

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

Minutes of

Meeting

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

**February 22, 2016**

20 Page 1 of 3

Held \_\_\_\_\_

**Call to Order**

The Concord Township Board of Trustees met in regular session on Monday, February 22, 2016 at the Concord Township Administrative Building. Chairman Bart Johnson called the meeting to order at 7:05 pm.

The roll was called, and attending were Trustees Jason Haney, Joe Garrett, and Bart Johnson. Other staff present included Fiscal Officer Jill Davis, Operations Director and Fire Chief Todd Cooper, and Zoning Inspector Ric Irvine.

Mr. Garrett moved and Mr. Haney seconded to approve the minutes from the previous meeting, February 8, 2016. Vote: Haney-yes, Garrett-yes, Johnson-yes.

**Public Input**

Conner Walls introduced himself to the Board. He is from a Powell Boy Scout troop, and is working on a merit badge.

Bob Lamb, Delaware County Economic Development Director, was invited to give an overview on what the Township can do to spur economic growth. Mr. Lamb highlighted two major programs being developed at the County level, one being the Economic Development Strategic Plan. Officials from area schools and governments will provide input from now through June, then a draft of the Plan will be completed June-August based on the input. A comment period will follow in the fall, and the Plan will be submitted to the County Commissioners in December. The partnership will address economic and school needs, among other things. Mr. Johnson shared the Township's biggest concern is annexation. How can the Township protect itself? Mr. Garrett added, how do we attract business, rather than lose it to annexation. Mr. Lamb noted a landowner would have to receive a benefit for annexation to occur.

Joint Economic Development Districts (JEDD) were discussed. A JEDD extends, but cannot exceed, the local jurisdiction income authority, with the revenue shared with another government of usually 20-30%, so it lowers the chance of annexation. There are different requirements for a JEDD; some have to go to vote. The Township would engage a landowner to form the JEDD, and would have to know where and what was going into the JEDD, and the specific use of that revenue. The Township could be in a JEDD to provide services, or provide financial infrastructure by another jurisdiction. A board would be created to leverage use of the funds.

Mr. Johnson shared the State of Ohio/ODOT is limiting curb cuts along US 42. Is there a mechanism to fund access road infrastructure along 42? Mr. Lamb said a TIF (tax increment financing) would probably work better for that scenario, where taxes would be delineated to another use, example of 75% of revenue over ten years, and diverted to public infrastructure. TIF funds can be used for infrastructure, roads, payback or purchase, or demolition of a building. Once again, there are different requirements and factors, like between residential and commercial property. Residential property is less likely to provide a TIF. Commercial property doesn't affect school revenue, and can go up to thirty years. It depends on the valuation after the TIF is in place. The TIF would not affect property taxes to fire, roads, and schools receiving, only on the increase from the base valuation amount. It is like a "redirection" of existing taxes. Example of a \$100,000 property, a TIF created, the property value increases to \$200,000; could collect \$10,000 in base tax, plus collect 75% of the increase, or another \$75,000, for a total of \$85,000 toward infrastructure. Therefore, TIFs are almost always driven by a project.

Mr. Garrett asked if there are other funds or grants available to townships in this area. Mr. Lamb responded the State will help with job creation and buildings, but the federal level would not help due to the county's average household income level being too high. The County may be able to help depending on the details, industry, sales tax revenue, payback, etc. Mr. Johnson asked if the Township could partner with the City? Mr. Lamb shared that Liberty Township and the City of Powell entered a moratorium on annexation, and created a JEDD, which protects the township, a percentage of tax is collected, the city

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provides sewer, and township provides road services, etc. JEDDs must be with neighboring areas. Mr. Haney noted since a JEDD is creating a tax and TIF is a redirection of current tax, they can be used together. Mr. Lamb agreed; Berkshire Township did both.

In summary, Mr. Lamb said the US 42 corridor could be an important economic area, and he encouraged the township to participate in the strategic plan survey.

**Old Business**

The recommendation of the fire station construction contractor was received from Mull & Weithman Architects, which was the second lowest bidder, Thomas & Marker Construction. The Prosecutor's office informed Mr. Johnson that the Board can choose the lowest and best, or lowest bid received, therefore the Board of Trustees can choose either of the lowest two bidders, Charter Hill Construction or Thomas & Marker Construction. Additional feedback was received from Mr. Haney and Mr. Cooper, who were present for the contractor interviews. The Trustees shared pros and cons of both contractors, the main concerns being responsiveness to issues and change orders. After much discussion, Mr. Haney moved and Mr. Garrett seconded to award the Fire Station #341 Construction project to the lowest bidder, Charter Hill Construction Inc. Upon roll call vote: Haney-yes, Garrett-yes, Johnson-yes.

The 2016 road improvement program estimate was reviewed from the County Engineer's office. Mr. Johnson discussed a few changes with Mike Metzger to change from the fiber sami road treatment to a different product which lowered costs. After discussion, Mr. Garrett moved and Mr. Haney seconded to approve the 2016 road improvement program estimate in the amount of \$352,345.51 (attached). Upon roll call vote: Haney-yes, Garrett-yes, Johnson-yes.

It was noted Mr. Haney will be meeting with the website designer tomorrow.

Two positions remain open on the Board of Zoning Appeals (BZA), and three people have submitted interest statements. The Trustees plan to recommend appointments for the positions at the next meeting.

**New Business**

A letter was received from the Zoning Commission Board (ZC), dated February 19, 2016, that the ZC has approved application #ZC042015 for the development plan referred to as Scioto Ridge Crossing, for a planned residential district on 80.67 acres on South Section Line Road, parcel #41933002014007. The Trustees scheduled a hearing for March 14, 2016 at 6:00 pm, and were given notes from the Regional Planning Commission regarding the proposed development.

It was noted the Trustees would like to discuss scheduling the township building for township business use at the next meeting.

Correspondence was received from Ohio Insurance Services Agency noting the COBRA administration fee was waived for 2016.

Fiscal Officer Davis shared that the current invoice from M&W Architects was not paid in full, due to the requested draw for construction administration, which has not begun.

The Township annual inventory was presented to the Trustees.

**Zoning Department**

Zoning Inspector Ric Irvine reported five permits were issued to date for February.

**Operations Director**

Fire Chief and Operations Director, Todd Cooper, reported the following:

--The fire department will hold its annual awards banquet on April 8, 2016 at 6:30 pm at the township building.

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- The road department will be cutting dead trees in the Lucy Depp area this week.
- It was noted the next Trustees meeting will be held in the conference room due to the Board of Elections setting up for elections.
- The three-month deadline for improvements to be completed for the house on South Section Line with zoning violations is two weeks after the next Trustees meeting.
- Past Delaware City Chief Wilbur Bills passed away, and the Concord Township Fire Department will participate in the Wednesday funeral; firefighter Jack Guyton will also play bagpipes.

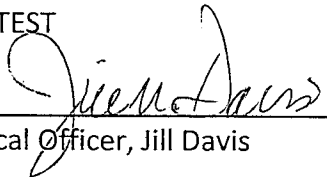
**Financial**

Chairman Johnson certified the Fiscal Officer provided current financial reports for the township. The current Cash Summary by Fund balances are: General Fund \$4,272,207.59, and all Special Revenue Funds \$5,346,881.27.

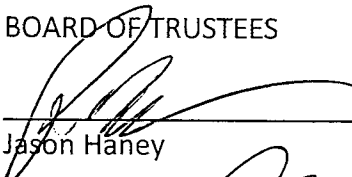
The Fiscal Officer certified funds have been appropriated and money is in the treasury to pay the bills. Therefore, Mr. Garrett moved and Mr. Haney seconded to approve pending purchase orders, vouchers, and warrants #1465-1472, 11764-11795, void 11784, all totaling \$277,687.26. Vote: Haney-yes, Garrett-yes, Johnson-yes.

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

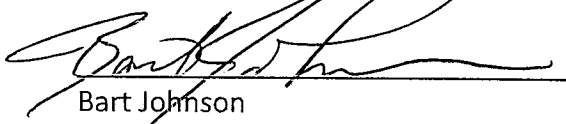
ATTEST

  
 Fiscal Officer, Jill Davis

BOARD OF TRUSTEES

  
 Jason Haney

  
 Joe Garrett

  
 Bart Johnson

February 22, 2016

CONCORD TOWNSHIP TRUSTEE MEETING

AGENDA

ROLL CALL

APPROVE MINUTES

PUBLIC INPUT

Bob Lamb Delaware County Economic Director

OLD BUSINESS

Award Fire Station Contract

Road Estimates and repairs for 2016

NEW BUSINESS

*BZA*

ZONING INSPECTOR

FIRE DEPARTMENT / OPERATIONS DIRECTOR

Fiscal Officer

PAY BILLS – certify fiscal officer has provided financial records and I need a motion for pay the bills, and approve pending warrants, purchase orders and blanket certificates.

ADJOURN

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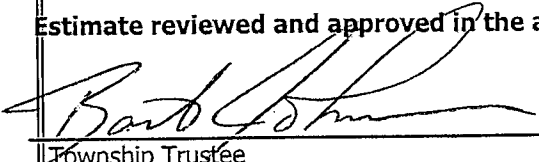
2016 ROAD IMPROVEMENT PROGRAM  
ROAD SUMMARY  
CONCORD TOWNSHIP

FEBRUARY 10, 2016

ROAD	FROM	TO	MILES	ESTIMATE
CARSON PLACE (TWP 979)	GLENMORE	CUL DE SAC	0.040	\$270.00
CHANCEL GATE (TWP 470)	HYATTS RD	CUL DE SAC	0.280	\$1,755.00
CANTERBURY (TWP 471)	CHANCEL GATE	CUL DE SAC	0.190	\$1,147.50
RUTHERFORD RD (TWP 122)	DUBLIN RD	TWP LINE	0.270	\$5,120.00
WISPERTRACE (TWP 1501)	MERCHANT RD	CUL DE SAC	0.220	\$1,485.00
MEADOWLARK (TWP 1502)	WISPERTRACE	CUL DE SAC	0.061	\$438.75
TARTANFIELDS DR (TWP 814)	MACKENZIE WAY	TWP LINE	0.581	\$80,898.76
LOGAN (TWP 1059)	DUBLIN RD	DEAD END	0.300	\$2,735.00
TILLINGHAST DR (TWP 816)	MACKENZIE WAY	CUL DE SAC	0.727	\$149,364.05
MACKENZIE WAY (TWP 815)	TARTANFIELDS DR	TILLINGHAST	0.520	\$73,013.04
FAIRFIELD LAKES (TWP 1228)	SCIOTO PARKWAY	CUL DE SAC	0.320	\$2,295.00
SCIOTO CHASE (TWP 1210)	HOME RD	HYATTS RD		\$1,792.00

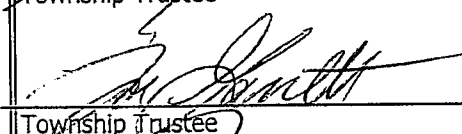
**TOTAL(S)**                    **3.510**                    \$320,314.10  
**PROJECT CONTINGENC**    **10%**                    \$32,031.41  
  
**PROJECT TOTAL COST:**                    \$352,345.51

Estimate reviewed and approved in the amount of total listed above:



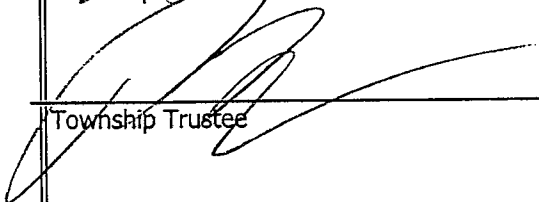
2/22/16  
date

Township Trustee



2/22/16  
date

Township Trustee



2/23/16  
date

Township Trustee

PENDING WARRANT REPORT  
Concord Township [2016]

Date: 02/22/16

Warrant Number	Warrant Amount	Voucher Number	Payee	Purpose
1465	213.97	V 1465	HR BUTLER, LLC	PAYROLL PROCESSING FEE 2/5/16
1466	3728.79	V 1466	HR BUTLER, LLC	PAYROLL AGENCY DEDUCTIONS 2/5/16
1467	52175.99	V 1467	HR BUTLER, LLC	PAYROLL SALARIES 2/5/16
1468	15767.64	V 1468	HR BUTLER, LLC	PAYROLL TAXES WITHHELD 2/5/16
1469	192.35	V 1469	HR BUTLER, LLC	PAYROLL PROCESSING FEE 2/19/16
1470	3456.79	V 1470	HR BUTLER, LLC	PAYROLL AGENCY DEDUCTIONS 2/19/16
1471	54187.27	V 1471	HR BUTLER, LLC	PAYROLL SALARIES 2/19/16
1472	16500.98	V 1472	HR BUTLER, LLC	PAYROLL TAXES WITHHELD 2/19/16
11764	201.55	VW11764	PNC BANK	FIRE DEPT SUPPLIES
11765	229.40	VW11765	FRONTIER	FIRE DEPT PHONE UTILITY
11766	13978.99	VW11766	DETROIT SALT COMPANY	ROAD SALT DEICING FEB'16
11767	228.30	VW11767	RUMPKE	TWP TRASH REMOVAL SVCS
11768	1526.91	VW11768	OHIO EDISON	TWP ELEC UTILITIES
11769	116.00	VW11769	NOFZIGER DOOR SALES, INC.	ROAD DEPT OVERHEAD DOOR SVC CALL
11770	326.49	VW11770	DEL-CO WATER CO INC	TWP WATER BILL UTILITIES
11771	90.00	VW11771	SILCO FIRE & SECURITY	ADMIN BLDG EXTINGUISHER INSPECT
11772	39555.54	VW11772	OHIO INSURANCE SERVICES AGENCY, INC	MEDICAL, DENTAL, VISION, LIFE INSUR MAR'16
11773	40.00	VW11773	RIC IRVINE, ZONING INSPECTOR	ZONING CELL PHONE REIMB FEB'16
11774	2635.56	VW11774	MULL & WEITHMAN ARCHITECTS, INC.	ARCHITECT REIMBURSABLES THRU JAN.31
11775	200.00	VW11775	OHIO VALLEY INTEGRATION SVCS, INC.	ADMIN BLDG FIRE ALARM ANNUAL CHECK
11776	172.64	VW11776	ADVANCED DRAINAGE SYSTEMS, INC.	ROAD DEPT TILE REPAIR/FORD RD.
11777	1621.41	VW11777	EXPRESS SERVICES INC	ROAD DEPT LABOR THRU 2/4/16
11778	1860.04	VW11778	DELAWARE COUNTY BUILDING DEPARTMENT	FIRE STATION CONSTRUCTION PERMIT
11779	446.38	VW11779	CIVITAS MEDIA LLC/DELAWARE GAZETTE	ADMIN & ZONING ADVERTISEMENTS
11780	61.88	VW11780	OHIO CAT	ROAD DEPT END LOADER REPAIR PARTS
11781	10.43	VW11781	SKINNER DIESEL SERVICE INC.	ROAD DEPT END LOADER REPAIR PARTS
11782	474.44	VW11782	VERIZON WIRELESS	FIRE/ROAD CELL PHONE BILL
11783	648.08	VW11783	OHIO EDISON	FIRE DEPT ELECTRIC UTILITY
11785	147.47	VW11785	DEL-CO WATER CO INC	FIRE DEPT WATER BILL
11786	1005.00	VW11786	GREAT LAKES PETROLEUM, INC.	FIRE/ROAD FUEL SUPPLY
11787	98.97	VW11787	VOSS BROTHERS SALES	FIRE DEPT SUPPLY, FUEL FOR SAWS
11788	122.33	VW11788	MILLER'S TEXTILE SERVICES	FIRE DEPT TEXTILE SUPPLY, MATS
11789	16.66	VW11789	AIRGAS GREAT LAKES	FIRE DEPT GAS CYLINDER RENTAL
11790	150.00	VW11790	BERRY'S BARBELL & FITNESS EQ CO	FIRE DEPT ELLIPTICAL REPAIR
11791	360.00	VW11791	FIRE SAFETY SERVICES, INC.	FIRE DEPT EQUIP REPAIRS
11792	295.00	VW11792	PUBLIC AGENCY TRAINING COUNCIL	FIRE DEPT EDUC TRAINING/WERLING
11793	83.00	VW11793	WORKHEALTH	FIRE DEPT DRUG TESTING
11794	56892.30	VW11794	OHIO POLICE & FIRE PENSION FUND	FIRE DEPT PENSION CONTRIBUTIONS JAN'16
11795	7868.71	VW11795	PUBLIC EMPLOYEES RETIREMENT SYSTEM	GEN PENSION CONTRIBUTIONS JAN'16
<u>277687.26</u>		Total Amount of Pending Warrants		

CASH SUMMARY BY FUND  
Concord Township [2016]

Date: 02/22/16

FUND	Starting Balance 01/01/16	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	5820673.77	37961.49	0.00	0.00	5858635.26	1586427.67	1500000.00	0.00	4272207.59
02 -MOTOR VEHICLE LICENSE TAX	16506.48	2686.59	0.00	0.00	19193.07	1386.50	0.00	0.00	17806.57
03 -GASOLINE TAX	112662.58	8563.32	0.00	0.00	121225.90	31722.75	0.00	0.00	89503.15
05 -CEMETERY	33130.36	0.00	0.00	0.00	33130.36	0.00	0.00	0.00	33130.36
10 -FIRE DISTRICT	2710871.21	1500886.00	1500000.00	0.00	4211757.21	456136.71	0.00	0.00	3755620.50
11 -ROAD DISTRICT	1425311.39	12005.00	0.00	0.00	1437316.39	16476.35	0.00	0.00	1420840.04
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	24161.83	6219.33	0.00	0.00	30381.16	400.51	0.00	0.00	29980.65
TOTAL ALL FUNDS	10143317.62	1568321.73	1500000.00	0.00	11711639.35	2092550.49	1500000.00	0.00	9619088.86