

**Minutes of the Urbana Board of Trustees Meeting
held Monday, July 21, 2025**

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

Present:

Buddy Ballard

Stephanie Ottey

Hackett Landefeld

Darryl Moore

Dan Evilsizor

The June 17, 2025, Meeting Minutes and Financial Status Reports were reviewed and accepted with no additions or corrections. Mr. Stinson moved, seconded by Mr. Koerner to approve the June 17, 2025 meeting minutes and the Financial Status Reports. Roll call was as follows: Mr. Stinson, yes; Mr. Harrigan, yes; Mr. Koerner, yes.

Hackett Landefeld, RWE Clean Energy

Developing a solar project in Urbana Township. Left a draft of project.

Provided site layout for the project about a mile southeast of here (center of project). A 10% draft layout, on where they are having a solar panel collection areas, substation, switch yard and battery yard. This will change and wanted to give an update on what they are planning. A little over 1,000 acres inside the fence lines for the entire project. A couple of corridors for collections lines, underground. Still working through negotiations with some landowners. Also showing a study that they did on solar in general. Number one concern is using farmland for solar, balance with the reliability of the electric grid, and then keeping up with Ohio's demand for power.

Looking for feedback on the design, and good ways to message the project, and who you recommend to speak of the project.

Mr. Koerner – where is that?

Mr. Landefeld – the intersection of 54 and Pisgah Road.

Mr. Stinson –Shafer, Bauer, Channel, Bowers, then over on Three Mile, that's an LLC.

Mr. Landefeld- there are some properties where we are renegotiating leases. Rough timeline is construction Spring of 28 and finished and be in operation Fall of 29. Planning to apply our new permit this fall to Ohio Power Siting Board (OPSB). We believe we will have our decision back within 190 days. About 6 months from filing permit before OPSB has a decision.

Mr. Stinson – quite a few steps in between. Same way with the easements. That is being very ambitious.

Mr. Landefeld – the OPSB doesn't have as many site control requirements for the permit application process. Even after applying for permit, will still be in landowner negotiations. We can't add parcels after applying for the permit. We are incorporating extra areas to get studies done. Signed an agreement with PJM, the grid authority, that allows us to put 116.5 megawatts of pv power under the grid plus 40 of battery power. Even if we lose some of the land we are hoping to hit those targets for PJM in terms of power.

Mr. Harrigan – are some concrete?

Mr. Landefeld - We do have some signed long term leases. In particular working on collection easements to let us bury underground cable.

Mr. Stinson – the tough one.

Mr. Landefeld – yes.

Mr. Harrigan – how deep do they go?

Mr. Landefeld – not super deep. At least 36 inches. Depends on utility lines and drain in the fields. We try to run them along property boundaries. We try to avoid damaging crops.

Mr. Stinson – have you got the sign off from the commissioners on this?

Mr. Landefeld – not yet. Will still go to the OPSB. The project is partially grandfathered under Senate Bill 52. We don't first have to get the county commissioners blessing. Because we applied prior to 2021. PJM conducted those studies in December/January last year, then we signed an agreement with them this March. We are meeting with the county commissioners tomorrow and are hoping to get them on board.

Mr. Harrigan – PJM is?

Mr. Landefeld - Pennsylvania, Maryland, Jersey. The grid authority that operates this part of the country. It is a weird maze who runs the power grid. (Mr. Harrigan has a copy of the maps in email format)

Mr. Stinson – you are going to have to secure the commissioners blessing. All the townships but two signed the agreement giving the authority over to the commissioners. Only Adams and Jackson did not sign, and Jackson now has signed.

The residents will speak and part of going before the OPSB the residents will be able to complain or support the project. We want to be able to tell people there is an avenue. It is not on a local level anymore, it is through the state. Some people do support this and likewise there will be others with questions about it.

Mr. Landefeld – there will always be people who voice their concern about the issue.

Mr. Stinson – as this becomes more apparent we are going to hear more about it.

There was a whole bunch of people in here at one time to discuss it.

Mr. Harrigan – that would be helpful for us if you leave the maps.

Mr. Landefeld – I put the draft watermark in there. These are just general info packets that we gave out at second Saturday. If you have any ideas of who I should reach out to that would care about this project let me know. We will have a table at the county fair.

Mr. Stinson – the meeting tomorrow.

Road and Maintenance Report

Mr. Harrigan – Richard had some roadside mowing on June 23rd and July 15th and 17th.
Vegetation management – he and Blair spent three days spraying.

Mr. Stinson – usually about 2.5 hour a day, depending on the weather.

Funeral services – there were two funerals services that he supported as well.

Zoning and Cemetery Report

See attached. The big thing he has been working on is the lot splits at 29 and Dugan. Some building permits. Two funerals. The footer is poured and a monument installed. Cemetery is up to date until the fall. The city is planning on doing that sometime in the middle of October. We have 3 foundations right now for fall.

Old Business

Mr. Stinson – the only thing is that we went to the county meeting for nuisance abatements and got excellent information about that. We don't have to go through the BZA now. We can just make a motion to send preliminary letters out. Some people may not even understand that there may be a problem.

Ms. Perry – the Dunlavy property is set for sale for Friday, August 1st at 10:00 A.M.

New Business

Mr. Stinson – the county engineer is drafting out letters to send to residents in between 29 and 36 on Dugan Road. They are starting the process of moving mail boxes. Tentative in the fall of 2025, widening roads between State Route 29 and 36.

Mr. Harrigan – how wide is it going to be? 2 feet a side?

Mr. Stinson – a foot a side, 2 feet total.

Mr. Koerner – that will not be a cost for the resident?

Mr. Stinson – no there is no cost to property owners.

Mr. Stinson – we have two nuisance complaints in Tecumseh Woods at 49 Lookout Court. 2 signed complaints. They have been sending photos. This has been going on for a little over a month. One neighbor has been trying to get a hold of the people and they don't come to the door. They have left notes. The house is for sale. The realtor may have come in and cleaned some of it. Sean drafted a letter. We can send a preliminary letter asking them to address the issue.

Ms. Perry – so you are wanting to just send them a letter notifying them that there are complaints. You are not looking to file a nuisance yet.

Mr. Stinson – I think it would be nice to reach out to them first that there has been signed complaints.

Ms. Perry – the letter that he drafted isn't like a notification. The letter is a nuisance letter. If it is just an initial notification, not declaring it a nuisance, we need a different letter.

Mr. Stinson – the county wants you to go ahead with the hard hitting letter first.

Ms. Perry – but it may clear up if you give them the notification first.

Mr. Stinson – I agree.

Ms. Perry – I can redraft a letter for him if that is easier.

Mr. Stinson - We would like to send a certified letter notifying them that there are two complaints, and notifying them that they have two weeks or we will proceed with the nuisance.

Mr. Koerner – I am not sure they are there.

Mr. Stinson – I went to take pictures today. There was a realtor picking up trash. The neighbors have been pretty hard on them. It is an issue. I still think they deserve to be notified.

Ms. Perry – I will redraft a letter and send it certified mail. (include letters from Cindy Spridgeon and Audrey Maine)

Ms. Perry – I got a certificate of cremation for a Joyce Bowman, 4230 Post Road, and a \$850 bill from Richard, Raff and Dunbar Memorial Home. I would like a motion to pay this bill and then I will request from the State to get reimbursed from the indigent burial fund if they still have money. Mr. Stinson indicated he had talked to them. They gave her driver license and an affidavit certifying that she lives in this township and is indigent. Mr. Koerner moved to approve the \$850.00 bill for the indigent burial for Joyce Bowman. Mr. Stinson seconded the request. Roll call was as follows: Mr. Harrigan, yes; Mr. Stinson, yes; Mr. Koerner, yes.

Mr. Koerner moved that we approve all of the bills and authorize the disbursement of the checks. Mr. Stinson seconded the request. Roll call was as follows: Mr. Harrigan, yes; Mr. Stinson, yes.

The following bills were presented for payment:

Check No.	Date	Payee	Total Amount
	07/21/2025	US Treasury	\$1,649.63
	07/21/2025	City of Urbana	\$102.79
	07/21/2025	Ohio Dept of Taxation	\$151.40
	07/21/2025	Ohio Dept of Job & Family Services	\$68.87
	07/21/2025	Pioneer	\$106.79
	07/21/2025	CT Communication Co.	\$140.94
20820	07/21/2025	Roberts Refuse	\$68.50
20821	07/21/2025	City of Urbana Utilities	\$28.99
20822	07/21/2025	Unique Paving Materials	\$401.50
20823	07/21/2025	Pioneer	\$1,688.60
20824	07/21/2025	Matt Harrigan	\$900.75
20825	07/21/2025	Roger Koerner	\$760.05
20826	07/21/2025	Richard McCain	\$1,796.27
20827	07/21/2025	Sandi Perry	\$1,273.58
20828	07/21/2025	Blair Stinson	\$862.42
20829	07/21/2025	Sean Tullis	\$878.07
20830	07/21/2025	OPERS	\$2,197.92
20831	07/21/2025	Lantz Sales	\$15.68
20832	07/21/2025	Sean Tullis	\$25.00
20833	07/21/2025	Richard McCain	\$25.00
20834	07/21/2025	Sandi Perry	\$233.09
20835	07/21/2025	Roger Koerner	\$425.00
20836	07/21/2025	Matt Harrigan	\$425.00
20837	07/21/2025	Blair Stinson	\$425.00
20838	07/21/2025	VOID	
20839	07/21/2025	Cintas	\$279.43
20840	07/21/2025	Williams Hardware	\$17.75

20841	07/21/2025	Heritage Cooperative	\$339.40
20842	07/21/2025	Ward Excavating	\$4,020.00
Total			\$19,307.42

Announcements

Mr. Harrigan –the next meeting is Monday, August 18, 2025 at 5:00 P.M.

We want you to be signed in and state your name and address. Five minute time limit.

Public Comment

Mr. Moore – We were here last month at Center Street and Beech. Did you guys try to get ahold of them to see if they were going to maintain it?

Mr. Stinson – right at the moment, they are not in violation. They did mow it. If they don't mow it before the next meeting. The window is two weeks.

Mr. Ballard – 2005 Oakview Drive. The work on Oakview and Jadora turned out really nice. A couple of times in the past, we had a lot of issues with tar and stone. It has set really well. Thank you all for your diligence. Taking the tree out and making that a full cul-de-sac is huge. It is nice that they are not backing in people's yards.

Mr. Stinson – the money it saves in not having to pay the county will be huge.

Mr. Harrigan – they chip and sealed those roads too.

Mr. Ballard – that is what I am talking about. It looks great.

Mr. Evilsizer – provided a number of questions. Mr. Harrigan will address the questions posed and a copy of the questions and responses will be attached to the minutes.

Mr. Stinson moved to adjourn the meeting. Mr. Koerner seconded the request. Roll call was as follows: Mr. Stinson, yes; Mr. Harrigan, yes.

 _____ Matt Harrigan, President

 _____ Sandi Perry, Fiscal Officer

7-21-25 Zoning

1. Zoning permit (#25-016) Charles Rupert 24'x32' pole barn 1345 Three Mile Rd.
2. Zoning permit (#25-017) Jack Fisher 14'x28' storage shed 545 Three Mile Rd.
3. Three lot splits (#25-018) David Runyan splits of 15.585 ac, 5.880 ac, 0.617 ac on St. Rt. 29

7-21-25 Cemetery

1. We buried Janice Copenhaver on Wednesday 6-25-25. She was buried in a vault at P# 326, G# 6.
2. We buried Steven Bates on Monday 7-14-25. He was buried in a vault at P# 194, G# 1 beside his grandparents.
3. We poured a footer for the Trostle family at P# 285 G# 2,3 on 7-3-25.

CHAMPAIGN COUNTY ENGINEER

428 Beech Street
URBANA, OHIO 43078

937-653-4848
Fax 937-653-3172

STEPHEN McCALL P.E., P.S.
Engineer

Address Reply to
P.O. Box 669

June 30, 2025

RE: Dugan Road
Reconstruction 2025

Dear Resident,

The Champaign County Engineer's office will be making managing roadway improvements in your neighborhood in 2025 for Urbana Township. As with many projects, the commitment to provide the best possible project for the traveling public will require some patience on behalf of our local constituents. We wanted to provide some initial information concerning the projects and the anticipated timing to serve you better.

In the fall of 2025, we will be working on widening and reconstructing Dugan Road between State Rt. 29 and State Rt. 36. Many mailboxes will need to be relocated to plan for this widening. The work will be done through a bidding process and the awarded road company will complete this road improvement. The awarded company will perform all mailbox work at no cost to the property owner. All mailboxes that cannot be relocated because of condition will be replaced with a standard mailbox and post that meets current regulations.

The project will be paid for by the Ohio Public Works Commission funding, which was secured through your township officials.

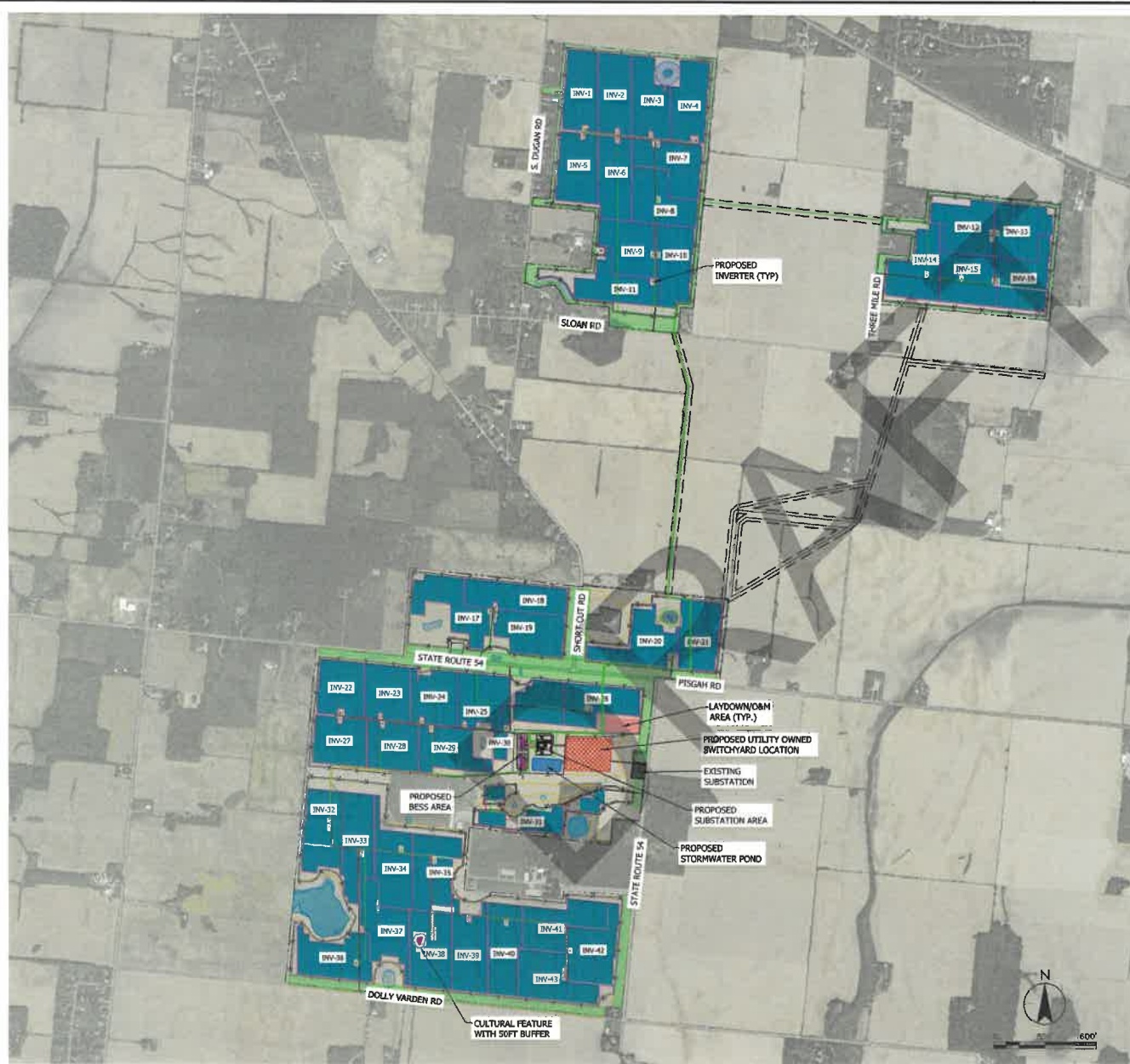
Please be aware of the construction workers and drive safely during this work. Thank you in advance for your patience with this project, and know that the completed project will benefit you and Champaign County. Please contact our office with any questions or concerns












Sincerely,

SEM/jlh

Stephen McCall P.E., P.S.
County Engineer

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LEGEND										
EXISTING					NON JURISDICTIONAL					
					WATER BODY					
					15' R.O.W. SETBACK					
					CULTURAL FEATURE WITH SOFT BUFFER					
					12' WETLANDS & OPEN WATER SETBACK					
PROPOSED										
					BUILDABLE AREA CHAIN LINK FENCE ACCESS ROAD					
					PVC/ACE TRACKERS					
					INVERTERS					
					SWITCHYARD					
					STORMWATER POND					
					LAYDOWN YARD					
					MV CABLES					
Primary PV System Power Summary										
Inverter Number	AC Power [MW]	PV Module Rating [W]	Qty Of Modules	Qty of Strings	Qty 4-String Trackers	Qty 2-String Trackers	Qty 2-String Trackers	DC Power [MW]	DC/AC Ratio	
1	4.4	610	9,099	337	78	7	2	5.55	1.26	
2	4.4	610	9,288	344	83	4	0	5.67	1.29	
3	4.4	610	9,423	349	83	5	1	5.75	1.31	
4	4.4	610	9,153	339	78	7	3	5.58	1.27	
5	4.4	610	9,180	340	82	6	37	5.60	1.27	
6	4.4	610	9,180	340	81	4	2	5.60	1.27	
7	4.4	610	9,153	339	79	7	1	5.58	1.27	
8	4.4	610	9,234	342	82	4	1	5.63	1.28	
9	4.4	610	9,126	338	81	4	1	5.57	1.27	
10	4.4	610	9,126	338	71	18	0	5.57	1.27	
11	4.4	610	8,343	309	56	23	8	5.09	1.16	
12	4.4	610	9,396	348	59	34	5	5.73	1.30	
13	4.4	610	9,369	347	80	9	0	5.72	1.30	
14	4.4	610	9,153	339	26	63	23	5.58	1.27	
15	4.4	610	9,396	348	45	56	0	5.73	1.30	
16	4.4	610	9,261	343	50	47	1	5.65	1.28	
17	4.4	610	9,531	353	67	11	26	5.81	1.32	
18	4.4	610	9,450	350	84	4	1	5.76	1.31	
19	4.4	610	8,937	331	57	1	50	5.45	1.24	
20	4.4	610	9,018	334	29	14	88	5.50	1.25	
21	4.4	610	9,207	341	67	1	35	5.82	1.28	
22	4.4	610	8,397	311	72	7	1	5.12	1.16	
23	4.4	610	8,532	316	76	4	0	5.20	1.18	
24	4.4	610	8,397	311	66	15	1	5.12	1.16	
25	4.4	610	8,505	315	66	17	0	5.19	1.18	
26	4.4	610	8,451	313	59	7	28	5.16	1.17	
27	4.4	610	8,532	316	40	52	0	5.20	1.18	
28	4.4	610	8,397	311	41	49	0	5.12	1.16	
29	4.4	610	8,424	312	43	16	46	5.14	1.17	
30	4.4	610	8,505	315	41	11	59	5.19	1.18	
31	4.4	610	6,588	244	9	28	62	4.02	0.91	
32	4.4	610	8,828	364	72	22	5	6.00	1.36	
33	4.4	610	9,828	364	85	8	0	6.00	1.36	
34	4.4	610	9,936	368	72	24	4	6.06	1.38	
35	4.4	610	10,044	372	43	66	1	6.13	1.39	
36	4.4	610	9,801	363	22	69	34	5.98	1.36	
37	4.4	610	9,936	368	71	28	0	6.06	1.38	
38	4.4	610	9,774	362	47	52	9	5.96	1.36	
39	4.4	610	9,747	361	58	35	12	5.95	1.35	
40	4.4	610	9,566	358	52	30	30	5.90	1.34	
41	4.4	610	9,882	366	69	4	39	6.03	1.37	
42	4.4	610	9,828	364	86	6	1	6.00	1.36	
43	4.4	610	10,017	371	38	69	6	6.11	1.39	
Total	1,89.20		394,038	14,594	2,026	948	623	240.35	1.27	
System Size and Equipment Selection Assumptions										
DC Systems Size					240.36 MWdc					
Nameplate Inverter AC Rating					176.00 MWac					
AC System Size @ P101					116.50 MWac					
DC / AC P101 Ratio					2.06					
PV Modules					TRINA VERTEX N TYPE 630W (BIFACIAL)					
Modules Per String					27					
Tracking System					HYTRACKER ST154-81.1 (508 MODS/ROW)					
Pitch (Center to Center)					18.006 Feet					
GCR					43.4%					
Inverter					SUNGROW 4800VA					

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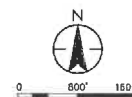


EXISTING

- NON JURISDICTIONAL WETLANDS
- WATER BODY
- 15' R.O.W. SETBACK
- CULTURAL FEATURE WITH 50' BUFFER
- 120' WETLANDS & OPEN WATER SETBACK

PROPOSED

- BUILDABLE AREA
- CHAIN LINK FENCE
- ACCESS ROAD
- PYCE TRACKERS
- INVERTERS
- SWITCHYARD
- STORMWATER POND
- LAYDOWN YARD
- MY CABLES



DATE OF ISSUANCE	
7/3/2023	
NO. REVISION	DATE
SURVEY	
DRAWN	BMA
DESIGNED	BMA
CHECKED	CMA
APPROVED	DOF
PROJECT NO. 182404050	
SHEET NUMBER	
E1.01	

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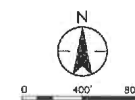


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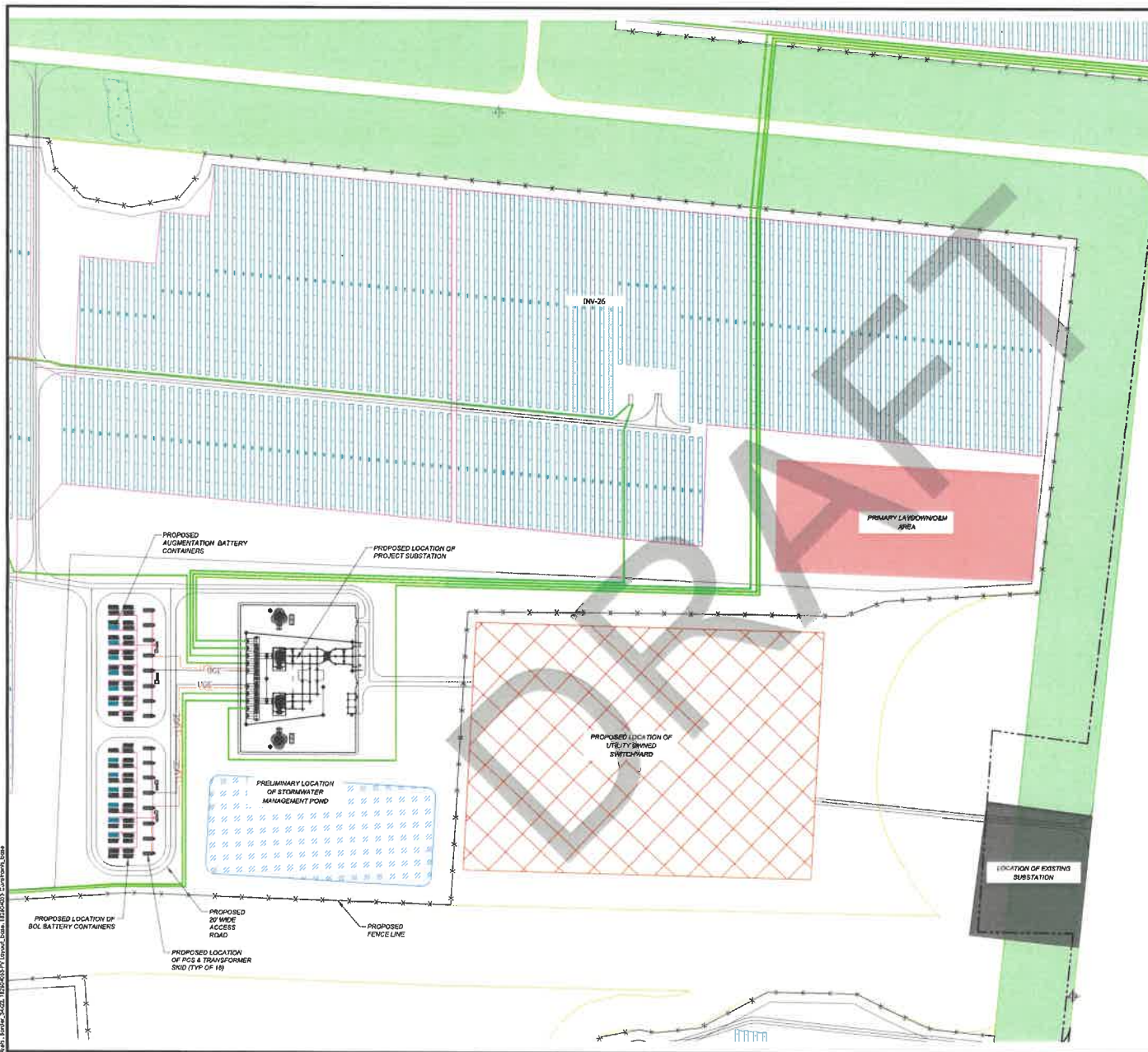
	NON JURISDICTIONAL WETLANDS
	WATER BODY
	150' R.O.W. SETBACK
	CULTURAL FEATURE WITH SOFT BUFFER
	120' WETLANDS & OPEN WATER SETBACK

PROPOSAL

	BUILDABLE AREA
	CHAIN LINK FENCE
	ACCESS ROAD
	PVCASE TRACKERS
	INVERTERS
	SWITCHYARD
	STORMWATER POND
	LAYDOWN YARD
	MV CABLES

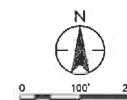


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- LEGEND**
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 - STORMWATER POND
 - LAYDOWN YARD

Major Equipment Summary Assumptions	
Storage System	CATL EnerC+ 306 Battery Enclosure C02030P0501 (50 BOL Containers/12 Augmentation)
Power Conversion System (PCS)	SMA 4600-S2-US (16 Units)
Rated MW/MWh	Approximately 40MW / 160MWh





BOARD OF URBANA TOWNSHIP TRUSTEES
CHAMPAIGN COUNTY, OHIO

TRUSTEES: Matt Harrigan, President 2025
Blair Stinson
Roger Koerner

2564 State Route 54
Urbana, Ohio 43078
937-484-4148

FISCAL OFFICER: Sandra G. Perry

trustees@urbanatownship.com
www.urbanatownship.com

Aug 5th, 2025

Dan Evilsizor
1401 St Rte 54
Urbana, OH 43078

Mr. Evilsizor

Please find the official responses to your questions/comment from the July 21st meeting.
I apologize for the delay.

- 1. Who in Urbana Township has completed fraud abuse and wasteful spending awareness training?**

The Trustees, Zoning officer, Road Maintenance supervisor, and Fiscal officer.

- 2. Did you find it to be beneficial to the business operations of Urbana township?**

Yes

- 3. What did each of you learn from that training?**

The training provided information for reporting fraud via the hotline 1-866-FRAUDOH

- 4. Did you implement anything new as a result of that training and if so what?**

No new policies were implemented. the training was to notify how to identify and report fraud to the state auditor.

The township did go through a complete and thorough Audit by the State Auditor team for the year 2023/24 with minimal infractions.

5. Regarding January 20th, 2025, Meeting, (Martin Luther King) question was asked “what is your dream for Urbana Township” it has been 6 months, Blair has not lived up to your commitment.

That question was more personal in nature and not directly related to township business. That said, my focus has always been to see that Urbana Township is operating in a responsible, transparent, and efficient way.

6. How many keys to the building have been issued never answered, is there now a log or registry of everyone who has been issued a key or combination code?

The only people who have access codes are the 4 elected officials, road supervisor and zoning officer. Updating codes will be at the discretion of the chairperson.

No keys will be necessary with code only access present.

Previous shared keys will no longer work.

The chairperson will control master keys (front door, rear door) for possible power failure if needed.

7. Trustees have repeatedly stated that we are a working board.

What does a working board mean or entail?

In Urbana Township, a working board refers to a board of trustees who are not just making decisions—they’re actively involved in carrying out the day-to-day operations of the township. This means trustees physically assist with tasks across every area of township responsibility. In doing so, we have been able to maintain a part-time paid position versus a full-time employee.

Grandview Cemetery: Trustees assist with opening and closing graves, mowing, trimming, mulching, spraying, installing and maintaining military markers, cleaning up debris, and handling tree maintenance and manual foundation excavation and preparation.

Road Maintenance: Trustees are directly involved in pothole repairs, roadside trash pickup, mowing, string trimming, spraying, sign maintenance and replacement, culvert upkeep, snow removal, tree trimming for visibility and clearance, and even removing dead animals from township roads.

Building & Shop Maintenance: This includes helping with roof repairs, landscaping, snow removal from lots and sidewalks, cleaning township offices, and physically mounting and removing plows and equipment like tractor loaders and plow trucks.

Sheriff- Dispatch - County Engineer calls (Day or Night): Trustees are responsible for all Sheriff / Dispatch/County Engineer calls. We do not include the road maintenance supervisor due to potential overtime costs.

In summary a working board means the trustees don’t just govern—they work alongside staff and contractors to make sure township operations are carried out efficiently, hands-on. It reflects a commitment to both stewardship and service.

8. Matt stated in the past about the need for names and addresses on the signup sheet due to some residents who were not from the township.

Time to Stop being so narrowly minded, what about non-residents who work in the township, travel roads in township, family in Urbana township ,purchase gasoline in Urbana township or own property and or have friends or family buried in Urbana township.

The intent behind requesting names and addresses on the signup sheet was not to discourage anyone—resident or non-resident—from sharing their perspective. Rather, it is to provide context for those attending or viewing the meeting, so they can understand where concerns are coming from, whether from township residents, nearby neighbors, or individuals with other connections to Urbana Township. We value input from all who interact with the township and recognize the broader impact our decisions can have. We have never prohibited anyone from speaking solely based on their name or address.

9. Did each of you have health insurance prior to being a trustee?

Yes

10. Did that insurance cease by becoming a trustee?

No

11. Did each of you have cell phones?

Yes

12. Who paid for them?

We paid for our own phones.

13. Do you get to vote for your own township supplemental payments?

Yes

14. Do you find those to be required and necessary?

Yes

After January 1st, 2026, when each of you if a trustee at that time, truly also go along with actually and truly giving back to your community by refusing and or returning these funds to Urbana township treasury, instead of greedily being motivated and lining and padding your own pockets.

The Value of the cost savings we provide to the township exceeds the cost of our services.

We will include these questions and reply in our July 2025 Meeting notes.