

# RECORD OF PROCEEDINGS

Minutes of

Meeting

## CONCORD TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

January 25, 2017

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### Call to Order

The Concord Township Board of Trustees met in regular session on Wednesday, January 25, 2017 at the Concord Township Administrative Building. Chairman Bart Johnson called the meeting to order at 7:05 p.m. In attendance were Trustees Bart Johnson, Joe Garrett, and Jason Haney.

### Minutes

*Mr. Garrett moved and Mr. Haney seconded to approve the minutes from the previous meeting. Vote: Haney-yes, Garrett-yes, Johnson-yes.*

### Public Input

None.

### Old Business

Discussion was held on property structure issues with the Montgomery property on South Section Line Road. Assistant Prosecuting Attorney Penkal has been in contact with the Montgomery's attorney. The process according to ORC505.86 will begin again.

Assistant Prosecuting Attorney Penkal also received information and photos from Zoning Inspector Irvine from the Pettit property on Highlands Drive. Mr. Irvine sent a letter to the owner about a broken down, unlicensed car on December 3, 2016; no response was received. Letters have been sent since 2011 for yard maintenance and unlicensed car issues, but are usually remedied by the homeowner. This time the homeowner has been made aware, and refuses to comply with multiple complaints from neighbors. Also before the Board of Trustees is a liquor transfer request from the State Liquor Control for Mr. Pettit's business, The New Era Market. The topic was temporarily tabled until the Board was able to speak with the homeowner. Mr. Pettit later joined the meeting and was told the zoning violations need addressed. He told the Trustees the car would be removed this weekend. ***In the matter of transferring the liquor permit for New Era Market, Mr. Johnson moved and Mr. Garrett seconded to not request a hearing through State Liquor Control. Vote: Haney-yes, Garrett-yes, Johnson-yes.***

Mr. Garrett updated the five to ten year budget projections for the General, Road, and Fire funds. Discussion and brainstorming was held on each fund. General fund topics included: \$2 million transfer to Fire fund for the new fire station construction, incorporating build-out figures from Joe Thomas of Metro Development for new subdivisions, pressure for more services as continue to add residents, charging (or not) for township building use and carpet replacement in community hall, possible half-time or more administrative position to complete extra tasks and projects. Road fund topics included: increased expenses in 2013 and 2015, estimated \$325,000 in road improvements every year as subdivision roads age, replacement and new equipment and storage requests from the road department for next eight years, part-time versus full-time employee availability, maintenance and upkeep of ditches, berms, landscaping, and parks. Fire fund topics included: health insurance costs will peak to \$870,000 in five years at fifteen percent increases, projection alternates will be prepared for different percentages, fire equipment replacement schedule will be added, balance goes negative in eight years but may be offset by increase in revenue from more subdivisions, will a substation be needed if number of home increases by forty percent, and upcoming levy renewal. The Board expressed thanks to Mr. Garrett for preparing the budget projections.

### New Business

#### Zoning Department

Zoning Inspector Ric Irvine noted the violation issues were already discussed, and he has received a couple applications for house permits.

The Zoning Commission will meet on February 7, 2017 to hear applications for two more subdivisions. Chief Cooper addressed the secondary fire access with the developers



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which have been incorporated into the new plans. No traffic studies have been completed yet.

Mr. Irvine thanked assistant Angie Ellerbrock for helping while he was out for surgery.

The law recently passed under Governor Kasich making it illegal to board up a building with plywood was clarified: ... House Bill 463 states Ohio has prohibited the use of plywood to board up certain vacant or abandoned properties in foreclosure. The ban only applies to properties that are put into a court-appointed expedited foreclosure process. With the new law, Ohio becomes one of the first states in the country to pass such a ban. In places of plywood, a clear polycarbonate call clear bonding must be used on windows and doors. Plywood can still be used on vacant or abandoned properties that are not in this expedited process...

### Road & Fire Department

**Mr. Garrett moved and Mr. Haney seconded to approve a quote from Horton for deer damage repair to the medic truck in the amount of \$4,131.33. Vote: Haney-yes, Garrett-yes, Johnson-yes.**

**Mr. Johnson moved and Mr. Garrett seconded to approve a quote from B&C Communications for a fire alerting system and installation at the new fire station in the amount of \$22,771.78. Vote: Haney-yes, Garrett-yes, Johnson-yes.**

Quotes for low voltage wiring at the new fire station were presented from Garber, Crossbow, Fiber Plus, and Frontier. Discussion was held on differences in wiring provided, phone options, and switches/jacks installation. The wiring needs run as soon as possible to maintain the construction schedule. Quotes were not "apples to apples" comparable. **Mr. Johnson moved and Mr. Garrett seconded to approve Chief Cooper to hire a vendor at his discretion to pull low voltage wire at the new fire station for an amount not to exceed \$14,000.00. Vote: Haney-abstain, Garrett-yes, Johnson-yes.**

The FEMA grant award to the fire department for \$190,000 will cover new SCBA (self contained breathing apparatus) equipment, plus additional equipment, and must be used by July. Estimated cost of the SCBA's is around \$120,000 and the township will be reimbursed 95% of the expense. Assistant Prosecuting Attorney Penkal has prepared a Request for Bids (RFB) for the fire department SCBA equipment. **Therefore, Mr. Johnson moved to adopt a Resolution #012517-1 to proceed with the bid for purchase of SCBA and accessories according to the terms of the RFB specifications. Mr. Garrett seconded the motion. Vote: Haney-yes, Garrett-yes, Johnson-yes.**

Township curb information was sent to the Delaware County Engineer's office to include in their county-wide bid for ADA curb ramp upgrades (an unfunded federally mandated upgrade for curbs). The estimated cost is \$3,500 to upgrade each ramp. The township will have six curbs upgraded for Spring 2017 (\$21,000), and the County would like the rest done in Fall of 2017 before 2018 road improvements (another \$168,000).

A donation of \$1,000 was received for the fire department from a resident.

The road department's Ford Ranger was repaired by Dent Magic.

Changes to the new fire station will be needed for about \$48,000 for a different compressor due to the new SCBA's, and wiring from one-phase to three-phase, and to increase the conduit size. The old compressor currently used will be sold.

A meeting was held today about shifting offices to separate lieutenant offices.

A meeting was held today with the builder, architect, Trustee Haney, Chief Cooper, and the building department about a fire rated wall in the new station. The building dept will make a verdict to meet fire code.

Quotes for the new stove will be presented at next meeting, approximately \$8,000. Three refrigerators will also be needed.

Mr. Haney shared the stone mock-up will be ready next week. The tower has been re-designed, and the architect will allow the builder to submit ideas for tower attachment. Windows are being installed and the gas meter will be installed on a post instead of drilled into building. The large new generator was set.



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### Financial

Correspondence was received from the Delaware County Engineer's office regarding new roads and stop conditions approved by the Delaware County Commissioners: for Scioto Reserve Section 4, Phase 13 - Daylily Drive (Township Road #1440), with speed limit of 25 miles per hour, and stop condition at its intersection with Kellogg Drive. **Mr. Johnson moved and Mr. Haney moved to accept Daylily Drive as recommended by the County Engineer and Commissioners. Vote: Haney-yes, Garrett-yes, Johnson-yes.**

Chairman Johnson certified the Fiscal Officer provided current financial reports for the township. The current Cash Summary by Fund balances were: General Fund \$4,864,195.07, and Special Revenue Funds (Motor Vehicle & Permissive License Tax, Gas Tax, Cemetery, Road, Fire) \$3,988,462.10.

The Fiscal Officer certified funds have been appropriated and money is in the treasury to pay the bills. Therefore, **Mr. Garrett moved and Mr. Haney seconded to approve all pending purchase orders, vouchers, and warrants #1573-1581, 12598-12634, totaling \$275,741.90. Vote: Haney-yes, Garrett-yes, Johnson-yes.**

As there was 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

  
Joe Garrett

  
Bart Johnson

  
Jason Haney

Warrant Number	Warrant Amount	Voucher Number	Payee	Purpose
1573	214.38	V 1573	HR BUTLER, LLC	PAYROLL PROCESSING FEES 1/6/17
1574	5776.95	V 1574	HR BUTLER, LLC	PAYROLL AGENCY DEDUCTIONS 1/6/17
1575	50652.81	V 1575	HR BUTLER, LLC	PAYROLL SALARIES 1/6/17
1576	15750.03	V 1576	HR BUTLER, LLC	PAYROLL TAXES WITHHELD 1/6/17
1577	1692.31	V 1577	HR BUTLER, LLC	PAYROLL CORRECTION/H.COOPER
1578	452.28	V 1578	HR BUTLER, LLC	PAYROLL PROCESSING FEE 1/20/17
1579	3342.86	V 1579	HR BUTLER, LLC	PAYROLL AGENCY DEDUCTIONS 1/20/17
1580	45927.13	V 1580	HR BUTLER, LLC	PAYROLL SALARIES 1/20/17
1581	14757.96	V 1581	HR BUTLER, LLC	PAYROLL TAXES WITHHELD 1/20/17
12598	415.00	VW12598	ABLE SANITATION SERVICE, INC	SEPTIC SYSTEM PUMPED
12599	6073.92	VW12599	PUBLIC EMPLOYEES RETIREMENT SYSTEM	PENSION CONTRIBUTIONS DEC'16
12600	107.80	VW12600	JILL DAVIS	TWP POSTAGE REIMBURSE - STAMPS
12601	297.62	VW12601	FRONTIER	ADMIN & FIRE DEPT PHONE LINES
12602	40.00	VW12602	RIC IRVINE, ZONING INSPECTOR	ZONING INSPECTOR CELL PHONE REIMB JAN'17
12603	1361.00	VW12603	WORKHEALTH	FIRE & ROAD DRUG SCREENING DEC'16
12604	36400.10	VW12604	OHIO INSURANCE SERVICES AGENCY, INC	MED,DENTAL,VISION,LIFE INSUR FEB/17
12605	1080.94	VW12605	EXPRESS SERVICES INC	ROAD DEPT LABOR 12/28/16-1/14/17
12606	1460.09	VW12606	OHIO EDISON	ADMIN,MAINT,PARK ELECTRIC UTILITIES
12607	360.00	VW12607	OHIO VALLEY INTEGRATION SVCS, INC.	ADMIN BLDG ANNUAL FIRE ALARM MONITORING
12608	234.58	VW12608	MADISON ENERGY COOP ASSOC INC	ROAD DEPT GAS UTILITY DEC16
12609	329.64	VW12609	DEL-CO WATER CO INC	WATER UTILITIES
12610	100.00	VW12610	OHIO INSURANCE SERVICES AGENCY, INC	ANNUAL COBRA ADMIN 2017
12611	7909.00	VW12611	DELAWARE COUNTY REGIONAL PLANNING COMM.	REG PLAN MEMBERSHIP DUES 2017
12612	100.00	VW12612	TREASURER, STATE OF OHIO	COOP PURCHASING PROG FEE 2017
12613	37.76	VW12613	GORDON FLESCH CO., INC.	ADMIN COPIER USAGE FEE
12614	228.06	VW12614	TIME WARNER CABLE	FIRE/ADMIN INTERNET SVC
12615	56.48	VW12615	GINGWAY PRODUCTS INC.	ROAD DEPT STEEL FOR CART
12616	5491.82	VW12616	MULL & WEITHMAN ARCHITECTS, INC.	ARCHITECT DRAW 92% CONSTR ADMIN +MILEAGE
12617	117.69	VW12617	MATT MACKAN	ROAD DEPT BOOT DAMAGE REIMB
12618	329.64	VW12618	VERIZON WIRELESS	FIRE/ROAD CELL PHONE BILLS
12619	80.76	VW12619	DEL-CO WATER CO INC	FIRE DEPT WATER BILL
12620	749.39	VW12620	OHIO EDISON	FIRE DEPT ELECTRIC UTILITY
12621	70.97	VW12621	MICRO CENTER	FIRE DEPT COMPUTER/IPHONE SUPPLIES
12622	325.00	VW12622	MOUNT CARMEL OCCUPATIONAL HEALTH	FIRE DEPT PHYSICAL DEC16
12623	200.00	VW12623	FIRE CHIEFS' ASSOC OF DELAWARE CO.	FIRE CHIEF ANNUAL MEMBER DUES
12624	209.00	VW12624	INTERNATIONAL ASSOCIATION OF FIRE CHIEFS	FIRE CHIEF ANNUAL DUES
12625	567.00	VW12625	KEITH ERNSBERGER	FIRE DEPT EDUCATION REIMB PER UNION CONT
12626	855.00	VW12626	CHAD MAST	FIRE DEPT EDUCATION REIMB PER UNION CONT
12627	2099.00	VW12627	XEROX BUSINESS SERVICES LLC	FIRE DEPT ANNUAL SOFTWARE FEE
12628	1385.62	VW12628	DELAWARE COUNTY TREASURER	TWP REAL ESTATE TAX -HARRIOTT RD & DITCH
12629	151.99	VW12629	PNC BANK	FIRE DEPT EMERG TIRE REPAIR
12630	712.50	VW12630	THE DEXTER COMPANY	ROAD DEPT TRUCK SPINNER MOTORS & BATTERY
12631	2600.00	VW12631	CRASH COURSE VILLAGE INC.	FIRE DEPT CRASH COURSE TRAININGS
12632	4258.80	VW12632	DELAWARE CO EMERGENCY MGMT AGENCY	DEL CO EMA APPORTIONMENTS 2017
12633	57694.96	VW12633	OHIO POLICE & FIRE PENSION FUND	FIRE PENSION CONTRIBUTIONS DEC'17
12634	2684.06	VW12634	OHIO BUREAU OF WORKERS' COMPENSATION	BWC PREMIUM FEB'17
=====		Total Amount of Pending Warrants		
275741.90				

CASH SUMMARY BY FUND  
Concord Township [2017]

Date: 01/25/17

FUND	Starting Balance 01/01/17	Total Receipts	Transfers In (MEMO ONLY)	Advances In (MEMO ONLY)	Total Receipts and Balances	Expenditures	Transfers Out (MEMO ONLY)	Advances Out (MEMO ONLY)	Ending Balance YTD
01 -GENERAL	4915200.40	3428.22	0.00	0.00	4918628.62	54433.55	0.00	0.00	4864195.07
02 -MOTOR VEHICLE LICENSE TAX	29394.92	1293.72	0.00	0.00	30688.64	712.50	0.00	0.00	29976.14
03 -GASOLINE TAX	85963.78	0.00	0.00	0.00	85963.78	12001.64	0.00	0.00	73962.14
05 -CEMETERY	40409.92	0.00	0.00	0.00	40409.92	0.00	0.00	0.00	40409.92
10 -FIRE DISTRICT	2713667.24	1000.00	0.00	0.00	2714667.24	601004.21	0.00	0.00	2113663.03
11 -ROAD DISTRICT	1489315.58	200500.00	0.00	0.00	1689815.58	3057.05	0.00	0.00	1686758.53
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	0.00	0.00	0.00	0.00	0.00	0.00	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
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	48678.56	2861.02	0.00	0.00	51539.58	7847.24	0.00	0.00	43692.34
TOTAL ALL FUNDS	9322630.40	209082.96	0.00	0.00	9531713.36	679056.19	0.00	0.00	8852657.17