

RECORD OF PROCEEDINGS

CONCORD TOWNSHIP BOARD OF TRUSTEES

Held December 12, 2016

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Call to Order

The Concord Township Board of Trustees met in regular session on Monday, December 12, 2016 at the Concord Township Administrative Building. Vice Chairman Joe Garrett called the meeting to order at 7:05 p.m. The roll was called, and Trustees Joe Garrett and Jason Haney were present.

Minutes

Approval of the previous meeting minutes was postponed until the next meeting.

Public Input

Residents of Highland Drive were present to share concerns about the Pettit property at 4956 Highlands Drive. The residents are not sure how to initiate a positive impact on the property. Issues include grass only being mowed about once per season and cars that are inoperable and/or unlicensed. Mr. Garrett shared a township has statute limitations. The zoning inspector has sent a letter to the property owner, which can result in the Prosecutor's office getting involved, and possible court action or tax assessments (for mowing) if the homeowner does not take action. The zoning inspector is not permitted to go onto private property and must be able to view violations from the road or with permission from a neighboring property. Mr. Haney noted there is a complaint form on the township's website that can be used to document issues, or the Trustees can be emailed directly.

Old Business

Trustee Haney gave an update on the fire station construction. The living quarters area is under roof and moving along quickly. Roof is not on the bay area yet. There are still issues with the original concrete poured in the watch room and hallway, which will have to be torn out and re-poured. Several other issues were resolved at the last job meeting. The front tower is going up. Concrete and grout test reports were emailed today; the welding test is still needed for the mezzanine. The project is about 30-45 days behind schedule. The steel erector company is very slow. Septic tanks get installed tomorrow. The Trustees agreed with the pay application from Charter Hill Construction for 48% completion. It was requested to have Charter Hill copy the Fiscal Officer on pay application submissions to the architect, and for the architect to return the approved pay applications no later than the Friday before Trustee meetings.

The township received a recycling award from Keep Delaware County Beautiful program. Mr. Haney attended the event to accept the award for the township.

EMS billing - Ms. Davis has not received EMS transport deposits yet. Mr. Cooper said the first batch of EMS reports were sent to Medicount early November. He noted that Columbus does hard billing for all EMS transports, the County does soft billing but not in contract with insurance companies, and our township does soft billing in contract. Our standards are high and our billing low.

The Frigid 5K race will still be held in January at Concord Park. Mr. Cooper will let BYAA know that the concession stand will be used.

Signage - The one way signs have been installed on Lake Hill Road. A school bus turnaround sign will be added soon on Home Road. The park path map needs made into a sign for path distances by spring.

The Klondike Park old concession stand is damaged and is being torn down Thursday. BYAA will be notified.

Shawnee Hills is not moving forward to join Concord Township's Republic Waste trash program at this time. They are reviewing new rates from Rumpke.

New Business

Buckeye Valley School district has requested zoning fee expectations for constructing its new elementary school in Bellepoint. The Trustees noted the school will improve property values, and the township is probably the largest portion of school tax received by the school district. The Trustees suggested waiving the zoning fees, but will wait until a full

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Board is present to discuss further. The school will still go through the full zoning process (i.e. paths, etc).

Zoning

No report - Mr. Irvine out for surgery.

Director of Operations

Chief Cooper reported the new fire station car has not come in yet.

Rush Truck is working on the exhaust issue with the road department dump truck.

The road department pickup truck is back from Dent Magic. More damage was found underneath so extra cost was incurred.

Financial

Ms. Davis noted the Ohio Township Association Winter Conference will be January 25-28, 2017. The Trustees recommended to send notice to zoning board and board of appeals members, road department supervisor, and select fire personnel. Registration will be reimbursed by the township. Many educational sessions will be offered.

It was noted the 4910 Rutherford Road CAD project was approved by Delaware County Regional Planning Commission in November.

Discussion was held on the decreased property tax income projections for 2017 from the county auditor's office. Projections are down about \$116,000, which is close to what was received in 2016 for delinquent tax collections. Therefore, projections are stable. Trustees requested the real estate valuations be checked along with tax calculations.

Trustee Garrett certified the Fiscal Officer provided current financial reports for the township. The current Cash Summary by Fund balances were: General Fund \$4,915,937.20, and Special Revenue Funds (Motor Vehicle & Permissive License Tax, Gas Tax, Cemetery, Road, Fire) \$4,575,729.61.

The Fiscal Officer certified funds have been appropriated and money is in the treasury to pay the bills. Therefore, **Mr. Haney moved and Mr. Garrett seconded to approve all pending purchase orders, vouchers, and warrants #1562-1565, 12489-12526, totaling \$450,031.28. Vote: Haney-yes, Garrett-yes.**

Ms. Davis explained the new payment requirements for Bureau of Worker's Compensation since they switched to prospective billing. County Auditor Kaitisa was consulted for an opinion on the January 3, 2017 payment deadline, which is before new appropriations and county certificate are approved and expenses can be made. Full payments made by January 3 can receive a discount, but late payments get a penalty. It was recommended to encumber the 2017 premium with 2016 funds, therefore two years' premiums will be present on 2016 books.

Mr. Haney noted he will be attending the Sheriff's Office Citizen Academy classes.

Due to the sheriff's office running special duty shifts in September, **Mr. Garrett moved and Mr. Haney seconded to approve an extra 15 shifts at \$154 per shift for 2016. Vote: Haney-yes, Garrett-yes.** In addition, **Mr. Haney moved and Mr. Garrett seconded for Ms. Davis to transfer \$1,050 from the general fund other expenses line item to the general fund police protection line item to cover the overage in shifts. Vote: Haney-yes, Garrett-yes.**

As there was no further business, **Mr. Haney moved and Mr. Garrett seconded to adjourn. Vote: Haney-yes, Garrett-yes.**

ATTEST



Fiscal Officer, Jill Davis

BOARD OF TRUSTEES



Joe Garrett



Jason Haney

December 12, 2016

CONCORD TOWNSHIP TRUSTEE MEETING

AGENDA

ROLL CALL

APPROVE MINUTES

PUBLIC INPUT

OLD BUSINESS

Fire Department Construction Updates
Report - Recycling Award at the Annual Recognition Reception -- Trustee Haney
Status - EMS Billing Receipts
Status -- Frigid 5K Race
Status - Lake Hill No Left Turn South Side
Status - Klondike Road Concession Tear Down Update
Status - Contract Approval for Shawnee Hills Joining Trash Contract

NEW BUSINESS

Zoning Fees Buckeye Valley Elementary Building

ZONING INSPECTOR

No Report -- Inspector Irvine Out for Surgery

FIRE DEPARTMENT / OPERATIONS DIRECTOR

Administrator/Fire Chief Report

Fiscal Officer

Fiscal Office Report and Action Items

PAY BILLS -- I would like to certify that the fiscal officer has provided financial records. I need a motion to pay bills, approve pending warrants, purchase orders and blanket certificates.

ADJOURN

PENDING WARRANT REPORT
Concord Township [2016]

Date: 12/12/16

Warrant Number	Warrant Amount	Voucher Number	Payee	Purpose
1562	208.09	V 1562	HR BUTLER, LLC	PAYROLL PROCESSING FEE 12/9/16
1563	4503.35	V 1563	HR BUTLER, LLC	PAYROLL AGENCY DEDUCTIONS 12/9/16
1564	48581.44	V 1564	HR BUTLER, LLC	PAYROLL SALARIES 12/9/16
1565	14723.04	V 1565	HR BUTLER, LLC	PAYROLL TAXES WITHHELD 12/9/16
12489	113.50	WM12489	PORTA KLEEN	PARK PORTABLE RESTROOM NOV'16
12490	333.83	WM12490	VALTECH COMMUNICATIONS	ADMIN PHONE BILL
12491	439.49	WM12491	LOWE'S COMPANIES, INC	FIRE & ROAD SUPPLIES
12492	108.00	WM12492	SEAN BOBB	SPECIAL DUTY SHERIFF NOV'16
12493	108.00	WM12493	BRIAN BLAIR	SPECIAL DUTY SHERIFF NOV'16
12494	216.00	WM12494	JOHN MIELKE	SPECIAL DUTY SHERIFF NOV'16
12495	108.00	WM12495	SUSANNA LEONARD	SPECIAL DUTY SHERIFF NOV'16
12496	108.00	WM12496	ROBERT CURREN	SPECIAL DUTY SHERIFF NOV'16
12497	108.00	WM12497	TODD BARNHART	SPECIAL DUTY SHERIFF NOV'16
12498	108.00	WM12498	JOHN HERRINGTON	SPECIAL DUTY SHERIFF NOV'16
12499	324.00	WM12499	DAVE BUTTLER	SPECIAL DUTY SHERIFF NOV'16
12500	108.00	WM12500	MONICA RICE	SPECIAL DUTY SHERIFF NOV'16
12501	108.00	WM12501	ROBERT SPRING	SPECIAL DUTY SHERIFF NOV'16
12502	585.00	WM12502	DELAWARE CO. SHERIFF'S OFFICE	SPECIAL DUTY SHERIFF NOV'16
12503	39.00	WM12503	CHRIS BURDEN	SPECIAL DUTY SHERIFF NOV'16
12504	256.30	WM12504	CERTIFIED LABORATORIES	SPECIAL DUTY SHERIFF NOV'16
12505	11.30	WM12505	SHERWIN WILLIAMS CO	ROAD DEPT PAINT SUPPLIES
12506	28.02	WM12506	THE HARDWARE EXCHANGE	ROAD DEPT PAINT SUPPLIES
12507	529.44	WM12507	EXPRESS SERVICES INC	ROAD DEPT SUPPLIES/PIPE, KEYS
12508	97.07	WM12508	LOEB ELECTRIC	ROAD DEPT LABOR 11/21-11/23
12509	8096.00	WM12509	DELAWARE COUNTY ENGINEER	ROAD DEPT EXIT LIGHTS AT 7860
12510	99.00	WM12510	MATHESON TRI-GAS INC.	OHIO EPA WPDES STORMWATER ANNUAL PERMIT
12511	3.77	WM12511	JILL DAVIS	TOWNSHIP POSTAGE REIMB 11/23/16
12512	424.41	WM12512	COLUMBIA GAS	FIRE DEPT GAS UTILITY
12513	1691.69	WM12513	GREAT LAKES PETROLEUM, INC.	ROAD/FIRE FUEL SUPPLY
12514	534.34	WM12514	HERITAGE PHARMACY, INC.	FIRE DEPT EMS SUPPLIES
12515	103.91	WM12515	BATTERIES PLUS COMMERCIAL SALES	FIRE DEPT BATTERY SUPPLIES
12516	59.99	WM12516	MICRO CENTER	FIRE DEPT EMS HARD DRIVE REPAIR
12517	259.29	WM12517	VOSS BROTHERS SALES	FIRE DEPT STIHL CHAINSAW REPAIR
12518	8.61	WM12518	AIRGAS GREAT LAKES	FIRE DEPT GAS CYLINDER SUPPLY
12519	1179.50	WM12519	CONSOLIDATED FLEET SERVICES INC	FIRE DEPT ANNUAL LADDER TEST
12520	3255.00	WM12520	MOUNT CARMEL OCCUPATIONAL HEALTH	FIRE DEPT FULL-TIME FF PHYSICALS
12521	10900.18	WM12521	MULL & WEITHMAN ARCHITECTS, INC.	ARCHITECT PMT 83% CONSTRUCT ADMIN +REIMB
12522	103.96	WM12522	WALGREENS PHARMACY	TMP FLU SHOTS
12523	418.27	WM12523	THE DELAWARE COMMUNITY	FIRE/ROAD REPAIR PARTS
12524	942.87	WM12524	WALMART COMMUNITY	FIRE DEPT & COMMUNITY BLDG SUPPLIES
12525	3409.85	WM12525	DENT MAGIC	ROAD DEPT F350 TRUCK DENT REPAIR
12526	346667.57	WM12526	CHARTER HILL CONSTRUCTION INC.	FIRE STA CONSTR PAY APPL #7 (48.69%)

Total Amount of Pending Warrants

450031.28

CASH SUMMARY BY FUND
Concord Township [2016]

Date: 12/12/16

FUND	Starting Balance 01/01/16	Total Receipts	Transfers In (MEMO ONLY)	Advances In (MEMO ONLY)	Total Receipts and Advances	Expenditures Out (MEMO ONLY)	Transfers Out (MEMO ONLY)	Advances Out (MEMO ONLY)	Ending Balance YTD
01 -GENERAL	5820673.77	1183604.90	0.00	0.00	7004278.67	2088341.47	1500000.00	0.00	4915937.20
02 -MOTOR VEHICLE LICENSE TAX	16506.48	16344.80	0.00	0.00	32851.28	4013.56	0.00	0.00	28837.72
03 -GASOLINE TAX	112662.58	98589.10	0.00	0.00	211251.68	132190.99	0.00	0.00	78960.69
05 -CEMETERY	33130.36	14228.40	0.00	0.00	47358.76	4568.44	0.00	0.00	32790.32
10 -FIRE DISTRICT	2710871.21	440998.26	1500000.00	0.00	7111869.47	4248554.22	0.00	0.00	2863315.25
11 -ROAD DISTRICT	1425311.39	449964.08	0.00	0.00	1875275.47	363654.60	0.00	0.00	1511620.87
14 -MAINTENANCE FACILITY-ROAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14A-FENA	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	24161.83	32660.91	0.00	0.00	56822.74	10720.58	0.00	0.00	46102.16
TOTAL ALL FUNDS	10143317.62	6196390.45	1500000.00	0.00	16339708.07	6848041.26	1500000.00	0.00	9491666.81