

**Record of Proceedings**  
**CONCORD TOWNSHIP BOARD OF TRUSTEES**

**JANUARY 3, 2014**

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The Board of Trustees of Concord Township met in special session on Friday, January 3, 2014 at the Concord Township Administrative Building to organize for 2014.

The Fiscal Officer, presiding, called the meeting to order at 9:05 a.m. The roll was called; present were Trustees Karen Koch, Joe Garrett, and Bart Johnson.

The Fiscal Officer presented the minutes of the previous meeting. Mr. Garrett moved to accept the minutes as corrected. Ms. Koch seconded this motion. Vote: Koch-yes, Garrett-yes, Johnson-yes.

The Fiscal Officer opened the floor for nominations for 2014 Chairman of the Board. Mr. Johnson nominated Ms. Koch for Chairman. Mr. Johnson moved and Mr. Garrett seconded to close nominations. Vote: Koch-yes, Garrett-yes, Johnson-yes. Vote for Karen Koch for Chairman: Koch-yes, Garrett-yes, Johnson-yes.

The Fiscal Officer opened the floor for nominations for 2014 Vice Chairman of the Board. Mr. Garrett nominated Mr. Johnson for Vice Chairman. Mr. Garrett moved and Ms. Koch seconded to close nominations. Vote: Koch-yes, Garrett-yes, Johnson-yes. Vote for Mr. Johnson for Vice Chairman: Koch-yes, Garrett-yes, Johnson-yes.

Mr. Johnson moved to appoint Mr. Garrett to serve as Executive Board Member. Ms. Koch seconded this motion. Vote: Koch-yes, Garrett-yes, Johnson-yes.

The meeting was then turned over to 2014 Chairman, Ms. Karen Koch.

**NEW BUSINESS**

It was noted the Board of Trustees will hold their regular township meetings on the second and fourth Mondays of each month, as approved at the last meeting, except for Memorial Day and the last meeting of December. Meeting dates will be published in the Delaware Gazette, and will begin at 7:00 p.m. at the Concord Township Administrative Building, 6385 Home Road, Delaware, Ohio.

Trustees were presented the Certificate of the Total Amount from all Sources Available for Expenditures and Balances as of January 2, 2014. This report summarizes cash balances minus open encumbrances as of December 31, 2013, plus amount of 2014 revenue as projected by the County Auditor, resulting in total amount available for 2014 expenditures.

The Fiscal Officer presented the 2014 Township Annual Appropriations. Mr. Garrett moved the adoption of the following Resolution #010314-1: Be It Resolved by the Board of Trustees of Concord Township, Delaware County, Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year ending December 31, 2014, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows:

General Fund	\$4,270,380.00
Motor Vehicle License Tax Fund	\$ 38,500.00
Gasoline Tax Fund	\$ 198,000.00
Cemetery Fund	\$ 28,500.00
Fire District Fund	\$4,030,500.00
Road District Fund	\$1,077,000.00
County Park Improvement Grant Fund	\$ 36,057.62
Capital (Fire Station Bldg.) Fund	\$ 371,971.92
Township MVL Permissive Fund	<u>\$ 104,000.00</u>
TOTAL	\$10,154,909.54

Mr. Johnson seconded the motion, and the roll being called upon its adoption, the vote resulted as follows: Koch-yes, Garrett-yes, Johnson-yes.

Mr. Garrett moved to adopt the Resolution #010314-2 allowing the Fiscal Officer, in the event there is an inadequate amount in the line item or appropriation to pay incoming bills, to make the necessary inter-fund transfers as needed to meet obligations. Mr. Johnson seconded this motion. Vote: Koch-yes, Garrett-yes, Johnson-yes.

It was noted the Road Department began snow plowing at 4:00 a.m. this morning.

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Mr. Johnson moved to allow the Fiscal Officer to invest township funds in the best interest of the Township as prescribed by Ohio Revised Code. These monies are invested in reputable financial institutions which have a contract with Concord Township for Deposit of Public Funds. PNC Bank, Delaware County Bank, and Insight Bank are currently used. Mr. Garrett seconded this motion. Vote: Koch-yes, Garrett-yes, Johnson-yes.

Mr. Johnson moved and Ms. Koch seconded to approve the trustee's road inspection assignments. Vote: Koch-yes, Garrett-no, Johnson-yes.

Ms. Koch moved and Mr. Garrett seconded to continue with the current Zoning Fee Schedule (v. January 1, 2013). Vote: Koch-yes, Garrett-yes, Johnson-yes.

Mr. Garrett moved and Mr. Johnson seconded to continue with the current Cemetery Fee Schedule. Vote: Koch-yes, Garrett-yes, Johnson-yes.

Mr. Johnson moved and Mr. Garrett seconded to approve a \$40.00 per month cell phone reimbursement for 2014 for part-time Zoning Inspector Ric Irvine. Vote: Koch-yes, Garrett-yes, Johnson-yes.

2014 pay rates were discussed. It was noted the Fire Department full-time staff will receive a five percent raise for 2014, but will also lose two percent of their pension contribution pickup by the township, per the approved Local Union #3755 contract dated June 25, 2012. Ms. Koch moved and Mr. Johnson seconded to also raise the Fire Chief salary five percent, with the same two percent pension pickup loss as the Union. Vote: Koch-yes, Garrett-no, Johnson-yes.

Ms. Koch moved to increase the Director of Operations salary by \$5,000. Motion died for lack of second.

Mr. Garrett moved and Mr. Johnson seconded to increase the Director of Operations salary by three percent. Vote: Koch-yes, Garrett-yes, Johnson-yes.

Mr. Garrett moved and Mr. Johnson seconded to increase the Zoning Inspector and full-time Road Department pay rates by three percent. Vote: Koch-yes, Garrett-yes, Johnson-yes.

Mr. Johnson moved and Mr. Garrett seconded to increase all part-time staff (Fire, Road, Zoning, and Administrative) pay rates two percent. Vote: Koch-yes, Garrett-yes, Johnson-yes.

Currently the township contributes 4% of the 10.75% mandatory pension contributions (employee's portion) to the Ohio Police and Fire Pension Fund for full-time fire department staff. Due to the Union #3755 contract terms for January 1, 2014, Mr. Garrett moved to adopt the following Resolution #010314-3: that effective as of paydate January 10, 2014 (for salary earned beginning December 22, 2013), the Board of Trustees has determined to pick-up and contribute 2% of the 10.75% mandatory contributions to the Ohio Police and Fire Pension Fund for full-time fire department staff (employee's portion). Mr. Johnson seconded this motion. Upon roll call vote: Koch-yes, Garrett-yes, Johnson-yes. The mandatory employer's portion remains unchanged at 24%.

Mr. Johnson moved to adopt the Resolution #010314-4, that Brosius, Johnson & Griggs, LLC law firm be retained on an as-needed, hourly basis for calendar year 2014 to represent the Township as its outside legal counsel, not to exceed total compensation of \$5,000.00. Mr. Garrett seconded this motion. Upon roll call vote: Koch-yes, Garrett-yes, Johnson-yes.

Mr. Johnson moved to adopt the Resolution #010314-5, that the Board of Trustees requests to participate in state contracts which the Department of Administrative Services, Office of State Purchasing has entered into, and the Office of Cooperative Purchasing has distributed, for the purchase of supplies, services, equipment and certain other materials pursuant to Revised Code Section 125.04, for an annual membership fee of \$100.00, and the Board agrees to directly pay the vendor under each such state contract in which it participates. Mr. Garrett seconded this motion. Upon roll call vote: Koch-yes, Garrett-yes, Johnson-yes.

Mr. Johnson moved to adopt the Resolution #010314-6, that the Concord Township Board of Trustees intends to sell by internet auction, personal property, including motor vehicles, road machinery, equipment, tools, or supplies, that is not needed for public use, is obsolete, or is unfit for the use for which it was acquired; during calendar year 2014; that Chief Todd Cooper is designated as the Board's representative in conducting and/or administering internet auctions held pursuant to this Resolution; with auctions being conducted by GovDeals, Inc.; that property will be offered for a minimum of ten days; with GovDeals charging auction fees of twelve and one half percent (\$5.00 minimum) of the sales price, the Bidder paying the full auction fees; general terms, conditions, and

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publication as specified in attached Resolution. Mr. Garrett seconded this motion. Upon roll call vote: Koch-yes, Garrett-yes, Johnson-yes.

It was noted the Comprehensive Plan committee meetings for January 8 and February 12, 2014 need added to the website.


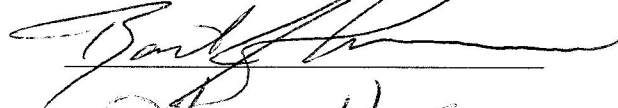

Mr. Johnson moved and Mr. Garrett seconded to appoint Zoning Commission alternate Connie Resanovich to regular board member. Vote: Koch-yes, Garrett-yes, Johnson-yes. It will be advertised that the Zoning Commission and Board of Zoning Appeals currently have an opening for an alternate member on each board.

As there was no further business, Mr. Garrett moved to adjourn, seconded by Ms. Koch. Vote: Koch-yes, Garrett-yes, Johnson-yes.

ATTEST

  
\_\_\_\_\_  
Fiscal Officer

BOARD OF TRUSTEES

  
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**TOWNSHIP ANNUAL APPROPRIATION RESOLUTION No. 010314-1**

The Board of Trustees of Concord Township, Delaware County, Ohio, met in regular session on the 3<sup>rd</sup> of January, 2014 at the Concord Township Administrative Building with the following members present:

Karen Koch  
Joe Garrett  
Bart Johnson

Mrs. Garrett moved the adoption of the following Resolution:

BE IT RESOLVED by the Board of Trustees of Concord Township, Delaware County, Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year ending December 31st, 2014, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

**01 GENERAL FUND**

**PERMANENT APPROPRIATION      RECAPITULATION OF FUNDS**

That there be appropriated from the General Fund for Miscellaneous Purposes:

**1-A Administrative**

01A01 SALARIES - TRUSTEES	61,704.00	
01A02 SALARY - FISCAL OFFICER	28,176.00	
01A03 TRAVEL OF OFFICIALS	1,000.00	
01A04 SUPPLIES - ADMINISTRATION	10,000.00	
01A05 EQUIPMENT - ADMINISTRATION	10,000.00	
01A06 INSURANCE - LIAB/HEALTH/ALL	172,000.00	
01A07 BURIAL EXPENSES	2,000.00	
01A10 LEGAL COUNSEL	25,000.00	
01A12 EMPLOYER'S RETIREMENT CONTRIBUTION	54,000.00	
01A13 ASSESSMENTS & CONTRIBUTIONS	1,000.00	
01A15 WORKERS' COMPENSATION	12,000.00	
01A16 GENERAL HEALTH DISTRICT	20,000.00	
01A17 AUDITOR & TREASURER (CO.) FEES	56,000.00	
01A17A STATE OF OHIO ROLLBACK FEES	3,500.00	
01A18 ADVERTISING DELINQUENT LANDS (CO.)	5,500.00	
01A19 STATE EXAMINERS' AUDIT CHARGES	6,000.00	
01A21 ELECTION EXPENSE (CO.)	3,000.00	
01A26 OTHER EXPENSES	1,900,000.00	
01A25 CONTINGENCY ACCOUNT - EMERG.	1,500,000.00	
01A81 SALARY - ADMINISTRATOR	14,000.00	
01A90 FICA/MEDICARE EMPLOYER	32,000.00	
Total Miscellaneous Purposes:	3,916,880.00	3,916,880.00

That there be appropriated from the General Fund for Town Halls, Memorial Buildings and Grounds Purposes:

**1-B Town Halls, Memorial Buildings and Grounds**

01B01 SALARIES/JANITORIAL	7,500.00	
01B02 IMPROVEMENT OF SITES	7,500.00	
01B04 UTILITIES	20,000.00	
01B05 MAINTENANCE SUPPLIES/MAT	7,500.00	
01B06 EQUIP PURCHASES OR REPLACEMENTS	30,000.00	
01B07 REPAIRS	15,000.00	
01B08 OTHER	30,000.00	
Total Town Hall Purposes:	117,500.00	117,500.00

That there be appropriated from the General Fund for Parks and Recreation Purposes:

**1-F Parks & Recreation**

01F01 SALARIES	35,000.00	
01F02 IMPROVEMENT OF SITES	35,000.00	
01F04 NEW BUILDINGS/ADDITIONS	0.00	
01F05 TOOLS AND EQUIPMENT	40,000.00	
01F06 SUPPLIES	40,000.00	
01F07 REPAIRS	15,000.00	
01F08 OTHER EXPENSES	30,000.00	
01F08A UTILITIES	5,000.00	
Total Parks and Recreation Purposes:	200,000.00	200,000.00

That there be appropriated from the General Fund for Police Protection Purposes:

**1-G Police Protection**

01G03 Contracts	0.00	
Total Police Protection Purposes:	0.00	0.00

That there be appropriated from the General Fund for Zoning Purposes:

**1-J Zoning**

01J01 SALARIES AND FEES	30,000.00	
01J02 SUPPLIES	3,000.00	
01J03 OTHER EXPENSES	3,000.00	
Total Zoning Purposes:	36,000.00	36,000.00

**Total General Fund: 4,270,380.00**

## 02 MOTOR VEHICLE LICENSE TAX FUND

That there be appropriated from the Motor Vehicle License Tax Fund:

<b>2-A Miscellaneous</b>		
02A04 TOOLS AND EQUIPMENT	18,000.00	
02A05 SUPPLIES	8,000.00	
02A06 REPAIRS	4,500.00	
<b>2-B Maintenance</b>		
02B02 MATERIAL-MAINTENANCE	4,000.00	
<b>2-C Improvement</b>		
02C02 MATERIAL-IMPROVEMENT	4,000.00	
<b>Total Motor Vehicle License Tax Fund:</b>	<b>38,500.00</b>	<b>38,500.00</b>

## 03 GASOLINE TAX FUND

That there be appropriated from the Gasoline Tax Fund:

<b>3-A Miscellaneous</b>		
03A04 TOOLS AND EQUIPMENT	34,000.00	
03A05 SUPPLIES	15,000.00	
03A06 REPAIRS	15,000.00	
03A07 MAINTENANCE OF EQUIPMENT	0.00	
03A10 OTHER EXPENSES	25,000.00	
<b>3-B Maintenance</b>		
03B01 SALARIES	85,000.00	
03B02 MATERIAL	12,000.00	
<b>3-C Improvement</b>		
03C02 MATERIAL	12,000.00	
<b>Total Gasoline Tax Fund:</b>	<b>198,000.00</b>	<b>198,000.00</b>

## 05 CEMETERY FUND

That there be appropriated from the Cemetery Fund:

05A02 SALARIES	12,500.00	
05A05 IMPROVEMENT OF SITES	1,500.00	
05A06 LAND PURCHASES	0.00	
05A08 TOOLS AND EQUIPMENT	5,000.00	
05A09 SUPPLIES	3,500.00	
05A10 REPAIRS	3,500.00	
05A12 OTHER EXPENSES	2,500.00	
<b>Total Cemetery Fund:</b>	<b>28,500.00</b>	<b>28,500.00</b>

## 10 FIRE DISTRICT FUND

That there be appropriated from the Fire District Fund:

10A01 SALARIES	1,650,000.00	
10A02 EMPLOYER'S RETIREMENT CONTRIBUTION	325,000.00	
10A03 WORKERS' COMPENSATION	40,000.00	
10A04 ASSESSMENTS & CONTRIBUTIONS	500.00	
10A07 UTILITIES	25,000.00	
10A08 TOOLS AND EQUIPMENT	250,000.00	
10A09 SUPPLIES	45,000.00	
10A10 REPAIRS	65,000.00	
10A14 INSURANCE	430,000.00	
10A15 OTHER EXPENSES	1,200,000.00	
<b>Total Fire District Fund:</b>	<b>4,030,500.00</b>	<b>4,030,500.00</b>

## 11 ROAD DISTRICT FUND

That there be appropriated from the Road District Fund:

<b>11-A Miscellaneous</b>		
11A04 TOOLS AND EQUIPMENT	86,000.00	
11A05 SUPPLIES	35,000.00	
11A06 REPAIRS	35,000.00	
11A07 MAINTENANCE OF EQUIPMENT	0.00	
<b>11-B Maintenance</b>		
11B01 SALARIES	69,000.00	
11B02 MATERIAL	175,000.00	
11B03 CONTRACTS	382,000.00	
11B04 OTHER EXPENSES	295,000.00	
<b>Total Road District Fund:</b>	<b>1,077,000.00</b>	<b>1,077,000.00</b>

## 14A FEMA GRANT FUND

That there be appropriated from the FEMA Fund:

14A27A OTHER EXPENSES	0.00	
<b>Total FEMA Fund:</b>	<b>0.00</b>	<b>0.00</b>

**14B CPIG/COMMUNITY PARK IMPROVEMENT GRANT FUND**

That there be appropriated from the CPIG Fund:

14B08 OTHER EXPENSES	36,057.62	
<b>Total CPIG Fund:</b>	<b>36,057.62</b>	<b>36,057.62</b>

**21 CAPITAL BUILDING FUND**

That there be appropriated from the Capital Projects Fund:

21A04 OTHER CAPITAL EXPENSES	371,971.92	
<b>Total Capital Projects Fund:</b>	<b>371,971.92</b>	<b>371,971.92</b>

**23 PERMISSIVE MOTOR VEHICLE LICENSE TAX FUND**

That there be appropriated from the Permissive Motor Vehicle License Tax Fund:

23A04 TOOLS AND EQUIPMENT	25,000.00	
23A05 SUPPLIES AND MATERIALS	49,000.00	
23A06 PURCHASED SERVICES	0.00	
23A07 OTHER EXPENSES	30,000.00	
<b>Total Permissive MVL Tax Fund:</b>	<b>104,000.00</b>	<b>104,000.00</b>

**GRAND TOTAL OF ALL FUNDS: 10,154,909.54**

Mr/s. Johnson seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

Mr/s. <u>Koch</u>	<u>yes</u>
Mr/s. <u>Garrett</u>	<u>yes</u>
Mr/s. <u>Johnson</u>	<u>yes</u>

Adopted Jan. 3, 2014

Jill M. Davis  
Fiscal Officer

The STATE OF OHIO, DELAWARE COUNTY, ss:

I, Jill M. Davis, Fiscal Officer of the Board of Trustees of Concord Township, Delaware County, Ohio, and in whose custody the Files, Journals and Records of said Board are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing Annual Appropriation Resolution is taken and copied from the original Resolution now on file with said Board, that the foregoing Resolution has been compared by me with the said original and that the same is a true and correct copy thereof.

WITNESS my signature, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Fiscal Officer