

**January 6, 2026****Page 1**

Held \_\_\_\_\_

20 \_\_\_\_\_

**CALL TO ORDER, APPROVAL OF MINUTES, APPOINTMENTS**

The Board of Trustees of Concord Township met in special session on January 6, 2026 at 9:00 a.m. at the Concord Township Administrative Building, 6385 Home Road, Delaware, Ohio to organize for 2026. The Fiscal Officer called the meeting to order with the roll call. In attendance were Trustees Jason Haney, Joe Garrett, and Bart Johnson.

Mr. Johnson moved and Mr. Haney seconded to approve the minutes of December 30, 2025. Vote: Haney-yes, Garrett-yes, Johnson-yes.

The Fiscal Officer opened the floor for nominations for 2026 Board of Trustees positions:

Mr. Haney moved and Mr. Garrett seconded to re-appoint Mr. Johnson as Chairman. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Mr. Haney moved and Mr. Johnson seconded to re-appoint Mr. Garrett as Vice Chairman. Vote: Haney-yes, Garrett-yes, Johnson-yes.

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

The meeting was then turned over to Chairman Johnson.

**YEAR-END FINANCIAL REPORT**

Fiscal Officer Jill Davis presented the December 31, 2025 cash balances. Cash balances do not reflect committed, encumbered monies (i.e. fire truck on order, parking lot repaving), which lowers the useable carryover balance by \$668,383.77. Discussion was held on holding department budget meetings during first quarter. Reconciled bank statements from December 31, 2025 were also presented for review.

General Fund	\$ 12,986,355.15
Special Revenue (Fire/Road/Etc) Funds	\$ 1,200,643.83
Total Funds	\$ 14,186,998.98

Mr. Garrett moved and Mr. Haney seconded to approve vouchers and purchase orders issued December 31, 2025, #175-176, totaling \$266.50. Vote: Haney-yes, Garrett-yes, Johnson-yes.

**LEGAL UPDATE**

Mr. Johnson moved and Mr. Garrett seconded to adopt Resolution #26-0106-1 to retain Chris Rinehart of Rinehart Legal for a general consulting agreement for legal counsel at a flat fee of \$5,000 per month for January 1-December 31, 2026. Vote: Haney-yes, Garrett-yes, Johnson-yes.

In addition, Mr. Johnson moved and Mr. Haney seconded to adopt Resolution #26-0106-2 to employ Chris Rinehart of Rinehart Legal on an annual, as-needed basis for 2026 as the township's outside legal counsel, to represent and advise the township and its officers, boards, and commissions, based on rates provided by counsel, in zoning and other such matters as may be referred to said counsel, by or on behalf of the Board or its designee, provided that the total compensation shall not exceed \$10,000.00 without further action by the Board. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Mr. Rinehart provided updates on the following topics: 1) Engagement letter continuations signed; 2) Painter Farm/Merchant Road TIF agreement needs reviewed for payment and interest specifics; 3) Discussion if additional TIF's were being considered in the township; 4) Chancery Gate ditch petition mediation is scheduled for January 21, 2026, extending the briefing date until February 11, 2026; 5) the intergovernmental agreement with the City of Columbus for them to inspect a manhole on township property was approved by the Trustees and needs signed by Mr. Rinehart; 6) Clarification that the Board of Zoning Appeals has jurisdiction to cover an application submitted, and will be scheduling an organizational meeting; 7) Discussion when the Comprehensive Plan committee will be submitting the draft Plan to the Zoning Commission for review; 8) Del-co right-of-way application needs a bond submitted and was not waived.

**ORGANIZATIONAL BUSINESS****Meeting Schedule:**

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 Administrative Building, 6385 Home Road, Delaware, Ohio, unless otherwise advertised:

<i>Tuesday, January 6 (at 9am)</i>	Wednesday, January 28
Wednesday, February 11	Wednesday, February 25
Wednesday, March 11	Wednesday, March 25
Wednesday, April 8	Wednesday, April 22
Wednesday, May 13	Wednesday, May 27
Wednesday, June 10	Wednesday, June 24
Wednesday, July 8	Wednesday, July 22
Wednesday, August 12	Wednesday, August 26
Wednesday, September 9	Wednesday, September 23
Wednesday, October 14	Wednesday, October 28
Wednesday, November 11	<i>Tuesday, November 24</i>
Wednesday, December 9	Wednesday, December 30

**Annual Resolutions:**

Mr. Johnson moved and Mr. Haney seconded to adopt Resolution #26-0106-3 to authorize the Fiscal Officer to perform the following acts: 1) Apply for advance payment of tax settlements from County Auditor if required, 2) Make intra-fund transfers as necessary to maintain daily operations and meet financial obligations, 3) Invest township funds in investments that comply with federal, state and local laws, rules and regulations, 4) Prepare and submit amended revenues and estimated resources to County Auditor, 5) Establish and approve forms for use in fiscal transactions of township, i.e. expense reports, inventory reports, timesheets, requisitions, etc, 6) Receive all original employment applications, including but not limited to physical exams, insurance applications, payroll withholding documents, background checks, MVR checks, and any other document relating to personal information covered by HIPAA, 7) Make Electronic Fund Transfers (EFT) as necessary, and 8) Handle all township credit card policies and issues. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Mr. Johnson moved and Mr. Haney seconded to adopt Resolution #26-0106-4 to intend to sell by GovDeals internet auction any township personal property, including motor vehicles, road machinery, equipment, tools, or supplies that is no longer needed for public use, is obsolete, or is unfit for the use for which it was acquired, and to designate Fire Captain Doug Kindell or Chief Todd Cooper as the Board's representative in conducting and/or administrating the internet auctions held pursuant to this resolution. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Mr. Haney moved and Mr. Johnson seconded to adopt Resolution #26-0106-5 to authorize the township to participate in the State of Ohio's cooperative purchasing program. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Mr. Haney moved and Mr. Johnson seconded to adopt Resolution #26-0106-6 to authorize the township to participate in contracts awarded by the State of Ohio Department of Transportation. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Mr. Johnson moved and Mr. Haney seconded to adopt Resolution #26-0106-7 to employ Peter Griggs and/or the law firm of Brosius, Johnson & Griggs LLC on an annual, as-needed basis for 2026 as the township's outside legal counsel, to represent and advise the township and its officers, boards, and commissions, based on rates provided by counsel, and to advise them in personnel and other matters as may be referred to said counsel, by or on behalf of the Board or its designee, provided that the total compensation shall not exceed \$6,000.00 without further action by the Board. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Mr. Haney moved and Mr. Johnson seconded to adopt Resolution #26-0106-8 to employ Allen Freeman and/or 50+1 Public Policy Initiatives on an annual, as-needed basis for 2026 as a grant writing consultant at a cost of \$1,200.00 per month. Vote: Haney-yes, Garrett-abstain, Johnson-yes.

Mr. Johnson moved and Mr. Garrett seconded to adopt Resolution # 26-0106-9 to approve the use of township funds for payment of Delaware County Regional Planning Commission (DCRPC) dues in the amount of \$9,490. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Cemetery fees and rules were reviewed. Mr. Garrett moved and Mr. Haney seconded for cemetery fees and rules to remain the same as 2025. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Zoning fees were reviewed. Mr. Garrett moved and Mr. Haney seconded for zoning fees to remain the same as 2025. Vote: Haney-yes, Garrett-yes, Johnson-yes.

**January 6, 2026****Page 3**

Held \_\_\_\_\_

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**Staff Wages:**

Mr. Johnson moved and Mr. Garrett seconded for part-time zoning inspector and full-time road department supervisor cell phone reimbursements remain at \$50 and \$100 per month, respectively.

State law determines the compensation of elected officials based on the annual budget (estimated resources) of the township, and provides an increase of 1.75% to current elected officials. Officials elected after September 30, 2025 will receive a 5% increase. For 2026 the compensation is Fiscal Officer at \$35,690, and Trustees (3) at \$26,050, \$26,882, and \$26,882, all paid as monthly salaries.

It was noted the federal consumer price index (CPI) for 2026 is 3%. Therefore, Mr. Johnson moved and Mr. Haney seconded to increase all non-supervisor, non-union pay wages by 3% to match the CPI (see attached). The Zoning Commission Board and Board of Zoning Appeals members will remain the same rate at \$60 per meeting, with a bonus for each Zoning Board's chairperson of \$500 per year. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Mr. Johnson moved and Mr. Garrett seconded to increase the Road/Maintenance department supervisor to 5% to \$82,500 per year (remain 3 weeks vacation). Vote: Haney-yes, Garrett-yes, Johnson-yes.

Full-time Fire/EMS employees will receive a 4% pay increase per the approved Local Firefighters Union #3755 contract dated April 28, 2024-December 31, 2027 (see attached).

Mr. Johnson moved and Mr. Haney seconded to increase the full-time Captain pay 4% to \$123,106.03 per year (6 weeks vacation, max 1250 hours). Vote: Haney-yes, Garrett-yes, Johnson-yes.

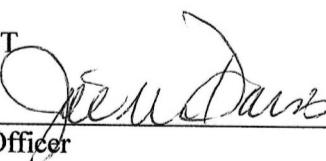
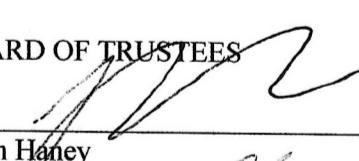
Mr. Garrett moved and Mr. Haney seconded to increase the full-time Chief pay 5% to \$147,500.00 per year (8 weeks vacation, max 1250 hours). Vote: Haney-yes, Garrett-yes, Johnson-yes.

Both Captain and Chief positions have Union benefits, except no kelly days, overtime, or compensatory time.

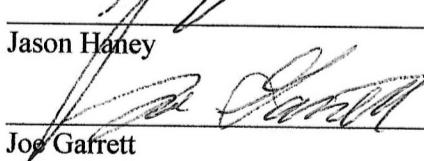
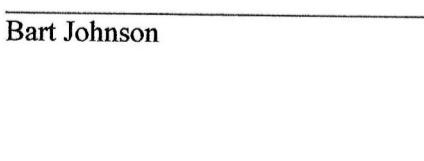
**NEW BUSINESS**

The 2012 International dump truck at the Road Department needs replaced. Based on market demand, if a new truck chassis is purchased it will take until first quarter of 2027 to outfit the truck with an accessory package for use. The equipment accessory package is estimated at an additional \$130,000-\$150,000. After discussion, Mr. Johnson moved and Mr. Haney seconded to purchase an M2 106 Plus conventional chassis, dark green color, from Fyda Freightliner at a state bid price of \$117,208, including extended warranty. The truck will be purchased from the General Fund. Vote: Haney-yes, Garrett-yes, Johnson-yes.

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

**ATTEST**  
Fiscal Officer  
BOARD OF TRUSTEES

Jason Haney

  
Joe Garrett  
Bart Johnson

Concord Township Trustees

Organizational Meeting – January 6, 2026 – 9:00 a.m.

**Call to Order & Roll Call 9:00 a.m. – Fiscal Officer**

**Approval of Minutes**

**Appointment of 2026 Chairman, Vice Chairman & Executive Member**

**Public Input**

**Financial Report – Year End Balances** - I would like to certify the Fiscal Officer has provided us with current financial statements. I need a motion to approve pending purchase orders and payment vouchers.

**Resol to authorize the Fiscal Officer to perform duties**

**Resol to intend to sell by internet auction township personal property, including motor vehicles, road machinery, equipment, tools, or supplies that is no longer needed for public use**

**Resol to authorize the township to participate in the State of Ohio's cooperative purchasing program.**

**Resol to authorize the township to participate in contracts awarded by the State of Ohio Department of Transportation.**

**Resol (separately) to employ the law firms on an annual, as-needed basis for 2026**

**Resol to employ 50+1 Public Policy Initiatives on an annual, as-needed basis for 2026**

**Review of Cemetery Fees**

**Review of Zoning Fees**

**Cell Phone Reimbursements**

**Old Business / New Business**

**Correspondence**

**Salaries & Wages**

**Adjourn**

CONCORD TOWNSHIP, DELAWARE COUNTY  
**Cash Summary by Fund**  
Year 2025

1/5/2026 3:34:32 PM  
UAN v2026.1

Fund #	Fund Name	Fund Balance 1/1/2025	Fund Adjustments	Revenue (excluding transfers and advances in)	Transfers In	Advances In	Total Fund & Adjustments & Revenue	Expenditures (excluding transfers and advances out)	Transfers Out	Advances Out	Fund Balance 1/2/2025	Non-Pooled Balance	Pooled Balance
1000	General	\$11,347,686.91	\$356.00	\$2,850,006.69	\$0.00	\$0.00	\$14,198,049.60	\$1,211,694.45	\$0.00	\$0.00	\$12,986,355.15	\$0.00	\$12,986,355.15
2011	Motor Vehicle License Tax	\$23,547.84	\$0.00	\$22,363.49	\$0.00	\$0.00	\$45,911.33	\$41,604.03	\$0.00	\$4,307.30	\$0.00	\$0.00	\$4,307.30
2021	Gasoline Tax	\$74,061.29	\$0.00	\$219,828.42	\$0.00	\$0.00	\$293,889.71	\$255,157.52	\$0.00	\$38,732.19	\$0.00	\$0.00	\$38,732.19
2031	Road and Bridge	\$421,811.46	\$0.00	\$563,501.12	\$0.00	\$0.00	\$985,312.58	\$818,393.13	\$0.00	\$166,919.45	\$0.00	\$0.00	\$166,919.45
2041	Cemetery	\$40,886.96	\$0.00	\$19,607.00	\$0.00	\$0.00	\$60,493.96	\$21,362.69	\$0.00	\$0.00	\$39,131.27	\$0.00	\$39,131.27
2111	Fire District	\$1,441,778.51	\$207.40	\$3,838,357.43	\$0.00	\$0.00	\$5,280,343.34	\$4,368,725.15	\$0.00	\$0.00	\$911,618.19	\$0.00	\$911,618.19
2231	Permissive Motor Vehicle License Tax	\$21,362.83	\$0.00	\$43,889.01	\$0.00	\$0.00	\$65,251.84	\$58,214.25	\$0.00	\$0.00	\$7,037.59	\$0.00	\$7,037.59
2272	Coronavirus Relief Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2273	American Rescue Plan Act (ARP)	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2901	OneOhio Opioid Settlement Fund	\$10,046.53	\$0.00	\$4,452.81	\$0.00	\$0.00	\$14,499.34	\$2,145.00	\$0.00	\$0.00	\$12,354.34	\$0.00	\$12,354.34
4901	TIF Dublin Strg Pub Infrastr Improv	\$10,313.68	\$0.00	\$10,229.82	\$0.00	\$0.00	\$20,543.50	\$0.00	\$0.00	\$0.00	\$20,543.50	\$0.00	\$20,543.50
4902	TIF Painter Farm Incentive District 1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Report Total:		\$14,391,496.01	\$563.40	\$7,572,235.79	\$0.00	\$0.00	\$21,964,295.20	\$7,777,296.22	\$0.00	\$0.00	\$14,186,998.98	\$0.00	\$14,186,998.98

Last reconciled to bank: 12/31/2025 – Total other adjusting factors: \$0.00

RESOLUTION # 26-0106-1

**RESOLUTION EMPLOYING TOWNSHIP'S ATTORNEYS  
ON AN ANNUAL BASIS FOR THE YEAR 2026**

Mr. Johnson moved, and Mr. Garrett seconded, for the adoption of the following Resolution:

WHEREAS, the Concord Township Board of Township Trustees ("Board") is authorized by Section 309.09(B) of the Revised Code to employ attorneys on an annual basis other than the prosecuting attorney to represent the Township and its officers, boards, commissions in their official capacities and to advise them on legal matters; and

WHEREAS, Section 309.09(B) of the Revised Code provides that no such attorney may be employed except on the order of the Board, duly entered upon its Journal, in which the compensation to be paid for the attorney's legal services shall be fixed; and

WHEREAS, the Board finds it necessary to appoint attorneys to counsel and represent the Township on an annual basis for calendar year 2026 in such matters as the Board or its designee may refer to them; and

WHEREAS, the Board has appropriated the sum of \$ 17,000 for legal services for year 2026;

NOW THEREFORE, BE IT RESOLVED by the Board of Township Trustees of Concord Township, Delaware County, Ohio, that:

SECTION 1. Chris Rinehart and/or the law firm of Rinehart Legal are hereby employed on an annual basis for calendar year 2026 as the Township's legal counsel to represent the Township and its officers, boards and commissions in their official capacities and to advise them in connection with such matters as may be referred to said Counsel by or on behalf of the Board or its designee.

SECTION 2. The total compensation shall not exceed \$ 60,000.00 without further action by this Board.

SECTION 3. The attorneys may be discharged at any time by majority vote of the Board.

SECTION 4. The Township Fiscal Officer is directed to send a copy of this Resolution to the law firm.

SECTION 5. It is found and determined that all formal actions of the Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements including, without limitation, Section 121.22 of the Revised Code.

SECTION 6. This Resolution shall take effect and be in force from and after the date of its adoption.

Vote: Yes ; Yes ; Yes

Adopted: Jan. 6, 2026

ATTEST:

Jim M. Davis  
Fiscal Officer

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

RESOLUTION # 26-0106-2

**RESOLUTION EMPLOYING TOWNSHIP'S ATTORNEYS  
ON AN ANNUAL BASIS FOR THE YEAR 2026**

Mr. Johnson moved, and Mr. Haney seconded, for the adoption of the following Resolution:

WHEREAS, the Concord Township Board of Township Trustees ("Board") is authorized by Section 309.09(B) of the Revised Code to employ attorneys on an annual basis other than the prosecuting attorney to represent the Township and its officers, boards, commissions in their official capacities and to advise them on legal matters; and

WHEREAS, Section 309.09(B) of the Revised Code provides that no such attorney may be employed except on the order of the Board, duly entered upon its Journal, in which the compensation to be paid for the attorney's legal services shall be fixed; and

WHEREAS, the Board finds it necessary to appoint attorneys to counsel and represent the Township on an annual basis for calendar year 2026 in such matters as the Board or its designee may refer to them; and

WHEREAS, the Board has appropriated the sum of \$ n/a for legal services for year 2026;

NOW THEREFORE, BE IT RESOLVED by the Board of Township Trustees of Concord Township, Delaware County, Ohio, that:

SECTION 1. Chris Rinehart and/or the law firm of Rinehart Legal are hereby employed on an annual basis for calendar year 2026 as the Township's legal counsel to represent the Township and its officers, boards and commissions in their official capacities and to advise them in connection with such matters as may be referred to said Counsel by or on behalf of the Board or its designee.

SECTION 2. The total compensation shall not exceed \$ 10,000.00 without further action by this Board.

SECTION 3. The attorneys may be discharged at any time by majority vote of the Board.

SECTION 4. The Township Fiscal Officer is directed to send a copy of this Resolution to the law firm.

SECTION 5. It is found and determined that all formal actions of the Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements including, without limitation, Section 121.22 of the Revised Code.

SECTION 6. This Resolution shall take effect and be in force from and after the date of its adoption.

Vote: Yes ; Yes ; Yes

Adopted: Jan. 6, 2026

ATTEST:

Joe M. Davis  
Fiscal Officer

Joe M. Davis  
Trustee  
John E. Haney  
Trustee  
Barry L. Johnson  
Trustee

RESOLUTION NO. 26-0106-3

*Delaware County, Ohio*

Mr. Johnson moved for the adoption of the following Resolution:

***Be It Resolved*** by the Board of Trustees of Concord Township, to authorize the Fiscal Officer to perform the following acts:

- 1.) Apply for advance payment of tax settlements from County Auditor if needed.
- 2.) Make intra-fund transfers as necessary in order to maintain daily operations and meet financial obligations.
- 3.) Invest township funds in investments that comply with federal, state and local laws, rules and regulations.
- 4.) Prepare and submit amended revenues and estimated resources to County Auditor.
- 5.) Establish and approve forms for use in fiscal transactions of township, i.e. expense reports, inventory reports, timesheets, requisitions, etc.
- 6.) Receive all original employment applications, including but not limited to physical exams, insurance applications, payroll withholding documents, background checks, MVR checks, and any other document relating to personal information covered by HIPAA.
- 7.) Make Electronic Fund Transfers (EFT) as necessary.
- 8.) Administer township credit card policies.

Mr. Haney seconded the motion.

Vote: Johnson yes, Garrett yes, Haney yes.

*Adopted the 6th day of January, 2026*

Attest:

Jill And Davis  
Fiscal Officer

Board of Trustees:

John Johnson  
Barb Flanagan

**BOARD OF TRUSTEES  
CONCORD TOWNSHIP, DELAWARE COUNTY, OHIO**

**RESOLUTION NO. 26-0106-4**

**RESOLUTION OF INTENT 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.**

**PREAMBLE**

**WHEREAS**, the Board of Trustees of Concord Township, Delaware County, Ohio (“Board”) routinely has 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, which it desires to sell; and,

**WHEREAS**, the Board desires to sell that property by Internet auction; and,

**WHEREAS**, Ohio Revised Code §505.10(D) authorizes the Board to sell 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, by Internet auction.

**RESOLUTION**

**NOW, THEREFORE BE IT RESOLVED BY THE CONCORD TOWNSHIP BOARD OF TRUSTEES AS FOLLOWS:**

**SECTION 1. INTENT TO SELL PERSONAL PROPERTY BY INTERNET AUCTION**

It is the intent of the Board 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.

When property is to be sold by Internet auction, the Board or its representative may establish a minimum price that will be accepted for specific items and may establish any other terms and conditions for the particular sale, including requirements for pick-up or delivery, method of payment, and sales tax. This type of information shall be provided on the Internet at the time of the auction and may be provided before that time upon request, after the terms and conditions have been determined by the Board or its representative.

**SECTION 2. BOARD REPRESENTATIVE**

Doug Kindell, is hereby designated as and, for all purposes, shall act as the Board’s representative(s) in conducting and/or administrating Internet auctions held pursuant to this Resolution. He/she is hereby authorized to negotiate on behalf of the Board a contract with a contractor to conduct Internet auctions consistent with this Resolution.

**SECTION 3. EFFECTIVE YEAR OF RESOLUTION**

This Resolution is effective only for calendar year 2026.

#### **SECTION 4. AUCTIONS TO BE CONDUCTED BY CONTRACTOR**

The Board, having negotiated a contract, shall contract with GovDeals, Inc. ("GovDeals"), a Delaware corporation, having its principal place of business at 5907 Carmichael Place, Montgomery, Alabama 36117, to conduct the Internet auctions. The GovDeals representative assigned to the Board and his/her contact information is as follows:

Name: Joe Dembek  
Title: \_\_\_\_\_  
Region: Acct# 3977  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone/Cell: 614-406-7820 Facsimile: \_\_\_\_\_  
Email: \_\_\_\_\_

#### **SECTION 5. DESCRIPTION OF HOW AUCTIONS WILL BE CONDUCTED**

Township owned 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 will be posted on an Internet-based auction system for sale for potential buyers to bid upon and purchase these items. The Internet site where the items are posted is owned, managed, and operated by a contractor known as GovDeals, Inc. ("GovDeals"). The Board will contract with GovDeals to post items and act as a representative of the Board to conduct the auction. Items will be listed for no less than the minimum number of days established by this Resolution.

GovDeals will charge a fee to the Board for items that are sold through GovDeal's Internet auction. For any items that are sold, GovDeals will charge a total fee of twelve and one half percent (12.5%) of the sales price. Of that fee, the Board pays zero percent (0%) and the winning bidder pays twelve and one half percent (12.5%). There is a minimum fee of Five Dollars (\$5.00).

The base fee of seven and one half percent (7.5%) is reduced as follows on sales where the sale price is greater than One Hundred Thousand Dollars (\$100,000.00):

1. Where an asset sells for more than \$100,000, and up to \$500,000 the GovDeals fee is seven and one-half percent (7.5%) of the winning bid up to \$100,000, plus five and one-half percent (5.5%) of the winning bid for auction proceeds in excess of \$100,000 up to \$500,000.
2. Where an asset sells for greater than \$500,000, and up to \$1,000,000 the GovDeals fee is seven and one-half percent (7.5%) of the first \$100,000 of the winning bid, plus a fee of five and one-half percent (5.5%) of the next \$400,000 of the winning bid, plus a fee of three and one-half percent (3.5%) of the bid amount in excess of \$500,000 up to \$1,000,000.
3. Where an asset sells for greater than \$1,000,000 the GovDeals fee is seven and one-half percent (7.5%) of the first \$100,000 of the winning bid, plus a fee of five and one-half percent (5.5%) of the next \$400,000 of the winning bid, plus a fee of three and one-half percent (3.5%) of the next \$500,000 of the winning bid, plus a fee of two and one-half percent (2.5%) of the bid amount in excess of \$1,000,000.

GovDeals shall collect such fees by collecting all proceeds due the Board from the winning bidder and remitting the proceeds to the Board less the GovDeals fee.

The Board may utilize other disposal approaches, including traditional auctioneer services or sealed bids. However, the Board may not utilize other disposal approaches for an asset at the same time the asset is listed on the GovDeals online auction site or sell by some other means to a prior bidder any item currently or previously listed on the GovDeals site for the purpose of avoiding payment of the GovDeals fee.

#### **SECTION 6. MINIMUM NUMBER OF DAYS THAT PROPERTY WILL BE OFFERED**

Personal property sold via Internet auction shall be offered for a minimum of ten (10) days including Saturdays, Sundays, and legal holidays.

#### **SECTION 7. GENERAL TERMS AND CONDITIONS OF SALES**

The following terms and conditions shall apply to all sales via Internet auction:

1. **Guaranty Waiver.** All assets are offered for sale "AS IS, WHERE IS." The Board of Trustees of Concord Township, Delaware County, Ohio and/or Concord Township, Delaware County, Ohio (Seller) make no warranty, guaranty or representation of any kind, expressed or implied, as to the merchantability or fitness for any purpose of the property offered for sale. The Buyer is not entitled to any payment for loss of profit or any other money damages – special, direct, indirect or consequential.
2. **Description Warranty.** Seller warrants to the Buyer the property offered for sale will conform to its description. Any claim for mis-description must be made prior to removal of the property. If Seller confirms the property does not conform to the description, Seller will keep the property and refund any money paid. The liability of the Seller shall not exceed the actual purchase price of the property. Please note upon removal of the property, all sales are final.
3. **Personal and Property Risk.** Persons attending during exhibition, sale or removal of goods assume all risks of damage of or loss to person and property and specifically release the Seller and GovDeals from liability therefore.
4. **Inspection.** Most assets offered for sale are used and may contain defects not immediately detectable. Bidders may inspect the property prior to bidding. Bidders must adhere to the inspection dates and times indicated in the asset description. See special instructions on each asset page for inspection details.
5. **Consideration of Bid.** Seller reserves the right to reject any and all bids and to withdraw from sale any of the assets listed.
6. **Buyer's Certificate.** Successful bidders will receive a Buyer's Certificate by email from GovDeals.
7. **Buyers Premium.** If a Buyers Premium is shown on the auction page bidder box, then that amount (expressed as a percentage of the final selling price) will be added to the final selling price of all items in addition to any taxes imposed.
8. **Payment.** Payment in full is due not later than 5 business days from the time and date of the Buyers Certificate. Payment must be made electronically through the GovDeals Website. Acceptable forms of payment are:
  - PayPal

- Wire Transfer
- Visa
- MasterCard
- American Express
- Discover

PayPal and Credit Card purchases are limited to below \$5,000.00. If the winning bid plus applicable taxes, if any indicated, and the buyer's premium, equals more than \$4,999.99, PayPal and Credit Cards may not be used. If Wire Transfer is chosen, a Wire Transfer Transaction Summary page will provide payment and account information. The Wire Transfer must be completed within 5 days.

9. Removal. All assets must be removed within ten (10) business days from the time and date of issuance of the Buyer's Certificate. Purchases will be released only upon receipt of payment as specified. Successful bidders are responsible for loading and removal of any and all property awarded to them from the place where the property is located as indicated on the website and in the Buyer's Certificate. The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the property. Under no circumstances will Seller assume responsibility for packing, loading or shipping. See special instructions on each asset page for removal details. A daily storage fee of \$10.00 may be charged for any item not removed within the ten (10) business days allowed and stated on the Buyer's Certificate.
10. Vehicle Titles. Seller will issue a title or certificate upon receipt of payment. Titles may be subject to restrictions as indicated in the asset description on the website.
11. Default. Default shall include (1) failure to observe these terms and conditions; (2) failure to make good and timely payment; or (3) failure to remove all assets within the specified time. Default may result in termination of the contract and suspension from participation in all future sales until the default has been cured. If the Buyer fails in the performance of their obligations, Seller may exercise such rights and may pursue such remedies as are provided by law. Seller reserves the right to reclaim and resell all items not removed by the specified removal date.
12. Acceptance of Terms and Conditions. By submitting a bid, the bidder agrees they have read, fully understand and accept these Terms and Conditions, and agree to pay for and remove the property, by the dates and times specified. These Terms and Conditions are displayed at the top of each page of each asset listed on GovDeals. Special Instructions appearing on the asset page will override certain sections of the terms and conditions.
13. State/Local Sales and/or Use Tax. Buyers may be subject to payment of State and/or local sales and/or use tax. Buyers are responsible for contacting seller or the appropriate tax office, completing any forms and paying any taxes that may be imposed.
14. Sales to Employees. Employees of the Seller may bid on the property listed for auction, so long as they do NOT bid while on duty.

#### **SECTION 8. PUBLICATION**

After adoption of this Resolution, notice of the Board's intent to sell unneeded, obsolete, or unfit-for-use township personal property by Internet auction shall be published in a newspaper of general circulation in the township (Delaware Gazette). The notice shall include a summary of the information provided in this Resolution and shall be published at least twice.

Notice may also be posted on the Board's Internet web site. If the notice is posted on the Board's web site, the second notice otherwise required to be published in a newspaper of general circulation in the township may be eliminated, provided that the first notice published in such newspaper meets all the following requirements:

- a) It is published at least two weeks before the Internet auction begins.
- b) It includes a statement that the notice is posted on the Board's Internet web site.
- c) It includes the Internet address of the Board's Internet web site.
- d) It includes instructions describing how the notice may be accessed on the Board's Internet web site.

#### **SECTION 9. POSTING OF NOTICE**

A notice similar to the published notice required by Section 8 of this Resolution shall be posted continually throughout the calendar year in a conspicuous place in the Board's office.

#### **SECTION 10. ADOPTION**

All formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of this Board, and all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

#### **SECTION 11. PRIOR RESOLUTIONS**

This Resolution supersedes any Resolution of intent to sell personal property via Internet auction adopted by this Board prior to the effective date of this Resolution.

#### **SECTION 12. EFFECTIVE DATE**

This Resolution shall take effect immediately upon adoption.

Motion to approve by Mr. Johnson; Seconded by Mr. Haney.

ADOPTED THIS 6<sup>th</sup> DAY OF January, 2026

Attest

Jim Davis  
Fiscal Officer

BOARD OF TRUSTEES, CONCORD TOWNSHIP,  
DELAWARE COUNTY, OHIO,

Jim Davis  
Jeffrey M. Miller  
Barry J. Johnson

RESOLUTION NO. 26-0106-5  
AUTHORIZING Concord Township TO PARTICIPATE  
IN THE State of Ohio COOPERATIVE PURCHASING PROGRAM

It was moved by Mr. Haney, and seconded by Mr. Johnson to approve the following Resolution:

WHEREAS, Ohio's Cooperative Purchasing Act. (AM. Sub. H.B. No. 100), was signed into law on December 4, 1985; and

WHEREAS, effective March 6, 1986, Ohio's Cooperative Purchasing Act provides the opportunity for counties, townships, municipal corporations, regional transit authorities, regional airport authorities or port authorities and school districts, conservancy districts, township park districts and park districts and other authorities, to participate in contracts distributed by the State of Ohio, Department of Administrative Services, Office of Cooperative Purchasing for the purchase of supplies, services, equipment and certain materials; now therefore,

THEREFORE, BE IT RESOLVED BY THE Board of Trustees of Concord Township,

Section 1. That the Board of Trustees hereby requests authority in the name of CONCORD TOWNSHIP to participate in state contracts, which the Department of Administrative Services, Office of State Purchasing has entered into, and the Office of Cooperative Purchasing has distributed for the purchase of supplies, services, equipment and certain other materials pursuant to Revised Code Section 125.04.

Section 2. That the Board of Trustees is hereby authorized to agree in the name of CONCORD TOWNSHIP to be bound by all contract terms and conditions as the Department of Administrative Services, Office of Cooperative Purchasing prescribes. Such terms and conditions may include a reasonable annual membership fee to cover the administrative costs which the Department of Administrative Services incurs as a result of Concord Township's participation in the contract.

Further, that the Board of Trustees does hereby agree to be bound by all such terms and conditions and to not cause or assist in any way the misuse of such contracts or make contract disclosures to non-members of the Coop for the purpose of avoiding the requirements established by ORC 125.04.

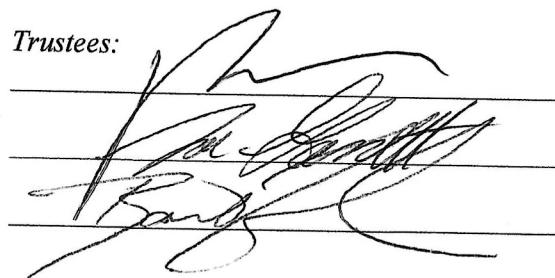
Section 3. That the Board of Trustees is hereby authorized to agree in the name of CONCORD TOWNSHIP to directly pay the vendor, under each such state contract in which it participates for items it receives pursuant to the contract, and the Board of Trustees does hereby agree to directly pay the vendor.

Vote:	Johnson	<u>Yes</u>
	Garrett	<u>Yes</u>
	Haney	<u>Yes</u>

Adopted the 6th day of January, 2026.

Attest: Julie M. Davis  
Fiscal Officer

Trustees:



RESOLUTION NO. 26-0106-6  
IN THE MATTER OF CONCORD TOWNSHIP BEING AUTHORIZED TO  
PARTICIPATE IN CONTRACTS AWARDED BY THE  
OHIO DEPARTMENT OF TRANSPORTATION

It was moved by Mr. Haney, and seconded by Mr. Johnson, to approve the following Resolution:

WHEREAS, Section 5513.01(B) provides the opportunity for Counties, Townships, Municipal Corporations, Conservancy Districts, Township Park Districts, Park Districts created under Chapter 1545 of the Revised Code, Port Authorities, Regional Transit Authorities, Regional Airport Authorities, Regional Water and Sewer Districts, County Transit Boards, State Universities or Colleges to participate in contracts of the Ohio Department of Transportation for the purchase of machinery, material, supplies or other articles.

NOW, THEREFORE, Be it Resolved by The Concord Township Board of Trustees:

SECTION 1. That the Board of Trustee hereby requests authority in the name of Concord Township to participate in the Ohio Department of Transportation contracts for the purchase of machinery, materials, supplies or other articles which the Department has entered into pursuant to Ohio Revised Code Section 5513.01(B).

SECTION 2. That the Board of Trustees is hereby authorized to agree in the name of Concord Township to be bound by all terms and conditions as the Director of Transportation prescribes.

SECTION 3. That the Board of Trustees is hereby authorized to agree in the name of Concord Township to directly pay vendors, under each such contract of the Ohio Department of Transportation in which Concord Township participates, for items it receives pursuant to the contract.

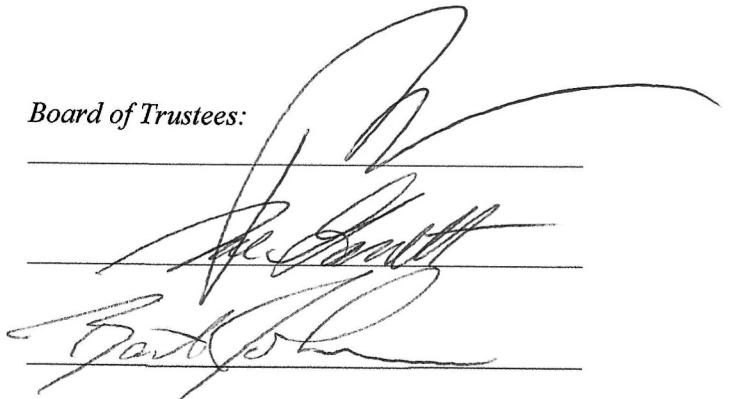
SECTION 4. That Concord Township agrees to be responsible for resolving all claims or disputes arising out of its participation in the cooperative purchasing program under Section 5513.01(B) of the Ohio Revised Code. The Township agrees to waive any claims, actions, expenses, or other damages arising out of its participation in the cooperative purchasing program which the Township may have or claim to have against ODOT or its employees, unless such liability is the result of negligence on the part of ODOT or its employees.

Vote: Johnson Yes, Garrett Yes, Haney Yes.

Adopted the 6<sup>th</sup> day of January, 2026.

Attest: Jim M. Davis  
Fiscal Officer

Board of Trustees:



RESOLUTION # 26-0106-7

**RESOLUTION EMPLOYING TOWNSHIP'S ATTORNEYS  
ON AN ANNUAL BASIS FOR THE YEAR 2026**

Mr. Johnson moved, and Mr. Haney seconded, for the adoption of the following Resolution:

WHEREAS, the Concord Township Board of Township Trustees ("Board") is authorized by Section 309.09(B) of the Revised Code to employ attorneys on an annual basis other than the prosecuting attorney to represent the Township and its officers, boards, commissions in their official capacities and to advise them on legal matters; and

WHEREAS, Section 309.09(B) of the Revised Code provides that no such attorney may be employed except on the order of the Board, duly entered upon its Journal, in which the compensation to be paid for the attorney's legal services shall be fixed; and

WHEREAS, the Board finds it necessary to appoint attorneys to counsel and represent the Township on an annual basis for calendar year 2026 in such matters as the Board or its designee may refer to them; and

WHEREAS, the Board has appropriated the sum of \$ n/a for legal services for year 2026;

NOW THEREFORE, BE IT RESOLVED by the Board of Township Trustees of Concord Township, Delaware County, Ohio, that:

SECTION 1. Mr. Peter Griggs and/or the law firm of Brosius, Johnson & Griggs are hereby employed on an annual basis for calendar year 2026 as the Township's legal counsel to represent the Township and its officers, boards and commissions in their official capacities and to advise them in connection with such matters as may be referred to said Counsel by or on behalf of the Board or its designee.

SECTION 2. The total compensation shall not exceed \$ 6,000.00 without further action by this Board.

SECTION 3. The attorneys may be discharged at any time by majority vote of the Board.

SECTION 4. The Township Fiscal Officer is directed to send a copy of this Resolution to the law firm.

SECTION 5. It is found and determined that all formal actions of the Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements including, without limitation, Section 121.22 of the Revised Code.

SECTION 6. This Resolution shall take effect and be in force from and after the date of its adoption.

Vote: Yes-Haney ; Yes-Garrett ; Yes-Johnson

Adopted: January 6, 2026

ATTEST:

Quinn Davis  
Fiscal Officer

M  
Trustee  
Del. Garrett  
Trustee  
Sarah  
Trustee

**RESOLUTION NO. 26-0106-8**

*Delaware County, Ohio*

Mr. Haney moved for the adoption of the following Resolution:

***Be It Resolved by the Board of Trustees of Concord Township, to employ 50+1 Public Policy Initiatives on an annual, as-needed basis for 2026, as the township grant writing consultant, at a cost of \$1,200 per month.***

Mr. Johnson seconded the motion.

Vote:	Johnson	<u>yes</u>
	Garrett	<u>abstain</u>
	Haney	<u>yes</u>

*Adopted this 6<sup>th</sup> day of January, 2026.*

*Attest:*

Jill M. Davis  
*Fiscal Officer*

*Board of Trustees:*

M  
n/a  
Garrett

**RESOLUTION NO. 26-0106-9**

*Delaware County, Ohio*

Mr. Johnson moved for the adoption of the following Resolution:

***Be It Resolved by the Board of Trustees of Concord Township, to approve use of township funds for payment of Delaware County Regional Planning Commission dues calculated as follows:***

End of 2025 Population Estimate of 12,653 x \$0.75/person for a total of \$9,490.

Mr. Garrett seconded the motion.

Vote:	Johnson	<u>yes</u>
	Garrett	<u>yes</u>
	Haney	<u>yes</u>

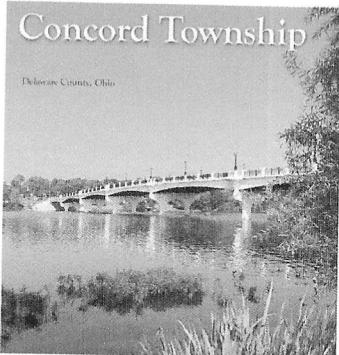
*Adopted this 6<sup>th</sup> day of January, 2026*

*Attest:*

Jim Davis  
Fiscal Officer

*Board of Trustees:*

M  
John Garrett  
Barry J.



## CONCORD TOWNSHIP, DELAWARE COUNTY, OHIO

**Trustees:**

Jason Haney  
Joe Garrett  
Bart Johnson

**Fiscal Officer:**

Jill M. Davis

### OLLER CEMETERY FEES

**Plots:**

\$ 750.00 per grave site residents/property owners  
\$1,200.00 per grave site non-residents/next-of-kin  
\$1,200.00 per grave site past residents with proof of minimum of five years of past residency

**Opening and Closing:**

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

**Interment of Ashes:**

\$ 350.00 Monday-Friday  
\$ 600.00 Weekends/Holidays

**Monument Foundations:**

\$ 0.75 per square inch

**Other Fees:**

\$ 50.00 to change lot deeds or maps

*Effective January 5, 2024*

Approved the 6<sup>th</sup> day of January, 2024

Board of Trustees

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

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

# **CONCORD TOWNSHIP CEMETERY RULES & REGULATIONS**

## **ADOPTED BY RESOLUTION 12/10/09**

### **1. PURCHASE OF LOTS OR GRAVES**

- A.** Graves may be purchased by Concord Township Residents or immediate family, Concord Township Property Owners or immediate family, through the Cemetery Sexton, Fiscal Officer, or Concord Township Trustee. Lots may be purchased individually or a maximum of four grave lots. Immediate Family is defined as: Father, Mother, Husband, Wife, Sons, Daughters, Brothers, Sisters and their spouses. Upon payment in full for the price of lot, a deed will be prepared and recorded by the Fiscal Officer of Concord Township. A copy of such deed will be forwarded to the purchaser by the Fiscal Officer. Fees for cemetery lots and services are set annually in the month of January by the Concord Township board of Trustees and can be amended as necessary. Separate fees apply to township residents and non-township residents. Individuals meeting the requirements for the eligibility of lot purchase and are not Concord Township Residents must purchase lot at a non-resident rate.
- B.** Owners of cemetery lots acquire the right of burial only, and are subject to the Rules and Regulations contained herein or that might be made in the future by the Concord Township Board of Trustees. Unused lots may be used by heirs of the purchaser with the purchaser's written, notarized permission if still living, or by agreement of all surviving heirs with their written, notarized permission. Lots cannot be transferred to a non-heir. Unused lots may be returned to the township for resale. Any refund of original purchase price will be considered on a case-by-case basis. If purchaser transfers all lots to either heirs or back to the township, he/she will be ineligible to purchase any additional lots.
- C.** No grave may be opened until the purchase price is paid or arrangements for payment have been made with funeral home and/or approved by Concord Township Board of Trustees or Cemetery Sexton.

### **2. MONUMENTS/HEADSTONES**

- A.** Only standard Monuments or headstones are permitted.
- B.** Temporary grave markers will be removed after 6 months or at spring clean-up.
- C.** Only Concord Township Cemetery workers are permitted to install monument/headstone footers. No homemade concrete headstones or benches permitted.
- D.** Headstones shall meet maximum size of 40" long on a single grave and for double name headstones centered on grave maximum size of 60" long, 48" high.
- E.** All headstones will be placed with the lettering facing to the front of the Cemetery. The front being west and facing Riverside Drive or State Route 257 and the front entrance of the cemetery. If the family desires, the name can be placed on the back or rear of the headstone. All headstones will be placed on footer at the head of the grave site. All graves with both a Veteran Marker and a Headstone, the Veteran marker shall be placed at the foot of the grave.
- F.** Any person defacing a monument/headstone shall be prosecuted in accordance with the laws of the State of Ohio. That person shall be banned from entering the cemetery and may be charged with trespassing.

### **3. FLORAL TRIBUTES, TREES, SHRUBS, BUSHES AND DECORATIONS**

- A. Flowers may be planted at the head of the grave site only. Wreaths and decorations also are to be placed at the head of the grave site. Monument/headstone saddles are permitted.
- B. Planting trees, shrubbery or bushes must have prior approval of the Concord Township Board of Trustees or Cemetery Sexton. No rose bushes are permitted anywhere in the cemetery.
- C. Approved plantings become the sole responsibility of the lot owner and the Cemetery sexton or Concord Township Board of Trustees reserve the right to remove any and all decorations or plantings not properly cared for or that they deem unsightly or detrimental to adjacent lots, headstone, paths, or drives.
- D. Lot enclosures of any kind are prohibited (fences, stones, rocks, landscape timbers).
- E. Glass, stone or marble chips, glass containers, wire or steel pins, and loose landscape materials of any kind are prohibited.
- F. Improvements of lots shall be done by Concord Township Board of Trustees or Cemetery Sexton, or cemetery personnel.
- G. All summer flowers, wreaths or decorations must be removed by November 1<sup>st</sup>. All winter decorations or wreaths must be removed by April 1<sup>st</sup>.
- H. No concrete decorations will be permitted at a grave site.

### **4. MISCELLANEOUS**

- A. Visitors are permitted in the cemetery from dawn to dusk. All township cemeteries are closed from dusk to dawn
- B. Firearms are permitted in the cemetery when being used in conjunction with Military Funerals or Memorial Day Services.
- C. No private person(s) shall bury cremation remains in any part of the cemetery. Cemetery Sexton must perform all burials of cremation remains which must be in a sturdy container.
- D. All burials shall be made using an approved metal or concrete vault or a grave liner.
- E. Children must be accompanied by the parent or other person responsible for their conduct.
- F. Licensed motor vehicles shall be operated and parked on driveways only – except cemetery equipment necessary for operation of the cemetery.
- G. Burial of animals or pets of any kind is prohibited.
- H. The Concord Township Board of trustees and cemetery employees have charge of cemetery grounds, buildings, equipment, and at all times have supervision and control of all persons in the cemetery, including the conduct of funerals, traffic, plot owners and visitors.
- I. The Concord Township Board of Trustees and Cemetery employees have the power to enforce all Rules and Regulations and to exclude from the property any person or persons violating same.
- J. The Concord Township Board of Trustees and Cemetery employees are not liable for any items placed on any gravesite or left at the cemetery by the owner or other persons.
- K. The use of metal detectors is prohibited in any Concord Township Cemetery. Hunting artifacts or digging for artifacts is prohibited.
- L. Removal of any marker, headstone, flag holder, flags, flowers, trees, veteran marker or grave marker, or anyone damaging any of the above or the cemetery in any way shall be prosecuted in accordance with laws of the State of Ohio.

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

**APPLICATIONS**

*Effective January 5, 2024*

Rezoning, except PRD	\$600.00 plus \$150.00 per acre thereafter (\$2500 minimum fee)
Rezoning, for PRD	\$750.00 plus \$200.00 per acre thereafter (\$7500 minimum fee)
Major Modification of PRD	\$750.00 plus \$200.00 per acre of original PRD (\$7500 minimum)
Conditional use	\$600.00
Variance / Appeals	\$600.00
Change of Zoning Use Permit	\$ 50.00
Table or Continuance Fee	\$1000.00 if continuance requested by Applicant

- 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 application will be rejected as incomplete.
- If the Board cannot reach a decision and a continuance is requested by the Board, there are no additional fees charged to the Applicant. \$1,000 fee assessed if table or continuance is requested by 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
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**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, per page	\$ 0.25

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

*RR* *SR* *RI*