they have to be annexed.

Mr. McCain – if they annex they don't have to tie in, only if their well or septic breaks down, then they have to tie in.

Mr. Tullis – they are both new.

Mr. McCain – they don't have to tie in until something breaks down.

Mr. Stinson – Indicated his attendance at the executive board meeting with LUC. It was brought up to Mr. Tullis at a BZA meeting, but the people on BZA that they want to change the side wall height on buildings. Talking to Brad and Aaron at LUC, they said that a trustee has to bring that up or one of the board members of the zoning commission, or the BZA.

Ms. Napier - the BZA can't initiate legislation that is across the board on zoning. They give variances or conditional use. If they allowed it on this subject property, they can say to a trustee or the commission, that they have done this and why have everyone pay the fee and have a hearing. Rather, make it a uniform requirement.

Mr. Stinson - Aaron said they can come but they would have to have the trustees initiate it to have the zoning commission brought in. Barn height and shipping container issue. Also they want the solar language so it is more universal across the townships and counties.

Ms. Napier – yours has been pretty good.

Mr. Stinson - he said they would like it all to be the same so when developers are looking, it's the same. This was a pretty big discussion up there due to the pressure from the solar.

Do we need to make a motion for zoning commission to start looking at these issues?

Ms. Napier -indicated the need for a motion for zoning commission to address revisions.

Mr. Stinson inquired if could be done in one meeting?

Ms. Napier stated they can talk about it all at one meeting. Once they make a proposed change, they have to have a public hearing, that is how the clock starts. However, they can discuss it for a number of meetings.

Mr. Stinson – we still need to make a motion for Sean to start that. Ms Napier indicated yes.

Mr. Koerner – Moved for Zoning Inspector Tullis to convene the Zoning Commission to discuss sidewall height...

Mr. Tullis – discussed how currently zoned rural, you can have a 20 foot height building. Residential its only 15 feet, which limits you to a garage door. We will mimic what is ok for rural. Out of all BZA meetings, 80% is for that variation alone.

Ms. Napier – so there is that, (sidewall height), solar, and shipping containers, and anything else that they find in the book that needs revising.

Mr. Tullis indicated the zoning commission has to decide and that it is about a 90 day process.

Ms. Napier notified that the interesting outcome of the process is if the township asks them to look at certain things and they say we are good, then it doesn't die there. Then it comes to the township and if the township believes there needs to be a change, then the board can change it as the elected office. They are the recommending entity. But it still comes to the township.

Mr. Stinson – last thing on this and then we will move on. All of these things are being addressed now by LUC. They just want to bring all zoning up in to the same year. Some has been in place for a couple of decades.

Ms. Napier – The good thing about LUC is that you get uniformity – provided further discussion on LUC and uniformity.

Mr. Stinson - Moved by Trustee Koerner, seconded by Trustee Stinson, that we ask the zoning officer to convene the Zoning Commission and discuss the zoning changes for barn height, solar, shipping containers, solar and anything else that may need to be addressed.

Roll call was as follows: Mr. Stinson – yes; Mr. Koerner – yes. Motion carried.

No other new business.

**COMMENTS**

Regarding limiting comments to five minutes.

Ms. Napier - that is the call of the chair. A public meeting is for the public to see what you are doing. Not to open it up for a free for all. You tend to be more informal. You don't set an agenda, you could set an agenda. You could have people have to say to the Fiscal Officer they are asking something of the board. There are a lot of times that a board will say we are going to have a work committee or a work meeting and that means there is not public comment. You may be working with me, for example on the parking resolution. A lot of zoning commissions will have a work meeting. Whoever is the chairman, sets the meeting.

Mr. Stinson - as long as I treat everyone the same.

Ms. Napier explained example of open forum public meeting.

Mr. Stinson inquired if Sheriff Melvin had other comments. He did not. Mr. Stinson inquired of Mr. Evilsizor.

Mr. Evilsizor – Inquired what is the necessity of changing the hours for the meetings on holidays.

Mr. Koerner – we just decided it was a good time to change to midday. There has been no objection to it.

Mr. Evilsizor – inquired of the cost to the township taxpayer for changing the meeting time.

Ms. Perry – noted it is placed in the calendar and it is free. Mr. Evilsizor noted he believed there was a payment last year for changing a meeting time. Ms. Perry responded that there may have been one where it was too late for the calendar so a notice was placed.

Ms. Napier – Expressed appreciation that meetings are held at noon because every township meets on Mondays and multiple townships want her to attend their meetings. Further expressed appreciation for moving meeting to 5:00 P.M.

Mr. Stinson – indicated that it is done during the holidays and there has not been one complaint.

Mr. Evilsizor – suggested that since calendar is set at the beginning of each year, couldn't that be looked at ahead of time.

Mr. Stinson indicated for as far as this year we will continue to do what we are doing.

Mr. Evilsizor – inquired regarding the conversation at the last meeting about Hickory Grove Road and the poles going in and the meeting attended by Mr. Stinson. Asked about concerns with well water, but at the last meeting indicated concern about sink holes, and inquired why it was brought up at the township meeting if the meeting was attended as a private citizen.

Mr. Stinson – indicated that it was brought up because neighbors asked Trustee Stinson to attend the meeting. The project manager dismissed me as having no legal right on it. That is why it was brought up.

Mr. Evilsizor – if it is a private citizen concern, why was it discussed at the township board meeting.

Mr. Stinson – it was a discussion, not a vote.

Mr. Evilsizor - You mentioned sink holes in the road and never mentioned water quality.

Further discussion ensued on if the meeting was township business.

Mr. Evilsizor – our discussions indicated it was a county road and not a township road, and about the dead deer along that same county road and then the wreck at the bridge.

Ms. Napier –you are not bringing up any township business and you can talk to him about it after the meeting.

Mr. Evilsizor indicated Ms. Napier is out of place.

Mr. Evilsizor wanted to see the explanation as to why the opinion has changed.

Mr. Stinson indicated his opinion hasn't changed and reiterated why he attended meeting of a neighbor.

Being no further business before the board, Mr. Koerner moved, seconded by Mr. Stinson to pay the bills. Roll call was as follows: Mr. Stinson, yes; Mr. Koerner, yes.

The following bills were presented for payment:

Check No.	Date	Payee	Total Amount
	02/19/2024	US Treasury	\$1,740.66
	02/19/2024	Ohio Department of Tax	\$162.60
	02/19/2024	City of Urbana	\$108.02
	02/19/2024	BWC	\$760.87
20322	02/19/2024	Heritage Cooperative	\$627.15
20323	02/19/2024	AIM Media	\$151.85
20324	02/19/2024	Blair Stinson	\$446.08
20325	02/19/2024	AutoZone	\$7.27
20326	02/19/2024	K.E. Rose Co.	\$185.00
20327	02/19/2024	Cintas	\$114.72

20328	02/19/2024	Urbana Truck and Trailer	\$400.00
20329	02/19/2024	Lantz Sales	\$175.26
20330	02/19/2024	Clark County Engineer	\$436.25
20331	02/19/2024	Sean Tullis	\$25.00
20332	02/19/2024	Sandi Perry	\$215.73
20333	02/19/2024	Richard McCain	\$25.00
20334	02/19/2024	Blair Stinson	\$425.00
20335	02/19/2024	Matthew Harrigan	\$425.00
20336	02/19/2024	Roger Koerner	\$425.00
20337	02/19/2024	Daniel Evilsizor	\$161.30
20338	02/19/2024	Nancy Lokai-Baldwin	\$45.00
20339	02/19/2024	Scott Wright	\$45.00
20340	02/19/2024	Roger Ward	\$45.00
20341	02/19/2024	Jim Heiser	\$45.00
20342	02/19/2024	Matthew Harrigan	\$883.58
20343 – 47	02/19/2024	VOID	
20348	02/19/2024	Roger Koerner	\$742.89
20349	02/19/2024	Richard McCain	\$2,108.50
20350	02/19/2024	Sandra Perry	\$1,237.80
20351	02/19/2024	Blair Stinson	\$837.41
20352	02/19/2024	Sean Tullis	\$878.07
<b>Total</b>			<b>\$13,886.01</b>

Being no further business, Mr. Koerner moved to adjourn the meeting seconded by Mr. Stinson.

Roll call was as follows: Mr. Stinson, yes; Mr. Koerner.



Blair Stinson, President



Sandi Perry, Fiscal Officer

**2-18-24**

## **Zoning**

1. The BZA committee approved 2 variations during their meeting on Tuesday, 2-6-24. They approved a new sign for Farmer's Equipment and a taller barn for Mike Loverde.
2. Zoning permit was issued for a home addition at 551 South Dugan Rd. John Burko with A1 Home Improvements is building it for Brad Winner.
3. Zoning permit was issued for Mike Bainer, 502-494-9419, for a 32'x52' storage barn at 4180 Middle Urbana Rd. Bryan Roebuck is building it.

**2-18-24**

## **Cemetery**

1. We buried George Prosser on 2-14-24 in Plot #328 ,Gravesite 5.

## **FIRE & EMS**

**Chief Dean Ortlieb**

The Urbana Fire Division is a 24-hour organization that responds to EMS, fire, and rescue emergencies. It is led by a fire chief and staffed by a captain, lieutenant, and five firefighters. The captain is in charge of the crew's daily operations. The Fire Division serves the city of Urbana and surrounding areas, including all of Urbana Township and parts of Concord and Salem Townships. It is responsible for protecting a population of approximately 14,840 people and covering 74 square miles. At minimum manpower, the division maintains a staff of five people per day.

### **Mission**

The mission of the Urbana Fire Division is to establish a scalable framework that encourages excellence in fighting fires and saving lives, promotes the cultivation of intellectual and organizational profitability, maximizes individual and organizational performance, and supports continual individual and organizational growth to meet the needs of the community.

The division aims to fulfill its mission through five dimensions of risk reduction, including minimizing negative economic impact, public education, emergency operations, safe engineering practices, and code enforcement. These efforts have resulted in an Insurance Service Office (ISO) rating of 3 out of 9, with 1 being the highest rating. ISO uses data and analytics to evaluate fire agencies, with lower scores indicating a higher ability to manage property and casualty risks. Insurance companies may use these scores to determine insurance premiums for residential and commercial properties. One of the main obstacles to further improving the Division's ISO rating is the limited availability of personnel to respond to calls within 10 minutes.

### **Personnel**

The division is in the process of replacing one firefighter who has left recently. An entry level test was given in October of 2023 and it is expected that the selection process will be finished by February. Training remains a high priority for the division, with 4,263 logged training hours in 2023. In addition, the following personnel have obtained individual certifications to help improve the division:

- Captain Croker: Credentialed as a Fire Officer through the Ohio Fire Chiefs' Association
- Firefighter Baughn: Paramedic
- Firefighter Flora: Fire Officer I
- Firefighter Schrader: Fire Officer I
- Firefighter Stevens: Fire Instructor

Furthermore, Firefighters Joyce, Nitchman, and Wolf were promoted to the rank of Fire Lieutenants. Firefighter Chris Jones was appointed as the Division's Fire Marshal. Additionally, Firefighters Baughn and Reed successfully completed their yearlong probationary training.

### **Equipment**

The division has recently acquired a new command truck, currently being prepared for service as the new chief's vehicle. Additionally, a new medic from Life Line is on order, and is anticipated to be delivered in April of 2024. The division is in the process of applying for a grant for a new ladder truck, with the estimated cost currently standing at 1.6 million dollars. Notably, the division secured a total of \$6,063.96 in grants for equipment and services in 2023.

**Table 3 2022 to 2023 Township Incident Summary**

<u>Incident Type</u>	<u>Urbana Township</u>		<u>Salem Township</u>		<u>Concord Township</u>		<u>Total Townships</u>	
Year Comparison	2022	2023	2022	2023	2022	2023	2022	2023
EMS	487	521	73	71	38	32	598	624
Rescue	61	60	10	11	N/A	N/A	71	71
Fire	63	58	13	18	N/A	N/A	76	76
<b>Total Incidents</b>	<b>611</b>	<b>639</b>	<b>96</b>	<b>100</b>	<b>38</b>	<b>32</b>	<b>745</b>	<b>771</b>

#### **Risk Reduction**

The division employs various EMS and fire risk reduction measures to ensure the safety of our community. Some of these measures can be quantified and are listed in Table 4.

**Table 4 2023 Summary of EMS and Fire Risk Reduction Activities**

<u>Activity</u>	<u>Type</u>	<u>Amount</u>
CPR Cards Issued	EMS	132
Car Seats Installed	EMS	23
Community Paramedic Referrals	EMS	17
Safety Inspection	Fire	2236

#### **Sharing Our Vision for 2024 and Beyond**

In 2024, the division plans to explore grant opportunities for additional personnel and submit for a federal grant to replace our 25-year-old ladder truck. Our vision for our personnel is to create a positive work environment where they can be proud of their work and strive to exceed community expectations in their efforts to fight fires and save lives. Additionally, we aim to always have the capacity to respond to a second emergency, regardless of the type of incident. We will continue to work toward these goals in the coming months and years.

**Table 5 (Supplement) 2023 Urbana Township Incident Summary**

<b>2023 Urbana Township Incident Statistics</b>								
<b>Quarter</b>	<b>EMS</b>	<b>Avg</b>	<b>Fire</b>	<b>Avg</b>	<b>Rescue</b>	<b>Avg</b>	<b>Total</b>	<b>Avg</b>
1st	126	1.4	10	0.1	18	0.2	154	1.7
2nd	128	1.4	22	0.2	12	0.1	162	1.8
3rd	110	1.2	12	0.1	16	0.2	138	1.5
4th	157	1.7	14	0.2	14	0.2	185	2.0
<b>Total</b>	<b>521</b>	<b>1.4</b>	<b>58</b>	<b>0.2</b>	<b>60</b>	<b>0.2</b>	<b>639</b>	<b>1.8</b>

