

RECORD OF PROCEEDINGS

Minutes of the **CONCORD TOWNSHIP BOARD OF TRUSTEES Meeting**

Held September 12, 2011

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The Concord Township Board of Trustees met in regular session on Monday, September 12, 2011. Chairman Karen Koch called the meeting to order at 7:00 p.m. Roll was called; in attendance were Trustees Karen Koch, Joe Garrett and Bart Johnson. Several guests were also present.

The minutes of the previous meeting were read. Trustee Garrett moved and Trustee Johnson seconded to approve the minutes with one correction. Vote: 3-0, passed.

Public Input – None.

Old Business

Mr. Johnson reported a response letter was received from National Group (NCG). The letter addresses the occupancy permit status, and also explains NCG's retainage payment arrangement with subcontractors. In addition, NCG agrees to pay liquidated damages to Concord Township, per the contract. A spreadsheet of the remaining forty punch list items was included along with details and a time frame for completion. Motorized blinds, in the amount of \$14,824.00, were not installed and will be credited against the construction contract.

During the meeting, other issues concerning the new township building were discussed. Per the roofer, roof ice guards will be needed at the township's expense. The Trustees would rather have the roofer complete than NCG. The Trustees agreed to "cut their losses" now and do any other work on the building on their own. The roofer said due to how the gutters were hung, ice sheets will make the gutters fall off the metal roof and therefore ice guards will be needed. He believes it is a design flaw and the additional expense will be on the township to remedy the issue. Mr. Garrett and Mr. Johnson both agreed the ice guards will be needed. Chief Todd Cooper will get a cost estimate for ice guards by the next meeting.

Mr. Garrett asked where NCG was on their "to do" list at the new building. Mr. Johnson said they were about 95% finished. Chief Cooper said he originally received no response from NCG about meeting with he and Mr. Johnson about building issues. The audio cabinet was installed last week and seals were placed around the exterior doors. There is no news on whether any subcontractor liens have been released. Chief Cooper was told NCG still cannot pay any of their subcontractors because the township is holding NCG's final ten percent. The township was also told one subcontractor is still owed \$70,000 by NCG, but NCG says the subcontractor owes them. There are also conflicting stories about the welding fire damage insurance claim and payments.

Chief Cooper stated, "It's just time we hand over to (Assistant Prosecutor) Betts." The township wants the thirty thousand in liquidated damages and a one year warranty and to be finished with NCG. Ms. Koch asked if the township could issue third party checks to the subcontractors directly, but Johnson noted there is not enough in the final ten percent to cover all the subcontractors that are owed. Mr. Garrett agreed, stating the township cannot release any funds until Mr. Betts says it is ok. Mr. Johnson will talk to Mr. Betts tomorrow and get guidance on what is next and where to go from here. He mentioned there has never been a final walk-thru at the building. Mr. Garrett would like to have an executive session with NCG and Mr. Betts. Mr. Johnson asked for Fiscal Officer Davis to review contract credits and what the final balance to NCG will be.

money, but have little proof that we are receiving what we are paying for. Liberty Township does not currently use a contracted deputy. The monthly detail reports from the Sheriff's office only show calls that they would have to respond to anyway. If a thief is scoping out a subdivision and sees a sheriff presence, it may deter them. The township is paying for a "presence" and increased response time. To spend what we are spending, we would like to see where the deputy is spending his time.

Mr. Johnson noted the deputy contract only stipulates the total number of hours, and that the deputy gets their direction from the sheriff's office, not the township. Mr. Garrett would like to know when they are here versus somewhere else. Does the Sheriff's office use contracted shifts to help cover their county cuts in staffing somewhere else? Chief Cooper mentioned the contract renews at the end of the year and deputies bid on the extra work. Written notice is needed if there are any problems. Liberty Township has used special duty officers for specific shifts. Mr. Garrett would like to invite the Sheriff to the next Board meeting. There are other options available with neighboring departments for patrolling.

Mr. Garrett said Tartan Fields now has a speeding issue and a sheriff presence would be helpful from 8-10 a.m. and 4-6 p.m. when residents are speeding to/from work. He would like to see the speed limit trailer set up for a couple weeks, then follow with ticketing. Ms. Koch will call the Sheriff's Office and ask if they will divide their time between the subdivisions and ask that they attend the next meeting.

Zoning Department

Inspector Ric Irvine, issued thirteen permits in August, eight for new homes. He is still working with Mr. Betts on a couple compliance issues. Mr. Irvine has been working with Fiscal Officer Davis on zoning records retention, storage, and eliminating redundant recordkeeping. He would also like to see all the permits on computer for ease of researching.

Director of Operations Report

1. Sheedy Paving will be coming to fix the parking lot tomorrow at the new township building.
2. The zoning trailer was going to be listed on govdeals.com for sale, but the State of Ohio came over and wants to purchase from the township. Chief Cooper discussed with Mr. Betts and the township auditor on what is needed for the purchase. The soonest Mr. Betts can prepare a contract is October 10. The State would need to set up a moving company for the trailer. Chief Cooper asked the State if they could prepare an agreement. Fiscal Officer Davis asked if a bill of sale or purchase agreement could be used instead. Mr. Garrett noted the trailer is being sold "as-is." Mr. Johnson moved to sell the zoning trailer for \$2,500.00 to the State of Ohio Juvenile Detention facility in "as-is" condition, with the paperwork and purchase contract at the discretion of the Director of Operations. Mr. Garrett seconded this motion. Vote: Koch, yes; Garrett, yes; Johnson, yes. Motion passed.
3. Chief Cooper told the Board that full-time road employees have their uniforms paid for by the township. A receipt for work boots was presented to the Fiscal Officer for payment, but was not paid. Chief noted at the fire department, all full time firefighters get an allowance for clothing and boots, etc. The Trustees agreed if the road uniform is required by the township, the township should pay for the uniform. Ms. Koch moved and Mr. Johnson seconded to create a \$600.00 per year clothing allowance per full time road department employee, at the discretion of the Director of Operations. Vote: 3-0; passed.
4. Chief Cooper and Mr. Garrett discussed computer servers. Mr. Garrett wants the township to buy a server to make searching records (resolutions, minutes, etc.) easier, and for storing, saving, and backing up township records. Chief Cooper said the fire department has a meeting scheduled with Affiliated for Thursday at 10:00 a.m. for the same reasons at their

Ricart and Powell
bid request and Reichert won the bid. Shawnee Hills is buying one also. The bid was for a Ford, gas, one ton pickup with a new blade, and salt spreader, at a cost of approximately \$33,000. This is lower than the state bid pricing. The Road Department's current truck needs \$1,200 computer repair and has high mileage. Options of dump trucks, pickups and flatbeds were compared. Trustee Johnson will assist with the purchasing options. JMD 9/26/11

7. Fire Guard will be at the township building Thursday or Friday to test the sprinkler lines.
8. Only one landscaping bid was received in response to the township advertisement. Peabody Landscaping submitted \$5,000 and \$10,000 landscaping plans for the township building, which included plants, topsoil and edging. Mulching material and labor was not included. Mr. Johnson moved and Mr. Garrett seconded to approve the landscaping proposal for Peabody Landscaping in the amount of \$4,980.00. Vote: 3-0; passed. The Board will request cost for mulching for the next meeting.
9. Chief Cooper has a meeting scheduled with the Powell YMCA for Wednesday. The YMCA would like to hold a Halloween night at the park with games, hayride around the park and other kids' activities. This event will need advertised to township residents. Trick or treat night is scheduled for Monday October 31, 2011.
10. A catch basin will be installed in front of the new building by the Road Department, with tile going under the walking path.
11. The dog stations have been installed around the walking path at the park. Mr. Garrett asked how the community dog group can help.
12. Mr. Cooper is obtaining proposals for the township building and park parking lots to be sealed and striped. One proposal has been received from Sheedy Paving for \$7,470.00. He will get two more proposals for the next meeting.
13. Eli Penney Elementary School will hold a Community Night on September 23, 2011. Our fire department will attend.
14. Mr. Cooper is getting a price on a new plaque for the township building lobby that is two inches larger than the existing plaque.
15. Advanced Glass Systems, mentioned in the response letter from NCG, will perform a complete water test of the windows in the center section of the new building next Wednesday, with the help of the fire department. If leaks are detected the window trim will need to be removed to fix. The Trustees discussed if the window leaks were an architect issue, since the glass specified was "store front" glass, but installed in a different application. Mr. Johnson had already asked the building architect about the glass.
16. Mr. Cooper reported the township's account with govdeals.com is set up for future use.

Financial Report

Fiscal Officer Davis received posted road forms for 2012 from the Delaware County Engineer's Office. The Trustees decided posted roads will remain the same as 2011.

Chairman Koch certified the Fiscal Officer provided the current financial reports for the township. Completing business the Fiscal Officer certified funds have been appropriated and money is in the treasury to pay the bills. Therefore, Ms. Koch moved and Mr. Garrett seconded to approve purchase orders and pending warrants #932-940, 8095-8139, all totaling \$162,683.54. Vote: 3-0; passed.

As there was no further business, Mr. Garrett moved to adjourn the meeting. Ms. Koch seconded this motion. Vote: 3-0; meeting adjourned.