

RECORD OF PROCEEDINGS

Minutes of Concord Township Board of Trustees Meeting

Held on March 6, 2019

The Concord Township Board of Trustees met for a Regular Meeting March 6, 2019, at 7:32 pm, in Town Hall, located at 7229 Ravenna Road. Chairman Paul R. Malchesky called the meeting to order and led in the Pledge of Allegiance. Trustees present were, Caroline N. Luhta, Christopher A. Galloway and Paul R. Malchesky.

APPROVAL OF MINUTES:

February 20, 2019 Regular Trustees Meeting – approved as written.

ELECTED OFFICIALS REPORT:

A. FISCAL OFFICER – Amy L. Dawson

TREASURER'S REPORT:

- As of February 28th, we were 16% of the way through the calendar year. The Treasury Balance for the 19 Funds within the Township Treasury was \$4.5 million after posting the advance of the first half of 2018 Real Estate Taxes. The remainder of the funds will be received in late March or early April. The Treasury Balance includes \$84,140 in funds set aside for specific projects. Year-to-date revenue is 13% of the annual budgeted resources and expenditures were 12% of the budgeted expenses for 2019, so we are well within budget. Call with any questions

CEMETERY:

- Due to a recent opinion by the State Attorney General, Amy read her resignation letter as Cemetery Sexton (see transcripts for details).
 - Mr. Galloway made a motion to approve the resignation letter of Amy Dawson as Cemetery Sexton. Mrs. Luhta seconded (with regret). Vote 3 ayes.

B. TRUSTEES:

Mrs. Luhta – No report.

Mr. Galloway – No report.

Mr. Malchesky – Attended the Lake County Health District Meeting (see transcripts for details).

DEPARTMENT REPORTS:

A. ADMINISTRATION DEPT. – Andy Rose, Administrator

- During the monthly staff meeting held on March 1, 2019, Mr. Galloway made a motion for Andy Rose, Administrator to be the designated representative for Public Records Training on behalf of the Trustees for the calendar year of 2019. Mrs. Luhta seconded. Vote 3 ayes.
- Cemetery clean up reminder:
 - A gravesite clean-up is scheduled to begin April 1, 2019. All decorations should be removed by March 31, 2019 or it will be removed by the cemetery staff.
 - Please allow two (2) weeks to be sure removal has been completed before placing new decorations on your gravesite.
 - If honoring a loved one (birthday, anniversary) during the clean-up date listed above, contact the cemetery office at 440-354-7518 seven (7) days prior to placing the item.
 - The Rules and Regulations can be found in the information box located at the entrance of the cemetery, online at <http://concordtwp.com/departments/cemetery> or at Town Hall. For any questions, please call the cemetery office at 440-354-7518.
- We would like to welcome the following new business to our community and wish them good fortune. Thank you for their investment in our community:
 - Pulp located at 7655 Crile Rd.

B. FIRE DEPT. - Chief Sabo

- Activities Report for February** – 213 Total Runs, with a year-to-date total of 466 runs; EMS - 116 events with 90 transports; Fire – 4 events (1 vehicle fire I-90, 3 building fires outside Concord); 21 Mutual Aid Given, 15 Mutual Aid Received, Overlapping Calls – 55 or 26%; **Fire Prevention Bureau** – 2 Plan Reviews, 40 Annual Inspections, 2 Follow Up, 11 Fire Protection System Testing, 5 Fire Alarm Tests, 2 Consults; **Public Education** - 1 Knox Box Installation, Fire Extinguisher Trainings - 2 class days with 73 students.
- April 13, 2019 Push-In Ceremony & Open Houses.

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C. SERVICE DEPT. – Frank Kraska, Service Director

- In the month of February, crews were dispatched on eleven (11) occasions to plow and treat roads, dispensing a little over 500 tons of rock salt. We have had three dispatches, dispensing another 175 tons of salt this week.
- We began refurbishing service department equipment since the cost of inflation continues to rise, making it more difficult to secure funding for replacement equipment. The employees take great pride in the care and restoration of equipment they use daily (Frank presented a slide show of the restoration work being done).
- Any questions or concerns call the Service Department at 440-354-3225.
- As Spring approaches consider how you might contribute to sustaining Concord's beauty when you develop and landscape your properties.

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

- During the month of February, the Zoning Department processed nine (9) zoning permit applications and collected \$800 in fees. Of those permits four (4) were for fences, one (1) accessory building, one (1) addition, one (1) change in use, one (1) pool and one (1) wall sign.
- Last night the Zoning Commission held a work session to discuss potential zoning amendments.
- Next week the Board of Zoning Appeals will meet on Wednesday evening at 7 pm. There are three (3) variances and one (1) conditional use permit request on the agenda. The detailed agenda may be found on the township's website under "public meetings".

E. RECREATION DEPARTMENT – Debra Esker, Recreation Director

- Thank you to Andy Rose, Administrator for reading my report as I attended the annual Ohio Parks & Recreation Conference in Sandusky.
- March classes this month at the Community Center:
 - ❖ Martial Arts for adults and kids
 - ❖ Pound! Exercise Classes
 - ❖ Yoga for Beginners
 - ❖ Mixed Level Yoga
 - ❖ Bath & Body Products – Make-N-Take Classes
 - ❖ American Mah Jongg
 - ❖ Poker
 - ❖ Mixed Media Art
 - ❖ Beginning Stained Glass (butterfly ornament)
 - ❖ Getting Started with Medicare
- In collaboration with Morley and Mentor Libraries, the Recreation Dept. presents the following informative programs:
 - ❖ March 12th – Learn how to research the history of your home
 - ❖ March 19th – Authors Theresa Argie & Cathi Weber will talk about their book, The Haunted Housewives
 - ❖ March 26th – Learn how to make beautiful Origami flowers
- Over 70 guests attended the 55+ Group to learn about the life and times of Eleanor Roosevelt from Susan Cannavino. The next 55+ gathering, local historian Dennis Sutcliffe presents "Growing up Cleveland" on March 20th. Next month, we'll take a look at the historic breweries of Cleveland and later in April, we will host the Spring Fling Bingo. Our senior socials are free.
- The Community Center Spring Garage Sale is March 15th from 4-7 pm and March 16th from 8 am to noon.
- Annual Easter Egg Hunt is on April 13th at the Town Hall Campus ball field at 11:00 am followed by the Push-In-Ceremony at Fire Station 1 of the new Rescue Pumper 1375.
- The Township Community Garden will re-open in April. Eagle Scout James Keherly, coordinated the installation of a fence around the entire garden for his Eagle Scout Project. The Recreation Department and community gardeners are grateful to James, his family, fellow scouts and our Service Department (for their guidance and assistance) for all their work and dedication on this project.
- Planning for the Bicentennial in 2022 - this week has been designated *History Collections Week*, and the Recreation Department is seeking pictures, documents and artifacts depicting life in Concord throughout the years. Also, applications and guidelines for the Concord Township Bicentennial Logo Contest are available at Town Hall, Concord Community Center or on our website. Deadline is November 1, 2019.
- Stay informed in the community through the Grapevine, e-Grapevine, online, Social Media platforms or our cable station. We are always seeking suggestions and ideas so let us know what you think by emailing, calling or comment on Facebook with our "Hey Concord – Recreation Wants to Know!" post.

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F. CONCORD LAW ENFORCEMENT – Deputy Chief Leonbruno

- **Activities Report for February** – 1,194 Total Calls for February; **Accidents** – 3 Injury, 17 Property Damage; **Arrests** – 2; **Alarms** – 54; **Business Checks** – 159; **Crime Prevention** – 138; **Citations** – 46; **Warnings** – 111; **Driving Under Suspension** – 5; **OVI** – 2; **New Investigations** – 1 overdose, 1 burglary, 0 assaults, 5 disturbance calls, 4 DOA, 6 domestic calls, 1 drug investigations, 5 mental health, 3 suicide threats, 24 suspicious circumstances (people and vehicles), 7 theft investigations, 27 traffic complaint / reckless drivers, 0 stolen vehicles, 12 welfare checks

AUDIENCE:

Robert Aspinwall of 7559 Sarah Lee Drive asked for an update on the Zip Code. Mr. Rose answered his question (see transcripts for details).

RECOGNITION LETTER FOR EAGLE SCOUT JAMES KEHERLY. Mr. Galloway read the letter of recognition for Eagle Scout James Keherly.

OLD BUSINESS:

None

NEW BUSINESS:

- A. FEBRUARY FINANCIAL REPORTS – Mr. Galloway moved to approve the February financial report. Mrs. Luhta seconded. Vote 3 ayes.
- B. APPOINT KAREN WARNER AS CEMETERY SEXTON EFFECTIVE 3-1-2019 AT A MONTHLY STIPEND OF \$600.00. Mrs. Luhta moved to appoint Karen Warner as Cemetery Sexton, effective 3-1-2019, at a monthly stipend of \$600.00. Mr. Galloway seconded. Vote 3 ayes.
- C. APPOINT DEBORAH POWALL AS CEMETERY ASSISTANT EFFECTIVE 3-1-2019 AT A MONTHLY STIPEND OF \$100.00. Mrs. Luhta moved to appoint Deborah Powall as Cemetery Assistant, effective 3-1-2019, at a monthly stipend of \$100.00. Mr. Galloway seconded. Vote 3 ayes.
- D. APPOINT CYNTHIA SADLER AS CEMETERY ASSISTANT EFFECTIVE 3-1-2019 AT A MONTHLY STIPEND OF \$100.00. Mrs. Luhta moved to appoint Cynthia Sadler as Cemetery Assistant, effective 3-1-2019, at a monthly stipend of \$100.00. Mr. Galloway seconded. Vote 3 ayes
- E. FIRE DEPT. INCREASE THE HOURLY PAY OF PART-TIME PROBATIONARY FIREFIGHTER / EMT BASIC TO \$16.24 PER HOUR EFFECTIVE MARCH 3, 2019 AT 6:00 AM. Mr. Galloway moved to approve the increase of hourly pay of Part-time Probationary Firefighter / EMT Basic to \$16.24 per hour effective March 3, 2019 at 6:00 am. Mrs. Luhta seconded. Vote 3 ayes.
- F. FIRE DEPT. INCREASE THE HOURLY PAY OF PART-TIME PROBATIONARY FIREFIGHTER / MEDIC TO \$17.58 PER HOUR EFFECTIVE MARCH 3, 2019 AT 6:00 AM. Mr. Galloway moved to approve the increase of hourly pay of Part-time Probationary Firefighter / Medic to \$17.58 per hour effective March 3, 2019 at 6:00 am. Mrs. Luhta seconded. Vote 3 ayes.
- G. FIRE DEPT. INCREASE THE HOURLY PAY OF PART-TIME FIREFIGHTER / EMT BASIC TO \$18.04 PER HOUR EFFECTIVE MARCH 3, 2019 AT 6:00 AM. Mr. Galloway moved to approve the increase of hourly pay of Part-time Firefighter / EMT Basic to \$18.04 per hour effective March 3, 2019 at 6:00 am. Mrs. Luhta seconded. Vote 3 ayes.
- H. FIRE DEPT. INCREASE THE HOURLY PAY OF PART-TIME REGULAR FIREFIGHTER / MEDIC TO \$19.53 PER HOUR EFFECTIVE MARCH 3, 2019 AT 6:00 AM. Mr. Galloway moved to approve the increase of hourly pay of Part-time Regular Firefighter / Medic to \$19.53 per hour effective March 3, 2019 at 6:00 am. Mrs. Luhta seconded. Vote 3 ayes.
- I. FIRE DEPT. MOTION TO ESTABLISH THE POSITION OF PART-TIME CONCORD TOWNSHIP FIREFIGHTER I TO \$20.51 PER HOUR EFFECTIVE MARCH 3, 2019 AT 6:00 AM. Mr. Galloway moved to establish the position of Part-time Concord Township Firefighter I to \$20.51 per hour effective March 3, 2019 at 6:00 am. Mrs. Luhta seconded. Vote 3 ayes.
- J. FIRE DEPT. CONDITIONAL OFFER OF EMPLOYMENT TO DOUGLAS ROUGHT FOR THE POSITION OF FULL-TIME FIRE INSPECTOR AT A STARTING RATE OF \$22.12 PER HOUR PENDING SUCCESSFUL COMPLETION OF BACKGROUND CHECK AND PHYSICAL. Mrs. Luhta moved to approve the conditional offer of employment to Douglas Rought for the position of Full-time Fire Inspector at a starting rate of \$22.12 per hour pending successful completion of background check and physical. Mr. Galloway seconded. Vote 3 ayes.

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- K. FIRE DEPT. CONDITIONAL OFFER OF EMPLOYMENT TO BRIEN SPANGENBERG FOR THE POSITION OF PART-TIME FIRE INSPECTOR AT A STARTING RATE OF \$19.46 PER HOUR PENDING SUCCESSFUL COMPLETION OF BACKGROUND CHECK AND PHYSICAL. Mrs. Luhta moved to approve the conditional offer of employment to Brien Spangenberg for the position of Part-time Fire Inspector at a starting rate of \$19.46 per hour pending successful completion of background check and physical. Mr. Galloway seconded. Vote 3 ayes.
- L. FIRE DEPT. PO FOR \$4,540 TO ESI EQUIPMENT FOR A WINCH. Mr. Galloway moved to approve the Fire Dept. PO for \$4,540 to ESI Equipment for a winch. Mrs. Luhta seconded. Vote 3 ayes.
- M. FIRE DEPT. PO FOR \$7,535 TO LEXIPOL LLC FOR RISK MANAGEMENT. Mr. Galloway moved to approve the Fire Dept. PO for \$7,535 to Lexipol LLC for Risk Management. Mrs. Luhta seconded. Vote 3 ayes.
- N. SERVICE DEPT. PO \$4,500 TO WALKER SUPPLY INC. FOR BALL FIELD DIAMOND MIX. Mr. Galloway moved to approve the Service Dept. PO for \$4,500 to Walker Supply Inc. for Ball Field Diamond Mix. Mrs. Luhta seconded. Vote 3 ayes.
- O. SERVICE DEPT. PERMISSION TO ADVERTISE FOR THE 2019 STONE, CEMENT, CONCRETE AND LIMESTONE BIDS. Mr. Galloway moved to advertise for the 2019 Stone, Cement, Concrete and Limestone bids. Mrs. Luhta seconded. Vote 3 ayes.
- P. AMEND THE CONCORD TOWNSHIP BOARD OF TRUSTEES MEETING SCHEDULE FOR 2019. Mr. Galloway moved to amend the Concord Township Board of Trustees meeting schedule for 2019 by cancelling the Trustees April 17, 2019 Office Hours and Regular Meeting. Mrs. Luhta seconded. Vote 3 ayes.
- Q. FUTURE MEETINGS & ANNOUNCEMENTS
- WED. 3/13 7:00 PM BZA MEETING / Town Hall
- FRI. 3/15 12:00 PM LANDSCAPE BID DUE
- WED. 3/20 6:30 PM TRUSTEE OFFICE HOURS / Conference Room
7:30 PM TRUSTEE MEETING / Town Hall

Upon proper motion, the meeting was adjourned.

Transcripts on file in Town Hall and online.

Trustees approved and signed the following checks:

CONCORD TOWNSHIP, LAKE COUNTY	02/14/19 10:07:48 AM
Payment Listing	UANv2019.1
02/21/2019 to 03/06/2019	

Advice #	Post Date	Date	Type	Vendor / Payee	Amount
12-2019	02/06/2019	02/06/2019	CH	OHIO CHILD SUPPORT PAYMENT CENTER	\$1,823.05
13-2019	02/06/2019	02/06/2019	CH	CONCORD PAYROLL	\$134,323.91
41962	02/06/2019	02/06/2019	AW	OHIO PUBLIC EMPLOYEES DEFERRED CO	\$2,790.00
41963	02/06/2019	02/06/2019	AW	SECURITY BENEFITS	\$2,428.77
41964	02/06/2019	02/06/2019	AW	POLICE & FIREMEN'S INSURANCE ASSOC	\$552.39
41965	02/06/2019	02/06/2019	AW	LAKE CO DEPT UTILITIES--SOLID WASTE	\$2,589.50
41966	02/06/2019	02/06/2019	AW	MILL SUPPLY INC	\$416.26
41967	02/06/2019	02/06/2019	AW	A&B TIRE SERVICE	\$2,790.00
41968	02/06/2019	02/06/2019	AW	LAKE COUNTY TELECOMMUNICATIONS D	\$1,786.73
41969	02/06/2019	02/06/2019	AW	ARIS COMPANY	\$179.20
41970	02/06/2019	02/06/2019	AW	ADP INC	\$460.32
41971	02/06/2019	02/06/2019	AW	BAILEY PEST CONTROL CO	\$330.00
41972	02/06/2019	02/06/2019	AW	AMERICAN PLANNING ASSOCIATION	\$431.00
41973	02/06/2019	02/06/2019	AW	BUSINESS MANAGEMENT DAILY (ALEX HA	\$159.00
41974	02/06/2019	02/06/2019	AW	AQUA OHIO INC	\$77.85
41975	02/06/2019	02/06/2019	AW	AT&T	\$70.20

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41976	02/06/2019	02/06/2019	AW	AT&T U-VERSE	\$72.80
41977	02/06/2019	02/06/2019	AW	AT&T	\$359.28
41978	02/06/2019	02/06/2019	AW	BEST TRUCK EQUIPMENT INC	\$299.47
41979	02/06/2019	02/06/2019	AW	COSTAR REALTY INFORMATION INC	\$324.04
41980	02/06/2019	02/06/2019	AW	CRILE ROAD HARDWARE	\$196.40
41981	02/06/2019	02/06/2019	AW	CHAGRIN VALLEY AUTO PARTS (NAPA PV	\$1,157.52
41982	02/06/2019	02/06/2019	AW	MYTCO APPS	\$105.93
41983	02/06/2019	02/06/2019	AW	CITY OF PAINESVILLE, UTILITIES OFFICE	\$420.33
41984	02/06/2019	02/06/2019	AW	DOMINION ENERGY OHIO	\$349.50
41985	02/06/2019	02/06/2019	AW	RW DESIGNS	\$482.50
41986	02/06/2019	02/06/2019	AW	EASTERN LAKE COUNTY CHAMBER OF C	\$135.00
41987	02/06/2019	02/06/2019	AW	21ST CENTURY MEDIA-OHIO	\$974.96
41988	02/06/2019	02/06/2019	AW	FIFTH THIRD BANK	\$1,313.47
41989	02/06/2019	02/06/2019	AW	LAKE COUNTY FIRE CHIEFS (LCFCA)	\$1,678.88
41990	02/06/2019	02/06/2019	AW	THE ILLUMINATING COMPANY	\$1,096.48
41991	02/06/2019	02/06/2019	AW	iWorQ	\$2,375.00
41992	02/06/2019	02/06/2019	AW	JOUGHIN & COMPANY HARDWARE	\$30.77
41993	02/06/2019	02/06/2019	AW	LAKE COUNTY SHERIFF'S OFFICE	\$46.00
41994	02/06/2019	02/06/2019	AW	LBL PRINTING	\$58.45
41995	02/06/2019	02/06/2019	AW	L.C.D.U.	\$94.46
41996	02/06/2019	02/06/2019	AW	LINCOLN NATIONAL LIFE INSURANCE CO	\$1,611.91
41997	02/06/2019	02/06/2019	AW	LOWE'S	\$9.46
41998	02/06/2019	02/06/2019	AW	LOWE'S	\$341.62
41999	02/06/2019	02/06/2019	AW	MORTON SALT	\$30,981.11
42000	02/06/2019	02/06/2019	AW	MAJOR WASTE DISPOSAL SERVICES INC	\$315.00
42001	02/06/2019	02/06/2019	AW	NORTHERN OH SERVICE DIRECTORS ASS	\$50.00
42002	02/06/2019	02/06/2019	AW	INTERNATIONAL ASSOC OF FIRE CHIEFS	\$215.00
42003	02/06/2019	02/06/2019	AW	NEOFPA	\$300.00
42004	02/06/2019	02/06/2019	AW	SIEVERS SECURITY INC	\$261.00
42005	02/06/2019	02/06/2019	AW	STAPLES ADVANTAGE	\$10.29
42006	02/06/2019	02/06/2019	AW	TIME WARNER CABLE - NORTHEAST	\$454.50
42007	02/06/2019	02/06/2019	AW	VALLEY FREIGHTLINER TRUCKS	\$22.51
42008	02/06/2019	02/06/2019	AW	VERIZON WIRELESS	\$938.45
42009	02/06/2019	02/06/2019	AW	WARREN FIRE EQUIPMENT INC	\$166.11
42010	02/06/2019	02/06/2019	AW	WILES & RICHARDS	\$4,180.25
42011	02/06/2019	02/06/2019	AW	JAT ENTERPRISES INC dba JEN'S CLEANI	\$892.00
42012	02/06/2019	02/06/2019	AW	JUDCO, INC.	\$374.25
42013	02/06/2019	02/06/2019	AW	KIMBALL MIDWEST	\$491.43
42014	02/06/2019	02/06/2019	AW	SAM'S CLUB/GEMB	\$98.03
42015	02/06/2019	02/06/2019	AW	TREASURER OF STATE C/O DEPT OF TRA	\$2,700.00
42016	02/06/2019	02/06/2019	AW	COLLEEN KOICHEVAR	\$200.00
42017	02/06/2019	02/06/2019	AW	SANDRA F PATTERSON	\$237.50
42018	02/06/2019	02/06/2019	AW	CIRO GRANDINI	\$70.00
42019	02/06/2019	02/06/2019	AW	KATRINA MICHALSKI	\$360.00
42020	02/06/2019	02/06/2019	AW	VICKI VESEL	\$75.00
42021	02/06/2019	02/06/2019	AW	LORINDA VUKOVICH	\$375.00
42022	02/06/2019	02/06/2019	AW	COLLEEN STONE	\$1,098.00
42023	02/06/2019	02/06/2019	AW	BRIAN BLY	\$160.00
42024	02/06/2019	02/06/2019	AW	CATHERINE TARBET	\$200.00
42025	02/06/2019	02/06/2019	AW	CYNTHIA HAAVISTO	\$200.00
42026	02/06/2019	02/06/2019	AW	LORRAINE M FENDE, LAKE COUNTY TREA	\$34,166.38
42026	02/06/2019	02/06/2019	AW	LORRAINE M FENDE, LAKE COUNTY TREA	-\$34,166.38

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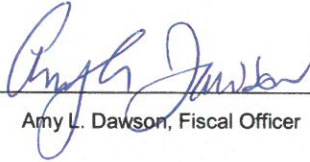
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42027	02/06/2019	02/06/2019	AW	LAURA GRON	\$200.00
42028	02/06/2019	02/06/2019	AW	LORRAINE M FENDE, LAKE COUNTY TREA	\$28,801.31
42028	02/08/2019	02/08/2019	AW	LORRAINE M FENDE, LAKE COUNTY TREA	-\$28,801.31 *
Total Payments:					\$239,169.15
Total Conversion Vouchers:					\$0.00
Total Less Conversion Vouchers:					\$239,169.15



Paul R. Malchesky, Chairman



Amy L. Dawson, Fiscal Officer