

**Minutes of January 6, 2026, Put-In-Bay Township  
Regular Board of Trustees meeting.  
Held at the Township Meeting Town Hall located at 624 Trenton Ave., Put-in-Bay, Ottawa  
County, Ohio.**

Mr. Cooper called the meeting to order at 9:00 am. Mr. Cooper asked the Fiscal Officer to call the roll as follows: Mr. Scarpelli - here, Mr. Engel - here, Mr. Cooper - here. Mr. Cooper asked everyone to stand for the pledge of Alliance.

**Minutes:** The Board was presented with the December 16, 2025, Public Hearing Meeting Minutes, motion by Mr. Engel, Seconded by Mr. Cooper. A roll call was taken. Motion approved. The Board was presented with December 16, 2025, Regular Meeting Minutes, motion by Mr. Engel, Seconded by Mr. Scarpelli. A roll call was taken. Motion approved.

**Clerk's Report:** Mrs. Miller presented the Trustees with the payment listing and a list of Purchase Orders since the December 16, 2025, meeting. The two-page Purchase Orders are the beginning of the year regular payments, nothing unusual. The most current Purchase Orders are on the agenda. December Bank Statement will be completed by the February Meeting as the Ottawa County Auditor had issues with their computers. Mr. Engel made a motion to approve the Purchase Orders as presented. Seconded by Mr. Cooper. A roll call was taken. Motion approved. Mr. Scarpelli motioned to approve the Payment Listing as presented. Seconded by Mr. Engel. A roll call was taken. Motion approved. Mrs. Miller explained the Cash summary by fund for the beginning of the year; all funds have their estimated income according to the Ottawa County Auditor. Mr. Cooper asked if there were any changes. Mrs. Miller stated that the Gross Receipts Tax was down in 2025. Mrs. Miller stated that everything is filed for the Gross Receipts Tax .50% increase other than taking it to the Ottawa County Election Board by February 16. Mrs. Miller asked Village Council Member Dave Schafer if the Village is increasing the Resort Tax as well. Mr. Schafer stated that they are working on it now.

**Zoning – Greg Auger:** Bree Reynolds is working on the website to clarify the application process. The Zoning Letter Bree typed for property owners to be in compliance was emailed to the Trustees to approve; the Trustees felt the tone was good.

**Sheriff – Austin Matakin:** In December there was one domestic violence and one disorderly. There were 676 calls for service. 2.5 hours at Middle Bass mostly due to weather and staffing. Deputy Ali Uthumalebbe will be starting tomorrow so we will be up to 4 deputies in the Township. Currently they have 400 house watches on South Bass Island and 4 on Middle Bass Island. The Sheriff Department would like to ask if there is a possibility of having a landline installed in the new trailer for calls to be transferred to them. The Township Trustees asked Mrs. Mohn to look into having one installed.

**EMS – Darrell Long:** December was busy, (see attached sheet) all calls were transferred to the mainland, USCG was used 3 times, weather issues were a factor. EMR class update: all 10

students testing today for practical certification at Vanguard. There was a toilet running in the crew's quarters, toilet seal needed replaced. New shed is great, held up during the high winds. Discussion on EMS pay, Mrs. Miller explained that it was voted on during the December 2025 End of the Year Meeting. Mrs. Mohn gave a spreadsheet of Township Funding for EMS for Darrell to present to Chris Schultz for possible help with a second ambulance. Autopulse lease time frame was for 5 years at \$70,000, cheaper to buy direct, possibly check to see if there is a warranty on the battery life. In the future they plan to mark the batteries with the date purchased. Motion by Mr. Engel to purchase at least 4 up to \$5,000 out of 2281 Fund. Seconded by Mr. Scarpelli. A roll call was taken. Motion approved. Possibly turn the old ones in for credit or donate for training.

**SBVFD – Jon Scarpelli:** Total 62 calls in 2025, 3 in December. Fire Department Siren malfunctioned; someone will look at it in the spring. Zach Hiss working on the Side by Side, wires melted, possible bad connection. For the Volunteer Fire Dependency Fund Board Mr. Miller position needs to be filled. Mr. Engel motioned to appoint Mr. Cooper to the board as well as himself. Seconded by Mr. Scarpelli. A roll call was taken. Motion approved. Mr. Scarpelli will update through their website. Mr. Engel motioned to retain Jon Scarpelli as Fire Chief. Seconded by Mr. Cooper. A roll call was taken. Mr. Scarpelli – abstain; Mr. Cooper – yes; Mr. Engel – yes. Motion approved.

**Senior Center – Chris Joyce:** December was quiet. 65 people attended the Christmas Senior Luncheon. 263 total people participate in senior activities for the month. Senior Lunches going great, 17 lunches yesterday. Reminded Sue Thwaite that we needed invoice for the Christmas Senior Lunch, gave her a deadline for the end of month. January planned activities include Soup and Show planned for next Tuesday and Senior Social at Topsy at the end of the month.

**MBVFD – Al Leonard:** Quiet month, not much going on at Middle Bass Island. They have been doing some training.

**Port Authority - Rick Ziebarth:** During the December 22<sup>nd</sup> meeting it was decided not to move the concert date for 2026. The promoter has elected not to participate with the current dates. The concert helped with funding the Port Authority. 5 yr plan is access \$5 million grant funding for rehab of the South Bass Island Runway, Public Hanger which would bring in revenue, Additional hanger at South Bass Island. There has been a complete management change with the structure of the Port Authority over a year ago. Looking into the future, without the concert will cause a shortfall in funds. The Port Authority wants to be careful with user fees as this will fall back on the community. The Port Authority does not want to up user fees or charge for parking. Possibly a new levy to help pay their share of the \$5 million and operating costs. Insurance costs are up 2 years in a row. Administrative costs dropped by 20%. Port Authority is very happy with the partnership with Put-in-Bay Township and Island Airlines. Port Authority is worried about 2027 funds if they move ahead with the projects with the FAA. Wondering if a loan from the Put-in-Bay Township a possibility for 2027 would be approximately \$100,000. Mr. Engel would like to know how much money would be left on the table from grants if the Put-in-Bay Township does not allocate the funds. The State of Ohio has been pushing to get rid of the trees at the end of the runway. Runway usable space may be reduced if the trees are not removed. Possible swap of property with Tim

Matthew or navigation easement agreement. Would like to name the Terminal “Harold Hauck Memorial Terminal”, the airport would still be Eriksen Airport. Darrell asked about the helipad lights being out on the islands. Beth has the part numbers for the South Bass Island helipad, not sure if they are the same for Middle Bass Island Helipad which also has some lights out. Mr. Engel mentioned that road entering the Port Authority on Middle Bass and Airline Drive by the dog park are both in bad shape and would like Durapatch work on them in the spring.

**Public Participation – Dave Schafer, Village of Put-in-Bay Council Member:** Question about our health insurance plan cost and employees. Looking for group insurance to cut costs with other entities. There is a group that is trying to get something in place for the concert, possibly this year for sure in 2027. Question about who gets the Gross Receipts from the concert. Mrs. Miller stated that it comes from Tim Niese. There is one more year in the contract for paid parking downtown. He would like to form a group to get information concerning raising the Resort Tax, possibly the Property Owners Association. The Village Townhall is in bad shape possible levy or wondering if the Township would be willing to help with capital improvements. The Village is searching for grant writers. Village of Put-in-Bay Council will be meeting on the first and second Thursday of each month except for February when there are no meetings. Invited the Trustees to the meetings and he will be at our meetings as much as possible.

**Russ Brohl:** Better cooperation with the other entities on the island. Upset with policing on the island, feels harassed. Wondering if the Trustees have any sway with the sheriffs, Mr. Engel said he can talk to them, but they are only enforcing the law and mostly giving out warnings not tickets. Great Lakes Alliance funding for all weather boats discussed.

**Jon Scarpelli – Trustee:** Received a couple calls concerning Shaffer Rd on Middle Bass Island and who maintains them. Mrs. Miller stated that it is still in court who owns the road. Would like to see one Trustee communicate with the maintenance department as that worked out well in the past. Trustees feel that he would be the most experienced.

**Eric Engel – Trustee:** Been working with the Ottawa County Engineers, the West Shore will be paved this fall, will also look at bidding for Conlan Road which is the Township responsibility. Grant for Mitchell Rd is looking good for work to begin in 2027. The Road going up Niagara Avenue is currently listed as a county road by error on the maps. The county is following up on correcting the paperwork. The Township only owns up to the paved portion of the road. Mr. Engel has reached out to some Middle Bass residents about the costs of the recycling program over there. Majority of the residents would rather do away with the recycling program than have their levy increase in the future. At the present time this will not be offered this year as we are running into a deficit. Del will be utilized in other ways including grass cutting, etc. along with another township employee. The Ottawa County Engineers will be conducting a Road analyst next time they are here for a road tour on North Bass and Middle Bass cost estimates to be chipped and tarred. Mr. Engel asked Mrs. Mohn to post a position for Recycling employee and possible lawn mowing in the spring, reduced hours at a rate between \$13 and \$16 per hour. Mr. Miller is staying on as volunteer to the Township Trustees. Mr. Engel and Mr. Miller plan to meet with Theresa Gavorone concerning the costs the Put-in-Bay Township has incurred from the state with Mr. Miller either in person or via Zoom.

**Chris Cooper – Trustee:** Discussion on raising the price of recycling cardboard for commercial businesses. Motion by Mr. Scarpelli to raise the price of recycling cardboard for commercial businesses to \$25 starting January 12, 2026. Seconded by Mr. Engel. A roll call was taken. Motion approved. Mr. Cooper needs a picture of Jon Scarpelli for the website Trustee Page. Talked with VanEarten about providing Zoom for meetings, Mr. VanEarten said it is not required. The Township does Zoom as a courtesy and to be transparent. HRA Limit was discussed and what it covers. OTA conference is coming up at the beginning of February that Mr. Cooper, Mr. Scarpelli, Mrs. Miller and Mrs. Mohn will be attending.

**New Business:**

Mr. Cooper motioned keeping it the same for both Fire Department Dependency Boards as discussed earlier during the South Bass Island Volunteer Fire Department update. Seconded by Mr. Scarpelli. A roll call was taken. Motion approved.

Mr. Engel Motioned to approve Resolution 01062026-1 with the intent of moving forward with bidding for West Shore Boulevard. Seconded by Mr. Cooper. A roll call was taken. Motion approved.

Mr. Engel would like to keep communications going with Donna Martens on purchasing the Martens property that is adjacent to Maple Leaf Cemetery.

Mr. Engel motioned to pay the Vanguard-sentinel Career & Technology Centers Invoice for EMR Program. Seconded by Mr. Cooper. A roll call was taken. Motion approved.

Zoom Meeting Requirements discussed earlier.


Mr. Cooper motioned to appoint Brian Cultice and Miranda Krueger to the Zoning Commission as alternates. Seconded by Mr. Engel. A roll call was taken. Motion approved.

Mr. Engel motioned placing the Middle Bass Island Town Hall Levy on the fall ballot. Seconded by Mr. Cooper. A roll call was taken. Motion approved.

Mr. Cooper motioned to go into executive session at 10:50 AM. Seconded by Mr. Engel. A roll call was taken. Motion approved.

Mr. Cooper motioned coming out of executive session at 11:00 AM. Seconded by Mr. Engel. A roll call was taken. Motion approved.

With no further action needed Mr. Engel motioned to adjourn the meeting at 11:00 AM. Seconded by Mr. Scarpelli. A roll call was taken. Motion approved.



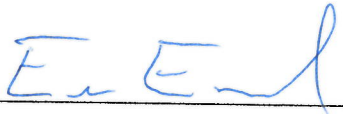
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Chris Cooper, Chairman




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Lauren Miller, Fiscal Officer



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Eric Engel, Trustee



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Jon Scarpelli, Trustee

**Minutes of February 10, 2026, Put-In-Bay Township Regular Meeting**  
**Board of Trustees meeting.**  
**Held at the Township Meeting Town Hall located at 624 Trenton Ave.,**  
**Put-in-Bay, Ottawa County, Ohio.**

At 9:00 am, Mr. Cooper called the meeting to order. Mr. Cooper asked the Fiscal Officer to do a roll call. Mr. Scarpelli – here; Mr. Engel – here; Mr. Cooper – here.

**Minutes:** The Board was presented with the January 6, 2026, Regular Meeting Minutes, motioned by Mr. Engel to approve the minutes as presented. Seconded by Mr. Scarpelli. A roll call was taken. Motion approved.

**Clerk's Report:** Mrs. Miller presented the Trustees with the payment listing since the January 6, 2026 meeting, Payment Listing includes the payrolls. Mr. Engel motioned to approve the Payment listing as presented. Seconded by Mr. Cooper. Roll call was taken. Motion approved. December and January Bank Reconciliations were presented to the Put-in-Bay Township Trustees. Mrs. Miller presented the Cash summary by Funds Statement to the Put-in-Bay Township Trustees. Mrs. Miller stated that the Official Certificate of Estimated Resources was approved by the Ottawa County Auditor and the certificate was received from them for the end of the year close out. Mr. Engel asked if the Township was up for a partial or full audit this year. Mrs. Miller stated that we had a full audit last time a few years ago and had not heard about an upcoming one. Mr. Cooper motioned to approve the Purchase Orders as presented. Second by Scarpelli. A roll call was taken. Motion approved. Mrs. Miller stated that our resort tax was down almost \$35,000.

**Zoning Inspector – Greg Auger:** No applications, public hearing coming up February 18<sup>th</sup> with the BZA concerning a few Conditional Use Permits. A Variance request for setback reduction over at Middle Bass Property will be in March. Letter will be going out for Conditional Use Permit holders. Mrs. Miller stated that the Village does not want to be part of the Deckard Program with us. Mr. Auger recently found out that Ottawa County is using the program and plans to talk to them to see if we may piggyback off them.

**EMS – Darrell Long, Manager:** No report, 7 calls in January. 1 flight out, a few fire calls, ice rescue for a person from Catawba. Vehicle inspections were conducted last week with a couple of issues; all are being worked on. Hot water tank is leaking in the main house; Jack is looking into it. The Echo is having issues with the battery. Side by Side is having battery issues as well. Discussion on battery switches for vehicles. Bay lights are out; Jack is aware. Discussion on LED lights or a ballast bypass. No update on the Penn Care Ambulance process. Rescue 3, which is at Middle Bass, needs to go over when the boats start. Starlink receiver is down, Mrs. Mohn will talk to Joe Hart concerning the issue. Possible critter in the Middle Bass House. No word on Mercy helping with a second ambulance, Chris Schultz was shocked by how much the Township spends on the EMS.

**PIBVFD – Asst. Chief Doug Wilhelm:** 5 calls – 3 false alarms, 1 electrical smoke, 1 chimney fire that was out on arrival. SCBA needs testing this year for their 5-year test, quote from MBS was for 26 bottles at \$63/bottle the bottles can be sent over as freight to Catawba. Mr. Cooper made a motion for up to \$2,000. Seconded by Mr. Scarpelli. A roll call was taken. Mr. Scarpelli – abstain, Mr. Engel – yes, Mr. Cooper - yes.

**MBVFD – Al Leonard:** Things quiet at Middle Bass Island. Asked Darrell about protocol software. Mr. Engel asked Eddie to keep an eye on the propane tanks on the island.

**Senior Center – Chris Joyce:** 254 participates in the month of January. 60+ clinic and blood draws were both cancelled due to the weather in January. 15 seniors attended the Super Bowl Party. Keypad not working going into the Senior Center Room, Jack is aware. Driving the Senior Center van currently as her vehicle is down, Trustees

have no problem with this and feel the van needs to be used. Chris stated that she is having surgery Thursday and will be off the following week for recovery, all the activities will be covered.

**Sheriff – Ethan Webb:** Personnel update – Deputy Ali Uthumalebbe is now full time on the island, Deputy Martikan withdrew from Sheriff Office and is no longer here. For the month of January there was one arrest for open container, Citations there was one DUI, one Stop Sign Violation, one Failure to Control, one No Valid License and one Traffic Control Device with the total calls of service being 1,709 with 1,609 being proactive calls which included house checks, business checks and traffic stops; 81 called by radio. Mr. Engel stated that ODNR will be stationed on the island 7 days week this coming season.

**Cemetery– Mrs. Mohn:** Forwarded letter to the Trustees, Kerry Burris and Katie Schneider concerning the 250<sup>th</sup> Anniversary Celebration and the QR code post that will be located at the cemeteries indicating where veterans are located. Mr. Engel reported that he talked to Donna Martens about the Township still being interested in the Martens property located next to Maple Leaf Cemetery. Donna Martens still wants to work with Trustees on this matter as well. Mr. Cooper plans to contact the State regarding fixing the fence at Crown Hill. Mr. Engel would like to know the contact person to talk with them about the adjoining property owned by state next to La Fleur Cemetery located on Middle Bass to expand the cemetery.

**Public Participation:** Laura Fogg via Zoom – no questions, thanked Trustees for all they do.

**Eric Engel – Trustee:** Already discussed the hot water tank issue at the EMS Station, Jack is working on it. Resolution for West Shore Blvd has been dropped off at the Engineers Office. Mitchell Road will have money allocated and work will begin in 2027. Met with Vincent Szabo concerning the upcoming road tour, no date scheduled yet. Been meeting with Theresa Gavarone concerning funding from the state to help with Fire, EMS and Police expenses. State of Ohio wants to bring over Flock Drones, sending the information to Rick Ziebarth of the Port Authority. Lot of concerns since we are a visual airport. Discussed Fish Box costs with Theresa Gavarone. Mr. Engel was made aware of the light at the old ramp was not working; Mr. Scarpelli stated that it is solar powered and senses motion, might be blocked by a tree branch. Brian Bohman contacted Mr. Engel concerning Bugocci lawsuit at Middle Bass Island, roads are maintained on private roads for emergency use and vehicles. Mr. Engel stated that the Township has no objections to how the court rules. Mrs. Mohn will be researching past minutes for any work that was done on private roads.

**Jon Scarpelli – Trustee:** Concerned citizen on Airline Drive, had to help her many times. A few citizens approached him about putting up “Watch for Deer” signs on Trenton Avenue. Mrs. Miller suggested the county be contacted to put up signs on the two main roads that there are deer on the island and to be aware. Possibly post on Facebook about the Deer population.

**Chris Cooper – Trustee:** This past week Trustees Scarpelli and Cooper, Fiscal Officer Laurie Miller and Office Assistant Kelly Mohn attended the Ohio Township Association Conference in Columbus. The big topic was the state possibly abolishing property taxes and the effect it would have on Townships in Ohio. Argyle Cybersecurity contract signed, they are looking for a list of all Township equipment, hoping to meet later in the week to get everything set up, some computers might need to be replaced if they don't have windows 11 or cannot be updated. Mr. Cooper will check with Argyle if personal/Mercy laptops need to be listed and monitored. Village of Put-in-Bay Administrator Anne Auger exploring messaging alert system WENS, subscription based need to sign up for alerts. Mr. Cooper believes the EMA messaging alert system can do GEO fencing to alert visitors as well. Mr. Cooper would like to get a Resort Tax Increase Educational Committee together to get information out to the residents, Mr. Cooper will contact Brian Bonham regarding how much the Township can say about it, and coordinate with the Village. Someone asked Mr. Cooper if the Township ever reimbursed for vehicle lights, sirens

or if someone bought a vest. Mrs. Miller stated that in the past the Township would reimburse for the vests. Mr. Scarpelli said he wasn't sure if it was Township reimbursing or out the Fire Department Volunteer Fund. Mrs. Mohn was asked to do some research on the topic. Still working on updating website. Brief discussion on summer concert.

**New Business:**

Mr. Engel motioned adding Jon Scarpelli to use the Township Credit Card. Seconded by Mr. Cooper. A roll call was taken. Mr. Scarpelli – Abstain, Mr. Engel -yes, Mr. Cooper – Yes.

Discussion on Credit Card Policy, and accountability when ordering online, must come through the Township office. Mrs. Miller and Mrs. Mohn will work on a new Credit Card Policy Resolution for the next meeting.

Mr. Engel motioned to approve the Ohio Department of Transportation Mileage Certification. Seconded by Mr. Scarpelli. A roll call was taken. Motion approved.

Discuss to discontinue Middle Bass Recycling, funds are not there, levy is for trash not recycling. Mr. Engel's opinion is to have the residents go around and get signatures to see who would be interested in it getting on the ballot with its own levy. Mr. Engel motioned to discontinue recycling on Middle Bass until further funding is available. Seconded by Mr. Cooper. A roll call was taken. Motion approved.

Discussion on the current HP Office Printer replacement and current contract. Yearly cost in 2025 was \$1407.31 plus ink, contract up in November, automatic renewal. Mrs. Miller recommendation is to just purchase a printer from a computer store without a contract just normal warranty. Black and White are all that is necessary, possibly have the letterhead ordered to be in color. Motion by Mr. Engel to end the contract prior to 90 days to cancel in November. Seconded by Mr. Scarpelli. A roll call was taken. Motion approved. Mrs. Miller and Mrs. Mohn will start looking for a replacement and rediscuss at next meeting.

Middle Bass Historical Society request discussed. The Trustees decided that the township would help with establishing levy paperwork and help administer funds like we do for the Middle Bass Townhall and DeRivera Park, if a levy was how they would like to proceed with funding. Mrs. Miller and Mrs. Mohn will draft a letter for Mr. Cooper to sign.

Township Boat Maintenance Position – including fuel, educating captains, etc. table until next meeting. Need to post for position and conduct interviews. Position pays \$250 per month when the boat is in the water.

Mr. Engel motioned to continue using Jason Cooper for Township Boat cleaning for the 2026 season. Seconded by Mr. Scarpelli. A roll call was taken. Mr. Scarpelli – yes, Mr. Engel – yes, Mr. Cooper – abstain.

Mr. Engel motioned for the repayment to Kler Construction for EMS Shed. Seconded by Mr. Cooper. A roll call was taken. Motion approved.

IRS standard Milage Rate increases to 72.5 cents per mile. Mrs. Mohn stated that this was just a FYI that it did go up since our last meeting when the reimbursement form was discussed. Mrs. Mohn stated that she has forwarded the new reimbursement form to the department heads notifying them of the change for their members/staff.

Village of Put-in-Bay Letter concerning a joint structure for the Village of Put-in-Bay and Ottawa County Sheriff Office. Mr. Cooper did let Mayor Berry know that the Township Trustees are exploring some options and will keep her in the loop.

Village of Put-in-Bay Deckard Program discussed during zoning report.

Mrs. Miller explained that at the present time that the Roads and Bridge Fund is currently paying the whole amount of the Ohio Edison, Service Shop/Sheriff trailer bill. Mrs. Mohn talked to Jack and he feels 2/3 roads; 1/3 Sheriff is fair. Mr. Engel motioned to pay the Ohio Edison Service Shop bill 2/3 out of the roads fund and 1/3 out of the General Fund. A roll call was taken. Motion approved.

Mr. Engel motioned to go into Executive Session at 10:25 am with Megan Stanard invited to stay. Seconded by Mr. Cooper. A roll call was taken. Motion carried.

Mr. Engel motioned to come out of Executive Session at 11:20 am. Seconded by Mr. Cooper. A roll call was taken. Motion Carried.

With no decisions to be made from Executive Session and no further business, Mr. Engel motioned to adjourn the meeting at 11:20 am. Seconded by Mr. Scarpelli. A roll call was taken. Motion carried.



Christopher Cooper, Chairman



Lauren Miller, Fiscal Officer



Eric Engel, Trustee



Jon Scarpelli, Trustee

**Minutes of March 10, 2026, Put-In-Bay Township Regular Meeting  
Board of Trustees meeting.  
Held at the Township Meeting Town Hall located at 624 Trenton Ave., Put-in-Bay,  
Ottawa County, Ohio.**

At 9:00 am, Mr. Cooper called the meeting to order. Mr. Cooper asked the Fiscal Officer to call the roll call as follows: Mr. Scarpelli – here; Mr. Engel – here; Mr. Cooper – here.

**Minutes:** The Board was presented with February 10, 2026, Regular Meeting Minutes, motioned by Mr. Scarpelli to approve the minutes as presented. Seconded by Mr. Engel. A roll call was taken. Motion approved.

**Clerk's Report:** Mrs. Miller presented the Trustees with the payment listing since the February 10, 2026, meeting, Payment Listing includes the payrolls. Mr. Cooper asked if there were any questions on the bills. Mr. Cooper motioned to approve the Payment listing as presented. Seconded by Mr. Engel. Roll call was taken. Motion approved. February Bank Reconciliation was presented to the Put-in-Bay Township Trustees. Mr. Engel motioned to approve the Purchase Orders as presented. Seconded by Mr. Cooper. A roll call was taken. Motion approved. Mrs. Miller presented the Cash Summary by Funds Statement to the Put-in-Bay Township Trustees. The Ottawa County Auditor sent notice that our 1<sup>st</sup> half of 2025 taxes will be deposited next week. Resolution will need to be approved later in the meeting to move the leftover ARPA Funds to the General Fund. They do not want anything returned that is not \$200 or more.

**MBVFD – Al Leonard, Asst. Chief, via phone:** The Middle Bass Volunteer Fire Department is asking the Put-in-Bay Township Trustees to claim some equipment as surplus. One item being a slide in unit equipment so they can dispose of it. Discussion took place about the items being used elsewhere in the township. Alan will get photos and descriptions of the items.

**EMS – Darrell Long, Manager:** Redoing spreadsheet with the help of Mrs. Mohn and will have it ready by the next meeting. Since the last meeting there were 4 calls total, which included one transport, 2 in the township, 2 in the village. Vehicles will be going over once the ferry starts for service. Bernice requesting 6-month suspension if the EMT's and volunteers that do not do 2 training courses out of 8 that are offered in the month and 1 squad check, Mrs. Miller asked if the volunteers are aware of the policies. Darrell said yes, they are aware. Mr. Scarpelli asked if they signed a policy concerning this. Darrell said he believed they all signed a policy concerning training. Mr. Engel would like to move this to executive session later in the meeting. Discussion took place concerning the EMR pay and call out for assistance, Fire Department Fund vs EMS Fund. It will be documented to be paid if it has been toned out by EMS. Darrell would like to pay Middle Bass EMT's \$25 per call that they handle. Mr. Scarpelli feels if they are at or called out by the Fire Station it is a fire call. Mr. Scarpelli suggested that EMS and Fire Department get together to come up with how the calls should be paid and what fund. EMR list was discussed for payroll. Mrs. Mohn will pass the names on to Mrs. Miller.

**Sheriff – Deputy Ethan Webb:** For the month of February there was one traffic arrest. Citations one Failure to Control and one Driving under Suspension. Total calls of service being 1,455; 310 Business checks, 1,068 house checks, 7 traffic stops with 70 of those calls were by radio.

**PIBVFD – Asst. Chief Doug Wilhelm:** Since the last meeting there were 4 calls, 2 false, 1 ice rescues and 1 medical. The department would like to use the Small County Volunteer Fire Department Grant to purchase Jaws of Life Rescue Kit. 12 volunteers plan to attend Fire school March 13 to the 15. The fire department and EMS were recently notified that the county will be switching from a VHF frequency to 800 UHF frequency pagers. The new pagers estimated cost is \$1,000 each, unsure if that covers set up. Darrell estimates between 30 and 35 are needed for EMS, Darrell will see if Mercy Health will cover the 10 in the station. Middle Bass Fire Department mostly uses “I am Responding” app. Doug Wilhelm said there is a 2 to 3 week turn around. Minimum to get ready for the summer season 4 for PIBVFD, 6 for EMS and 2 for MBVFD. Mr. Engel motioned \$8,000 to come out of the EMS Fund, \$5,000 PIBVFD Fund for the new 800 UHF pagers including programming. Seconded by Mr. Scarpelli. A roll call was taken. Motion approved. Mr. Engel motioned \$3,000 to out of the MBVFD for the new pagers. Seconded by Mr. Cooper. A roll call was taken. Motion approved. Mr. Engel will reach out to Fred Petersen from OCEMA to help with costs. Mr. Engel will also speak with Jake Dunfee to add his number to EMS Roster for medical transport.

**Senior Center – Chris Joyce:** For the month of February there were 195 participants. Averaging 10 to 14 attending the Senior Monday Lunches. 15 seniors attended the February Social that took place at Topsy’s, the last one for this season will take place March 31. March Soup and Show is scheduled for March 10. Disposing of old printer that no longer works. The Senior Center received emails, one from the Office of Aging who would like to hold a meeting on the island in September. The second group would like to visit the Senior Center with therapy dogs; the senior advisory board does not feel this is necessary with our group of active seniors.

**Zoning Inspector – Greg Auger:** no report.

**Cemetery – Kelly Mohn, Sexton:** Luella would like Mrs. Mohn and herself to go to North Bass again this spring to work on the cemetery program. Mrs. Huston would like to do a couple more historic cemetery walks with the Road Scholars Program, April 27 and May 11, both from 6:45 to 7:45 pm in Crown Hill Cemetery. Mrs. Mohn asked Mrs. Huston to stress no animals on the property and golf carts for those with handicap placards only.

**Public Participation:** no one

**Eric Engel – Trustee:** Mr. Engel has had a few phone conference calls with the Ottawa County Engineer’s office. Happy to announce that the township was awarded the Ohio Public Works Grant for Mitchell Rd, that project will begin in the fall of 2027. West Shore Blvd is still on schedule for the fall of 2026. During the road tour with the OC Engineer’s this spring Mr. Engel would like them to start drawing up estimates for Conlan Rd to be done in 2027 when they are here doing Mitchell Rd. The OC Engineer’s have been in touch with Brad Ohlemacher, owner of Joe’s Bar, concerning adding a guardrail to their fence on Catawba Avenue, Mr. Engel offered our maintenance crew to help with adding the guardrail if needed. Langram Rd guardrail was damaged in January of this year, and the prosecutor’s office contacted the clerk’s office about whose property it belongs too. Mrs. Mohn is looking into this and to see if anyone wants to be reimbursed for the railing. Mr. Cooper stated that someone mentioned Chapman Rd needing some work. Part of the road is in the Village. Mr. Engel would like to invite Durapatch up here again to do some patching on Chapman

and roads over on Middle Bass Island. This will be addressed during the road tour taking place this spring, if any portions that need to be patched that belong to the village, Mr. Engel will contact Mayor Berry. The Ottawa County Engineer's Meeting will be April 16<sup>th</sup> at the Ottawa County Fair Grounds, Mr. Engel and Mrs. Mohn plan to attend. Mr. Engel recommends that all the Trustees attend if they can find the time as most of the Ottawa County Entities attend the meeting. Mr. Engel asked Mr. Scarpelli concerning the EMS bathroom remodel project. Darrell does not feel it is good idea currently as EMT's will be scheduled soon for interviews and the summer season. Darrell does think it is a good idea to check the damage to see if it is okay to wait until fall. Mr. Engel would like to order items and store items in shed. Mr. Engel asked Mrs. Mohn to contact Awning company now that boats are starting to get an estimated date when it will be here. Mr. Engel and Mr. Scarpelli while in Columbus during the OTA seminar were updated by the lobbyist. The township would like to see the state take over the fish box in the future. Mr. Engel plans to meet with the lobbyist again this spring. Mr. Engel met with the new Village of Put-in-Bay Police Chief, Mike Dillon and would like to bring back the Police Commission and Chief Dillon would like to bring in all safety services, including the EMS, Ottawa County Sheriff Department and Fire Departments. Mr. Engel talked with Anthony from Lake Disposal and asked him to tarp containers and store other empty containers that belong to businesses elsewhere. Need to show effort that we are working keeping the area clean for the EPA. Mr. Engel was invited by David Nostrant to speak at the men's club over at Middle Bass. Mr. Engel will be talking with Peggy Taylor concerning Del and his ability to keep on as an employee over at Middle Bass, possibly having someone buddy up with him. Mr. Engel stated that the Township was approached by Tim Niese to purchase the Niagara Center. The Township is moving forward with ideas to turn the Niagara Center into a community center, housing the Senior Center, Township offices, meeting area, fire department, possible pickleball courts and community functions. Mr. Engel stated that in the past there has been discussion about enlarging the current fire department building that would cost the Township approximately a 1.5 million dollars to add on two more bays that are needed. Discussion took place concerning parking at the Convention Center. Mr. Engel also talked to Chief Dillon about getting the Village Police Department out of the Townhall basement and moving them to the first floor of the Townhall. Mayor Berry stated that the Townhall needs some work. There is a possibility that the Village of Put-in-Bay will be adding a tax on the November ballot to help fund the renovations. Mr. Engel stated there might be some grants for the Townhall renovations if it is used as police department. Mr. Engel would like to have a meeting with the community to show the plans for the proposed community center. Mr. Engel plans to meet with Mark Stahl from Ottawa County Commissioner's Office about incorporating all the moving pieces, funding, bonds, putting something on the November ballot, etc.

**Jon Scarpelli – Trustee:** The maintenance crew said there is a tree at Maple Leaf Cemetery near the Rotherth's Rock that might have to be removed, Mr. Cooper stated that Petrarca plans to look at that again when they come to island in the spring. Mr. Scarpelli stated that the tree's base has a lot of footers showing, the tree might have to come out. Downspouts at the Senior Center/Fire Department need to be cleaned. The Township Boat will be going to Dubbert's for work on the drain plug through hull fitting, new bilge pump, new control float, service engines and lower units. Mr. Cooper would like Dubbert's to check for possible stress cracks. Mr. Scarpelli had a meeting this past week with the ODNR concerning a composting unit, it does food scraps, fish waste, etc. The product then comes out into totes that the company will come out and pick up when they are ready. The company, EarthPeak Solutions was originally looking at placing 3 on the island, one at the State Park, 1 at Island Club and 1 at the Township to handle fish, and food scraps from restaurants and households. Mr. Scarpelli would like to see how one unit holds up on the island.

Last year the Township paid for 34 tons of fish waste to be hauled off in one month. The plan after the meeting is Kelley's Island is getting one for sure. They are planning to do a ramp project at the State Park this season and add a fish cleaning house with possibly installing one of these units by the state sewer plant. Mr. Scarpelli would like to eliminate our composting facility in the upcoming future. Mrs. Miller explained that once it is used in the current year it cannot be closed until the end of the year. Mr. Scarpelli would like to have a serious conversation with the ODNR about them using their property for fish scraps instead of ours. Mr. Engel stated that ODNR plans to have an officer here on the island most of the season. Mrs. Mohn mentioned that this fall will be the renewal for the Fish Box. Mr. Cooper will get a hold of Paul Jeris to see if he is willing to pay for the first and second haul of fish waste. Motion by Mr. Engel to order the fish box with the same dates as last year. Seconded by Mr. Cooper. A roll call was taken. Motion approved.

**Chris Cooper – Trustee:** Mr. Cooper will be getting Sheriff Office Sign ordered now that boats are starting. ArgleIT here today to work on cybersecurity for the Township, possibly get a few computers if they cannot be updated to Windows 11. Mr. Cooper got a call from Chris Singerling from the Ottawa County Improvement Corporation who feels we would be a great candidate for a \$450,000 grant, due at the end of the week, waiting for the paperwork. Mr. Cooper spoke with legal counsel Brian Bonham to promote the increase in the Resort Tax with a fact sheet. Meetings together with the Village of Put-in-Bay. Mr. Cooper will work with Mayor Berry and Peter Huston.

#### **New Business:**

Mrs. Mohn explained that the new Credit Card Policy big change is that Township Departments order through the Township Office for online orders, this makes it easier for tracking which fund the purchase comes from. Mainland purchases are fine, but to get the receipts paper or photo to the Township Office as quickly as possible. Mr. Engel motioned to approve the new Credit Card Policy as presented. Seconded by Mr. Scarpelli. A roll call was taken. Motion approved.

New copier suggestions were presented to the Township Trustees. Mr. Cooper motioned up to \$1,000 to purchase new copier, extra paper tray feeder and back up toner. Seconded by Mr. Engel. A roll call was taken. Motion approved.

Hiring of a Township Boat Maintenance employee to be discussed in Executive Session.

Township Recycling position that will be from May to October needs to be advertised more.

Mr. Cooper motioned to pass Resolution 03102026-1 to approve Transfer of funds from the ARPA Fiscal Recovery funds to the General Fund. Seconded by Mr. Engel. A roll call was taken. Motion approved.

Ottawa County Township Association Meeting on April 16, 2026, will be hosted by the OC Engineers Office held at the Ottawa County Fair Grounds. They are looking for RSVPs for the meeting by March 27, 2026.

Mr. Engel motioned to bond Bree Reynolds as Asst. Zoning Inspector \$5,000. Seconded by Mr. Cooper. A roll call was taken. Motion approved.

Mr. Cooper motioned to pay the All-American Tree Care EMS Invoice. Seconded by Mr. Engel. A roll call was taken. Motion approved.

Composting and Landfill regulations discussed during Mr. Engel's report.

Mr. Engel motioned to approve the Fire Force Equipment Quotes to be paid by Small County Volunteer Fire Department Grant that was awarded to MBVFD, which equals \$31,618. Seconded by Mr. Scarpelli. A roll call was taken. Motion approved.

Mrs. Mohn informed the Trustees that the Township is invited to the Ottawa County America 250 invite to Catawba Island Cemetery August 19<sup>th</sup> at 2 pm for a dedication ceremony. Mrs. Mohn and Luella would like to attend on behalf of the Put-in-Bay Township.

Discussion took place concerning the part-time Sheriff Department Season Passes for Miller Boat Line. It was decided that the part-time Sheriff Department can charge the Township account for each trip needed, and to return the season passes.

Mrs. Mohn requested a quote from Loris Printing for letterhead printing in bulk quantities. She also checked Staples Website, which was higher for a lesser quantity. Mr. Engel motioned ordering 250 pieces of letterhead from Loris Printing plus the setup fee costs. Seconded by Mr. Scarpelli. A roll call was taken. Motion approved.

The Put-in-Bay Port Authority sent a letter to the Put-in-Bay Township concerning UAS/Drones. Mr. Engel contacted Rick Zeibarth concerning the flock drones and these were Rick's concerns that were passed on to the State.

Mr. Cooper motioned to pay ArgyleIT.com their monthly recurring cost for Cybersecurity for the Township. Seconded by Mr. Scarpelli. A roll call was taken. Motion approved.

Discussion took place on the current Put-in-Bay Township Employee Handbook that was last updated in April 2020. Mrs. Mohn stated that the sections that might need to be updated, social media and Weapons. Mrs. Mohn will review the Ohio Plan suggestions and forward them on to Mr. Bonham for reviewing and update the Trustees.

Mrs. Mohn informed the Trustees that there is a BZA position open, Lyndell Bartels resigned as of 3/5/26. Mrs. Mohn has already notified the Ottawa County Regional Planning Commission and sent Lyndell a thank you card for being on the BZA Board. Mr. Engel will reach out to Middle Bass residents to see if anyone is interested on being on the board.

#### RESOLUTIONS DECLARING IT NECESSARY TO LEVY IN EXCESS OF THE TEN MILL LIMITATION:

Mrs. Miller stated that the township did receive notification from the Middle Bass Townhall Committee that they would like to have the renewal levy on the November ballot, we are just the pass-through entity. Mr. Engel motioned to approve Resolution 03102026-02 Middle Bass Town Hall (MBI only) 1 mil that commences in 2026. Seconded by Mr. Cooper. A roll call was taken. Motion approved.

