

# RECORD OF PROCEEDINGS

## CONCORD TOWNSHIP BOARD OF TRUSTEES

Held November 13, 2019

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### Call to Order

The Concord Township Board of Trustees met in regular session on Wednesday, November 13, 2019 at 7:00 p.m. at the Concord Township Administrative Building, 6385 Home Road, Delaware, Ohio 43015. Vice Chairman Joe Garrett called the meeting to order and the roll was called. In attendance were Trustees Joe Garrett and Jason Haney.

### Swearing In

The swearing in ceremony for new full-time firefighter/paramedic Jeremy Reese was performed by Trustee Garrett. Congratulations, Jeremy!

### Financial

Mr. Garrett certified that Fiscal Officer Davis 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:	\$6,540,700.51
Special Revenue Funds:	<u>\$3,119,499.39</u>
Total All Funds:	\$9,660,199.90

Mr. Haney moved and Mr. Garrett seconded to approve pending purchase orders, vouchers, and warrants #1989-1998, 16295-16335, all totaling \$340,062.56. Vote: Haney-yes, Garrett-yes. Bank statements from October were presented for review.

The approval of the minutes of the previous meeting was tabled.

### Public Input

Congratulations were extended to re-elected Trustee Jason Haney and Fiscal Officer Jill Davis for their next four-year terms.

Thomas Welsh of Burnham & Flower Insurance, representing Ohio Township Association Risk Management Authority (OTARMA), presented the liability insurance renewal for the township. Discussion was held on the renewal amount, coverages, and amounts on the listed schedules. A few changes will be updated and a new invoice sent. In addition, Mr. Haney moved and Mr. Garrett seconded to adopt Resolution #111319-1 authorizing the township to purchase and use an "employee dishonesty and faithful performance of duty policy" through OTARMA, in accordance with House Bill 291 and ORC 3.061, in lieu of individual surety bonds for officers, employees, and appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties. Upon roll call vote: Haney-yes, Garrett-yes.

Tracy Ames of Burnham & Flower shared information with the Board about the PEBA employee benefits group.

### Zoning Department

1. Zoning Inspector Ric Irvine reported three house permits have been received for November to date. Twenty permits total were received in October.
2. The Board of Zoning Appeals recently denied a case for barn construction.
3. House applications where the property lies in two counties are determined by where the master bedroom is located. A permit was received should go to Union County.
4. Zoning staff will attend the County Training this Saturday.

### Fire Department

1. Chief Cooper reported the fire truck came back from the foam system repairs, but needs new tires. It also needs oil leak repair estimated at \$5,200. Other quotes from Orange Township and Cummins are being sought. Mr. Garrett moved and Mr. Haney seconded to approve E-343 fire truck engine repairs by Cummins not to exceed \$5,000. Vote: Haney-yes, Garrett-yes.
2. The department is ready for winter.

# RECORD OF PROCEEDINGS

## CONCORD TOWNSHIP BOARD OF TRUSTEES

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 1D148

Held November 13, 2019

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### Fiscal Officer/Correspondence

1. The township has been conditionally awarded funding in the amount of \$7,300 through the NatureWorks grant program of the Ohio Department of Natural Resources, for a Wildflower Garden project.
2. Zoning Boards' renewals and appointments were discussed. Mr. Haney moved and Mr. Garrett seconded to appoint resident Jeremy Tiller as alternate to the Zoning Commission Board. Vote: Haney-yes, Garrett-yes.
3. Mr. Haney moved and Mr. Garrett seconded to post the same roads in Concord Township for 2020 as were posted in 2019, for reduced weight limits from February 1, 2020 to June 1, 2020. Vote: Haney-yes, Garrett-yes.
4. Correspondence was received from Silco Fire & Security regarding dry sprinkler system testing. After discussion, Mr. Haney moved and Mr. Garrett seconded to hire Silco to inspect and drain the low points of the dry sprinkler system at the township building before winter. Vote: Haney-yes, Garrett-yes. The inspection should be completed annually in the future.
5. The signed lease renewal from Concord Community Church was presented and signed by the Trustees. The renewal is for November 1, 2019 - October 31, 2020 for \$700 per month rental fee.
6. It was made a matter of record that Oller Cemetery Lot 201 Willis section, graves #2-3 were sold. Deeds were signed by the Trustees.

### Road/Maintenance Department

1. Mr. Haney moved and Mr. Garrett seconded to hire a new part-time road department employee, Dave Kriedler, at a rate of \$15.00/hour effective immediately. Vote: Haney-yes, Garrett-yes. Two other road employees will be cutting back on hours, and additional help is needed for snowplowing.
2. Background checks were completed for all new fire department hires, and will be completed for road department also.
3. Road superintendent Joe Holloway plans to repair the culvert on Calhoun Road, weather permitting, during Thanksgiving week. Cost will be about \$2,000.


### New Business

The Trustees commented how beautiful the Home Road bridge looks lined with American Flags. Thank you to whomever hangs them!

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

ATTEST

BOARD OF TRUSTEES

  
Fiscal Officer, Jill Davis

\_\_\_\_n/a\_\_\_\_

  
Joe Garrett

  
Jason Haney

November 13, 2019

Call to Order & Roll Call 7:00pm

Swearing In of Firefighter Jeremy Reese

Approve Minutes

Public Input

Thomas Welsh, OTARMA (liability insurance renewal)

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 Department

Road Department

Fire Department

Old Business

New Business

Fiscal Officer/Correspondence

Adjourn

PENDING WARRANT REPORT  
Concord Township [2019]

Date: 11/04/19

Warrant Number	Warrant Amount	Voucher Number	Payee	Purpose
1989	-36.95	V 1989	IAFF LOCAL 3755	VOID FALL FEST FOOD REIMB 10/12/19
1990	159.28	V 1990	HR BUTLER, LLC	PAYROLL PROCESSING FEE 10/24/19
1991	3572.54	V 1991	HR BUTLER, LLC	PAYROLL AGENCY DEDUCTIONS 10/24/19
1992	50958.27	V 1992	HR BUTLER, LLC	PAYROLL SALARIES 10/24/19
1993	14848.13	V 1993	HR BUTLER, LLC	PAYROLL TAXES WITHHELD 10/24/19
1994	2420.13	V 1994	CBIZ PAYROLL	HRA CLAIM REIMBURSE THRU 10/25/19

Total Amount of Pending Warrants

71921.40

PENDING WARRANT REPORT  
Concord Township [2019]

Date: 11/13/19

Warrant Number	Warrant Amount	Voucher Number	Payee	Purpose
1995	203.61	V 1995	HR BUTLER, LLC	PAYROLL PROCESSING FEE 11/8/19
1996	3660.66	V 1996	HR BUTLER, LLC	PAYROLL AGENCY DEDUCTIONS 11/8/19
1997	54319.27	V 1997	HR BUTLER, LLC	PAYROLL SALARIES 11/8/19
1998	15238.01	V 1998	HR BUTLER, LLC	PAYROLL TAXES WITHHELD 11/8/19
16295	647.50	VM16295	OHIOHEALTH EMERGENCY MEDICAL SERVICES	FIRE DEPT EMS DIRECTOR 7/12
16296	17.56	VM16296	TAYLOR TRUCK PARTS	FIRE DEPT WIPER BLADES
16297	99.24	VM16297	LAWSON PRODUCTS INC.	ROAD DEPT REPAIR PARTS
16298	4840.87	VM16298	MAZANEC, RASKIN & RYDER CO, LPA	ANNUAL CHAMBER DUES FOR SOCA MEMBERSHIP
16299	200.00	VM16299	GREATER POWELL CHAMBER OF COMMERCE	ROAD DEPT TRACTOR PARTS
16300	90.35	VM16300	EVOLUTION AG LLC	TWP LEGAL COUNSEL OPEC-HC LITIG.
16301	691.38	VM16301	STANDARD INSURANCE CO	TWP LIFE INSUR OCT-NOV-ADJUST
16302	6106.98	VM16302	PUBLIC EMPLOYEES RETIREMENT SYSTEM	TWP PENSION CONTRIBUTIONS SEP19
16303	43215.21	VM16303	OHIO POLICE & FIRE PENSION FUND	FIRE DEPT PENSION CONTRIB SEP19
16304	22.70	VM16304	THE HARDWARE EXCHANGE	FIRE/TWP/ROAD HARDWARE PARTS
16305	170.91	VM16305	VALTECH COMMUNICATIONS	FIRE/ROAD REPAIR PARTS
16306	120.56	VM16306	WASHINGTONS HARDWARE AND AUTO PARTS	ADMIN BLDG A/C REPAIRS
16307	1886.00	VM16307	NOLL-FISHER INC	ADMIN COPIER FEES OCT-NOV
16308	44.27	VM16308	GORDON FLESCH CO., INC.	ZONING CELL PHONE REIMB NOV19
16309	40.00	VM16309	RIC IRVINE ZONING INSPECTOR	PARK REPAIR PARTS
16310	157.86	VM16310	TRACTOR SUPPLY CREDIT PLAN	PARK DUMP FEES OCT19
16311	125.10	VM16311	B & C COMMUNICATIONS	ROAD DEPT RADIO ANTENNA
16312	24.00	VM16312	BEEM'S BP DIST INC	FIRE/ROAD FUEL SUPPLY
16313	1841.63	VM16313	BOUND TREE MEDICAL, LLC	FIRE DEPT EMS SUPPLIES
16314	1139.87	VM16314	FIRE SAFETY USA	FIRE DEPT SAFETY VESTS
16315	489.30	VM16315	DELAWARE CO. SHERIFF'S OFFICE	FIRE DEPT BACKGROUND CHECKS
16316	280.00	VM16316	JIM REED	FIRE DEPT ACLS PROVIDER ECARDS
16317	108.00	VM16317	COLUMBIA GAS	FIRE DEPT GAS UTILITY
16318	250.12	VM16318	SBH MEDICAL LTD	FIRE DEPT EMS SUPPLIES
16319	246.25	VM16319	MILLER'S TEXTILE SERVICES	FIRE DEPT TEXTILE MAT SVC
16320	138.89	VM16320	RIVER CITY SUPPLY LLC	FIRE DEPT OPEN HOUSE FIRE BADGES
16321	530.00	VM16321	SIGNARAMA	FIRE/ROAD NAME PLATES & DECALS
16322	420.00	VM16322	MIATI EMBROIDERY	FIRE DEPT SHIRTS/LOGOS/EMBROID
16323	1172.00	VM16323	MINERVA BUNKER GEAR	FIRE DEPT UNIFORM CLEAN/REPAIR (X5)
16324	698.35	VM16324	SUTPHEN CORPORATION	FIRE DEPT REPAIR PARTS
16325	490.85	VM16325	SCOTTO SAND & GRAVEL	FIRE DEPT GRAVEL SUPPLY
16326	149.33	VM16326	GALLS, LLC - DBA ROY TAILORS UNIFORMS	FIRE DEPT F/T UNIFORM
16327	72.07	VM16327	ALIM MEDIA MIDWEST	LEGAL ADVERTISEMENTS
16328	229.00	VM16328	TOM DEW EXCAVATING INC	CLARKSHAW RD CULVERT/DITCH/BERM/SEED/DRY
16329	105426.33	VM16329	REARDON PAVING	CONCORD RD PATH PAVEMENT REPAIR
16330	6200.00	VM16330	EXPRESS SERVICES INC	ROAD DEPT LABOR 10/7-10/25
16331	1731.71	VM16331	LOEB ELECTRIC	PARK REPAIR ELEC
16332	30.59	VM16332	DELAWARE COUNTY ENGINEER	CULVERTS - CLARKSHAW & BUNTY STA
16333	11969.23	VM16333	MIATI EMBROIDERY	FIRE DEPT NEW HIRE UNIFORMS
16334	2356.00	VM16334	RIVER CITY SUPPLY LLC	FIRE DEPT OPEN HOUSE PENS
16335	249.60	VM16335		

Total Amount of Pending Warrants

268141.16

CASH SUMMARY BY FUND  
Concord Township [2019]

Date: 11/13/19

FUND	Starting Balance 01/01/19	Total Receipts	Transfers In (MEMO ONLY)	Advances To (MEMO ONLY)	Total Receipts and Advances	Expenditures	Transfers Out (MEMO ONLY)	Advances Out (MEMO ONLY)	Ending Balance YTD
01 -GENERAL	5782576.90	1430988.24	150000.00	0.00	7213565.14	672864.63	0.00	0.00	6540700.51
02 -MOTOR VEHICLE LICENSE TAX	23860.43	15436.58	0.00	0.00	39297.01	12974.84	0.00	0.00	26322.17
03 -GASOLINE TAX	77045.92	108303.83	0.00	0.00	185549.71	104764.30	0.00	0.00	70785.41
05 -CEMETERY	13465.43	10086.00	0.00	0.00	23551.43	10347.13	0.00	0.00	13204.30
10 -FIRE DISTRICT	570080.11	3170464.44	101019.00	0.00	3740544.55	2401324.62	0.00	0.00	1339219.93
11 -ROAD DISTRICT	1437565.48	450072.76	0.00	0.00	1887638.24	269253.04	0.00	0.00	1618385.20
14 -MAINTENANCE FACILITY-ROAD	0.00	0.00	0.00	0.00	101019.00	101019.00	101019.00	0.00	0.00
14A-FENA	0.00	101019.00	0.00	0.00	101019.00	101019.00	101019.00	0.00	0.00
14B-COMMUNITY PARK IMPROV GRANT FUND (CPTG)	0.00	150000.00	0.00	0.00	150000.00	150000.00	150000.00	0.00	0.00
14C-OHIO PUBLIC WORKS COMMISSION GRANT FUND	0.00	150000.00	0.00	0.00	150000.00	150000.00	150000.00	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	35327.65	29819.68	0.00	0.00	65147.33	23567.19	0.00	0.00	41580.14
23 -TOTAL ALL FUNDS	7939921.92	5331390.53	116019.00	0.00	13271312.45	3611112.55	116019.00	0.00	9660199.90