

RECORD OF PROCEEDINGS

CONCORD TOWNSHIP BOARD OF TRUSTEES

Held _____

20 _____

Call to Order

The Concord Township Board of Trustees met in regular session on August 28, 2019 at 7:00 pm at the Concord Township Administrative Building, 6385 Home Road, Delaware, OH 43015.

Chairman Bart Johnson called the meeting to order, and the roll was called. Attending were Trustees Bart Johnson, Joe Garrett, and Jason Haney. Staff in attendance included Fire Chief Todd Cooper, Zoning Inspector Ric Irvine, and Fiscal Officer Jill Davis.

Mr. Garrett moved and Mr. Haney seconded to approve the minutes of the August 19, 2019 meeting with no changes. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Financial Report

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

General Fund	\$ 6,636,016.48
Special Funds	\$ <u>3,479,044.62</u>
Total All Funds	\$10,115,061.17

Therefore, Mr. Garrett moved and Mr. Haney seconded to approve pending purchase orders, warrants and vouchers #1961-1962, 16094-16131, except #16105, all totaling \$101,973.64. Vote: Haney-yes, Garrett-yes, Johnson-yes. In addition, Mr. Haney moved and Mr. Johnson seconded to approve warrant and voucher #16105. Vote: Haney-yes, Garrett-abstain, Johnson-yes.

Zoning Department

Mr. Irvine reported August permits include 17 houses, and a few pool/accessory structures.

Nuisance properties update -

1. Park Place South hole - has been forwarded to Prosecutor's office.
2. Clark Shaw property - will send another notice.
3. Fields property - no further progress so will be forwarded to Prosecutor's office.
4. Rob Roy Drive neighbors have filed complaint about a home business with shipping center operating out of garage. Zoning will start process and send a letter.
5. Board of Zoning Appeals met about the tiny house on Gwendolyn. Mr. Irvine feels the structure is not a variance, but requires a zoning permit and county building permit. The meeting was continued to October 1. Mr. Irvine originally told the owner to clean up the structure and was a violation of the code, not a variance.
6. Mr. Irvine is working with zoning assistant to streamline the permit process.

Road Department

The Trustees discussed the following road department projects:

1. Berming of roads will continue if the department can get enough employees to finish safely.
2. There is water in the road gutters at Brodie and Macdonald Drives - about 7-9 areas are holding water. The grading is not working - street curbs and gutters have settled over the past 20 years. Mr. Haney will discuss with Road Department.
3. Road inspections will take place this fall by Trustees.
4. Road improvements by Shelly Co continue but are not finished.
5. Mailbox replacements on Clark Shaw Road are different heights and need fixed after road paving.
6. Resident compliment was received from Griffiths Lane.
7. Rivers End - road is higher than the pipe at edge of yard/bed.

RECORD OF PROCEEDINGS

CONCORD TOWNSHIP BOARD OF TRUSTEES

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held August 28, 2019

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8. Road crew has been cleaning up the park and dump area. Shelter area behind fire station was also cleaned up. Mowing resumed.
9. House contents were dumped in Lucy Depp area at end of South Park Place. Road department had to clean up; sheriff and Prosecutor's office were notified.
10. Trees at Goode Drive fell blocking the T and into a yard. Road department to check.
11. Road supervisor thinks the road may need ground down on Brodie Drive near Colt Drive.

Fire Department

Fire Chief Cooper reported the following:

1. Mr. Garrett moved and Mr. Haney seconded to accept the resignation of Firefighter Chelsea Carothers dated/effective July 29, 2019. Vote: Haney-yes, Garrett-yes, Johnson-yes.
2. The foam system on Engine E-343 is being fixed. The replacement system will cost \$9,681.82. Discussion held on repairs.
3. Background checks are in process for four new part-time firefighters. They will be hired and start within the next week.
4. The next blood drive at the fire station will be September 25, 2019 from 1-6pm.
5. The Fire Open House & Township Fall Festival will be held October 12, 2019 from 4-7pm.

New Business

1. An inquiry was received about the township's property on Harriott Road; it is not for sale.
2. An Employee Handbook Addendum was presented. Mr. Haney moved and Mr. Garrett seconded to approve Resolution #082819-1 to issue Addendum No. 1 to the Employee Handbook dated July 10, 2019. The addendum clarifies certain terms concerning Leave of Absence Benefits in Section V, and the Board orders all employees to be issued Addendum No.1 to be placed with their Handbook, and have each employee sign an acknowledgement of receipt. Vote: Haney-yes, Garrett-yes, Johnson-yes.
3. Correspondence was received from the Delaware County Commissioners regarding 0.9 acres annexed by Shawnee Hills.

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

ATTEST



Fiscal Officer, Jill Davis

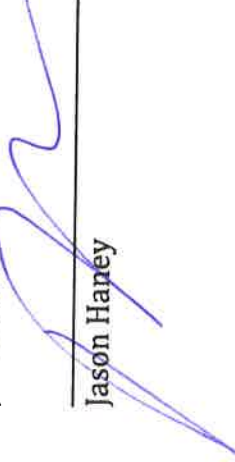
BOARD OF TRUSTEES



Bart Johnson



Joe Garrett



Jason Haney

Concord Township Board of Trustee Meeting

August 28, 2019



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 Department

Road Department

Fire Department

Old Business

New Business

Fiscal Officer

Adjourn

BOARD OF TRUSTEES
CONCORD TOWNSHIP
DELAWARE COUNTY, OHIO

RESOLUTION NO. 082819-1

A RESOLUTION TO ISSUE AN ADDENDUM CONCORD TOWNSHIP EMPLOYEE
HANDBOOK

The Board of Trustees of Concord Township, Delaware County, Ohio ("Board") met in regular session on August 28, 2019 with the following members present:

Bart Johnson

Joe Garrett

Jason Haney

Mr. Haney Moved the adoption of the following Resolution:

PREAMBLE

WHEREAS, on July 10, 2019, the Board approved and adopted the Concord Township Employee Handbook ("Handbook"); and,

WHEREAS, the Board desires to issue an addendum to the Handbook to clarify certain terms concerning Leave of Absence Benefits.

RESOLUTION

NOW THEREFORE, BE IT RESOLVED:

1. The Board hereby issues the attached addendum ("Addendum No. 1") to the Handbook concerning Section V Leave Of Absence Benefits.
2. The Board hereby orders all employees to be issued Addendum No. 1 to be placed with their Handbook and have each employee sign an acknowledgement of receipt.
3. All formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of the 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 R.C. § 121.22.
4. This Resolution shall be in full force and effect immediately upon adoption.

Mr. Garrett seconded the motion.

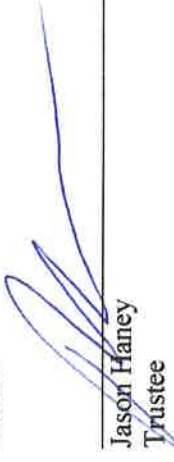
Resolution No: 082819-1
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Voted on and approved this August 28, 2019 in Concord Township, Delaware County, Ohio.

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


Bart Johnson
Trustee

8/28/19
Date


Jason Haney
Trustee

8/28/19
Date


Joe Garrett
Trustee

8/28/19
Date

ATTEST:


Jill Davis
Concord Township Fiscal Officer

8/28/19
Date

ADDENDUM NO. 1

The following is an addendum to the Concord Township Employee Handbook issued and adopted on July 10, 2019, and applies to the following section: Section V Leave of Absence Benefits. This Addendum No. 1 was adopted pursuant to Resolution 082819-1.

Note: The language in red is the additional language that is hereby added:

SECTION V - LEAVES OF ABSENCE BENEFITS

Only full time employees of the Township shall be eligible for vacation leave, sick leave, or compensatory leave as set forth herein. An Employee shall sign an acknowledgement of their classification concerning employment.

CASH SUMMARY BY FUND
Concord Township [2019]

FUND	Starting Balance 01/01/19	Total Receipts	Transfers In (MEMO ONLY)	Advances In (MEMO ONLY)	Total Receipts and Advances	Expenditures	Transfers Out (MEMO ONLY)	Advances Out (MEMO ONLY)	Ending Balance YTD
01 -GENERAL	5782676.90	1248097.64	0.00	0.00	7031484.54	395468.06	0.00	0.00	6636016.48
02 -MOTOR VEHICLE LICENSE TAX	55866.49	75258.19	0.00	0.00	131125.68	10233.04	0.00	0.00	26115.78
03 -GASOLINE TAX	77045.93	75258.19	0.00	0.00	152304.12	8263.72	0.00	0.00	56413.96
05 -CEMETERY	13465.43	8167.60	0.00	0.00	21633.03	8263.72	0.00	0.00	159739.74
10 -FIRE DISTRICT	570080.11	2886082.84	99151.00	0.00	3456062.95	1858391.32	0.00	0.00	1747596.91
11 -ROAD DISTRICT	1437565.48	434163.92	0.00	0.00	1871729.40	124132.69	0.00	0.00	0.00
14 -MAINTENANCE FACILITY-ROAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14A-FEMA	0.00	99151.00	0.00	0.00	99151.00	99151.00	99151.00	0.00	0.00
14B-COMMUNITY PARK IMPROV GRANT FUND (CPIG)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14C-OHIO PUBLIC WORKS COMMISSION GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15 -GENERAL (NOTE) RETIREMENT(MAINT-FACILITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21 -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	23789.00	0.00	0.00	59116.65	21249.78	0.00	0.00	37866.87
TOTAL ALL FUNDS	7939921.92	4786291.55	99151.00	0.00	12726213.47	2611152.30	99151.00	0.00	10115061.17

PENDING WARRANT REPORT
Concord Township [2019]

Warrant Number	Warrant Amount	Voucher Number	Payee	Purpose
1961	201.29	V 1961	CBIZ PAYROLL	HRA CLAIM REIMB THRU 8/23/19
1962	24920.04	V 1962	ANTHEM BCBS OH GROUP	TWP MEDICAL INSUR SEPI9
16094	89.11	VM16094	THE COLUMBUS DISPATCH	FIRE DEPT NEWSPAPER SUBSCRIPTION
16095	54.02	VM16095	STERCYCLE, INC	FIRE DEPT DISPOSAL
16096	3172.96	VM16096	BEEM'S BP DIST INC	FIRE/ROAD FUEL SUPPLY
16097	435.97	VM16097	HILTE FARMS LLC	SECURITY SYSTEM REPAIRS
16098	7509.37	VM16098	PUBLIC EMPLOYEES RETIREMENT SYSTEM	TWP PENSION CONTRIB JUL19
16099	40.70	VM16099	GORDON FLESCH CO., INC.	ADMIN COPIER USAGE FEE AUG-SEP
16100	572.00	VM16100	OHIO HEATING	ADMIN BLDG A/C REPAIR
16101	10000.00	VM16101	J&A CONSTRUCTION	ROAD REPAIRS MASTIC ONE ADD'L
16102	10.69	VM16102	SHERWIN WILLIAMS CO	ROAD DEPT PAINT SUPPLIES
16103	105.00	VM16103	PORTA KLEEN	ROAD DEPT RESTROOM JUL19
16104	1395.00	VM16104	BUCKEYE READY-MIX, LLC	ROAD DEPT CONCRETE MATERIAL/EDGEWOOD
16105	1200.00	VM16105	50+1 PUBLIC POLICY INITIATIVES	ROAD DEPT WRITER CONSULT
16106	315.85	VM16106	VERIZON WIRELESS	ROAD/FIRE CELL & DATA SVC
16107	10.00	VM16107	O.E. MEYER CO.	FIRE DEPT GAS CYLINDER RENT
16108	2611.81	VM16108	DELTA DENTAL	TWP DENTAL INSUR SEPI9
16109	173.00	VM16109	STANDARD INSURANCE CO	TWP LIFE INSUR SEPI9
16110	359.04	VM16110	VISION SERVICE PLAN (CT)	TWP VISION INSUR SEPI9
16111	120.00	VM16111	CBIZ PAYROLL	TWP HRA FEE AUG19
16112	694.89	VM16112	EXPRESS SERVICES INC	TWP DEPT LABOR 8/5-8/8
16113	1675.73	VM16113	OHIO EDISON	TWP ELEC UTILITIES
16114	137.58	VM16114	TIME WARNER CABLE	FIRE DEPT INTERNET/CABLE
16115	209.44	VM16115	DEL-CO WATER CO INC	TWP WATER UTIL
16116	66.01	VM16116	FRONTIER	ADMIN BLDG ALARM LINE
16117	478.96	VM16117	PNC BANK	FIRE DEPT SUPPLIES
16118	30.00	VM16118	SHELLY MATERIALS, INC	ROAD DEPT DUMP FEE, CLARKSHAW
16119	671.19	VM16119	BOUND TREE MEDICAL, LLC	FIRE DEPT EMS SUPPLIES
16120	987.61	VM16120	BEEM'S BP DIST INC	ROAD DEPT FUEL OFF-ROAD
16121	630.00	VM16121	DELAWARE CO. SHERIFF'S OFFICE	SPECIAL DUTY SHERIFF ADMIN FEE
16122	42.00	VM16122	CHRIS BURDEN	SPECIAL DUTY SHERIFF ADMIN FEE
16123	480.00	VM16123	CHRIS HARTZLER	SPECIAL DUTY SHERIFF ADMIN FEE
16124	360.00	VM16124	ROBERT CURREN	SPECIAL DUTY SHERIFF ADMIN FEE
16125	240.00	VM16125	TAYLOR CLOSE	SPECIAL DUTY SHERIFF ADMIN FEE
16126	120.00	VM16126	RANDAL JORGENSEN	SPECIAL DUTY SHERIFF ADMIN FEE
16127	120.00	VM16127	JOHN HICKS	SPECIAL DUTY SHERIFF ADMIN FEE
16128	120.00	VM16128	JOHN HICKS	SPECIAL DUTY SHERIFF ADMIN FEE
16129	120.00	VM16129	TODD BARNHART	SPECIAL DUTY SHERIFF ADMIN FEE
16130	120.00	VM16130	NATE EVANS	SPECIAL DUTY SHERIFF ADMIN FEE
16131	41365.35	VM16131	OHIO POLICE & FIRE PENSION FUND	SPECIAL DUTY SHERIFF ADMIN FEE
	101973.64		Total Amount of Pending Warrants	