

# RECORD OF PROCEEDINGS CONCORD TOWNSHIP BOARD OF TRUSTEES

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

JANUARY 4, 2018

Held

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The Board of Trustees of Concord Township met in special session on Thursday, January 4, 2018 at the Concord Township Administrative Building to organize for 2018. The Fiscal Officer, presiding, called the meeting to order at 9:15 a.m. The roll was called, and present were Trustees Jason Haney, Joe Garrett, and Bart Johnson.

Mr. Johnson moved and Mr. Haney seconded to approve the minutes from the previous meeting. Vote: Haney-yes, Garrett-yes, Johnson-yes.

The Fiscal Officer opened the floor for nominations for 2018 Chairman of the Board. Mr. Haney moved and Mr. Garrett seconded to nominate and elect Mr. Johnson for Chairman. Vote: Haney-yes, Garrett-yes, Johnson-yes.

The Fiscal Officer opened the floor for nominations for 2018 Vice Chairman of the Board. Mr. Haney moved and Mr. Johnson seconded to nominate and elect Mr. Garrett for Vice Chairman. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Mr. Johnson moved and Mr. Garrett seconded to appoint Mr. Haney as Executive Board Member for 2018. Vote: Haney-yes, Garrett-yes, Johnson-yes.

The meeting was then turned over to the 2018 Chairman, Mr. Bart Johnson.

## NEW BUSINESS

It was noted the Board of Trustees will hold their regular township meetings on the second and fourth Wednesdays of each month at 7:00 p.m. at the Concord Township Community Building, as previously approved. Meeting dates will be published in the Delaware Gazette and on the township website.

Mr. Garrett moved and Mr. Haney seconded to adopt Resolution #010418-1, that in the event there is an inadequate amount in the line item or appropriation to pay incoming bills, to allow the Fiscal Officer to make the necessary inter-fund transfers as needed to meet financial obligations. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Mr. Haney moved and Mr. Garrett seconded to adopt Resolution #010418-2, that the Concord Township Board of Trustees intends to sell by internet auction personal property, including motor vehicles, road machinery, equipment, tools, or supplies, that is not needed for public use, is obsolete, or is unfit for the use for which it was acquired; that Todd Cooper is hereby designated as the Board's representative in conducting and/or administering internet auctions held pursuant to this Resolution; that this Resolution is effective only for calendar year 2018; that the Board shall contract with GovDeals, Inc. to conduct the internet auctions; that Township owned personal property will be listed for auction for a minimum of ten (10) days, and according to the description in the Resolution, with GovDeals charging a total fee of twelve and one half percent (\$5.00 minimum) of the sales price, paid by the Bidder; that general terms, conditions, and publications are followed as specified in the Resolution. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Mr. Garrett moved and Mr. Haney seconded to adopt Resolution #010418-3, authorizing Concord Township to participate in the State of Ohio Cooperative Purchasing Program for 2018. The fee will be \$100.00. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Mr. Johnson moved and Mr. Garrett seconded to adopt Resolution #010418-4, that the law firm of Brosius, Johnson & Griggs, LLC be employed on an annual, as-needed, basis for calendar year 2018 as Township's outside legal counsel, to represent and advise the Township and its officers, boards, and commissions, in such matters by or on behalf of the Board or its designee, provided that the total compensation shall not exceed \$5,000.00 without further action by the Board. Vote: Haney-yes, Garrett-yes, Johnson-yes.

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Mr. Garrett moved and Mr. Haney seconded to allow the Fiscal Officer to invest Township funds in the best interest of the Township, as prescribed by the Ohio Revised Code. Monies are invested in reputable financial institutions that have a contract with Concord Township as a Depository of Public Funds. PNC Bank and First Commonwealth Bank are current depositories. Vote: Haney-yes, Garrett-yes, Johnson-abstain.

Fiscal Officer Davis distributed the following December 31, 2017 reports to the Board: Cash Summary by Fund, Certificate of the Total Amount from all Sources Available for Expenditures and Balances, including carry-over balances, purchase orders outstanding, and County Auditor's estimated tax revenues for 2018. Discussion was held on carry-over liability for health insurance run-out claims. It was mentioned nearly \$57,000 in income was received from EMS billing claims during 2017.

Mr. Johnson moved and Mr. Garrett seconded to adopt Resolution #010418-5, that to provide for the current expenses and other expenditures of the Concord Township Board of Trustees, during the fiscal year ending December 31, 2018, the following sums be, and the same are hereby set aside and appropriated, for the several purposes for which expenditures are to be made for and during said fiscal year, as follows:

General Fund	\$4,796,428.00
Motor Vehicle License Tax Fund	\$ 43,000.00
Gasoline Tax Fund	\$ 175,000.00
Cemetery Fund	\$ 31,000.00
Fire District Fund	\$3,005,800.00
Road District Fund	\$1,865,000.00
Township MVL Permissive Fund	\$ <u>96,000.00</u>
TOTAL	\$10,012,228.00

Vote: Haney-yes, Garrett-yes, Johnson-yes.

It was noted that Board of Zoning Appeals member Nick Cua accepted his appointment for another five year term, ending December 31, 2022.

Bank statements for December 2017 were reviewed and initialed by the Trustees.

The Cemetery Fee Schedule was reviewed. Discussion was held on concrete costs, pouring monument foundations twice per year, and grave costs. Mr. Johnson moved and Mr. Garrett seconded to raise the cost to \$600 per grave for Township residents, and for all other cemetery fees to remain the same as 2017, all effective January 4, 2018. Vote: Haney-yes, Garrett-yes, Johnson-yes.

The Zoning Fee Schedule was reviewed. Mr. Johnson moved and Mr. Garrett seconded to edit and raise the cost of Major Modification of PRD to \$600.00, plus \$150.00 per acre of the original PRD (\$2500 minimum fee), and for all other zoning fees to remain the same as 2017, all effective January 4, 2018. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Mr. Johnson moved and Mr. Haney seconded to adopt Resolution #010418-6, approving use of Township funds for payment of Delaware County Regional Planning Commission 2018 dues in the amount of \$7,985.00, based on the end of 2017 population estimate of 10,749, at \$1.04 per person, minus a credit for 2016. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Mr. Johnson moved and Mr. Haney seconded to adopt Resolution #010418-7, approving use of Township funds for payment of Delaware County Emergency Management Agency 2018 dues in the amount of \$5,227.28, based on the end of 2017 population estimate of 10,749, at 6.03% of the County population. Vote: Haney-yes, Garrett-yes, Johnson-yes.

It was noted property tax exemption will be filed for the new Bean Oller property, instead of CAUV tax renewal.

The 2018 Township address directory was reviewed.

RECORD OF PROCEEDINGS  
CONCORD TOWNSHIP BOARD OF TRUSTEES

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Motion was made by Mr. Johnson and seconded by Mr. Garrett to approve cell phone reimbursement in the amount of \$40.00 per month for the Zoning Inspector. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Staff pay rates for 2018 were discussed. It was noted State law determines the pay salaries of the elected officials based on budget. After discussion, it was moved by Mr. Johnson and seconded by Mr. Haney to adopt the following General and Road Departments pay rates effective January 1, 2018:

- Road Department part-time employee (Wilgus) move to full-time at a rate of \$16.00/hr
- Road Department current part-time employees (all others) increase to \$16.00/hr
- Road Department full-time supervisor (Holloway) increase wage two percent
- Administrative Assistant part-time (Ellerbrock) increase wage two percent
- Director of Operations part-time (Cooper) increase salary two percent
- Zoning Inspector part-time (Irvine) increase salary two percent
- Board of Zoning Appeals members maintain \$50.00 per meeting with chairperson additional \$100.00 per year
- Zoning Commission Board members maintain \$50.00 per meeting with chairperson additional \$200.00 per year

Upon roll call vote: Haney-yes, Garrett-yes, Johnson-yes.

It was noted full-time fire department employees will receive a 2.5% wage increase per the Local Firefighters Union#3755 contract for January 1, 2016-December 31, 2018. After discussion, Mr. Johnson moved and Mr. Garrett seconded to adopt the following Fire Department pay rates effective January 1, 2018:

- Fire department part-time firefighter/EMT \$15.00/hr
- Fire department part-time firefighter/Paramedic \$16.00/hr
- Fire department inspector and fire maintenance \$18.00/hr

Upon roll call vote: Haney-yes, Garrett-yes, Johnson-yes.

Mr. Garrett moved and Mr. Haney seconded to approve a 2.5% wage increase for the 2018 salaries of Fire Chief and Fire Captain. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Mr. Johnson mentioned a Worker's Compensation claim that was originally appealed by the Township per the advice of CareWorks. It is now recommended to rescind that appeal. Mr. Johnson will call CareWorks with details.

As there was no further business, Mr. Garrett moved to adjourn, seconded by Mr. Haney. Vote: Haney-yes, Garrett-yes, Johnson-yes.

ATTEST

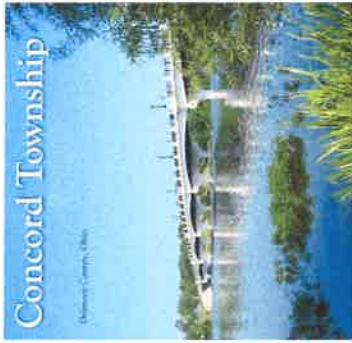
  
Fiscal Officer

BOARD OF TRUSTEES

  
Jason Haney

  
Joe Garrett

  
Bart Johnson



## CONCORD TOWNSHIP, DELAWARE COUNTY, OHIO

### Trustees:

Jason Haney  
Joe Garrett  
Bart Johnson

### Fiscal Officer:

Jill M. Davis

## OLLER CEMETERY FEES

### Plots:

\$600.00 per grave site residents/property owners  
\$1,200.00 per grave site non-residents/next-of-kin

### Opening and Closing:

\$500.00 Monday-Friday  
\$700.00 Weekends/Holidays

### Interment of Ashes:

\$200.00 Monday-Friday  
\$350.00 Weekends/Holidays

### Monument Footers:

\$ 0.60 per square inch

### Other Fees:

\$ 50.00 to change lot deeds or maps

**6385 Home Road, Delaware, OH 43015**

**Phone: 740-881-5338 Fax: 740-881-5428 Email: [jdavis@concordtwp.org](mailto:jdavis@concordtwp.org)**

**CONCORD TOWNSHIP ZONING FEE SCHEDULE - effective January 4, 2018**  
**ZONING INSPECTOR, RIC IRVINE 740-881-5338 rirvine@concordtwp.org**

**APPLICATIONS FOR:**

All Rezoning	\$600.00 plus \$150.00 per acre thereafter (\$2500 minimum fee)
Conditional use	\$600.00
Variance / Appeals	\$600.00
Major Modification of PRD	\$600.00 plus \$150.00 per acre of original PRD (\$2500 minimum)
Change of Zoning Use Permit	\$ 50.00
Administrative Review	\$400.00 covers one meeting per board

- Applicant or representative must be present at hearing.
- Additional Charge for court reporter may be charged to the applicant where required by the Boards.
- For purposes of clarification, "BOARD" refers to Zoning Commission or Zoning Appeals Board.
- If an Applicant does not submit proper documents as specified, the Board may turn down the Application.
- If the Board cannot reach a decision and a continuance is requested by the Board, there are not additional fees charged to the Applicant.

**RESIDENTIAL**

Single Family	\$300.00
Multi Family, per unit	\$300.00

**ACCESSORY STRUCTURES**

\$ 50.00

**ADDITIONS**

To Garage or Residence	\$100.00
Decks (no roof)	\$ 75.00
Swimming pools (private)	\$100.00
Structural change to building	\$100.00
Certificate of Compliance	included in initial fee
Mobile Home (temporary/farm labor)	\$200.00 each 6 months

**APPROVAL OF PLATS AND SUBDIVISIONS**

Approval

\$250.00 plus \$100.00 per lot over one

**COMMERCIAL - INDUSTRIAL**

New Construction	\$275.00 plus \$15.00 each 100 sq. ft. or fraction thereof
Additions and/or Alterations	\$275.00 plus \$15.00 each 100 sq. ft. or fraction thereof
Certificate of Compliance	included in initial fee

**SIGNS** (when zoning certificate required)

Permanent	\$300.00
Temporary	\$225.00 up to 18 months

**CELLULAR TOWER/ANTENNAE**

\$500.00

**MISCELLANEOUS**

Borrow Pits	\$500.00
Returned Check Fee	\$ 50.00
Zoning Resolution Book	\$ 75.00
Comprehensive Plan Book	\$ 25.00
Copies	\$ .25 per page
Both Books on CD	\$ 20.00

Any resident with an approved Zoning Certificate on file and there was a house built with incorrect setbacks, as indicated on the Zoning Certificate, the owner will be required to apply for a Variance through the Zoning Inspector and the Board of Zoning Appeals with all fees waived under the following conditions:

1. No Variance applied for which was necessary
2. Not on File (no records available)
3. Variance (setback) is challenged

FUND	Starting Balance 01/01/17	Total Receipts	Transfers In (MEMO ONLY)	Advances In (MEMO ONLY)	Total Receipts and Balances	Expenditures	Transfers Out (MEMO ONLY)	Advances Out (MEMO ONLY)	Ending Balance YTD
01 -GENERAL	4915200.40	1207933.24	0.00	0.00	6123133.64	936755.12	0.00	0.00	5186378.52
02 -MOTOR VEHICLE LICENSE TAX	29394.92	17592.58	0.00	0.00	46987.50	15900.27	0.00	0.00	31087.23
03 -GASOLINE TAX	85963.78	110339.39	0.00	0.00	196303.17	109140.03	0.00	0.00	87163.14
05 -CEMETERY	40409.92	16346.80	0.00	0.00	56756.72	28580.39	0.00	0.00	28176.33
10 -FIRE DISTRICT	2713667.24	3210772.69	190849.00	0.00	5924439.93	4992338.46	0.00	0.00	932101.47
11 -ROAD DISTRICT	1489311.58	831091.07	0.00	0.00	2320406.65	468752.91	0.00	0.00	1851653.74
14 -MAINTENANCE FACILITY-ROAD	0.00	0.00	0.00	0.00	190849.00	190849.00	0.00	0.00	0.00
14A-FEMA	0.00	190849.00	0.00	0.00	190849.00	0.00	0.00	0.00	0.00
14B-COMMUNITY PARK IMPROV GRANT FUND (CPIG)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15 -GENERAL(NOTE) RETIREMENT(MAINT-FACILITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21 -CAPITAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23 -PERMISSIVE MOTOR VEHICLE LICENSE TAX	48678.36	34408.40	0.00	0.00	83086.96	18975.57	0.00	0.00	64111.39
TOTAL ALL FUNDS	9322630.40	5619333.17	190849.00	0.00	14941963.57	6761291.75	190849.00	0.00	8180671.82

**CERTIFICATE OF THE TOTAL AMOUNT FROM ALL SOURCES AVAILABLE FOR EXPENDITURES, AND BALANCES**

Rev. Code, Sec. 5705.36

From the Township of Concord, Delaware County, Delaware, Ohio, January 4, 2018.

To the County Auditor of said County:

The following is the total amount from all sources available for expenditures from each fund set up in the tax budget, with the balances that exist at the end of the fiscal year, December 31, 2017.

Fund Type/Classification	(1) Cash Balance as of December 31, 2017	(2) Encumbrances as of December 31, 2017	(3) Advances not Repaid	(4) Carryover Balance Available for Appropriation	(5) Total Amount from all Sources Available for Expenditures	(6) Total Amount Available plus Balances
Governmental Fund Type						
General Fund	5,186,378.52	182,513.60		5,003,864.92	1,194,145.57	6,198,010.49
Special Revenue Funds	2,994,293.30	628,615.79		2,365,677.51	3,566,485.18	5,932,162.69
Debt Service Funds				0.00		
Capital Projects Funds	0.00			0.00	0.00	0.00
Special Assessment Fund				0.00		
Proprietary Fund Type				0.00		
Enterprise Fuds				0.00		
Internal Service Funds				0.00		
Fiduciary Fund Type				0.00		
Trust & Agency Funds				0.00		
TOTAL ALL FUNDS	8,180,671.82	811,129.39		7,369,542.43	4,760,630.75	12,130,173.18

GEORGE KAITSA  
AUDITOR

2018 JAN -4 PM 1:59

DELAWARE COUNTY, OHIO  
AUDITOR  
FILED