

**RECORD OF PROCEEDINGS**  
Concord Township Board of Trustees

Minutes of

Meeting

BLAH GRAPHICS 800 325 8094 FORM NO 10148

Held

January 4, 2017

20

The Concord Township Board of Trustees met for an Organizational & Regular Meeting January 4, 2017, 7:30 p.m., in Township Hall, located at 7229 Ravenna Road. Chairman Caroline N. Luhta called the meeting to order and led in the Pledge of Allegiance. Trustees in attendance were Caroline N. Luhta, Paul R. Malchesky, and Christopher A. Galloway.

**ORGANIZATIONAL MEETING:**

Mrs. Luhta designated Mrs. Dawson as Chairman pro-tem. Chairmanship of meeting turned over to Mrs. Dawson for the purpose of electing a Chairman.

Mrs. Dawson opened nominations for the position of **Chairman** for 2017.

Mr. Galloway moved to nominate Mr. Malchesky as Chairman of the Township Board of Trustees for the year 2017. Mrs. Luhta seconded. Vote: 3 ayes.

Mrs. Dawson opened nominations for the position of **Vice-Chairman** for 2017.

Mrs. Luhta moved to nominate Mr. Galloway as Vice-Chairman of the Township Board of Trustees for the year 2017. Mr. Malchesky seconded. Vote: 3 ayes.

Mrs. Dawson opened nominations for the position of **Fiscal Officer Pro-Tempore** for 2017.

Mr. Galloway moved to nominate Mrs. Luhta as Fiscal Officer Pro-Tempore for the year 2017. Mr. Malchesky seconded. Vote: 3 ayes.

New Chairman, Mr. Malchesky, assumed the position of Chair. Mr. Galloway assumed the position of Vice-Chairman, Mrs. Luhta assumed the position of Concord Township Trustee and position of Fiscal Officer pro tempore, and Mrs. Dawson assumed the position of Fiscal Officer.

**ORGANIZATIONAL MEETING:**Time & date of meetings set for 2017:

**Trustee Meetings** will be held the First & Third Wednesdays of each month at 7:30 p.m. in the Town Hall Meeting Room. (See list attached.) **Trustee Office Hours** precede the Trustee Meeting: 6:30-7:30 p.m.

**Staff Meetings** will be set for the Tuesday preceding the First Trustee Meeting of each month, except in July, when it will be held the preceding Friday at 12:00 Noon in the Conference Room at Town Hall. (See list attached.) The first Staff Meeting for 2017 was held Tuesday, January 3rd at Noon. The Appropriations Workshop will be announced at a later date.

**Special Meetings** will be announced at least 24 hours in advance on Time Warner Cable Channel 99, AT&T U-Verse Channel 96.2, posted on our Website, and faxed/e-mailed to the local newspapers, including The News-Herald, The Plain Dealer, and the Lake County Tribune.

Motion by Mr. Galloway. Seconded by Mrs. Luhta. Vote: 3 ayes

Trustee Department Assignments: Fire Dept. – Mrs. Luhta; Service Dept. – Mr. Malchesky; Zoning & Recreation Departments & Special Projects – Mr. Galloway

Motion by Mr. Galloway. Seconded by Mrs. Luhta. Vote: 3 ayes

Appointment of Township Department Directors: Mr. Galloway moved to approve the Department Directors of the Township according to the list prepared by the Township Fiscal Officer: Administrator – Kathy Mitchell; Legal Counsel – Michael Lucas; Cemetery Sexton – Amy Dawson; Fire Chief – Matthew Sabo; Service Department Director – Frank Kraska; Recreation Director – Debra Bechel-Esker; Planning & Zoning Director/Zoning Inspector – Heather Freeman; Secretary to Board of Zoning Appeals & Zoning Commission – Heather Freeman.

Mr. Malchesky seconded. Vote: 3 ayes

The Employee Pay Rates for 2017 were passed at the Special Meeting on 12-21-16. (See pages 150 & 151)

Legal Holidays for year were set. (If the holiday falls on a Saturday, it is observed on the preceding Friday. If holiday falls on a Sunday, it is observed on the following Monday.) Mr. Galloway moved to set the following legal holidays for 2017 for Administration, Service Department, and Fire Department Administrative Personnel:

- |                |                              |
|----------------|------------------------------|
| 1) January 2   | New Year's Day               |
| 2) January 16  | Martin Luther King, Jr., Day |
| 3) February 20 | Presidents' Day              |
| 4) May 29      | Memorial Day                 |

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- |                 |                            |
|-----------------|----------------------------|
| 5) July 3       | Trustee Designated Holiday |
| 6) July 4       | Independence Day           |
| 7) September 4  | Labor Day                  |
| 8) October 9    | Columbus Day               |
| 9) November 10  | Veterans' Day              |
| 10) November 23 | Thanksgiving Day           |
| 11) November 24 | Day after Thanksgiving     |
| 12) December 25 | Christmas Day              |

Mrs. Luhta seconded. Vote: 3 ayes.

Mrs. Luhta moved to set the following holidays for the Fire Department Firefighting Personnel:

- |                |                  |
|----------------|------------------|
| 1) January 1   | New Year's Day   |
| 2) April 16    | Easter Sunday    |
| 3) May 29      | Memorial Day     |
| 4) July 4      | Independence Day |
| 5) September 4 | Labor Day        |
| 6) November 23 | Thanksgiving Day |
| 7) December 25 | Christmas Day    |

Mr. Galloway seconded. Vote: 3 ayes.

Mr. Galloway moved to establish 2017 mileage rate reimbursements per IRS guidelines. As of 1-1-17, the rate is 53.5 cents per mile. Mrs. Luhta seconded. Vote: 3 ayes.

Mr. Malchesky said the Temporary Appropriations for 2017 were passed at the Regular Meeting 12-21-16 (Resolution 2016-34).

SUPER BLANKET CERTIFICATES: 1-2017 THRU 100-2017. Mr. Malchesky said the list of Super Blanket Certificates were also passed at the 12-21-16 meeting

Appointment of 2 Board Members to the Volunteer Fire Fighter's Dependents Fund Board

Mrs. Luhta moved to elect Mr. Malchesky to the VFFDF Board to serve a one-year term commencing on 1-1-17. Mr. Galloway seconded. Vote: 3 ayes

Mr. Galloway moved to elect Mrs. Luhta to the VFFDF Board to serve a one-year term commencing on 1-1-17. Mr. Malchesky seconded. Vote: 3 ayes

Mr. Malchesky: These are all housekeeping items that are critical to operating our Township form of government within the legal guidelines set forth by the Ohio Revised Code. This concludes the Organizational Meeting portion of the Regular Trustees Meeting and we will move to the Regular Meeting Agenda.

**APPROVAL OF MINUTES:**

November 16, 2016 Trustees Regular Meeting approved as written. Mr. Galloway abstained.  
 November 29, 2016 Trustees Special Meeting approved as written.  
 December 7, 2016 Trustees Regular Meeting – TABLED  
 December 21, 2016 Trustees Regular Meeting – TABLED  
 December 23, 2016 Trustees Special Meeting – TABLED

**ELECTED OFFICIAL REPORTS:**

**A. TRUSTEES:**

Mr. Galloway: Auburn-Crile Intersection update & specifically illegal left turns from Crile & Auburn  
 Mr. Malchesky & Mrs. Luhta agreed

**B. FISCAL OFFICER – Amy L. Dawson**

**Treasurer's Report** – The Township began 2016 with \$6.1 million in the Treasury. We collected \$9.7 million in taxes, grants, interest, permit & EMS fees, leases & rents, Community Center classes, cemetery sales and gifts & donations.

We expended \$10.3 million (\$1.0 million expended on Corridor Project) in salaries & benefits, road improvement, road repair & maintenance, emergency services & equipment, property maintenance, fees to Lake County & the State of Ohio, and building improvements. In addition, we ended the year with \$358,000 in encumbered funds set aside for specific projects.



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The Township ended 2016 with \$5.5 million in the Treasury in 20 Funds of which \$2.0 million is restricted to the JEDD Fund and the Capital Projects Fund.

\$1.0 million is required to cover expenses until the 1<sup>st</sup> half Real Estate taxes arrive at the end of March.

**DEPARTMENT REPORTS:**

A. ADMINISTRATION DEPT. – Kathy Mitchell, Administrator, had no report

B. FIRE DEPT. – Chief Sabo

**Activities Report for December 2016** – Total Runs for 2016: 2,200; Total Runs for 2015: 2,277; 224 Runs for December 2016: 14 MVAs, 16 Agency Assists, 13 Fire Alarms, 4 Wires Down, 29 Basic Rescues, 75 Advance/Paramedics; 20 Public Assists, 0 Structure Fires

**Fire Prevention December 2016** – 4 Plan Reviews; Inspections: 3 General, 2 Clean Agents, 8 Follow Ups, 10 Kitchen HoodSuppressions, 12 Fire Alarms, 4 Sites, 1 License, 6 Sprinkler Systems, 2 State, 1 Special; Fire Education: 2 Lock Box Installs, 1 Lock Box Removal, 2 Public Education Others, 2 Consultations, 2 Fire Drill Reports

**SAFETY TIP: Carbon Monoxide**

C. SERVICE DEPT. – Frank Kraska, Service Director

- Between Dec. 8-19 our department dispatched crews 19 times to plow & treat roads
- Dec. 10<sup>th</sup> – 30 inch snowfall; morning snow was accumulating at a pace of 3-4 inches per hour. We had 14 snow plows on the road with keeping 150 lane miles of Township roads open
- Please give our snow plow operators extra space as you follow behind them
- Observe your private snow plow contractor's habits to make sure they are not leaving snow cleaned from driveways in the road or piled on a neighbor's property
- You can view "Snow Plow Masters" video on the Concord TV station or on YouTube. It gives a behind the wheel perspective of our operations during winter operations.
- Mailbox Snow Barricades are still available at \$40 for materials only; Installation free.

D. ZONING DEPT. – Heather Freeman, Planning & Zoning Director/Zoning Inspector  
**Activities Report for December 2016** – 10 Permits – Total Fees: \$1,485; Total Estimated Value: \$1,500,500; BOARD OF ZONING APPEALS: 1 variance– approved

Total permits processed in 2016 were 408, which represents a 19% increase over 2015.

Zoning office hours have changed effective 1-1-17 and are now Mon.-Fri., 8 a.m. – 4:30 p.m. Appointments are always welcome.

E. RECREATION DEPT. – Debra Esker, Recreation Director

1) **Activities Report for December 2016:**

Light Up Concord Holiday House Decorating Contest

- People's Choice & Traditional Lights for Best Overall Decorations – The Dunlap Family of Camden Crossing Way
  - All White Light Theme – The Thompson Family of Mountain Quail Place
  - Lights Set to Music – The Brandoni Family of Ridgewater Drive Clark Griswold/Anything Goes Theme – The Scheider Family of Rosedale Drive
  - Holiday Lights by a Business – Maple Ridge Nursery on Ravenna Road
- Pictures of all winning homes are on the Township's Facebook page.

2) **Cable Station** – To learn about classes, events & general Township information

3) **Snowshoe Hike** – Saturday, January 14, at the Old Stone School, 1-mile hike. Afterwards, enjoy the charm & history of the Old Stone School with a guided tour.

4) **55+ Group** – BINGO on Wednesday, January 18th

5) **January Classes** – Power Yoga, Stained Glass Heart Medallion, Handmade Cards, Kid's Cooking Classes, Mommy & Me Classes, Essential Oils 101, Essential Oils Make & Take, Mixed Media Painting, and Getting Started with Medicare

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- 6) **The Concord Grapevine** – Newsletter due in homes this week
- 7) **Concord Community Center Rental** – View pictures of the Community Center on the Township's website or stop by for a tour & details

F. CONCORD LAW ENFORCEMENT REPORT – Sgt. Harpster  
**Activities Report for December 2016** – 1,502 Calls: Accidents – 4 Injuries, 26 Property Damage; 8 Arrests – 2 juvenile males, 3 adult females, 3 adult males; 82 Alarms; 240 Business Checks; 298 Crime Preventions; 46 Citations; 117 Warnings; 1 Driving Under Suspension; 5 OVIs

**New Investigations:** 3 Drugs – Auburn Rd.; 11 Thefts – Concord-Hambden Rd., Crile Rd., Palmer Rd., Fredle Dr., Button Rd., Hunters Trail, Morley Rd., Easton Way, Brooke Lyn Court; 3 Threats – Ravenna Rd., Auburn Rd., Majesty Lane; 1 Vandalism–Cobblestone Lane

**AUDIENCE:**

No one spoke

**OLD BUSINESS:**

No old business

**NEW BUSINESS:**

- A. APPROVE DECEMBER 2016 FINANCIAL REPORTS – Mr. Galloway moved to approve the financial reports for December 2016. Mrs. Luhta seconded. Vote: 3 ayes
- B. RESOLUTION 2016-1 / SALE OF FIRE DEPARTMENT PICKUP TRUCK TO VILLAGE OF DARBYVILLE, OHIO – Mrs. Luhta moved to approve the following Resolution:

**RESOLUTION 2017-01**

***A Resolution Declaring One (1) Motor Vehicle of the Concord Township Fire Department as not Needed for Public Purpose and Obsolete, Approving the Sale of the One (1) Motor Vehicle to the Village of Darbyville Without Advertisement or Bidding, and Authorizing the Board Chairman to Execute the Certificate of Title to Transfer and Convey Ownership and any Necessary Contract or Documents Related Thereto.***

**WHEREAS**, Ohio Revised Code Section 505.10(A) provides that when a township has property, including motor vehicles, road machinery, equipment, and tools, and the Board, by resolution, finds is not needed for public use, is obsolete or is unfit for the use for which it was acquired, the Board may sell and convey that property or otherwise dispose of it in accordance with this Section of the Ohio Revised Code; and

**WHEREAS**, Ohio Revised Code Section 505.101 provides that the Board of Trustees may, by resolution, enter into a contract, without advertising or bidding, for the sale of materials, equipment, or supplies to any department, agency or political subdivision of the State; and

**WHEREAS**, the Township owns the following (1) motor vehicle that is not needed for the use for which it was acquired and is obsolete, and the Board desires to sell the same; to wit: 1997GMC Sierra Truck; and

**WHEREAS**, the Village of Darbyville in Pickaway County, Ohio, desires to purchase the foregoing motor vehicle for the sum of One Thousand Dollars (\$1,000.00), with such purchase price to be allocated for the one (1) surplus motor vehicle as follows: 1997 GMC Sierra Truck; and

**WHEREAS**, the Concord Township Board of Trustees finds that the purchase price in the amount of One Thousand Dollars (\$1,000.00) for the one (1) herein identified Concord Township Fire Department motor vehicle is fair and reasonable;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Concord Township, Lake County, Ohio that:



Held January 4, 2017 at 20

**Section 1.** That the Board of Trustees for Concord Township does hereby find and determine in accordance with Ohio Revised Code Section 505.10(A) that the following (1) Concord Township Fire Department motor vehicle is unfit for the use for which it was acquired and obsolete; to wit, 1997 GMC Sierra Truck;

**Section 2.** That the Concord Township Board of Trustees does hereby approve the sale of the herein identified Concord Township Fire Department motor vehicle, without advertising or bidding, to the Village of Darbyville in the purchase price of One Thousand Dollars (\$1,000.00);

**Section 3.** That the Concord Township Board of Trustees does hereby authorize Paul R. Malchesky, as Chairman of the Board of Concord Township Trustees, to execute any and all agreements and contracts necessary to formalize the validity and implementation of this sale and the Certificates of Title to transfer and convey the herein described one (1) motor vehicle to the Village of Darbyville without further delay.

**Section 4.** It is found and determined that all formal actions of the Board of Trustees of Concord Township concerning and relating to the adoption of this Resolution were taken in an open meeting of the Board of Trustees of Concord Township and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**NOW, THEREFORE**, this Resolution shall be in full force and effect upon its passage and approval by the Board of Trustees and as further provided under Ohio law.

Mr. Galloway seconded. Vote: 3 ayes

C. 2017 CEMETERY RATES – Mr. Galloway moved to approve the following new cemetery rates for 2017, effective 1-5-17:

**CONCORD TOWNSHIP  
CEMETERY RATES**  
Effective January 5, 2017

**Fees:** **Jan. 2017**

Grave Space	4' x 10'	\$ 750.00
Cremation Grave Space	2' x 4' (flush marker)	\$ 250.00
Cremation Grave Space	4' x 4' (slant marker)	\$ 500.00
Cremation Grave Space	4' x 8' (holds up to 3 cremains)	\$ 750.00
Columbarium Niche	10.5" square x 11.5" deep	\$ 650.00

\$100 of the proceeds from the sale of each burial space will be invested in a Perpetual Care Endowment Fund.

Grave Opening, Adult	\$ 500.00
Grave Opening, Infant	\$ 200.00
Grave Opening, Cremation	\$ 150.00
Grave Opening, Columbarium	\$ 100.00

Late in Day (after 2:00 pm) & Saturday Burial Charge (No Sunday or Holiday burials.) **Additional \$ 300.00**

Removals *By Contract Only*

Foundation Fees:

Standard 1' x 2' (1 Lot) (Double Lot =\$350)	\$ 200.00
Each Additional Square Foot	\$ 50.00

Repurchase of lots at owner's cost will be at Township discretion.

Mrs. Lutha seconded. Vote: 3 ayes

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- D. ACKNOWLEDGE ODOT CHANGE ORDER REQUEST TO ADD TEMPORARY STRIPING MAINTENANCE OF TRAFFIC OPERATIONS, COST \$7,383.76 – Trustees acknowledged
- E. CONTRACT WITH EWC MEDIA, LLC RE: MEDIA MANAGEMENT FOR 2017, COST: \$12,000.00 – Mrs. Luhta moved to approve the contract with EWC Media, LLC for media management for 2017 in the amount of \$12,000.00. Mr. Galloway seconded. Vote: 3 ayes
- F. APPROVED AT SPECIAL MEETING 12-23-16:
  - 1) Chagrin Valley Paving Settlement Agreement for \$5,195.77 (See page 151)
- G. FUTURE MEETINGS & ANNOUNCEMENTS:
  - Wed. 1-11 7:00 PM BOARD OF ZONING APPEALS MEETING / Town Hall
  - Mon. 1-16 CLOSED In observance of Martin Luther King Day
  - Wed. 1-18 6:30 PM TRUSTEES' OFFICE HOURS / Conference Room
  - 7:30 PM TRUSTEES' MEETING / Town Hall
  - Thurs. 1-19 8:00 AM JEDD BOARD MEETING / Town Hall

Meeting adjourned

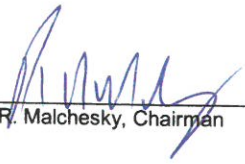
Transcript on file in Town Hall and online

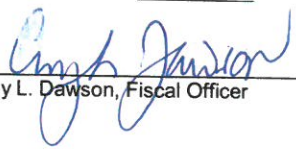
Trustees approved and signed the following checks dated 12-22-16 thru 12-31-16:

CONCORD TOWNSHIP, LAKE COUNTY  
**Payment Listing**  
12/22/2016 to 12/31/2016

1/6/2017 1:54:29 PM  
UAN v2017.1

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
69-2016	12/28/2016	12/28/2016	CH	CONCORD AUTO SERVICE	\$131,622.25	V
69-2016	12/31/2016	01/06/2017	CH	CONCORD AUTO SERVICE	-\$131,622.25	V
70-2016	12/28/2016	01/06/2017	CH	CONCORD PAYROLL	\$131,622.25	O
37861	12/22/2016	12/22/2016	AW	NEO ELECTRICAL SUPPLY CO	\$89.21	O
37862	12/22/2016	12/22/2016	AW	TREASURER, STATE OF OHIO SFM	\$150.00	O
37863	12/22/2016	12/22/2016	AW	ZEPPE'S PIZZERIA OF CONCORD	\$55.96	O
37864	12/22/2016	12/22/2016	AW	DEE TARANTINO	\$12.00	O
37865	12/23/2016	12/23/2016	AW	CHAGRIN VALLEY PAVING INC.	\$5,195.77	O
37866	12/28/2016	12/28/2016	AW	BAIN ENTERPRISES	\$906.00	O
37867	12/28/2016	12/28/2016	AW	CONCORD AUTO SERVICE	\$590.99	O
37868	12/28/2016	12/28/2016	AW	LAKE COUNTY VISITORS BUREAU	\$200.00	O
37869	12/28/2016	12/28/2016	AW	WILES & RICHARDS	\$6,342.25	O
37870	12/28/2016	12/28/2016	AW	BOBBIE PRIDEMORE	\$300.00	O
37871	12/28/2016	12/28/2016	AW	FIFTH THIRD BANK	\$1,431.82	O
37872	12/28/2016	12/28/2016	AW	POSTMASTER	\$1,672.14	O
37873	12/28/2016	12/28/2016	AW	OH POLICE & FIRE PENSION FUND (OP&F)	\$17,422.16	O
37874	12/28/2016	12/28/2016	AW	OHIO PUBLIC EMPLOYEES DEFERRED CO	\$1,785.00	O
37875	12/28/2016	12/28/2016	AW	SECURITY BENEFITS	\$2,395.37	O
37876	12/28/2016	12/28/2016	AW	OH PUBLIC EMPLOYEES RETIREMENT SY:	\$16,640.62	O
37877	12/28/2016	12/28/2016	AW	ADVANCED GAS & WELDING SOLUTIONS,	\$124.90	O
37878	12/28/2016	12/28/2016	AW	ATWELL'S POLICE AND FIRE EQUIPMENT	\$44.99	O
37879	12/28/2016	12/28/2016	AW	AUTO ZONE INC.	\$103.86	O
37880	12/28/2016	12/28/2016	AW	CINTAS CORPORATION #259	\$87.44	O
37881	12/28/2016	12/28/2016	AW	TRACTOR SUPPLY DEPT 30-1202587877	\$13.96	O
37882	12/28/2016	12/28/2016	AW	AT&T	\$77.96	O
37883	12/28/2016	12/28/2016	AW	AQUA OHIO INC	\$95.41	O
37884	12/28/2016	12/28/2016	AW	DOMINION EAST OHIO	\$246.58	O
37885	12/28/2016	12/28/2016	AW	THE ILLUMINATING COMPANY	\$2,533.07	O
37886	12/28/2016	12/28/2016	AW	MARS ELECTRIC CO	\$50.15	O
37887	12/28/2016	12/28/2016	AW	CARGILL INC.DEICING TECHNOLOGY	\$6,926.83	O
37888	12/28/2016	12/28/2016	AW	X PRESS PRINTING SERVICES INC	\$7,892.01	V
37888	12/28/2016	12/28/2016	AW	X PRESS PRINTING SERVICES INC	-\$7,892.01	V
37890	12/28/2016	12/28/2016	SW	Skipped Warrants 37889 to 37890 Series 2	\$0.00	V
37891	12/28/2016	12/28/2016	AW	X PRESS PRINTING SERVICES INC	\$7,892.01	O
Total Payments:					\$205,008.70	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$205,008.70	

  
Paul R. Malchesky, Chairman

  
Amy L. Dawson, Fiscal Officer