

RECORD OF PROCEEDINGS

CONCORD TOWNSHIP BOARD OF TRUSTEES

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3038 FORM NO. 101-48

Held October 28, 2020

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Call to Order

- The Concord Township Board of Trustees met in regular session on Wednesday, October 28, 2020 at 7:00 p.m. at the Concord Township Administrative Building, 6385 Home Road, Delaware, Ohio 43015. Chairman Bart Johnson called the meeting to order and the roll was called; attending were Trustees Bart Johnson, Joe Garrett, and Jason Haney. Other staff included Fire Chief Todd Cooper, Zoning Inspector Ric Irvine, and Fiscal Officer Jill Davis.
- Public attendance was provided via social distancing and teleconference.
- *Mr. Garrett moved and Mr. Haney seconded to approve the minutes of the previous meeting. Vote: Haney-yes, Garrett-yes, Johnson-yes.*

Public Input

- None.

Zoning Department

- Zoning Inspector, Mr. Irvine, provided the following zoning activity report:
 - 23 permits have been issued since the last meeting, 17 for new homes.
 - Another complaint was received about an abandoned vehicle at 6316 Logan Drive. Two notices were sent by the zoning department with no response. The case was turned over to the Board of Trustees for further action per ORC 505.871.
 - Trustee Garrett inquired about the walkways and mounding at the Epcon development at South Section Line and Butts Roads. Inspector Irvine suggested the township use a specialty inspector to develop criteria, inspect, and certify plans.
 - The Board of Zoning Appeals heard a case last night and the variance was turned down. Last week two cases were heard, one was granted and one was tabled.

Road Department

- Trustee Garrett discussed the purchase order for tonight for road department loader repairs at Southeastern Equipment. The coupler was bent during bucket hookup and use.
- The Clark Shaw Road drainage project has not started yet.
- No action yet on discussions from last meeting with Doug Riedel at Delaware County.
- Bunty Station Road will need road grading repairs next year.
- Correspondence was received from the County regarding the 2021 Road Improvement Program. Deadlines were reviewed and the Trustees will review all roads on November 6, 2020.
- A complaint was received from a bus driver about the Freshwater Road and US 42 intersection. A message was left at the ODOT office. A new sign was also ordered for Freshwater Road that needs installed.
- Paperwork for the Tax Increment Financing (TIF) at Dublin Farms storage facility was received back from Buckeye Valley School District. Dublin Farms submitted their zoning permit fees today to begin seven buildings. Mr. Irvine said they will probably have the permits this week.

Financial Report

- Chairman Johnson certified the Fiscal Officer provided current financial reports for the Township, and money is available to pay the bills. The current Cash Summary by Fund shows the following cash balances:

General Fund:	\$6,941,667.26
Special Revenue Funds:	\$1,886,646.00
Total All Funds:	\$8,828,313.26
- *Mr. Haney moved and Mr. Garrett seconded to approve pending purchase orders, vouchers, and warrants #72-78, 17206-17237, all totaling \$169,617.04. Vote: Haney-yes, Garrett-yes, Johnson-yes.*

Old Business

- Strawser Paving completed the road cleaning on October 15, and their payment will now be released.
- The Road Department new truck is now in use but still needs lettering.
- *Mr. Haney moved and Mr. Garrett seconded to accept the 2020 Delaware County Road Improvement Program road repairs as performed. Vote: Haney-yes, Garrett-yes, Johnson-yes.*

New Business

- Renewals were presented for vision, dental, and life insurance from Todd Bollinger at CBIZ Benefits. There is no increase in the Delta Dental premier plan, which renews at

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\$2,432/month through December 2021. Three options were available for vision renewal: 1-same (VSP choice) plan through VSP at no increase \$359/month, 2-same (VSP choice) plan through Equitable at \$54 less per month \$305/month, or 3-EyeMed same plan but smaller network at \$241/month. Group life plan renewal through The Standard is 13% increase from \$166/month to \$189/month, or Equitable with same coverage, 2 year rate lock, and line of duty coverage included at \$101/month, or Mutual of Omaha similar plan with higher AD&D benefit at \$134/month. After discussion, Mr. Johnson moved and Mr. Garrett seconded to approve the dental, vision, and life insurance renewals with 1-Delta Dental at 0% for same plan through December 2021, 2-Equitable's VSP Choice plan through December 2022, and 3-Equitable's group life/line of duty coverage plan through December 2022. Vote: Haney-yes, Garrett-yes, Johnson-yes. In addition, Mr. Garrett moved and Mr. Haney seconded to appoint Trustee Johnson to sign insurance renewal contracts on behalf of the Board. Vote: Haney-yes, Garrett-yes, Johnson-yes.

- The Board of Zoning Appeals has requested to hold additional meetings and have a court reporter attend in the future. The Trustee agreed the BZA should arrange any meetings with the Zoning Secretary, and have the authority to invite the Prosecutor's office and a court reporter, especially if they feel a meeting with be contentious.

- Speeding on Tree Lake Boulevard was monitored today, but the township radar gun did not work. The County Sheriff stated there is not enough manpower to routinely monitor subdivisions. Residents are frustrated and want results. After discussion, Mr. Johnson moved and Mr. Haney seconded to approve up to 15 shifts per month of special duty officers from the Delaware County Sheriff's office, at \$180 per 3 hour shift, for the next 12 months, not to exceed \$36,000. Vote: Haney-yes, Garrett-yes, Johnson-yes. Mr. Johnson will schedule with the County.

- Mr. Johnson moved and Mr. Garrett seconded to approve purchase of a Stralker Radar unit at a cost of \$1,990. Vote: Haney-yes, Garrett-yes, Johnson-yes. Mr. Garrett noted he would eventually like two units.

Fire Department

- Mr. Garrett moved and Mr. Haney seconded to approve purchase of two spray disinfecting units (one fire dept and one admin dept) and 16 gallons of cleaning product at a cost not to exceed \$2,300. Vote: Haney-yes, Garrett-yes, Johnson-yes.

- Trustee Johnson noted he is still waiting on a quote for UV lights and/or electrostatic unites for self-cleaning disinfecting options.

- Chief Cooper met with Joe Thomas of Metro Development. Their large re-zoning application is going back to the Zoning Commission Board again.

- The fire department's FEMA and SAFER grant submissions were both denied for funding.

- The fire truck committee will meet next on November 17, 2020 at 8:00 am. Trustee Garrett will attend. Discussion was held regarding ladder trucks versus bucket trucks, and additional truck cost paying for additional rescue capabilities.

- The next blood drive will be held November 5, 2020 from 9:00 am - 2:00 pm at the Concord Township Administrative Building.

Other Business/Correspondence

- Public records training will be held November 19, 2020 virtually by the County. Mr. Johnson moved and Mr. Garrett seconded to designate Fiscal Officer Jill Davis as Public Records representative for the entire Board per ORC149.43E1. Vote: Haney-yes, Garrett-yes, Johnson-yes.

- Mr. Haney moved and Mr. Garrett seconded to adopt Resolution #102820-1 to amend the 2020 township appropriations due to the CARES Act Relief Fund of \$438,689.28, for an amended total appropriations of \$11,502,689.28. Vote: Haney-yes, Garrett-yes, Johnson-yes.

- Mr. Johnson moved and Mr. Haney seconded to adopt Resolution #102820-2 to approve re-allocation of township expenditures, beginning March 1, 2020, as qualified CARES Act Relief Fund expenditures per US Treasury guidelines date September 2, 2020, in the amount of \$438,689.28. Vote: Haney-yes, Garrett-yes, Johnson-yes.

- Correspondence was received from Ms. Whatley of Lucy Depp subdivision asking about a previous complaint. A copy of complaint response from zoning will be forwarded to her.

- Truck removal information from Lucy Depp was forwarded to the Prosecutor's office.

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

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ATTEST


Fiscal Officer, Jill Davis

BOARD OF TRUSTEES


Bart Johnson


Joe Garrett


Jason Haney

Concord Township Trustee Meeting

October 28, 2020

Call in (669) 224-3412
Access Code: 701-660-893

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.

Zoning Inspector Report

Road Department update

2021 County Road improvement Program: First request from Township Nov 30

Estimates back from county on December 17, Final draft due to County on January 29,2021

Bid awarded April 13, 2021

Old Business

New Business

Speeding concerns on Township Roads. Sheriff responsibility or the township

Stealth Radar purchase

Fire Chief

Garrett disinfection

Fiscal Officer

Adjourn

CONCORD TOWNSHIP, DELAWARE COUNTY

Cash Summary by Fund

Year 2020

10/28/2020 5:19:22 PM
UAN v2020.3

Fund #	Fund Name	Fund Balance 1/1/2020	Fund Balance Adjustments	Revenue (excluding transfers and advances in)	Transfers In	Advances In	Total Fund & Adjustments & Revenue (excluding transfers and advances out)	Expenditures	Transfers Out	Advances Out	Fund Balance 12/31/2020	Non-Pooled Balance	Pooled Balance
1000	General	\$6,542,094.84	\$0.00	\$942,104.17	\$0.00	\$0.00	\$7,484,199.01	\$542,531.75	\$0.00	\$0.00	\$6,941,667.26	\$0.00	\$6,941,667.26
2011	Motor Vehicle License Tax	\$19,613.08	\$0.00	\$15,127.65	\$0.00	\$0.00	\$34,740.73	\$10,038.10	\$0.00	\$0.00	\$24,702.63	\$0.00	\$24,702.63
2021	Gasoline Tax	\$94,643.56	\$0.00	\$153,702.47	\$0.00	\$0.00	\$248,346.03	\$128,466.35	\$0.00	\$0.00	\$119,879.68	\$0.00	\$119,879.68
2031	Road and Bridge	\$1,122,116.58	\$0.00	\$245,881.35	\$0.00	\$0.00	\$1,367,997.93	\$274,107.76	\$0.00	\$0.00	\$1,093,890.17	\$0.00	\$1,093,890.17
2041	Cemetery	\$11,940.39	\$0.00	\$11,365.20	\$0.00	\$0.00	\$23,305.59	\$13,344.79	\$0.00	\$0.00	\$9,960.80	\$0.00	\$9,960.80
2111	Fire District	\$836,107.27	\$0.00	\$1,695,360.35	\$0.00	\$0.00	\$2,531,467.62	\$2,366,467.54	\$0.00	\$0.00	\$165,000.08	\$0.00	\$165,000.08
2231	Permissive Motor Vehicle License Te	\$32,098.74	\$0.00	\$29,592.39	\$0.00	\$0.00	\$61,691.13	\$23,333.17	\$0.00	\$0.00	\$38,357.96	\$0.00	\$38,357.96
2901	CARES Act Coronavirus Relief Fund	\$0.00	\$0.00	\$434,854.68	\$0.00	\$0.00	\$434,854.68	\$0.00	\$0.00	\$0.00	\$434,854.68	\$0.00	\$434,854.68
Report Total:		\$8,658,614.46	\$0.00	\$3,527,988.26	\$0.00	\$0.00	\$12,186,602.72	\$3,358,289.46	\$0.00	\$0.00	\$8,828,313.26	\$0.00	\$8,828,313.26

Last reconciled to bank: 09/30/2020 – Total other adjusting factors: \$3,595.00

Payment Listing

10/15/2020 to 10/28/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
72-2020	10/19/2020	10/23/2020	CH	CBIZ BENEFITS	\$85.18	O
73-2020	10/23/2020	10/23/2020	CH	CBIZ BENEFITS	\$3,873.67	O
74-2020	10/23/2020	10/23/2020	CH	HR BUTLER, LLC	\$155.97	O
75-2020	10/23/2020	10/23/2020	CH	HR BUTLER, LLC	\$2,668.07	O
76-2020	10/23/2020	10/23/2020	CH	HR BUTLER, LLC	\$53,521.98	O
77-2020	10/23/2020	10/23/2020	CH	HR BUTLER, LLC	\$12,541.11	O
78-2020	10/28/2020	10/28/2020	CH	ANTHEM BCBS OH GROUP	\$28,470.69	O
17206	10/28/2020	10/28/2020	SW	Skipped Warrants 17206 to 17206 Series 1	\$0.00	V
17207	10/28/2020	10/28/2020	AW	BUCKEYE HOME & LAND SVCS LLC	\$3,300.00	O
17208	10/28/2020	10/28/2020	AW	Ohio Public Employees Retirement System	\$6,905.51	O
17209	10/28/2020	10/28/2020	AW	Ohio Police & Fire Pension Fund	\$42,630.13	O
17210	10/28/2020	10/28/2020	AW	THE HARDWARE EXCHANGE	\$4.78	O
17211	10/28/2020	10/28/2020	AW	AMERICAN TREE EXPERT	\$2,950.00	O
17212	10/28/2020	10/28/2020	AW	VERIZON WIRELESS	\$321.86	O
17213	10/28/2020	10/28/2020	AW	ANGIE ELLERBROCK	\$58.30	O
17214	10/28/2020	10/28/2020	AW	PORTA KLEEN	\$105.00	O
17215	10/28/2020	10/28/2020	AW	MADISON ENERGY COOP ASSOC INC	\$18.53	O
17216	10/28/2020	10/28/2020	AW	SHERWIN WILLIAMS CO	\$91.69	O
17217	10/28/2020	10/28/2020	AW	OHIO EDISON	\$1,686.96	O
17218	10/28/2020	10/28/2020	AW	TIME WARNER CABLE	\$137.67	O
17219	10/28/2020	10/28/2020	AW	BEEB'S BP DIST INC	\$1,102.85	O
17220	10/28/2020	10/28/2020	AW	SHELLY MATERIALS, INC	\$1,408.02	O
17221	10/28/2020	10/28/2020	AW	EVOLUTION AG	\$431.16	O
17222	10/28/2020	10/28/2020	AW	BOUND TREE MEDICAL, LLC	\$1,054.99	O
17223	10/28/2020	10/28/2020	AW	SUTPHEN CORPORATION	\$539.90	O
17224	10/28/2020	10/28/2020	AW	STERICYCLE, INC	\$54.02	O
17225	10/28/2020	10/28/2020	AW	POSTMASTER	\$165.00	O
17226	10/28/2020	10/28/2020	AW	NATHAN WILGUS	\$134.86	O
17227	10/28/2020	10/28/2020	AW	LAWSON PRODUCTS INC.	\$266.23	O
17228	10/28/2020	10/28/2020	AW	R.L. PARSONS & SON	\$250.08	O
17229	10/28/2020	10/28/2020	AW	SUNBELT RENTALS INC	\$707.64	O
17230	10/28/2020	10/28/2020	AW	FRONTIER	\$65.31	O
17231	10/28/2020	10/28/2020	AW	GORDON FLESCH CO., INC.	\$32.02	O
17232	10/28/2020	10/28/2020	AW	GINGWAY PRODUCTS INC.	\$33.64	O
17233	10/28/2020	10/28/2020	AW	TRACTOR SUPPLY CREDIT PLAN	\$655.01	O
17234	10/28/2020	10/28/2020	AW	DEL-CO WATER CO INC	\$224.88	O
17235	10/28/2020	10/28/2020	AW	DELTA DENTAL	\$2,432.29	O
17236	10/28/2020	10/28/2020	AW	VISION SERVICE PLAN (CT)	\$359.04	O
17237	10/28/2020	10/28/2020	AW	STANDARD INSURANCE CO	\$173.00	O
Total Payments:					\$169,617.04	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$169,617.04	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

DELAWARE COUNTY PROSECUTOR MELISSA A. SCHIFFEL
& THE DELAWARE COUNTY BOARD OF COMMISSIONERS

IN COLLABORATION WITH THE
OHIO ATTORNEY GENERAL'S OFFICE
PRESENT

Public Records and Records Retention Training

For All Elected Officials & Department Heads



Thursday, November 19, 2020

Virtual Training
9:00 a.m. – 12:20 p.m.
Public Records
1:40 p.m. – 3:45 p.m.
Records Retention

**Register Now (for Either or Both Sessions):
Public Records Training (Morning Session):**

<https://www.ohioattorneygeneral.gov/Legal/Sunshine-Laws/Sunshine-Law-Training>

Records Retention Session (Afternoon Session):

<https://prosecutor.co.delaware.oh.us/township-training-form/>

The morning session will be dedicated to Public Records Training provided by the Ohio Attorney General's Office. The training session is provided in order to enhance the knowledge of public offices regarding their duty to provide access to public records and public bodies to hold open public meetings all in accordance with the Ohio Revised Code. Registration will be on the AG's website.

This is a 3 hour certified public records training as required for all elected officials per R.C. § 149.43(E)(1). For attorneys, this morning session has been approved by the Supreme Court of Ohio Commission on Continuing Legal Education for 3.00 total CLE hour(s) instruction.

The afternoon session will be presented by the University Records Manager for The Ohio State University. It will focus on the best records management, practices, and procedures for Ohio local governments. Registration will be through the Delaware County Prosecutor's Office.

***CONTINUING PROFESSIONAL EDUCATION (CPE) CREDIT: THE OHIO AUDITOR OF STATE HAS APPROVED THIS TRAINING FOR A TOTAL OF 5 HOURS OF CONTINUING PROFESSIONAL EDUCATION (CPE) CREDIT PURSUANT TO OHIO'S FISCAL INTEGRITY ACT. TO RECEIVE CREDIT FOR ATTENDANCE AT THE SESSIONS, ATTENDEES ARE REQUIRED TO SELF-REPORT AND DOCUMENT THE HOURS OF THESE SESSIONS THEY ATTENDED IN THE AUDITOR OF STATE'S FISCAL INTEGRITY ACT TRAINING PORTAL WITHIN 90-DAYS OF THE TRAINING. THE DELAWARE COUNTY PROSECUTOR'S OFFICE WILL NOT SUBMIT CPE HOURS FOR ATTENDEES.**