

# RECORD OF PROCEEDINGS

## CONCORD TOWNSHIP BOARD OF TRUSTEES

### Call to Order and Roll Call

The Concord Township Board of Trustees met in regular session on Wednesday, June 8, 2022 at 7:00 p.m. at the Concord Township Community Building, 6385 Home Road, Delaware, Ohio. Chairman Bart Johnson called the meeting to order and the roll was called; attending were Trustees Jason Haney, Joe Garrett, and Bart Johnson.

### Approval of Minutes

Mr. Garrett moved and Mr. Haney seconded to approve the minutes of the May 25, 2022 regular meeting. Vote: Haney-yes, Garrett-yes, Johnson-abstain/absent.

### Public Comment

Doug Riedel, liaison with the Delaware County Engineer's Office, updated the Trustees on several projects:

- Doug and Road Supervisor, Nathan Wilgus, met at Maynard Road to discuss the drainage improvement project. No cost estimates at this time.
- The paving program has begun, and Doug will get an estimate to fill in the center island at Highlands Drive. All but six residents have signed off to approve the fill project.
- The berm issue on Dublin Road south of the fire station was addressed by ODOT.
- The utility pole on South Section Line by Dari Treat was removed.
- The next phase of the US42 project is to close the highway between SR257 and South Section Line Road for another 84 days.
- The pavement still needs repaired at Springbrook and Crowberry Roads. Nathan received another repair quote. Mr. Haney moved and Mr. Johnson seconded to approve the quote from Chemcote Inc for road repairs at Springbrook and Crowberry Roads in the amount of \$36,413. Vote: Haney-yes, Garrett-yes, Johnson-yes. In addition, Mr. Haney moved and Mr. Garrett seconded to approve a transfer from the General Fund to the Road Fund for \$36,413 if needed. Vote: Haney-yes, Garrett-yes, Johnson-yes.
- Nathan noted the County and Township will both need to close roads for repairs on Russell and Calhoun Roads near the same time. The Township needs to fix a drainage culvert at 7020 Calhoun Road. Road closing signs will be posted prior to repairs.

### Approval of Financial Report

Chairman Johnson certified Fiscal Officer Davis provided the current financial reports of the township and money is available to pay bills. The current Cash Summary by Fund report shows the following balances:

|                         |                 |
|-------------------------|-----------------|
| - General Fund          | \$8,322,745.96  |
| - Special Revenue Funds | \$3,332,094.65  |
| - Total All Funds       | \$11,654,840.61 |

Mr. Garrett moved and Mr. Haney seconded to approve pending purchase orders and warrants # 70-73, 116216-116252, except # 116252, all totaling \$105,417.61. Vote: Haney-yes, Garrett-yes, Johnson-yes. In addition, Mr. Haney moved and Mr. Johnson seconded to approve pending warrant # 116252. Vote: Haney-yes, Garrett-abstain, Johnson-yes.

### Zoning Department

Mr. Irvine reported the following zoning activity:

- Permits were issued since the last meeting for ten houses, one accessory building, and one pool.
- A Logan Road property was sent a 7-day compliance letter to mow and board up the house. If the property owner does not comply, the property will need mowed and charge placed on their tax bill.
- Mr. Garrett moved and Mr. Haney seconded to allow Trustee Haney to hire a mowing/clearing company to clean up township properties with zoning violations per ORC 505.87, to provide the abatement, control, or removal of vegetation, garbage, refuse or debris. Vote: Haney-yes, Garrett-yes, Johnson-yes.
- A Concord Road property will be contacted about a couch, mattress, and unlicensed vehicle on the property.
- A letter was sent to a Home Road property about a barn built without a permit. Information was then sent back to the township, but the plot plan did not contain the correct 25' setbacks, so a variance is needed. Now the lot line is in question, and if it was built on the neighbor's property, a variance cannot be granted to the barn owner. The

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CONCORD TOWNSHIP BOARD OF TRUSTEES**

Held June 8, 2022

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prosecutor's office will be consulted.

- A civil engineer contacted the zoning department about eight lots on the Painter property that have been submitted to Regional Planning.
- A civil engineer from Miranda also contacted zoning about the northeast corner of South Section Line and Bean Oller Roads, and density requirements.
- It was noted "permanent-type" above ground pools require a permit.

**Fire Department**

Chief Cooper reported final interviews were held this morning for a full-time firefighter position. Mr. Garrett moved and Mr. Johnson seconded to approve hiring Mark Smothers to the full-time firefighter position. Mark is currently a part-time employee, his first full-time shift will start July 10 or July 24, and he will be a three-year lateral transfer. Vote: Haney-yes, Garrett-yes, Johnson-yes.

**Fiscal Officer / Correspondence**

- After review, Mr. Garrett moved and Mr. Haney seconded that the letter and invoice to Republic Waste for trash cart collection and storage is approved for mailing. Vote: Haney-yes, Garrett-yes, Johnson-yes.
- It was made a matter of record that Oller Cemetery lot 445, graves 1-2 were sold, and deeds were signed.
- Updating park benches will be tabled to a future meeting.

Assistant Prosecuting Attorney, Eric Penkal, joined the meeting at 7:45 p.m.

**Executive Session**

Mr. Garrett moved and Mr. Haney seconded to enter into Executive Session per ORC 121.22(G)(8) to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to consider negotiations with other political subdivisions respecting requests for economic development assistance, or to consider information for application for economic development related to a tax increment financing incentive district. In addition, Mr. Penkal was invited into the executive session, beginning at 7:54 pm. Vote: Haney-yes, Garrett-yes, Johnson-yes.

The Trustees returned to Regular Session at 8:41 pm. Mr. Garrett moved and Mr. Johnson seconded to approve the Memo of Understanding with Steiner Real Estate Services, pending legal review. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Mr. Haney moved and Mr. Garrett seconded to enter into Executive Session per ORC 121.22 (G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. In addition, Chief Todd Cooper was invited into the executive session. Vote: Haney-yes, Garrett-yes, Johnson-yes.

The Trustees returned to Regular Session at 9:25 pm.

**Adjournment**

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

June 8, 2022

Roll Call

Approve Minutes

Public Input

DCEO Doug Riedel

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

7:45 Executive Session with Assistant PA Penkal to discuss Economic Development agreement

Old Business

New Business

Fire Chief

Fiscal Officer

Adjourn

Cash Summary by Fund

Year 2022

| Fund #        | Fund Name                            | Fund Balance 1/1/2022 | Fund Balance 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 12/31/2022 | Non-Pooled Balance | Pooled Balance  |
|---------------|--------------------------------------|-----------------------|--------------------------|---|--------------|-------------|------------------------------------|---|---------------|--------------|-------------------------|--------------------|-----------------|
| 1000          | General                              | \$7,748,703.79        | \$135.00                 | \$934,058.25                                  | \$0.00       | \$0.00      | \$8,682,897.04                     | \$360,151.08  | \$0.00        | \$0.00       | \$8,322,745.96          | \$0.00             | \$8,322,745.96  |
| 2011          | Motor Vehicle License Tax            | \$25,139.22           | \$0.00                   | \$8,537.53                                    | \$0.00       | \$0.00      | \$33,676.75                        | \$10,163.41   | \$0.00        | \$0.00       | \$23,513.34             | \$0.00             | \$23,513.34     |
| 2021          | Gasoline Tax                         | \$118,646.56          | \$0.00                   | \$80,058.13                                   | \$0.00       | \$0.00      | \$198,704.69                       | \$90,592.65   | \$0.00        | \$0.00       | \$108,112.04            | \$0.00             | \$108,112.04    |
| 2031          | Road and Bridge                      | \$834,562.92          | \$0.00                   | \$263,949.80                                  | \$0.00       | \$0.00      | \$1,098,512.72                     | \$66,353.72   | \$0.00        | \$0.00       | \$1,032,159.00          | \$0.00             | \$1,032,159.00  |
| 2041          | Cemetery                             | \$20,993.70           | \$0.00                   | \$6,207.80                                    | \$0.00       | \$0.00      | \$27,201.50                        | \$4,577.84  | \$0.00        | \$0.00       | \$22,623.66             | \$0.00             | \$22,623.66     |
| 2111          | Fire District                        | \$1,041,488.72        | \$4,100.00               | \$1,806,961.66                                | \$0.00       | \$0.00      | \$2,852,550.38                     | \$1,351,962.83                                      | \$0.00        | \$0.00       | \$1,500,587.55          | \$0.00             | \$1,500,587.55  |
| 2231          | Permissive Motor Vehicle License Tax | \$46,815.12           | \$0.00                   | \$17,036.74                                   | \$0.00       | \$0.00      | \$63,851.86                        | \$3,407.83  | \$0.00        | \$0.00       | \$60,444.03             | \$0.00             | \$60,444.03     |
| 2273          | American Rescue Plan Act (ARP)       | \$582,230.42          | \$0.00                   | \$2,424.61                                    | \$0.00       | \$0.00      | \$584,655.03                       | \$0.00  | \$0.00        | \$0.00       | \$584,655.03            | \$0.00             | \$584,655.03    |
| Report Total: |                                      | \$10,418,580.45       | \$4,235.00               | \$3,119,234.52                                | \$0.00       | \$0.00      | \$13,542,049.97                    | \$1,887,209.36                                      | \$0.00        | \$0.00       | \$11,654,840.61         | \$0.00             | \$11,654,840.61 |

Last reconciled to bank: 04/30/2022 – Total other adjusting factors: \$0.00

**Payment Listing**  
5/26/2022 to 6/8/2022

| Payment Advice # | Post Date  | Transaction Date   | Type | Vendor / Payee                             | Amount      | Status |  |
|------------------|------------|--|------|--|-------------|--------|--|
| 70-2022          | 06/02/2022 | 06/02/2022   | CH   | HR BUTLER, LLC                             | \$194.61    | 0      |  |
|                  | Purpose:   | PAYROLL PROCESSING FEES                                    |      |  |             |        |  |
| 71-2022          | 06/03/2022 | 06/06/2022   | CH   | HR BUTLER, LLC                             | \$4,977.07  | 0      |  |
|                  | Purpose:   | PAYROLL AGENCY DEDUCTIONS                                  |      |  |             |        |  |
| 72-2022          | 06/03/2022 | 06/06/2022   | CH   | HR BUTLER, LLC                             | \$61,545.99 | 0      |  |
|                  | Purpose:   | PAYROLL SALARIES   |      |  |             |        |  |
| 73-2022          | 06/03/2022 | 06/06/2022   | CH   | HR BUTLER, LLC                             | \$16,477.47 | 0      |  |
|                  | Purpose:   | PAYROLL TAXES WITHHELD                                     |      |  |             |        |  |
| 116216           | 06/06/2022 | 06/06/2022   | AW   | OHIGRO, INC                                | \$1,023.04  | 0      |  |
|                  | Purpose:   | PARK/CEMY/ROAD CHEMICAL SUPPLY                             |      |  |             |        |  |
| 116217           | 06/06/2022 | 06/06/2022   | AW   | TRACTOR SUPPLY CREDIT PLAN                 | \$284.14    | 0      |  |
|                  | Purpose:   | FIRE/ROAD SUPPLY PARTS                                     |      |  |             |        |  |
| 116218           | 06/06/2022 | 06/06/2022   | AW   | AG-PRO COMPANIES INC                       | \$640.16    | 0      |  |
|                  | Purpose:   | PARK HUSTLER MOWER REPAIR                                  |      |  |             |        |  |
| 116219           | 06/06/2022 | 06/06/2022   | AW   | VALTECH COMMUNICATIONS                     | \$183.57    | 0      |  |
|                  | Purpose:   | UTILITIES - ADMIN DEPT                                     |      |  |             |        |  |
| 116220           | 06/06/2022 | 06/06/2022   | AW   | MILLCREEK GARDENS LLC                      | \$18.58     | 0      |  |
|                  | Purpose:   | PARK FLOWER SUPPLY   |      |  |             |        |  |
| 116221           | 06/06/2022 | 06/06/2022   | AW   | STATE OF OHIO, JAN                         | \$1,074.00  | 0      |  |
|                  | Purpose:   | ADMIN UAN ACCT'G FEES JUN-DEC                              |      |  |             |        |  |
| 116222           | 06/06/2022 | 06/06/2022   | AW   | PORTA KLEEN                                | \$345.00    | 0      |  |
|                  | Purpose:   | PARK PORTABLE RESTROOMS                                    |      |  |             |        |  |
| 116223           | 06/06/2022 | 06/06/2022   | AW   | LOWE'S COMPANIES, INC                      | \$530.87    | 0      |  |
|                  | Purpose:   | FIRE/ROAD/PARK/CEMY SUPPLIES                               |      |  |             |        |  |
| 116224           | 06/06/2022 | 06/06/2022   | AW   | THE A-MAC GROUP LLC                        | \$147.00    | 0      |  |
|                  | Purpose:   | PARK JANITORIAL SUPPLY                                     |      |  |             |        |  |
| 116225           | 06/06/2022 | 06/06/2022   | AW   | ORANGE TOWNSHIP                            | \$152.79    | 0      |  |
|                  | Purpose:   | FIRE DEPT E343 HYD REPAIR                                  |      |  |             |        |  |
| 116226           | 06/06/2022 | 06/06/2022   | AW   | NATHAN WILGUS                              | \$100.00    | 0      |  |
|                  | Purpose:   | ROAD SUPER CELL PHONE REIMB                                |      |  |             |        |  |
| 116227           | 06/06/2022 | 06/06/2022   | AW   | RIC IRVINE, ZONING INSPECTOR               | \$50.00     | 0      |  |
|                  | Purpose:   | ZONING CELL PHONE REIMBURSEMENT                            |      |  |             |        |  |
| 116228           | 06/06/2022 | 06/06/2022   | AW   | COLUMBIA GAS                               | \$402.05    | 0      |  |
|                  | Purpose:   | UTILITIES - FIRE DEPT-GAS                                  |      |  |             |        |  |
| 116229           | 06/06/2022 | 06/06/2022   | AW   | BEEEM'S BP DIST INC                        | \$3,345.89  | 0      |  |
|                  | Purpose:   | ROAD/FIRE FUEL SUPPLY                                      |      |  |             |        |  |
| 116230           | 06/06/2022 | 06/06/2022   | AW   | BOUND TREE MEDICAL, LLC                    | \$664.64    | 0      |  |
|                  | Purpose:   | FIRE DEPT/EMS DRUG SUPPLIES                                |      |  |             |        |  |
| 116231           | 06/06/2022 | 06/06/2022   | AW   | CLASSIC SOLUTIONS INC.                     | \$482.44    | 0      |  |
|                  | Purpose:   | FIRE DEPT HOUSE SUPPLIES                                   |      |  |             |        |  |
| 116232           | 06/06/2022 | 06/06/2022   | AW   | 3F FITNESS LLC                             | \$1,230.00  | 0      |  |
|                  | Purpose:   | FIRE DEPT FITNESS PROGRAM                                  |      |  |             |        |  |
| 116233           | 06/06/2022 | 06/06/2022   | AW   | TREASURER, STATE OF OHIO                   | \$150.00    | 0      |  |
|                  | Purpose:   | FIRE DEPT VOL FF DEPEND ASSESS                             |      |  |             |        |  |
| 116234           | 06/06/2022 | 06/06/2022   | AW   | BUCKEYE POWER SALES                        | \$1,430.00  | 0      |  |
|                  | Purpose:   | FIRE DEPT GENERATOR MAINT AGMT                             |      |  |             |        |  |
| 116235           | 06/06/2022 | 06/06/2022   | AW   | DELAWARE COUNTY TOWNSHIP ASSOCIA           | \$995.00    | 0      |  |
|                  | Purpose:   | OT/ADCTA MEMBERSHIPS, OT/ADCTA AFFILIATE MEMBERS           |      |  |             |        |  |
| 116236           | 06/06/2022 | 06/06/2022   | AW   | E SPACE COMMUNICATIONS INC.                | \$21.17     | 0      |  |
|                  | Purpose:   | ADMIN WEB SITE DOMAIN RENEW                                |      |  |             |        |  |
| 116237           | 06/06/2022 | 06/06/2022   | AW   | TIME WARNER CABLE                          | \$99.99     | 0      |  |
|                  | Purpose:   | UTILITIES - ADMIN  |      |  |             |        |  |
| 116238           | 06/06/2022 | 06/06/2022   | AW   | STATE HIGHWAY SUPPLY                       | \$1,500.00  | 0      |  |
|                  | Purpose:   | ROAD DEPT CATCH BASIN REPAIR/MATERIAL                      |      |  |             |        |  |
| 116239           | 06/06/2022 | 06/06/2022   | AW   | OHIO EDISON                                | \$722.09    | 0      |  |
|                  | Purpose:   | UTILITIES - ADMIN  |      |  |             |        |  |
| 116241           | 06/08/2022 | 06/08/2022   | SW   | Skipped Warrants 116240 to 116241 Series 1 | \$0.00      | V      |  |
|                  | Purpose:   | Skipped Warrants 116240 to 116241 with Payment Series of 1 |      |  |             |        |  |
| 116242           | 06/08/2022 | 06/08/2022   | AW   | SNAPPY'S AUTOMOTIVE                        | \$1,572.55  | 0      |  |
|                  | Purpose:   | ROAD DEPT '97 F350 BRAKES/BALLJTS                          |      |  |             |        |  |
| 116243           | 06/08/2022 | 06/08/2022   | AW   | DELAWARE CO. SHERIFF'S OFFICE              | \$45.00     | 0      |  |
|                  | Purpose:   | DEL CO SHERIFF SPECIAL APR-OCT                             |      |  |             |        |  |

**Payment Listing**  
 5/26/2022 to 6/8/2022

| Payment Advice # | Post Date  | Transaction Date                      | Type | Vendor / Payee                 | Amount                                 | Status |  |
|------------------|------------|---------------------------------------|------|--------------------------------|--|--------|--|
| 116244           | 06/08/2022 | 06/08/2022                            | AW   | ALEX RICHISON                  | \$135.00                               | 0      |  |
|                  | Purpose:   | DEL CO SHERIFF SPECIAL APR-OCT        |      |                                |  |        |  |
| 116245           | 06/08/2022 | 06/08/2022                            | AW   | SITEONE LANDSCAPE SUPPLY LLC   | \$3.22                                 | 0      |  |
|                  | Purpose:   | ROAD DEPT SCIOTO PKY IRRIG REPAIR     |      |                                |  |        |  |
| 116246           | 06/08/2022 | 06/08/2022                            | AW   | PRECISION SERVO LLC            | \$1,360.00                             | 0      |  |
|                  | Purpose:   | FIRE DEPT ELEC MOTOR FOR VEH EXH SYST |      |                                |  |        |  |
| 116247           | 06/08/2022 | 06/08/2022                            | AW   | OHIO EDISON                    | \$915.79                               | 0      |  |
|                  | Purpose:   | FIRE DEPT UTILITES - ELEC             |      |                                |  |        |  |
| 116248           | 06/08/2022 | 06/08/2022                            | AW   | O.E. MEYER CO.                 | \$183.07                               | 0      |  |
|                  | Purpose:   | FIRE DEPT O2 GAS CYLINDERS            |      |                                |  |        |  |
| 116249           | 06/08/2022 | 06/08/2022                            | AW   | SBH MEDICAL LTD                | \$163.00                               | 0      |  |
|                  | Purpose:   | FIRE DEPT/EMS DRUG SUPPLIES           |      |                                |  |        |  |
| 116250           | 06/08/2022 | 06/08/2022                            | AW   | LOUIS R. POLSTER COMPANY       | \$277.78                               | 0      |  |
|                  | Purpose:   | FIRE DEPT KITCHEN SUPPLIES            |      |                                |  |        |  |
| 116251           | 06/08/2022 | 06/08/2022                            | AW   | NAPA AUTO PARTS                | \$774.64                               | 0      |  |
|                  | Purpose:   | ROAD/FIRE SUPPLY & REPAIR PARTS       |      |                                |  |        |  |
| 116252           | 06/08/2022 | 06/08/2022                            | AW   | 50+1 PUBLIC POLICY INITIATIVES | \$1,200.00                             | 0      |  |
|                  | Purpose:   | TWP GRANT WRITING CONSULTANT          |      |                                |  |        |  |
|                  |            |                                       |      |                                | <b>Total Payments:</b>                 |        |  |
|                  |            |                                       |      |                                | \$105,417.61                           |        |  |
|                  |            |                                       |      |                                | <b>Total Conversion Vouchers:</b>      |        |  |
|                  |            |                                       |      |                                | \$0.00                                 |        |  |
|                  |            |                                       |      |                                | <b>Total Less Conversion Vouchers:</b> |        |  |
|                  |            |                                       |      |                                | \$105,417.61                           |        |  |

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.