

DARBY TOWNSHIP
July 13, 2026
MEETING MINUTES

The Darby Township Trustees met in regular session Monday, July 13, 2026 at 7:00 pm at the Darby Township Hall with the following township official's present: James Scheiderer, David Huber, David Gruenbaum, and Mike Rausch. Also present were Jackie Ward, Peggy Dutcher, Dave Dutcher, and James Phillips.

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

The minutes from the June 22, 2026, regular meeting of the Darby Township Trustees was emailed to all Trustees prior to the meeting. The minutes from the special meeting on June 22, 2026, for the Records Retention Policy review were emailed to all Trustees prior to the meeting. The minutes from the special meeting on July 1, 2026, were emailed to all the Trustees prior to the meeting. Mr. Huber made a motion to approve the Records Retention minutes as presented. Mr. Gruenbaum seconded the motion. Minutes were approved as presented. Mr. Huber made a motion to approve the regular meeting minutes as presented. Mr. Gruenbaum seconded the motion. Minutes were approved as presented. Mr. Gruenbaum made a motion to approve the Special Meeting minutes as presented. Mr. Huber seconded the motion. Minutes were approved as presented.

Sheriff's Report:

There was no representative at the meeting.

Township residents/visitors' business/concerns:

Mr. Phillips presented a question to the Trustees and Zoning Inspector related to how to get setback requirements for a new home build in our township. Mr. Phillips was directed to the Zoning Resolution available on our website and was shown in the document where the setbacks were available.

Zoning Inspector Report:

Ms. Ward

- Permits Issued and Variance Requests:
 - Bryant and Aubre Huber – 12370 Andrews Dr – In Ground Swimming Pool
 - Mike and Natalie McKay – 14998 Robinson Rd – New Home
 - Hillary Carlson – 9976 SR 736 – Variance (Accessory Building)
 - John and Jane Wolfe – 15450 Robinson Rd – Accessory Building
- Nuisance Properties – Various attempts have been made to contact the residents for follow-up. No responses received other than a voice mail from Mr. Vance indicating he would be at this meeting. He was not present. Jackie will forward copies of the original letters, that were sent to each resident, to the Trustees.
- The monthly report was discussed.
- Beitel Pool Fence issue was discussed and it was indicated this has been turned over to the Prosecutor's office.
- The Unpermitted Pool situation was discussed. Jackie indicated that changes suggested by the Union County SWCD office are being worked on and the resident is submitting a Variance application for the pond size.

Pleasant Valley Fire District:

- Mr. Scheiderer indicated he has spoken to the MFD about the assistance provided to the UTFD in the past month. Further discussions will be held on if the area of Darby Twp serviced by the UTFD can be moved to the MFD and PVFD for coverage and move away from the UTFD coverage.

Old Business

- 1) *Speed Sign* – Mr. Huber will train Mr. Gruenbaum on the setup of the Speed Sign.
- 2) *Township Website Traffic* – The monthly report was distributed via email.
- 3) *Richwood Bank Positive Pay* – No exceptions were experienced since the past meeting.
- 4) *Cybersecurity Policy* – The Resolution document as signed. Mr. Rausch will file in the appropriate locations.
- 5) *2026 MORE Grant* – The \$1000 grant was received.

- 6) *2026 NCO Grant* – Mr. Rausch reported nothing has been received.
- 7) *BZA/BZC Secretary* – Amy Chapman has been trained by Mr. Rausch. She will be handling the responsibilities from here on out with Mr. Rausch assisting when needed.
- 8) *BZA/BZC SSNs* – Mr. Huber reported the last one for the board members should have been provided. Mr. Rausch confirmed it has been entered into UAN. Mr. Rausch indicated he will need to get the SSN from Ms. Chapman to complete her entry for a 1099.
- 9) *Darby Township Building Sign* – The Trustees scheduled a day to put the sign on the building.
- 10) *Darby Blvd Culvert* – Mr. Gruenbaum has contacted Union County Engineer and got approval for the township to pursue other quotes if the work is required prior to when the county can get to it.
- 11) *The updated Resolution books* were received from the LUC. Mr. Rausch will get the documents recorded, appropriate copies filed, and a copy back to LUC per instructions from LUC.
- 12) *BWS Audit* – Mr. Rausch reported no more has been received.
- 13) *Old Printer* – The Trustees okayed that Ms. Chapman use the old printer in her home for Zoning Secretary needs.
- 14) *Township Hall Drainage* – The options presented by Justin Rausch were discussed. The subject will be discussed at the second July meeting.
- 15) *LUC Appreciation Lunch* – The Trustees will schedule a day and all will take up pizza and drinks to the LUC staff in a show of appreciation for all they have been doing for the township. Scheduled for July 23rd.
- 16) *File Cabinets*:
 - Mr. Gruenbaum made a motion to purchase a 2 drawer, fire-proof filing cabinet, not to exceed \$2,000 (including shipping), for the Fiscal Officer in home use. Mr. Huber seconded the motion. Roll Call Vote: Mr. Huber – Yes, Mr. Scheiderer – Yes, and Mr. Gruenbaum – Yes. Motion carried.
 - Mr. Huber made a motion to purchase a 4 drawer, letter, fire-proof filing cabinet, not to exceed \$3,000 (including shipping) for use in the township hall office. Mr. Gruenbaum seconded the motion. Roll Call Vote: Mr. Huber – Yes, Mr. Scheiderer – Yes, and Mr. Gruenbaum – Yes. Motion carried.
- 17) *Pool Resolution Update* – Mr. Scheiderer will get a copy of the Union County zoning requirements when he visits the County office.
- 18) *Other Business*
 - None.

New Business

- 1) Mr. Rausch reported that the OTARMA audit was conducted. There were a few minor recommendations that will be made by the Auditor in written correspondence. Not yet received.
- 2) Mr. Rausch indicated that per the new Cybersecurity Policy, the Trustees and FO will need to conduct annual training on this subject. He indicated he would research options for this training.
- 3) Cemetery Grant Portal – Trustees to research and decide if we should submit an application.
- 4) 2027 Pay Rates – The new pay scale has been released. It was reviewed. New wages will go into effect January 1, 2027.
- 5) Agriculture Security Area – Mr. Huber asked if the other Trustees were familiar with this new option. It was indicated that even the County Commissioners were not familiar and they will notify the township when a presentation is available to attend.
- 6) Memorial Day Band – It was discussed that FHS has a new band director. Mr. Huber will contact the band director after school is in session and discuss our Memorial Day program.
- 7) USA Flags – Mr. Huber reported that the VFW donated 3 – 5' x 8' flags to our township. He indicated they would not accept payment. It was also discussed the previous flags were purchased through the American Legion at a cost of \$45 per flag. Mr. Huber made a motion to donate \$100 to the VFW in response to their donation of 3 flags to our township. Mr. Gruenbaum seconded the motion. Roll Call Vote: Mr. Huber – Yes, Mr. Scheiderer – Yes, and Mr. Gruenbaum – Yes. Motion carried.
- 8) Union County SWCD Banquet – Trustees will donate 2 x \$25 gift certificates (via their own funds) to the banquet. Mr. Scheiderer and Mr. Huber plan to attend the banquet on August 12th.
- 9) *Other Business*
 - Mr. Huber has secured a speaker for the 2027 Memorial Day program, Adam Platt.

Cemeteries

- *Mr. Scheiderer indicated we should expect an invoice from Langstaff for the cleaning of head stones.*
- *Cemetery Management software was discussed. No action taken.*

Playground

- Mr. Huber provided the playground report to Mr. Rausch.

Management Reports

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

Roads

The Trustees completed the monthly road report.

Communications/Correspondence

Receipts

The receipts received June 23 2026 through July 13, 2026, were reviewed.

Date	Source	Amount
6/30/2026	OTA – MORE Grant	\$1,000
6/30/2026	STAR Ohio – Interest	\$6,646.18
6/30/2026	Primary Interest	\$15.21
7/07/2026	Winson Snelling	\$300.00
7/10/2026	Ferguson Funeral Home	\$200.00
7/10/2026	Kristy Beachy	\$50.00

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

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

Electronic transfer/Check#	Pay To	Purpose	Amount
88-2026	UNITED STATES TREASURY	Taxes	\$594.20
89-2026	School District	Taxes	\$113.35
90-2026	Ohio Treasurer of State	Taxes	\$140.26
91-2026	City of Marysville	Quarterly Taxes	\$51.42
92-2026	Ohio Public Employees Retirement System	Taxes	\$1,894.44
94-2026	City of Marysville	Online Payment Fee	\$0.95
96-2026	Verizon	Voided – Duplicate Payment	\$38.13
98-2026	Google	Email Management	\$53.93
99-2026	Richwood Banking Company	IT Support	\$80.00
100-2026	Verizon	Phone	\$42.37
101-2026	Richwood Marketing	Back Office Support	\$29.99
102-2026	Spectrum Business - Time Warner Cable	Internet and Phone	\$144.82
103-2026	AES Ohio	Void – Duplicate Payment	\$219.73
104-2026	Union Rural Electric – URE	Electric	\$11.00
105-2026	Rumpke	Trash	\$213.28
106-2026	AES Ohio	Electric	\$219.73

108-2026	Ohio Deferred Comp	Employee Contribution	\$30.00
109-2026	UNITED STATES TREASURY	Taxes	\$435.93
110-2026	School District	Taxes	\$54.92
111-2026	Ohio Treasurer of State	Taxes	\$127.24
112-2026	Ohio Public Employees Retirement System	Taxes	\$1,670.48
7339	Auditor of State	Voided – Paid Wrong Vendor	\$1,440.00
7349	Union County Clerk of Court	Legal Fee	\$435.00
7350	David Huber	Reimbursement	\$20.68
7351	TruGreen	Grounds Maintenance	\$987.93
7352	Union County Engineer	Contracted Work	\$628.5
7353	Tim Underhill	Contracted Work	\$2,432.76
7354	Auditor of State	Audit Fee	\$197.40
7355	Mike Rausch	BZA Secretary	\$100.00
7356	Dennis Graham	BZA Chairman	\$50.00
7357	Mark Marsh	BZA	\$40.00
7358	Nathan Cunningham	BZA	\$40.00
7359	Mike Priday	BZA	\$40.00
7360	Tyler Clemans	BZA	\$40.00
7361	Amy Chapman	BZA Secretary – Trainee	\$100.00
7362	Marysville Printing Co	Supplies	\$226.95
7363	David Gruenbaum	Health Premium Reimbursement	\$230.00
7364	Jacquelyn Ward	Health Premium Reimbursement	Health Premium Reimbursement
7365	James Scheiderer	Health Premium Reimbursement	\$298.60
7366	David Huber	Health Premium Reimbursement	\$1,077.00
7367	Mike Rausch	Health Premium Reimbursement	\$1,091.65
7368	Jacquelyn Ward	Mileage	\$75.00
7369	David Gruenbaum	Salary	\$1,063.33
7370	David Huber	Salary	\$974.58
7371	Michael Rausch	Salary	\$1,817.11
7372	James Scheiderer	Salary	\$1,033.89
7373	Jacquelyn Ward	Salary	\$811.03
7374	Julian and Grube, Inc.	Auditing	\$1,440.00
7375	McAuliffe's Ace	Supplies	\$201.29
7376	Orkin	Contracted Services	\$97.17

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. Huber then moved to adjourn the meeting, and Mr. Gruenbaum seconded the motion. Roll call vote was taken.
Mr. Huber – Yes, Mr. Scheiderer – Yes. Mr. Gruenbaum – Yes. Motion passed and the meeting was adjourned.