

## RECORD OF PROCEEDINGS

### Minutes of Concord Township Board of Trustees Meeting

Held on January 02, 2019

The Concord Township Board of Trustees met for an Organizational & Regular meeting January 2, 2019, 7:30 pm, in Town Hall, located at 7229 Ravenna Road. Chairman Christopher A. Galloway called the meeting to order and led in the Pledge of Allegiance. Trustees present were Paul R. Malchesky, Caroline N. Luhta and Christopher A. Galloway.

#### ORGANIZATIONAL MEETING:

Mr. Galloway designated Mrs. Dawson as Chairman Pro tempore. Chairmanship of the meeting was turned over to Mrs. Dawson for the purpose of electing the Board.

Mrs. Dawson opened nominations for the position of **Chairman** for 2019.

Mrs. Luhta moved to nominate Mr. Malchesky as Chairman of the Township Board of Trustees for the year 2019. Mr. Galloway seconded. Vote 3 ayes.

Mr. Malchesky assumed the position of Chairman.

Mrs. Dawson opened nominations for the position of **Vice-Chairman** for 2019.

Mr. Galloway moved to nominate Mrs. Luhta as Vice-Chairman of the Township Board of Trustees for the year 2019. Mr. Malchesky seconded. Vote 3 ayes.

Mrs. Luhta assumed the position of Vice-Chairman.

Mrs. Dawson opened nominations for the position of **Fiscal Officer Pro Tempore** for 2019.

Mr. Malchesky moved to nominate Mr. Galloway as the Fiscal Officer Pro Tempore for the year 2019. Mrs. Luhta seconded. Vote 3 ayes.

Mr. Galloway assumed the position of Fiscal Officer Pro Tempore.

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

#### ORGANIZATIONAL MEETING:

##### Time & date of meetings set for 2019:

**Trustee Meetings** will be held the first & third Wednesday of each month at 7:30 pm in the Town Hall Meeting Room (see list). Trustee Office Hours precede the Trustee Meeting: 6:30-7:30 pm.

**Staff Meetings** will be set for the Tuesday preceding the first Trustee Meeting of each month, at 9:00 am in the Conference Room, at Town Hall (see list).

The Appropriations Workshop will be announced at a later date.

**Special Meetings** will be announced at least 24 hours in advance on the Spectrum Channel (1020), AT&T U-Verse Channel (99), posted on our website, emailed to the local newspapers, including The News-Herald, The Plain Dealer, and The Lake County Tribune.

##### Appointment of Township Positions:

Mr. Galloway moved to approve the Department Positions of the Township individually:

1. Mr. Galloway moved to approve Andy Rose as Administrator. Mrs. Luhta seconded. Vote 3 ayes.
2. Mr. Galloway moved to approve Michael Lucas as Legal Counsel. Mrs. Luhta seconded. Vote 3 ayes.
3. Mr. Galloway moved to approve Amy Dawson as Cemetery Sexton. Mrs. Luhta seconded. Vote 3 ayes.
4. Mr. Galloway moved to approve Heather Freeman as Secretary to Board of Zoning Appeals and Zoning Commission. Mrs. Luhta seconded. Vote 3 ayes.

The Employee Pay Rates for 2019 were passed at the Special Meeting on 12/28/18. Mrs. Luhta made a motion to approve the rates as discussed. Mr. Malchesky seconded. Vote 3 ayes.

##### Legal Holidays for the 2019:

Legal Holidays were set for 2019. (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 made the motion to set the following holidays for consideration and the motion will be entertained:

## RECORD OF PROCEEDINGS

### Minutes of Concord Township Board of Trustees Meeting

Held on January 02, 2019

Holidays for Administration, Service Department and Fire Department Administrative Personnel:

1.) January 1	New Year's Day	2.) January 21	Martin Luther King, Jr., Day
3.) February 18	Presidents' Day	4.) May 27	Memorial Day
5.) July 4	Independence Day	6.) July 5	Trustee Designated Holiday
7.) September 2	Labor Day	8.) October 14	Columbus Day
9.) November 11	Veterans Day	10.) November 28	Thanksgiving Day
11.) November 29	Day after Thanksgiving	12.) December 25	Christmas Day

Mrs. Luhta seconded. Vote 3 ayes.

Mr. Galloway to set the following holidays per the firefighter's contract for the Fire Department Firefighting Personnel as follows:

1.) January 1	New Year's Day	2.) April 21	Easter Sunday
3.) May 27	Memorial Day	4.) July 4	Independence Day
5.) September 2	Labor Day	6.) November 28	Thanksgiving Day
7.) December 25	Christmas Day		

Mrs. Luhta seconded. Vote 3 ayes.

Mr. Malchesky stated the Temporary Appropriations for 2019 were passed at the Regular Meeting 12/05/2018, Resolution 2018-33.

Super Blanket Certificates 2019-1 through 2019-104 effective January 1, 2019. Mrs. Luhta made a motion to approve the Super Blanket Certificates as presented. Mr. Galloway seconded the motion. Vote 3 ayes.

Appointment of two (2) Board Members to the Volunteer Fire Fighter's Dependents Fund Board (VFFDF)

Mr. Galloway made a motion to elect Caroline Luhta to the VFFDF Board to serve a one (1) year term commencing on 1/1/19. Mrs. Luhta seconded. Vote 3 ayes.

Mrs. Luhta made a motion to elect Paul Malchesky to the VFFDF Board to serve a one (1) year term commencing on 1/1/19. Mr. Galloway seconded. Vote 3 ayes.

This concludes the Organizational Meeting portion of the Regular Trustees Meeting and we will move to the Regular Meeting Agenda.

**APPROVAL OF MINUTES:**

December 19, 2018 Regular Trustees Meeting – approved as written with Mr. Galloway abstaining.  
December 28, 2018 Special Meeting – approved as written

**ELECTED OFFICIALS REPORT:**

A. FISCAL OFFICER / CEMETERY SEXTON – Amy L. Dawson

**TREASURER'S REPORT:**

- The Township began 2018 with \$4.7 million in the Treasury. We collected \$10.0 million in taxes, grants, interest, permit & EMS fees, leases & rents, Community Center classes, cemetery sales and gifts & donations, or 108% of budgeted revenue.
- We expended \$9.9 million in salaries & benefits, road improvements, road repair & maintenance, emergency services & equipment, property maintenance, fees to Lake County and the State of Ohio, and building improvements. This was 79% of projected expenditures.
- In addition, we ended the year with \$4,175 in encumbered funds set aside for specific projects.
- The Township ended 2018 with \$4.8 million in the Treasury in 20 Funds of which \$1.4 million is restricted to the JEDD Fund (2905) and the Capital Projects Fund (4901).
- \$1.5 million is required to cover expenses until the 1<sup>st</sup> half Real Estate Taxes arrive at the end of March.
- Financial Statements for Concord Township will be available after March 1<sup>st</sup>. In the meantime, if you have any questions or concerns, please do not hesitate to contact my office.
- Wished everyone a Happy New Year

# RECORD OF PROCEEDINGS

## Minutes of Concord Township Board of Trustees Meeting

Held on January 02, 2019

### B. TRUSTEES:

Mrs. Luhta – Wished everyone a Happy New Year

Mr. Galloway – Wished everyone a Happy New Year

Mr. Malchesky – Wished everyone a Happy New Year

### DEPARTMENT REPORTS:

#### A. ADMINISTRATION DEPT. – Andy Rose, Administrator

- Clarification of the article regarding Concord Township that was published in the News Herald on Sunday, December 30, 2018.
  1. The article as written, states that the township owns a 7 acre, a 5.5 acre and a 26 acre parcel which in fact we do not. We own one 7 acre parcel and that's the only one we own over where the Town Center concept is on the land at Capital Parkway.
  2. In addition, the article referenced "mixed-use apartments". There are no mixed-use apartments. There are no apartments in the Town Center concept.

#### B. FIRE DEPT. - Chief Sabo

- 2624 Total Runs for 2018 compared to 2501 Total Runs for 2017
- **Recap of 2018** – 25 Fire calls within Concord and 46 fire calls for Mutual Aid Given; A total of 279 Calls for Mutual Aid Given, 163 Mutual Aid Calls Received; Overlapping Calls – 702 or 27%; 1700 EMS Incidents; 1302 EMS Transports;
- **Fire Prevention Bureau for December 2018** – 1 Plan Review, 11 Annual Inspections, 13 Fire Protection System Testing; 16 Fire Alarms; **Public Education** - 1 Knox Box Installation; 1 School Safety Education; 3 Public Events
- **Safety Tip:** Concord Fire is looking forward to the delivery of the new Sutphen Rescue Pumper. We expect delivery by the end of January. Stay tuned to social media for the special event hosted by the Fire Department to place it in service.

#### C. SERVICE DEPT. – Frank Kraska, Service Director

- In the month of December, the Service Department dispatched crews on five (5) occasions and dispensed less than 200 tons of salt as compared to December 2017 when we were dispatched on 30 occasions and used close to 1500 tons of salt.
- Crews also started pruning roadside trees, checking roads for potholes and patching where needed, cleaned roadside ditches at several locations and installed twelve (12) snow barricades for a total of 66 for the season.
- Into the New Year, our department will be working in conjunction with Lake County Engineers Department preparing for this seasons primary road improvement projects within the Far Hills and Creekview Park Subdivisions, Concord Pointe and Danvers Drive. The goal is to have these projects well underway and completed during late spring and early summer.
- Happy New Year and please consider how you as a resident can contribute to our long-term environmental infrastructure through what you do in your yard.

#### D. ZONING DEPARTMENT – Heather Freeman, Planning & Zoning Director

- During the month of December, the Zoning Department processed seven (7) zoning permit applications. Of those seven (7) permits, two (2) were for dwellings, two (2) additions, one (1) change in use, one (1) wall sign and one (1) shed. For the year 2018 a total of 352 zoning permit applications were processed.
- Next Tuesday the Zoning Commission will hold a public hearing at 7 pm for a proposed Zoning Map Amendment Application and Preliminary Plan Approval for a Residential Conservation Development on 24.6 acre piece of land off Winchell Road that abuts the Concord Ridge Development. Upon conclusion of their hearing, they will make a recommendation to this Board on the amendment.
- Finally, the Board of Zoning Appeals will also meet next Wednesday at 7:00 pm. There is one case scheduled for an Appeal of the Zoning Inspector's decision.

#### E. RECREATION DEPARTMENT – Debra Esker, Recreation Director

- Look for the 2019 Winter/Spring Grapevine being mailed this week.
- Concord Township's Annual LIGHT UP CONCORD Holiday Decorating Contest had Concord lit this year with decorations that were the envy of Lake County. Congratulations to our winners:

## RECORD OF PROCEEDINGS

### Minutes of Concord Township Board of Trustees Meeting

Held on January 02, 2019

- ❖ The Scheider family in the Clark Griswold/Anything Goes Category
- ❖ The Greaf family in the Traditional Category
- ❖ The Robinson family in the All White Light Category
- ❖ The Brandoni family in the Lights Set to Music Category
- ❖ People's Choice Winner, with the most votes was the Scheider family. Special thanks to Redhawk restaurant for donating the grand prize
- January classes this month at the Community Center:
  - ❖ Martial Arts for adults and kids
  - ❖ Yoga for Beginners
  - ❖ Mixed Level Yoga
  - ❖ POUND! Exercise Classes
  - ❖ Learn to Play Poker
  - ❖ Mixed Media Painting
  - ❖ Crafting a Stained Glass Treasure Box
  - ❖ Getting Started with Medicare
- Join the 55+ Group for an afternoon of BINGO on January 16<sup>th</sup>.
- In 2022, Concord Township will celebrate its 200<sup>th</sup> Anniversary. Planning is already underway for a festive year-long series of special events. The committee invites residents to enter the Bicentennial Logo Contest. To enter create an original design that features an iconic Concord Township Image and submit it by November 1, 2019.
- Thanked residents for an exceptional 2018 and wished everyone a prosperous 2019.

#### F. CONCORD LAW ENFORCEMENT – Deputy Chief Leonbruno

- **Activities Report for December** – 1,382 Total Calls for December; **Accidents** – 9 Injury, 17 Property Damage; **Arrests** – 2; **Alarms** – 69; **Business Checks** – 300; **Crime Prevention** – 215; **Citations** – 12; **Warnings** – 163; **Driving Under Suspension** – 3; **OVI** – 2; **New Investigations** – 2 Drugs Complaint – Auburn Rd.; 6 Thefts - Southmeadow Dr., Sylvan Ln., Kenneth Dr., Auburn Rd., Lione Dr. Crile Rd.

#### AUDIENCE:

None

#### OLD BUSINESS:

None

#### NEW BUSINESS:

##### A. DECEMBER FINANCIAL REPORTS – tabled


B. FIRE DEPT. P.O. IN THE AMOUNT OF \$3,600 TO ALADTEC FOR AN EMPLOYEE SCHEDULING SYSTEM CONTRACT. Mr. Galloway moved to approve the Fire Dept. P.O. in the amount of \$3,600 to Aladtec for an employee scheduling system contract. Mrs. Luhta seconded. Vote 3 ayes.


##### C. FUTURE MEETINGS & ANNOUNCEMENTS

TUES. 1/8	7:00 PM	ZONING COMMISSION / Town Hall
WED. 1/9	7:00 PM	BZA MEETING / Town Hall
FRI. 1/11	9:00 AM	JEDD MEETING / Town Hall
WED. 1/16	6:30 PM	TRUSTEE OFFICE HOURS / Conference Room
	7:30 PM	TRUSTEE MEETING / Town Hall

Upon proper motion, the meeting was adjourned at 7:56 pm.

Transcripts on file in Town Hall and online.

  
 \_\_\_\_\_  
 Paul R. Malchesky, Chairman

  
 \_\_\_\_\_  
 Amy L. Dawson, Fiscal Officer