

**RECORD OF PROCEEDINGS**  
**CONCORD TOWNSHIP BOARD OF TRUSTEES**

Minutes of

Meeting

BEAR GRAPHICS - 800-325-8094 FORM NO. 10148

Held

**JANUARY 5, 2016**

20 Page 1 of 3

The Board of Trustees of Concord Township met in special session on Tuesday, January 5, 2016 at the Concord Township Administrative Building to organize for 2016. The Fiscal Officer, presiding, called the meeting to order at 9:15 a.m. The roll was called; present were Trustees Jason Haney, Joe Garrett, and Bart Johnson.

Mr. Johnson moved and Mr. Garrett seconded to approve the minutes from the previous meeting, December 28, 2015. Vote: Haney-abstain, Garrett-yes, Johnson-yes.

Mr. Johnson moved and Mr. Garrett seconded to approve the minutes from the previous meeting, December 9, 2015. Vote: Haney-abstain, Garrett-yes, Johnson-yes.

The Fiscal Officer opened the floor for nominations for 2016 Chairman of the Board. Mr. Garrett moved and Mr. Haney seconded to elect Mr. Johnson for Chairman. Vote: Haney-yes, Garrett-yes, Johnson-yes.

The Fiscal Officer opened the floor for nominations for 2016 Vice Chairman of the Board. Mr. Johnson moved and Mr. Haney seconded to elect Mr. Garrett for Vice Chairman. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Mr. Garrett moved and Mr. Johnson seconded to appoint Mr. Haney to serve as Executive Board Member. Vote: Haney-yes, Garrett-yes, Johnson-yes.

The meeting was then turned over to 2016 Chairman, Mr. Bart Johnson.

**NEW BUSINESS**

It was noted the Board of Trustees will hold their regular township meetings on the second and fourth Mondays of each month at 7:00 p.m. at the Concord Township Community Building, as approved at a previous meeting. Meeting dates will be published in the Delaware Gazette and the township website.

Regarding a fund transfer from the Concord Township General Fund to the Fire Fund for construction of a new fire station, it was moved by Mr. Garrett and seconded by Mr. Haney to adopt the following Resolution #010516-A, that the Fiscal Officer is hereby authorized to transfer \$1,500,000.00 from the General Fund (01), appropriations line item 01-A-27 Transfers Out, to the Fire Fund (10), revenue line item 10-F Transfers In. Upon roll call vote: Haney-yes, Garrett-yes, Johnson-yes. Mr. Johnson noted the architects will provide a complete set of construction documents to the Township for the fire station project.

Mr. Garrett moved the adoption of Resolution #010516-1: 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, 2016, 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	\$5,556,064.75
Motor Vehicle License Tax Fund	\$ 30,000.00
Gasoline Tax Fund	\$ 205,000.00
Cemetery Fund	\$ 36,500.00
Fire District Fund	\$6,872,300.00
Road District Fund	\$1,575,000.00
Township MVL Permissive Fund	<u>\$ 48,000.00</u>
TOTAL	\$14,322,864.75

Mr. Haney seconded the motion. Upon roll call vote: Haney-yes, Garrett-yes, Johnson-yes.

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Mr. Garrett moved the adoption of Resolution #010516-2, 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. Haney seconded this motion. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Mr. Garrett moved the adoption of Resolution #010516-3, approving use of township funds for payment of Delaware County Regional Planning Commission dues in the amount of \$7,832.00, based on the end of 2015 estimated population of 10,546 residents. Mr. Johnson seconded the motion. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Mr. Garrett moved the adoption of Resolution #010516-4, 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 2016; that 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 publication as specified in attached Resolution. Mr. Haney seconded the motion. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Mr. Garrett moved the adoption of Resolution #010516-5, that Brosius, Johnson & Griggs, LLC law firm be employed on an as-needed, hourly basis, for calendar year 2016, to represent the Township as its outside legal counsel concerning personnel issues, not to exceed total compensation of \$5,000.00. Mr. Haney seconded the motion. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Mr. Garrett moved and Mr. Haney seconded to approve Resolution #010516-6, authorizing Concord Township to participate in the State of Ohio Cooperative Purchasing Program for 2016. Upon roll call vote: Haney -yes, Garrett-yes, Johnson-yes.

Mr. Garrett moved and Mr. Haney seconded 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 and Delaware County Bank are currently used. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Discussion was held regarding zoning department fees in Concord and nearby Townships. Therefore, Mr. Garrett moved and Mr. Haney seconded to adopt a new 2016 Zoning Fees Schedule (v. January 5, 2016). Vote: Haney-yes, Garrett-yes, Johnson-yes.

Discussion was held regarding cemetery fees in Concord and nearby Townships. Therefore, Mr. Garrett moved and Mr. Haney seconded to adopt a new 2016 Cemetery Fees Schedule. Vote: Haney-yes, Garrett-yes, Johnson-yes.

Mr. Garrett moved and Mr. Haney seconded to approve a \$40.00 per month cell phone reimbursement for 2016 for part-time Zoning Inspector Ric Irvine. Vote: Haney-yes, Garrett-yes, Johnson-yes.

It was made a matter of record that a letter of resignation was received from Board of Zoning Appeals member Jason Haney, who now has a Trustee position. Discussion was held on advertising for the zoning board positions.

The Fiscal Officer distributed Open Purchase Orders and Cash Summary by Fund reports for the Trustees review.

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Held JANUARY 5, 2016 20 Page 3 of 3

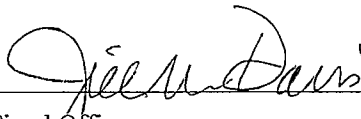
Employee compensation was discussed. It was noted State law determines pay of the elected officials as follows: the newly elected Trustee will receive a pay increase, the two Trustees continuing their terms will receive the same pay as last year, and the Fiscal Officer will receive a pay increase beginning April 1, 2016. After much discussion, Mr. Johnson moved to adopt the following pay rates for 2016:

- Part-time employee pay rates for Administrative, Zoning, Road, and Fire Departments will remain the same as in 2015, including Zoning Inspector and Zoning Boards.
- Full-time employee pay rates for the Fire Department will increase 2.5% per the approved Fire Local Union #3755 contract.
- Full-time employee pay rates for the Road Department will increase 2.5%.
- Director of Operations will increase to \$22,000 salary per year.
- Fire Chief pay rate will increase to \$108,000 salary per year.
- Fire Captain pay rate will increase 2.5%

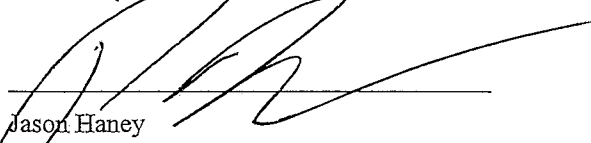
Mr. Garrett seconded the motion. Upon roll call vote: Haney-yes, Garrett-yes, Johnson-yes.

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


ATTEST

  
Fiscal Officer

BOARD OF TRUSTEES

  
Jason Haney

  
Joe Garrett

  
Bart Johnson

**CONCORD TOWNSHIP ZONING FEE SCHEDULE** - effective January 5, 2016  
ZONING INSPECTOR, RIC IRVINE 740-881-5338 irvine@concordtwp.org

**APPLICATIONS FOR:**

PRCD Overlay	\$600.00 plus \$100.00 per acre thereafter (\$2500 minimum fee)
PRD / Rezoning	\$600.00 plus \$150.00 per acre thereafter (\$2500 minimum fee)
Conditional use	\$600.00
Variance / Appeals	\$600.00
Modification of PRD	\$400.00
Change of Zoning Use Permit	\$ 50.00
Administrative Review	\$400.00 covers one meeting per board

- Applicant or representative must be present at hearing.
- Additional Charge for court reporter may be charged to the applicant where required by the Boards.
- For purposes of clarification, "BOARD" refers to Zoning Commission or Zoning Appeals Board.
- If an Applicant does not submit proper documents as specified, the Board may turn down the Application.
- If the Board cannot reach a decision and a continuance is requested by the Board, there are not additional fees charged to the Applicant.

**RESIDENTIAL**

Single Family	\$300.00
Multi Family, per unit	\$300.00

**ACCESSORY STRUCTURES** \$ 50.00

**ADDITIONS**

To Garage or Residence	\$100.00
Decks (no roof)	\$ 75.00
Swimming pools (private)	\$100.00
Structural change to building	\$100.00
Certificate of Compliance	included in initial fee
Mobile Home (temporary/farm labor)	\$200.00 each 6 months

**APPROVAL OF PLATS AND SUBDIVISIONS**

Approval	\$250.00 plus \$100.00 per lot over one
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**COMMERCIAL - INDUSTRIAL**

New Construction	\$275.00 plus \$15.00 each 100 sq. ft. or fraction thereof
Additions and/or Alterations	\$275.00 plus \$15.00 each 100 sq. ft. or fraction thereof
Certificate of Compliance	included in initial fee

**SIGNS** (when zoning certificate required)

Permanent	\$300.00
Temporary	\$225.00 up to 18 months

**CELLULAR TOWER** \$500.00

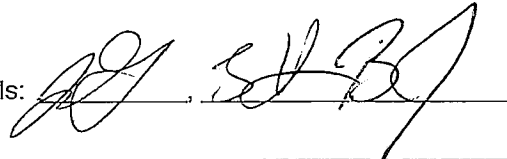
**MISCELLANEOUS**

Borrow Pits	\$500.00
Returned Check Fee	\$ 50.00
Zoning Resolution Book	\$ 75.00
Comprehensive Plan Book	\$ 25.00
Copies	\$ .25 per page
Both Books on CD	\$ 20.00

Any resident with an approved Zoning Certificate on file and there was a house built with incorrect setbacks, as indicated on the Zoning Certificate, the owner will be required to apply for a Variance through the Zoning Inspector and the Board of Zoning Appeals with all fees waived under the following conditions:

1. No Variance applied for which was necessary
2. Not on File (no records available)
3. Variance (setback) is challenged

Trustee Initials: \_\_\_\_\_





December 28, 2015

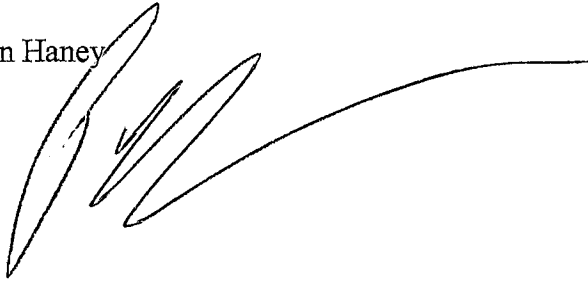
Philip Jason Haney  
7470 Concord rd  
Delaware, OH 43015  
614-499-6740

Concord TWP Trustees,

I want to inform the township, that as of December 31, 2015 I will be stepping down from the Concord Twp Board of Zoning Appeals. Thank you for the opportunity to serve the Township.

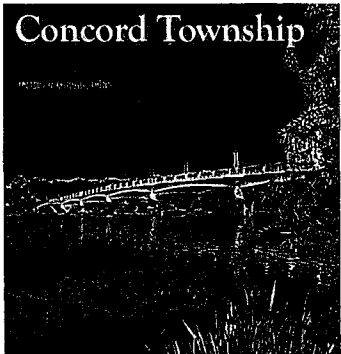
Sincerely,

Philip Jason Haney

A handwritten signature in black ink, appearing to read 'P. Haney', with a long horizontal flourish extending to the right.

CASH SUMMARY BY FUND  
Concord Township [2015]

FUND	Starting Balance 01/01/15	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	5232927.19	1152147.51	0.00	0.00	6385074.70	588503.08	0.00	0.00	5796571.62
02 -MOTOR VEHICLE LICENSE TAX	39182.63	17318.59	0.00	0.00	56501.22	39995.56	0.00	0.00	16505.66
03 -GASOLINE TAX	201461.05	107818.48	0.00	0.00	309279.53	196621.43	0.00	0.00	112658.10
05 -CEMETERY	26893.41	14166.40	0.00	0.00	41059.81	7929.45	0.00	0.00	33130.36
10 -FIRE DISTRICT	2730730.26	2760540.24	0.00	0.00	5491270.50	2782269.99	0.00	0.00	2709000.51
11 -ROAD DISTRICT	1240653.30	419426.28	0.00	0.00	1660079.58	262021.91	0.00	0.00	1398057.67
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	50988.14	0.00	0.00	50988.14	0.00	0.00	0.00	50988.14
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	117116.92	34068.75	0.00	0.00	151185.67	127024.66	0.00	0.00	24161.01
TOTAL ALL FUNDS	9588964.76	4556474.39	0.00	0.00	14145439.15	4004366.08	0.00	0.00	10141073.07



**CONCORD TOWNSHIP, DELAWARE COUNTY, OHIO**

**Trustees:**

Karen Koch  
Joe Garrett  
Bart Johnson

**Fiscal Officer:**

Jill M. Davis

**2016 PAY RATES FOR TOWNSHIP PERSONNEL**

Director of Operations, part-time	\$22,000.00 per year Hire Date 8/12/10
Administrative Assistant, part-time	\$15.76 per hour
Zoning Inspector, part-time	\$18,000.00 per year Hire Date 8/12/10
Zoning Commission Board Members (7)	\$50.00 per meeting
Board of Zoning Appeals Members (7)	\$50.00 per meeting
Road Department Supervisor, full-time	\$29.61 per hour, 2.5% raise, Hire Date 3/12/90
Road Department, part-time	\$15.76 per hour
Fire Chief	\$108,000.00 per year
Fire Captain	\$85,818.23 per year
Fire Department, Full-time	2.5% raise per Local Union #3755 contract
Fire Department, Part-time	\$14.71 per hour firefighter/EMT \$15.76 per hour firefighter/paramedic \$17.86 per hour fire inspector & maintenance

APPROVED:

**6385 Home Road, Delaware, OH 43015**

**Phone: 740-881-5338 Fax: 740-881-5428 www.concordtwp.org**