

**DARBY TOWNSHIP**  
**December 8, 2025**  
**MEETING MINUTES**

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The Darby Township Trustees met in regular session Monday, December 8, 2025 at 7:00 pm at the Darby Township Hall with the following township official's present: James Scheiderer, David Huber, Terry Nicol. Also present was Scott Smith, Jackie Ward, David Gruenbaum, Phil Shandle, Nick Scheiderer, Dave and Peggy Dutcher, Nathan and Elissa Cunningham.

Chairman Scheiderer called the meeting to order. The Pledge of Allegiance was recited.

The minutes from the November 10 and 19, 2025 meetings of the Darby Township Trustees were emailed to all Trustees prior to the meeting. Mr. Huber made a motion to approve the minutes as presented. Mr. Nicol seconded the motion. Minutes were approved as presented.

**Sheriff's Report:**

Deputy Louden was present. He provided several Darby Township Stat Reports. A discussion ensued and Mr. Huber requested that a report be provided from the Sheriff's Office on the top five hitters on the monthly stat report so this information can be shared on the Township website.

He noted that when available he will assist with the traffic at Fairbanks Schools during the student drop off and pick up times. He noted that the School Resource Officer normally takes care of this unless he is involved at something else at the school.

**Township residents/visitors' business/concerns:**

- No questions were presented.

**Zoning Inspector Report:**

*Ms. Ward and Mr. Smith*

- Ms. Ward provided the monthly Zoning Report. Mr. Smith indicated that she is doing very well in her training.
- The Trustees thanked Mr. Smith for his years of service to Darby Township. Noting that they appreciate how he has moved the Township to electronic forms and spreadsheets. Mr. Smith was presented with a certificate. Mr. Smith thanked the Trustees for the opportunity to serve as the Zoning Inspector for the past 5 years.
- Permits Issued:
  - Michael Cantor, 18790 Middleburg Plain City Road, Milford Center – accessory building
  - Douglas Sharp, 10130 St. Rt. 736, Plain City – accessory building
- Permit for Frontier Communications - A discussion was held on a request from Frontier Communication asking for a permit to allow the placement of fiber optics in the right-of-way of Darby View West. A discussion ensued with the Zoning Inspectors and Trustees indicating that this is regulated by the PUCO. Mr. Huber made a motion to approve a "No Permit" required for the placement of the fiber optic cables by Frontier Project #2555745 in the road right of way on Darbyview West. Mr. Nicol seconded the motion. Roll call vote: Mr. Scheiderer, yea, Mr. Huber, yea and Mr. Nicol, yea. Motion unanimously passed.
- A letter from Township resident Mr. Jerry Mayer was distributed and discussed.

**Darby Township Fire Department Reports**

- The monthly Pleasant Valley Fire District, Marysville Fire Department and Union Township Fire Department reports were discussed.

**Old Business**

- 1) *Speed Sign* – The speed sign has been put away until warmer weather.
- 2) *Township Website Traffic* – All Township Officials received the report via email.
- 3) *Richwood Bank Positive Pay* – No exceptions were reported for the month of November 2025.
- 4) *Cybersecurity for Township Policy* – Mr. Gray confirmed that the Township does not need to have the Cybersecurity policy in place until July 2026. Information will be forthcoming.
  - Mr. Huber and Mr. Gruenbaum attended the Union County Ohio Township Association (UCOTA) meeting and shared information on the importance of cybersecurity. The next UCOTA meeting will be held on March 5<sup>th</sup> at Der Dutchman. Information will be forthcoming.
- 5) *Resolution approving and adopting the 2025 Union County Comprehensive Plan* – Mr. Nicol made a motion to approve the 2025 Union County Comprehensive Plan as presented. Mr. Huber seconded the motion. Roll call vote: Mr. Scheiderer, yea, Mr. Huber, yea and Mr. Nicol, yea. Motion unanimously passed.
- 6) *OTA Winter Conference* – Both, Mr. Huber and Mr. Gruenbaum are signed up to attend the conference. Both are interested in the Public Records Training. Mrs. Priday will contact OTA and complete the registration for the Public Records Training.
- 7) *Purchase 2 Fire Proof Cabinets* – A discussion was held on the cost of 2 fire proof cabinets for the Township Office in order to meet the retention policy and the State of Ohio requirements for Townships. Mrs. Priday will research the cost and information will be forthcoming.
- 8) *Update of LUC Dinner on November 20<sup>th</sup>* – Mr. Huber was unable to attend the dinner.
- 9) *Other Business*
  - Mr. Nicol indicated that unfortunately the Union County Engineer's Office was unable to complete the culvert work in Darby Blvd. before the inclement weather. He has been in contact with Mr. Casey Rausch with the Union County Engineer's Office and they plan to complete the work Spring of 2026. Mr. Nicol will pass this information on to the Trustee that has responsibility for the Union County Engineer's Office in 2026.

## **New Business**

- 1) *Union Township Fire Contract 2026 - \$35,000* – Mr. Nicol made a motion to approve the 2026 Union Township Fire Department contract for 6 months, January 1, 2026 – June 30, 2026. Mr. Huber seconded the motion. Roll call vote: Mr. Scheiderer, yea, Mr. Huber, yea and Mr. Nicol, yea. Motion unanimously passed.
- 2) *Renewal of Semi-Public Sewage Disposal System in 2026* – Mr. Nicol made a motion to approve the 2026 renewal of the semi-public sewage disposal system as required by Union County Health Department. Mr. Huber seconded the motion. Roll call vote: Mr. Scheiderer, yea, Mr. Huber, yea and Mr. Nicol, yea. Motion unanimously passed.
- 3) *2025 Township Hwy System Mileage Certification* – A discussion was held on the certification of Darby Township's roads, which are 8.707 miles. The Trustees signed the Union County Engineer's form.
- 4) *Changes to the BZC Members* - With Mr. Gruenbaum moving into a Township Trustee role in 2026 the Trustees will need to appoint another alternate member to the Board of Zoning Commission. Ms. Lisa Bambini has shown interest in this role. Mr. Huber will meet with her.
- 5) The 2026 BZA and BZC Reorganizational meetings will be held on January 5<sup>th</sup> at 6:30 pm.
- 6) *Development of Darby Township's Website Operation Plan* – A discussion was held on the need to develop a website operation plan. Information will be forthcoming.
- 7) *2026 Budget and Reorganizational Meeting Date* – The date for the meetings has been scheduled for January 2, 2026 at 9:00 am at the Darby Township Building.
- 8) *Richwood Bank Changes* - A discussion was held on the need to remove Mr. Terry Nicol from the Darby Township Richwood Bank account effective December 31, 2025, and replace Mr. Nicol with Mr. David Gruenbaum, the newly elected Darby Township Trustee, effective January 1, 2026. Mr. Huber made a motion to make these changes. Mr. Nicol seconded the motion. Roll call vote: Mr. Scheiderer, yea, Mr. Huber, yea, and Mr. Nicol, yea. Motion unanimously passed.

## 9) Other Business

- a. *Compensation for the individual taking meeting minutes when the Fiscal Officer is not available* – Mr. Huber made a motion to compensation the individual taking the minutes for the Fiscal Officer at a rate of \$100 per meeting. Mr. Nicol seconded the motion. Roll call vote: Mr. Scheiderer, yea, Mr. Huber, yea and Mr. Nicol, yea. Motion unanimously passed. Mr. Mike Rausch will be compensated for taking the minutes at the November 8, 2026 meeting.
- b. *Wiring of funds* – A discussion was held on the need to wire \$75,000 from the Darby Township STAR Ohio account to the Richwood Bank Primary checking account. Mr. Nicol made a motion to transfer \$75,000. Mr. Huber seconded the motion. Roll call vote: Mr. Scheiderer, yea, Mr. Huber, yea and Mr. Nicol, yea. Motion unanimously passed.
- c. *Community Questionnaire* – Mr. Huber distributed a questionnaire that will be used to interview Township residents that will be featured on the Township website.
- d. *Thank You* – Mr. Scheiderer thanked Mr. Nicol for serving the past year as a Darby Township Trustee. Mr. Nicol was presented with a certificate.

### Cemeteries

Mr. Scheiderer indicated that cemetery lots for the winter have been laid out in the Mitchell and Unionville Center cemeteries.

### Playground

The playground report was received.

### Management Reports

The monthly Management Reports were available for the Trustees to review and provide comments.

### Roads

The road report was completed.

### Communications/Correspondence

No communication was received to share.

### Receipts

The receipts received November 11<sup>th</sup> - December 10<sup>th</sup>

Date	Source	Amount
November 16, 2025	Michael Cantor	\$300.00
November 17, 2025	Marysville Municipal Court	\$1,271.00
November 21, 2025	Union County Auditor	\$16,509.48
November 28, 2025	Theresa Weese	\$50.00
December 4, 2025	Brenda Eddy	\$50.00

The Trustees and Fiscal Officer signed and dated the monthly Payroll Certification form.

Mr. Nicol made a motion to pay bills. Mr. Huber seconded the motion. A unanimous vote followed.

Electronic transfer/Check#	Pay To	Purpose	Amount
94-2025	United States Treasury	Taxes	\$608.17
95-2025	OPERS	Monthly contributions	\$1,877.61

98-2025	Treasurer State of Ohio	UAN	\$876.00
99-2025	Rumpke	Dumpsters	\$53.50
100-2025	AES	Electric	\$151.98
102-2025	Richwood Marketing	Website	\$29.99
104-2025	Google	Twp email accounts	\$55.64
105-2025	OPERS	Monthly contributions	\$1,877.61
106-2025	United States Treasury	Taxes	\$608.17
107-2025	School District	Taxes	\$344.69
108-2025	Ohio Treasurer of State	Taxes	\$260.39
109-2025	Ohio Deferred Compensation	Monthly contributions	\$200.00
110-2025	City of Marysville	Taxes	\$33.70
111-2025	Spectrum Business	Telephone/Internet	\$130.00
113-2025	Verizon	Zoning Inspector cell phone	\$72.57
7111	Office City Express	Office supplies	\$115.12
7112	Mike Rausch	BZA mtg./Twp mtg	\$200.00
7113	Dennis Graham	BZA mtg.	\$50.00
7114	Mark Marsh	BZA mtg.	\$40.00
7115	Nathan Cunningham	BZA mtg.	\$40.00
7116	Margaret Beck	BZA mtg.	\$40.00
7117	Mike Priday	BZA mtg.	\$40.00
7118	BWC	Annual premium	\$1,161.00
7119	Union Cty Engineer	Per contract	\$528.36
7120	Union Twp. Trustees	Fire contract	\$17,500.00
7121	Connie Priday	Postage	\$31.20
7122	David Huber	OTA Conference fees	\$175.00
7123	David Gruenbaum	OTA Conference fees	\$225.00
7124	Scott Smith	Monthly mileage	\$75.00
7125	Terry Nicol	December 2025 monthly health ins. Premium	\$185.00
7126	James Scheiderer	December 2025 monthly health ins. Premium	\$405.30
7127	David Huber	December 2025 monthly health ins. Premium	\$980.00
7128	Scott Smith	December 2025 monthly health ins. Premium	\$980.00
7129	Jacquelyn Ward	December 2025 monthly health ins. Premium	\$417.97
7130	Connie Priday	December 2025 monthly health ins. Premium	\$420.17
7131	David Huber	December salary	\$964.75

7132	Terry Nicol	December salary	\$1,014.75
7133	Connie Priday	December salary	\$1,380.11
7134	James Scheiderer	December salary	\$988.15
7135	Scott Smith	December salary	\$954.65
7136	Jacquelyn Ward	December salary	\$821.40
7137	Scott Smith	Twp. Building cable	\$37.43
7138	David Huber	Christmas Cards	\$21.38
7139	Jacquelyn Ward	Twp phone case/screen protector	\$55.72
7140	Jacquelyn Ward	Monthly mileage	\$150.00

I hereby certify that there is sufficient money appropriated and, in the Treasury, to pay the above bills.

The Trustees reviewed the monthly financial reports including the bank reconciliation, and signed the Governing Board Signature Form. Checks were noted to be in correct sequence.

Mr. Nicol then moved to adjourn the meeting and Mr. Huber seconded the motion. Roll call was unanimous. Motion passed and the meeting was adjourned.