

CONCORD TOWNSHIP BOARD OF TRUSTEES

October 10, 2018

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Call to Order

The Concord Township Board of Trustees met in regular session on Wednesday, October 10, 2018 at 7:00 pm at the Concord Township Administrative Building. Chairman Bart Johnson called the meeting to order and the roll was taken. Attending were Trustees Bart Johnson, Joe Garrett, and Jason Haney. Also present were Fiscal Officer Jill Davis, Director of Operations and Fire Chief Todd Cooper, and Zoning Inspector Ric Irvine.

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

Public Input

None.

Financial

Mr. Johnson certified the Fiscal Officer has provided financial statements for the Township, and money has been appropriated to pay the bills. The current Cash Summary by Fund shows the following balances: General Fund \$5,865,617.35, Special Revenue Funds (Roads, Fire, MVL Tax, Gas Tax) \$3,403,094.87, totaling all Funds \$9,268,712.22.

Therefore, Mr. Garrett moved and Mr. Haney seconded to approve pending purchase orders, warrants and vouchers #1787-1792, 14225 void, 14263-14296, all totaling \$113,046.09.
Vote: Haney-yes, Garrett-yes (abstain from #14274), Johnson-yes.

Old Business

- 1- Mr. Haney inquired about a grave being re-opened for interment of ashes. Mr. Garrett said we have not done that in the past, but took it to the Prosecutor's office for their opinion. Assistant Prosecutor Mr. Penkal stated it was okay to open/close ashes into a grave already containing a vault.
- 2- The Preservation Parks grant application was submitted by Mr. Haney. Mr. Haney thanked Doug Riedel at the Engineer's office for his assistance. The grant was only for path systems.

New Business

- 1- The Fiscal Officer has requested additional help with fiscal and administrative duties. Mr. Garrett moved and Mr. Haney seconded to hire Angie Ellerbrock from part-time to full-time at the same rate of pay. Vote: Haney-yes, Garrett-yes, Johnson-yes.
- 2- Computers had network issues at the office today. During investigation, it was noticed the computers are ten years old. Mr. Haney will create a list of the older units and obtain an estimate for replacement.
- 3- The Request for Bids for the trash contract renewal was received from the Prosecutor's office to review. Information needs updated and filled out before the Board can take action. Mr. Garrett moved and Mr. Johnson seconded to inquire if Republic Waste is interested in renewing their contract at the current price for three more years. Vote: Haney-yes, Garrett-yes, Johnson-yes. Mr. Garrett noted he does not like the trash can distribution process. Discussion was held on different trash can and recycling tote options.
- 4- Procedures for expenditures were discussed. Purchase orders need to be requested to the Fiscal Officer prior to repairs and large purchases being made to ensure funds are available and earmarked.
- 5- Mr. Haney moved and Mr. Garrett seconded to close the Fire Fund purchase orders to Charter Hill Construction and M&W Architects for the construction process of the fire station. Vote: Haney-yes, Garrett-yes, Johnson-yes.
- 6- Motion was made by Mr. Haney and seconded by Mr. Garrett to approve the transfer of \$30,000 from the General Fund to the Cemetery Fund for cemetery expansion improvements. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Zoning Department

- 1- Zoning Inspector Ric Irvine reported nineteen permits were issued for September, and eight house permits to date for October.
- 2- A letter has been drafted for the owners of the old Billman property. The owner is operating paid camper/boat/vehicle storage on the residential property.

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- 3- Letters are back from the County Code Compliance declaring structures at both the Bellpoint Road and US 42 properties as hazardous. The letters and resolutions will be forwarded to the Prosecutor's office for action.
- 4- Mr. Irvine has received four voicemails since Saturday regarding generators and/or moving A/C units. Due to setback requirements and the narrow distance between some development lots, there is very limited space to place exterior mechanical units.
- 5- A homeowner near the Schottenstein project on Hyatts Road is concerned about the water laying behind the development. The developer does not feel a catch basin is needed and wants to do a drainage pipe instead. Discussion held on who monitors such changes.
- 6- The Prosecutor's office is still working on the Montgomery hazardous property on South Section Line Road. County Code Compliance did a review and has been waiting on warrants for months. Mr. Johnson has requested the Prosecutor's office prioritize the issue.

Road & Fire Departments

- 1- A nearby crash this morning prompted discussion if township zoning can require guard rails near roadways to help prevent vehicles from driving into and submerging in ponds or water retention areas, i.e.... any pond within x feet of roadway must have fence or guardrail...
- 2- Republic Waste has confirmed being at the Township Open House this weekend.
- 3- Union contract negotiations meeting is tomorrow morning.
- 4- Painting bill: base amount of bill was paid tonight. Other changes approved by Chief Cooper were the cupola and north doors, to be processed for the next meeting.
- 5- The Shawnee Hills fire and EMS services contract is ready for renewal. The amount calculated is the same millage as township residents, plus 10% state rollback amount.
- 6- Reminder of Trustees' special meetings scheduled for October 17th and 25th.
- 7- Fire Prevention Open House & Fall Festival scheduled October 13th 4-7pm.

Fiscal Officer


- 1- Correspondence was received from the Delaware County Engineer's Officer about the Annual Trustee and Fiscal Officer meeting to be held November 8, 2018
- 2- It was made a matter of record that Oller Cemetery Lot 368, graves 2,3,4 were sold. Deeds were signed.
- 3- Posted Roads for 2019 were discussed. Mr. Johnson moved and Mr. Haney seconded to post the same roads as 2018 for weight reduction from February-June 2019. Vote: Haney-yes, Garrett-yes, Johnson-yes.
- 4- Fall Festival ready - Angie doing crafts, Jill doing s'mores & drinks outside by fire.
- 5- Official Records disposal (about 25 file boxes) has been completed for 2018.
- 6- Liability insurance renewal has been submitted to OTARMA, due back next month for December renewal.
- 7- Fiscal Officer will be attending Ohio EMA finance course on grant accounting.
- 8- Bank statements from September were reviewed by the Trustees.

With no further business, Mr. Garrett moved and Mr. Haney seconded to adjourn. Vote: Haney-yes, Garrett-yes, Johnson-yes.

ATTEST


Fiscal Officer, Jill Davis

BOARD OF TRUSTEES


Bart Johnson


Joe Garrett


Jason Haney

Concord Township Trustee Meeting

October 10, 2018

Roll Call

Approve Minutes

Public Input

Pay Bills

I would like to certify the fiscal officer has provided us with financial statements.

I need a motion to approve purchase orders, pending warrants and pay bills.

Old Business

New Business

Add additional help for the FO

New RFB for Trash contract

Zoning Inspector Report

Operations Director/Fire Chief

Fiscal Officer

Adjourn



Jill Davis <jdavis@concordtwp.org>

Annual Township Trustee and Fiscal Officer Meeting

1 message

Riedel, Doug <DRiedel@co.delaware.oh.us>

Wed, Oct 10, 2018 at 3:49 PM

To: Bart Johnson <bjohnson@concordtwp.org>, "jgarrett@concordtwp.org" <jgarrett@concordtwp.org>, "jhaney@concordtwp.org" <jhaney@concordtwp.org>, Jill Davis <jdavis@concordtwp.org>

Dear Concord Township: Please announce at your meeting tonight that the annual Township Trustee and Fiscal Office meeting will be held on Thursday, November 8, 2018 at the Willis Building, 2079 US 23 North, Delaware, OH. The meeting format will be similar to other years, with the meeting starting mid-morning and finishing mid-afternoon. Lunch will be served. A formal invitation will be sent to you all in the near future. I just want to make sure you save the date. Please contact me with any questions.

Thanks,

Doug

**Doug Riedel P.E.***Township Liaison*

Delaware County Engineer's Office

a: 50 Channing St., Delaware, OH 43015

p: (740) 833-2448

e: driedel@co.delaware.oh.usw: www.delawarecountyengineer.org

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CASH SUMMARY BY FUND
Concord Township [2018]

Date: 10/10/18

FUND	Starting Balance 01/01/18	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	5186378.52	1266360.81	0.00	0.00	6452739.33	587121.98	0.00	0.00	5865617.35
02 -MOTOR VEHICLE LICENSE TAX	31087.23	14970.48	0.00	0.00	46057.71	18471.39	0.00	0.00	27586.32
03 -GASOLINE TAX	87163.14	82627.84	0.00	0.00	169790.98	112601.45	0.00	0.00	57189.53
05 -CEMETERY	28176.33	9403.20	0.00	0.00	37579.53	19611.41	0.00	0.00	17968.12
10 -FIRE DISTRICT	922101.47	2856125.37	0.00	0.00	3768226.84	2594612.76	0.00	0.00	1173614.08
11 -ROAD DISTRICT	1851653.74	428514.58	0.00	0.00	2280168.32	1800045.87	0.00	0.00	2100122.45
14 -MAINTENANCE FACILITY-ROAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14A-FERRA	0.00	0.00	0.00	0.00	0.00	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 -FIRE FUND	64111.39	25270.15	0.00	0.00	89381.54	62767.17	0.00	0.00	26614.37
23 -PERMISSIVE MOTOR VEHICLE LICENSE TAX	8180671.82	4663272.43	0.00	0.00	12843944.25	3575232.03	0.00	0.00	9268712.22
TOTAL ALL FUNDS									

PENDING WARRANT REPORT
Concord Township [2018]

Date: 10/10/18

Warrant Number	Warrant Amount	Voucher Number	Payee	Purpose
1791	270.91	V 1791	CBIZ PAYROLL	HRA CLAIM REIMBURSEMENTS THRU 9/28/18
1792	6440.32	V 1792	CBIZ PAYROLL	HRA CLAIM REIMBURSEMENTS THRU 10/5/18
14243	-10000.00	V14225	FINAL TOUCH PAINTING	VOID PAINT DEPOSIT
14263	59.98	WM14263	THE COLUMBUS DISPATCH	FIRE DEPT NEWSPAPER SUBSCRIPTION
14264	675.00	WM14264	BEEB'S BP DIST INC	ROAD DEPT HYDRA OIL
14265	5035.10	WM14265	CHARTER HILL CONSTRUCTION INC.	FIRE DEPT FLAG POLE & CONCRETE PAVE CHG
14266	45.18	WM14266	KLEEM, INC.	ROAD DEPT SIGNAGE SUPPLY
14267	40.00	WM14267	RIC IRVINE, ZONING INSPECTOR	ZONING CELL PHONE REIMB OCT
14268	375.00	WM14268	RUSTY'S TOWING SERVICES, INC.	ROAD DEPT DUMP TRUCK TOWING
14269	1500.00	WM14269	DIRECTIONAL BORE	ADMIN BLDG BORING FOR SECURITY SYSTEM
14270	707.34	WM14270	OHIGRO, INC	PARK GRASS SEED & FERT
14271	269.44	WM14271	WASHINGTONS HARDWARE AND AUTO PARTS	FIRE DEPT REPAIR PARTS
14272	3.79	WM14272	THE HARDWARE EXCHANGE	FIRE DEPT HARDWARE PARTS
14273	50.30	WM14273	ANGIE ELLERBROCK	ZONING DEPT POSTAGE REIMB
14274	1200.00	WM14274	50+1 PUBLIC POLICY INITIATIVES	THP GRANT WRITING SVC SEPI18
14275	758.11	WM14275	LOWE'S COMPANIES, INC	ROAD DEPT MATERIAL & SUPPLIES
14276	262.50	WM14276	OHIO MULCH	PARK MULCH SUPPLY
14277	170.32	WM14277	VALTECH COMMUNICATIONS	ADMIN PHONE BILL
14278	110.00	WM14278	GERMAIN FORD	FIRE DEPT F350 TRUCK REPAIR
14279	164.39	WM14279	TRACTOR SUPPLY CREDIT PLAN	PARK SUPPLIES
14280	249.00	WM14280	STANLEY STEEMER INTL INC	ADMIN BLDG CARPET CLEANING
14281	125.93	WM14281	TIME WARNER CABLE	ADMIN INTERNET SVC
14282	187.50	WM14282	DATA RESOLUTIONS	IT SVCS FOR SECURITY SYSTEM
14283	32.76	WM14283	GORDON FLESCH CO., INC.	ADMIN COPIER USAGE FEE
14284	655.00	WM14284	ABLE SANITATION SERVICE, INC	FIRE DEPT HOLDING TANK PUMPD
14285	309.51	WM14285	FRONTIER	PARK MOWER TIRE REPAIR
14286	87.00	WM14286	TAYLOR TIRE COMPANY, LTD.	ROAD DEPT LABOR 9/17-9/28
14287	1444.93	WM14287	EXPRESS SERVICES INC	PARK FLOWERS
14288	365.29	WM14288	OAKLAND NURSERY	ADMIN. ROAD, SALT PAINTING
14289	30594.76	WM14289	FINAL TOUCH PAINTING	FIRE DEPT GAS UTILITY
14290	101.40	WM14290	COLUMBIA GAS	FIRE DEPT COMPRESSOR SERVICED
14291	155.00	WM14291	MUNICIPAL EMERGENCY SVCS DEPOSIT ACCT	FIRE DEPT INTAKE VALVE
14293	1641.47	WM14293	FINLEY FIRE EQUIPMENT	FIRE DEPT TEXTILE/MATS
14294	130.09	WM14294	MILLER'S TEXTILE SERVICES	FIRE DEPT NEWSPAPER SUBSCRIPTION
14295	170.13	WM14295	DELAWARE GAZETTE	FIRE DEPT SECURITY SVC CALL
14296	250.00	WM14296	GARBER CONNECT	
				<u>44637.65</u>

Total Amount of Pending Warrants

PENDING WARRANT REPORT
Concord Township [2018]

Date: 10/04/18

Warrant Number	Warrant Amount	Voucher Number	Payee	Purpose
1787	190.62	V 1787	HR BUTLER, LLC	PAYROLL PROCESSING FEE 9/28/18
1788	2445.81	V 1788	HR BUTLER, LLC	PAYROLL AGENCY DEDUCTIONS 9/28/18
1789	51616.45	V 1789	HR BUTLER, LLC	PAYROLL SALARIES 9/28/18
1790	14155.56	V 1790	HR BUTLER, LLC	PAYROLL TAXES WITHHELD 9/28/18
				<u>68408.44</u>

Total Amount of Pending Warrants