

RECORD OF PROCEEDINGS

Minutes of Concord Township Board of Trustees Meeting

Held on October 2, 2019

The Concord Township Board of Trustees met for a Regular Meeting October 2, 2019, at 7:30 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, Carl H. Dondorfer and Paul R. Malchesky.

PRESENTATION BY LAKETRA

Ben Capelle from LakeTran presented Facts on Issue 2 (see transcripts for more details).

APPROVAL OF MINUTES:

September 18, 2019 Regular Trustees Meeting – Approved as written.

ELECTED OFFICIALS REPORT:

A. FISCAL OFFICER – Amy L. Dawson

Treasurer's Report:

- As of September 30, we were 75% of the way through the calendar year. The Treasury Balance for the 19 active funds within the Township Treasury was \$6.5 million. The Treasury Balance includes \$619,348 in funds set aside for specific projects.
- Year-to-date expenditures were 60% of the amount appropriated for 2019. The revenue received year to date is 98% of the amount budgeted for. This includes the 2nd half of our 2018 Real Estate Taxes. We are well within budget. We will not be receiving Real Estate Tax revenue again until the end of the 1st Quarter 2020.
- I would like to update you on the State Infrastructure Bank Line of Credit or SIB Loan that was used to partially fund the Capital Parkway project. It was used to pay for our local share of the State managed road project. We originally applied for and were approved for \$10 million. In the fall of 2014, it was decided we didn't need that much money and signed papers for a \$7.3 million loan. In 2015, it was reduced to a \$5.3 million loan for a 20-year term at 3% ending in September 2034. These drops in the credit amount occurred because we were saving and applying cash on the project at the same time. The first draw on the line of credit was March 2016. As of September 2019, the balance on the line of credit is zero. The balance is paid in full. We paid \$2.7 million off in 3.5 years. Interest over the life of the loan was originally estimated \$1,625,237.08. **We paid a total of \$50,212.73 in interest, saving the township \$1,575,024.35.** I believe that is an example of being fiscally responsible. Since the majority of our income is disbursed from the county twice a year, financing large projects has become a valuable tool.
- As always, I am available to answer any questions, so please do not hesitate to email me at adawson@concordtwp.com or call our office at 354-7516.

B. TRUSTEES:

Mrs. Luhta – No Report

Mr. Dondorfer – No Report

Mr. Malchesky – No Report

DEPARTMENT REPORTS:

A. ADMINISTRATION DEPT. – Andy Rose, Administrator

CONCORD CEMETERY REPORT

Cemetery Clean-up:

- Please understand that if you are placing sentimental items on the graves, they may get lost, stolen or damaged; if it's something that's near and dear to your heart, we do not recommend that it be placed in the cemetery.

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- A gravesite clean-up is scheduled for November 1st and will be posted on the exit signs two (2) weeks prior to clean up. Please allow two (2) weeks to be sure removal has been completed before placing new decorations on your gravesite, this will protect your new decorations from being accidentally removed; items in an urn or on a monument will not be removed unless items pertain to a past holiday or they are unkempt; please contact the cemetery office if honoring a loved one seven (7) days prior the removal times listed above.

Fall / Winter Decorations:

- Artificial Decorations:
 - One (1) artificial decoration per occupied gravesite – November 15th-March 31st.
- Wooden Crosses - Wooden crosses are temporarily permitted to mark the location of gravesites under the following circumstances only:
 - If a permanent monument has not yet been placed
 - Mark any monument under 18" tall from Nov. 15th-March 31st
 - The cross shall not exceed 24" above the ground and 12" in width

ADMINISTRATOR'S REPORT:

- I would like to start with good news. We recently received notification from the Ohio Dept. of Public Safety with the confirmed results of our Motor Vehicle License Tax and Permissive Vehicle License Tax that is tied to vehicle registrations. Our summer intern conducted a thorough review in June and July of all vehicles registered in ZIP Codes 44060 and 44077 during 2018. Once the reconciliation was completed, results were sent to both Mentor and Painesville for confirmation. They both confirmed our findings and the results were then forwarded to the state. As a result of this reconciliation, we are receiving an additional \$9,921.16 in the next disbursement.
- We would like to congratulate Thai-999 on their new space. They have relocated to a new location within Concord Plaza. We appreciate their continued investment in our community and we wish them great success in their new location.

B. FIRE DEPT. – Chief Sabo

Activities Report for September – 215 Total Runs; EMS 124 events with 101 transports; Fire – 7 Events (1 - cooking fire, 1 – vehicle fire, 1 – gas grill fire in Concord, 1 - car vehicle fire, 1 – oven fire, 1 – explosion, 1 – structure fire outside Concord), Mutual Aid Given – 21; Mutual Aid Received – 13; **Fire Prevention Bureau:** Plan Reviews – 4; Annual Inspections – 6; Follow Up - 4; Fire Protection System Testing – 3; Fire Sprinkler Testing – 3; Alarm Tests – 3; Safety Training Care Facility – 1; Knox Box: Installation – 1; Safety Standby Event – 1; Public Safety Education Event: - 1.

Safety Tip: National Fire Prevention Week October 6th - 12th. Not every Hero wears a cape. Plan and Practice your escape.

- In a fire, mere seconds can mean the difference between a safe escape and a tragedy. Escape planning and practice can help you make the most of the time you have, giving everyone enough time to get out.
- During the month of October Concord's Fire Educator, along with the firefighters and vehicles, will be visiting our schoolchildren – talk to your children, create a plan and practice your escape. We have tools and information to assist you on the fire education page of the Township website.

C. SERVICE DEPT. – Frank Kraska, Service Director

- In September, the Service Department in the month of September was active both on Township roads and at the cemetery.
- We are currently working in the Quail Hollow subdivision, specifically on Mountain Quail Drive, replacing significant sections of roadway. Thus far, we have completed 407 square yards and expect to continue these improvements throughout October and perhaps into November.
- We also resurfaced part of the intersection at Radcliffe Road, constructed the concrete base for dugouts and installed benches on baseball diamond # 2, continued our township wide right of way grass cutting program, reestablished a drainage easement behind three yards on Concord Point and Dawn Place, installed driveway culverts on Lione Drive, Ridgeview Trail and Spear Road, rebuilt catch basins on Brookfield Drive, Tanbark Trail and Cypress Circle, and completed roadside

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ditching on Bridlewood Drive, Martinique Drive and Pinehill Road.

- As part of a Lake County Storm Water maintenance program, Gradeworks was contracted to remove the overgrowth of a detention area located at the corner of Thatchum Lane at Hoose Road. Along with clearing the retention area, they restored the drainage channel and will be treating the Phragmite grass growth, which overpopulated the area.
- On Saturday October 12th from 8 am until 2 pm. residents will have the opportunity to drop off brush and yard waste at our Service Department here on Ravenna Road behind Town Hall. Service Department personnel will be on hand to assist residents and help off load brush and yard waste as you arrive at the collection center. Brush dropped off will be chipped and made available to the residents on a first come first serve basis. Yard waste is collected and taken to a local recycle center and composted. Only limbs, twigs, and branches no greater than six inches in diameter will be accepted. Yard waste will only be accepted in biodegradable bags or small containers that can be dumped. No tree stumps, pallets, contaminated materials or processed wood such as lumber or railroad ties are accepted. A reminder to residents that we are continuing our yard waste drop-off on weekdays at the Service Department garage Monday through Friday 7:00 a.m. until 3:30 p.m.
- The annual curbside leaf pickup will be held the week of November 25th. The collection will begin at 6:00 am on the morning of Monday the 25th. There will be no return trips to pick up bags that were not at the curbside when the collection began. Township wide collection typically takes 3 – 4 days to complete. Residents are required to supply their own bio-degradable leaf bags. Bags can only be filled with leaves. Leaf bags should be placed at the curb where the vendor will pick them up. No leaf piles or plastic bags will be accepted. The vendor also asks that residents don't overweight bags with wet leaves making it almost impossible to pick up safely.
- Finally, with winter at our doorstep mailbox snow barricades are available to Concord residents. We currently have scheduled 16 new installations and have, since the inception of the program, installed 681 for our residents.
- If you have any questions regarding services provided by the Concord Service Department or if you have made observations that you want to report to the Concord Service Department, you can find our contact numbers and other related information under the Service Department tab on the Concord website at www.concordtwp.com or call our office directly at 440-350-3225.

D. ZONING DEPT. – Heather Freeman, Zoning Director

- During the month of September, the Zoning Department processed 38 zoning permit applications and collected \$4,481.50 in fees. Of those permits, 11 were for fences, 9 accessory buildings, 4 decks, 3 pools, 2 additions, 2 agricultural buildings, 2 single family dwellings, 2 signs, 1 gazebo, 1 change of use and 1 new commercial building.
- During the month of September, our office also received and began investigations on 11 new complaints about potential zoning violations. In addition, we performed 90 site inspections for open zoning permits.
- Last night the Zoning Commission met for their regularly scheduled meeting. The public hearing on the zoning map amendment that was scheduled to take place has been continued until the December 3rd meeting at the request of the applicant. The November 5th Zoning Commission meeting has been cancelled.
- Next week the Board of Zoning Appeals will meet on Wednesday evening at 7 pm at Town Hall. There is one old case and two new case to be reviewed. The detailed agenda may be found on the Township website.

E. RECREATION. DEPT. – Debra Bechel-Esker, Recreation Director

- Our October **leisure classes** include:
 - Martial Arts for Adults and Kids
 - Pound! (the exercise class using weighted drumstix)
 - Tai Chi
 - Yoga Pilates Fusion
 - Mixed Level Yoga
 - Move & Groove for ages 2-3
 - Princess Ballet for ages 3-5
 - Hip Hop & Tumble for ages 4-6
 - Microsoft Windows for Adults
 - Photography from A to Z

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- Mah Jongg
- Mixed Media Art
- Stained Glass keepsake box
- Personal Budgeting
- Getting Started with Medicare
- Library Tuesdays at the Community Center continue in October with:
 - Oct 1 – Reader's Café – learn about exciting new books and talk about your favorites
 - Oct 8 – Learn to use an InstaPot – dust it off and start cooking
 - Oct 15 – Crafting with Cailey – take old books and turn them into something crafty! Learn how to fold book pages to make art
 - Oct 22 – A River Reborn with Tami Brown, the General Manager of the Cleveland Aquarium; learn the ups and downs of the rejuvenation of the Cuyahoga River throughout the last 50 years
- Earlier this afternoon, our **55+ Group** got their goosebumps on while listening to the Eerie and Odd Legends of Lake County presented by the Lake County Historical Society. Our next senior social is actually an event everyone is invited to and encouraged to attend. On Wednesday, October 16th, Concord Township presents our annual **Candidates & Issues Forum**. This year, the Forum will be held at the Auburn Career Center Auditorium, and begins promptly at 3:30 pm. The Lake County League of Women Voters will moderate the Forum, and it's a perfect opportunity for voters to meet the candidates and listen to their views. No pre-registration is necessary, just come and get informed.
- It's October, and Concord Township's annual **Halloween Haunt** is set for Thursday, October 24th at Gristmill Village. The Haunt begins promptly at 6:30 pm outside First Federal Lakewood Bank, where kids receive a goody bag and first treats of the evening. Then, families trick-or-treat their way through the shops at Gristmill Village, including businesses surrounding the parking lot, so parents must accompany children. We once again invited the newer stores and businesses along Crile Road to provide coupons or treats for the goody bags, or set up a table near First Federal Bank to pass out treats during the event. Thanks to First Federal Lakewood Bank and the businesses at Gristmill Village for hosting this family friendly event. Special thanks to the Concord Township Fire Department for always bringing a firetruck and squad for families to explore. The Haunt will proceed regardless of the weather, so please dress everybody appropriately.
- Then, on October 30th, Docent Dan Maxson, presents **Ghost Stories of Lake County** at the Old Stone School at 7 pm. Hear all about Mrs. Morley, dressed in a long white gown, floating down the staircase at Lake Erie College's Morley Music Hall, plus other paranormal sightings around our county. This program is free and all are welcome to attend!
- Community trick-or-treating is set for Halloween night, Thursday, October 31st, from 6-8 pm throughout Concord Township.
- Information about all Recreation Department events and classes can be found in the Fall edition of the Township newsletter, *The Concord Grapevine*, and on the Township's website or contact the Recreation Department at 440-639-4650

F. CONCORD LAW – Sheriff Leonbruno

- **Activities Report for September** – 1,215 Total Calls for September; **Accidents** – 2 Injury, 12 Property Damage; **Arrests** – 6; **Alarms** – 62 ; **Business Checks** – 153; **Crime Prevention** – 152; **Citations** – 23; **Warnings** – 114; **Driving Under Suspension** – 5; **OVI** – 1; **New Investigations** – 1 Heroin Overdose, 3 B & E to Vehicles, 21 Civil Matters, 13 Disturbances, 1 DOA, 9 Domestic Violence, 1 Fight in Progress, 4 Harassments, 10 Juvenile Complaints, 2 Litter Complaints, 11 Lock Outs, 3 Neighbor Disputes, 15 Noise Complaints, 8 Parking Violations, 4 Lost/Found Property, 17 Scam/Fraud Reports, 7 Mental Health/Pink Slip, 60 Suspicious Circumstances, 8 Thefts, 4 Trespass Complaints, 1 Vandalism, 24 Welfare Checks, 1 Unauthorized use of Computer.

AUDIENCE:

None

OLD BUSINESS:

None

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NEW BUSINESS:

- A. SEPTEMBER FINANCIAL REPORTS. Mr. Dondorfer moved to approve the September Financial Reports. Mrs. Luhta seconded. Vote 3 ayes.
- B. FIRE DEPT. CONDITIONAL OFFER OF EMPLOYMENT TO DANIEL WHEELER, PART-TIME FIREFIGHTER / EMT BASIC, PENDING BACKGROUND CHECK AND PHYSICAL. Mr. Dondorfer moved to approve the conditional offer of employment to Daniel Wheeler, Part-time Firefighter / EMT Basic, pending background check and physical. Mrs. Luhta seconded. Vote 3 ayes.
- C. FIRE DEPT. APPROVE PASTOR BYRON BUKOVESKY AS A VOLUNTARY CHAPLAIN FOR CONCORD FIRE DEPARTMENT PENDING BACKGROUND CHECK. Mrs. Luhta moved to approve Pastor Byron Bukovsky as a Voluntary Chaplain for Concord Fire Department pending background check. Mr. Dondorfer seconded. Vote 3 ayes.
- D. SERVICE DEPT. REQUEST FOR CHAD GILLENWATER'S STEP 4 INCREASE TO \$19.57/HR. EFFECTIVE 9/17/2019. Mr. Dondorfer moved to approve Chad Gillenwater's Step 4 increase to \$19.57/HR effective 9/17/2019. Mrs. Luhta seconded. Vote 3 ayes.
- E. STAFF MEETING - SEPTEMBER 27, 2019. Mr. Malchesky read the following: (1.) SERVICE DEPT. Mr. Dondorfer moved to approve advertising for a Part-time employee. Mrs. Luhta seconded. Vote 2 ayes. (2.) EXECUTIVE SESSION - At the end of the staff meeting, at 10:16 am, Mrs. Luhta made a motion to enter into Executive Session for the purpose of discussing Personnel Matters regarding personnel compensation. Mr. Dondorfer seconded. Vote 2 ayes. Mrs. Luhta made a motion to exit Executive Session at 10:23 am. Mr. Dondorfer seconded. Vote 2 ayes. Mr. Malchesky was absent from the staff meeting.
- F. FUTURE MEETINGS & ANNOUNCEMENTS:

WED.10/9	7:00 PM	BZA MEETING / Town Hall
SAT. 10/12	8:00 AM-2:00 PM	BRUSH DAY / Town Hall Campus
MON.10/14	CLOSED	IN OBSERVANCE OF COLUMBUS DAY
WED.10/16	3:30 PM	CANDIDATES FORUM / Auburn Career Center
	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

10/10/19 10:33:30 AM

Payment Listing

UANv2019.2

09/17/2019 to 10/02/2019

Advice #	Post Date	Date	Type	Vendor / Payee	Amount
90-2019	09/26/2019	09/26/2019	CH	OH POLICE & FIRE PENSION FUND (OP&F)	\$67,240.47
91-2019	09/26/2019	09/26/2019	CH	OH PUBLIC EMPLOYEES RETIREMENT SY	\$45,498.31
91-2019	09/26/2019	10/07/2019	POS ADJ	OH PUBLIC EMPLOYEES RETIREMENT SY	\$182.00
96-2019	10/02/2019	10/02/2019	CH	OHIO CHILD SUPPORT PAYMENT CENTER	\$1,830.55
97-2019	10/02/2019	10/02/2019	CH	CONCORD PAYROLL	\$129,672.41
98-2019	10/02/2019	10/04/2019	CH	FIFTH THIRD BANK	\$25.94
43342	10/02/2019	10/02/2019	AW	POLICE & FIREMEN'S INSURANCE ASSOC	\$586.15
43343	10/02/2019	10/02/2019	AW	SECURITY BENEFITS	\$1,969.36
43344	10/02/2019	10/02/2019	AW	OHIO PUBLIC EMPLOYEES DEFERRED CO	\$3,140.00
43345	10/02/2019	10/02/2019	AW	LASKO & OHIO IRRIGATION-LANDSCAPIN	\$130.00
43346	10/02/2019	10/02/2019	AW	NORTHCOAST INC. RECYCLING SPECIALI	\$818.96
43347	10/02/2019	10/02/2019	AW	HULL & ASSOCIATES INC	\$1,877.50
43348	10/02/2019	10/02/2019	AW	DOMINION ENERGY OHIO	\$119.42
43349	10/02/2019	10/02/2019	AW	CITY OF PAINESVILLE, UTILITIES OFFICE	\$340.76

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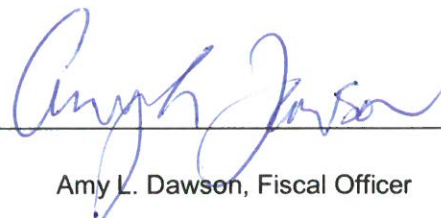
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43350	10/02/2019	10/02/2019	AW	COSTAR REALTY INFORMATION INC	\$324.04
43351	10/02/2019	10/02/2019	AW	THE ILLUMINATING COMPANY	\$3,059.75
43352	10/02/2019	10/02/2019	AW	ADP INC	\$833.09
43353	10/02/2019	10/02/2019	AW	AT&T U-VERSE	\$42.91
43354	10/02/2019	10/02/2019	AW	AT&T	\$40.68
43355	10/02/2019	10/02/2019	AW	ATWELL'S POLICE AND FIRE EQUIPMENT	\$871.06
43356	10/02/2019	10/02/2019	AW	BAUER SUPPLY	\$100.75
43357	10/02/2019	10/02/2019	AW	BTK TOOLS & EQUIPMENT LLC	\$1,249.01
43358	10/02/2019	10/02/2019	AW	CHEROKEE MANUFACTURING	\$36.00
43359	10/02/2019	10/02/2019	AW	CLASSIC EAST INC	\$1,225.84
43360	10/02/2019	10/02/2019	AW	CONCORD AUTO SERVICE	\$741.12
43361	10/02/2019	10/02/2019	AW	CUYAHOGA ASPHALT MATERIALS	\$639.10
43362	10/02/2019	10/02/2019	AW	DELTA DENTAL	\$3,936.91
43363	10/02/2019	10/02/2019	AW	EC & M CONTRACTORS INC	\$160.00
43364	10/02/2019	10/02/2019	AW	FIFTH THIRD BANK	\$2,832.17
43365	10/02/2019	10/02/2019	AW	GREATER CLEVELAND CEMETERY ASSN	\$40.00
43366	10/02/2019	10/02/2019	AW	JAT ENTERPRISES INC dba JEN'S CLEANI	\$847.00
43367	10/02/2019	10/02/2019	AW	KEYBANK	\$826.96
43368	10/02/2019	10/02/2019	AW	LAKE COUNTY RECORDER	\$20.00
43369	10/02/2019	10/02/2019	AW	LAKE COUNTY SAFETY COUNCIL	\$20.00
43370	10/02/2019	10/02/2019	AW	LINCOLN NATIONAL LIFE INSURANCE CO	\$1,655.19
43371	10/02/2019	10/02/2019	AW	MATTHEW S. SENYES	\$87.50
43372	10/02/2019	10/02/2019	AW	MELTON REPORTING	\$461.35
43373	10/02/2019	10/02/2019	AW	OAEMS	\$75.00
43374	10/02/2019	10/02/2019	AW	OSBORNE CONCRETE & STONE COMPAN	\$913.01
43375	10/02/2019	10/02/2019	AW	OSBORNE INC	\$1,645.50
43376	10/02/2019	10/02/2019	AW	RAMAKER & ASSOCIATES INC.	\$1,305.00
43377	10/02/2019	10/02/2019	AW	SIEVERS SECURITY INC	\$491.38
43378	10/02/2019	10/02/2019	AW	STAPLES ADVANTAGE	\$486.93
43379	10/02/2019	10/02/2019	AW	TIM FRANK SEPTIC TANK CLEANING CO.	\$300.00
43380	10/02/2019	10/02/2019	AW	TIME WARNER CABLE - NORTHEAST	\$227.61
43381	10/02/2019	10/02/2019	AW	TRI-MOR CORPORATION	\$110,828.35
43382	10/02/2019	10/02/2019	AW	CRASH COURSE VILLAGE INC	\$544.00
43383	10/02/2019	10/02/2019	AW	JAC CONSTRUCTION OF OHIO	\$2,400.00
43384	10/02/2019	10/02/2019	AW	Sam CARBIS SERVICES LLC	\$46.06
43385	10/02/2019	10/02/2019	AW	PUROCLEAN OF WESTERN RESERVE	\$411.20
43386	10/02/2019	10/02/2019	AW	KAREN ROCCO	\$30.00
43387	10/02/2019	10/02/2019	AW	KATHERINE SOLTIS	\$200.00
43388	10/02/2019	10/02/2019	AW	SANDRA F PATTERSON	\$200.00
43389	10/02/2019	10/02/2019	AW	VISION SERVICE PLAN - (OH)	\$1,480.01
43390	10/02/2019	10/02/2019	AW	WARREN FIRE EQUIPMENT INC	\$225.70
43391	10/02/2019	10/02/2019	AW	WILES & RICHARDS	\$3,220.00
43392	10/02/2019	10/02/2019	AW	X PRESS PRINTING SERVICES INC	\$6,958.02
43393	10/02/2019	10/02/2019	AW	DOUGLAS BRADSHAW	\$100.00
43394	10/02/2019	10/02/2019	AW	US BANK INSTITUTIONAL CUSTODY SERV	\$93,737.11
				Total Payments:	\$499,307.14
				Total Conversion Vouchers:	\$0.00
				Total Less Conversion Vouchers:	\$499,307.14



Paul R. Malchesky, Chairman



Amy L. Dawson, Fiscal Officer