

## RECORD OF PROCEEDINGS

### Minutes of Concord Township Board of Trustees Meeting

Held on September 2, 2020

This meeting was held via Webex Teleconference and YouTube Live Streaming. See transcripts for more details.

The Concord Township Board of Trustees met for a Regular meeting on September 2, 2020, at 7:30 pm, in Town Hall, located at 7229 Ravenna Road. Chairman Carl H. Dondorfer called the meeting to order and led in the Pledge of Allegiance. Trustees present were Morgan R. McIntosh, Amy L. Lucci and Carl H. Dondorfer.

#### APPROVAL OF MINUTES:

August 19, 2020 Regular Trustees Meeting. Mr. McIntosh moved to approve the August 19, 2020 Regular Meeting Minutes as written. Mrs. Lucci seconded. Vote 3 ayes.

#### ELECTED OFFICIALS REPORT:

##### A. FISCAL OFFICER – Amy L. Dawson

Amy L. Dawson, Fiscal Officer reviewed the state of Concord Township finances since the last meeting.

##### B. TRUSTEES:

Mrs. Lucci, Mr. McIntosh and Mr. Dondorfer discussed Concord Township business since the last meeting.

#### DEPARTMENT REPORT:

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

Mr. Rose covered issues pertaining to the fire stations project with regard to outlining facts on the proposal. Other items covered were regarding general business of the Township.

##### B. FIRE DEPT. – Chief Sabo

Chief Sabo reviewed the Fire Department's August activity.

##### C. SERVICE DEPT. – Tim Brown, Service Director

Tim Brown, Service Director, reviewed the Service Department's August activity in Concord Township.

##### D. ZONING DEPT. – Heather Freeman, Zoning Director

Heather Freeman, Zoning Director, reviewed the Zoning Department's August activity in Concord Township.

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

Andy Rose, Administrator, read the Recreation Department's September activities in Concord Township.

##### F. CONCORD LAW ENFORCEMENT REPORT – Sheriff Leonbruno

Sheriff Leonbruno reviewed the Sheriff Department's August activity in Concord Township.

#### AUDIENCE:

None

#### OLD BUSINESS:

None

#### NEW BUSINESS:

##### A. RESOLUTION 2020-28 CITIZEN OF THE YEAR. Mr. Rose read the following resolution:

**Resolution 2020-28  
2020 Citizen of the Year  
Concord Township Firefighters & First Responders**

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**Whereas**, Concord Township Firefighters and First Responders are friends, neighbors, and good citizens of Concord Township, and have, through their dedication to home, family, community and profession, consistently set the finest examples for the values of good citizenship, and

**Whereas**, firefighters and first responders put their lives on the line every day to keep our community safe and work tirelessly during times of crisis to confront danger enabling the rest of us to isolate ourselves from it, and

**Whereas**, their reliability, responsiveness and professional skills not only keep us safe but also serve to attract homeowners to a safe and thriving community and strengthen our business community's opportunity to grow, and

**Whereas**, firefighters and first responders perform their job with the uncertainty of what can happen on a call as well as the long-term physical and emotional hazards of their work, we recognize the scope and impact of every aspect of their jobs, from saving people from fires and violent accidents to holding the hand of a frightened child and helping a grandparent off the floor, and we recognize each of their contributions, big or small, makes a difference and impacts our township, and

**Whereas**, recognizing first responders only for their high-profile sacrifices would be to ignore their everyday contributions to our society; in addition to battling fires, they also perform important fire prevention and education duties including teaching our children how to be fire-safe, and

**Whereas**, we recognize our firefighters and first responders are the backbone of our community and they are the men and women who leave their families and selflessly put themselves in harm's way to take care of others. We recognize the skill and tireless bravery of these heroes who readily assist people on what may be the worst day of their lives with respect and integrity.

Mr. McIntosh moved to adopt Resolution 2020-28, 2020 Citizen of the Year. Mrs. Lucci seconded. Vote 3 ayes.

- B. AUGUST FINANCIAL REPORT. Mrs. Lucci moved to approve the August financial report. Mr. McIntosh seconded. Vote 3 ayes.
- C. RESOLUTION 2020-27 ACCEPTING THE AMOUNTS & RATES FROM BUDGET COMMISSION Mr. McIntosh moved to approve the following resolution:

#### RESOLUTION NO. 2020-27

#### RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE AUDITOR

The Board of Trustees of Concord Township, Lake County, Ohio, met in regular session on the 2nd day of September, 2020 at Concord Town Hall with the following members present:

Carl H. Dondorfer  
Morgan R. McIntosh  
Amy L. Lucci

Mr. McIntosh moved the adoption of the following Resolution:

**RESOLVED**, By the Board of Trustees of Concord Township, Lake County, Ohio, in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1<sup>st</sup>, 2021; and

**WHEREAS**, The Budget Commission of Lake County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation;

**NOW, THEREFORE, BE IT RESOLVED**, By the Board of Trustees of Concord Township, Lake County, Ohio that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted;



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**AND BE IT FURTHER RESOLVED**, that there be and is hereby levied on the tax duplicate of said Township the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

Mrs. Lucci seconded. Roll Call Vote: Mr. McIntosh – yes; Mrs. Lucci – yes, Mr. Dondorfer – yes.

- D. RESOLUTION 2020-29 PERMANENT APPROPRIATION. Mr. McIntosh moved to adopt the following resolution:

**TOWNSHIP ANNUAL  
APPROPRIATION  
RESOLUTION  
CONCORD TOWNSHIP, LAKE  
COUNTY  
Revised Code Section  
5705.38  
2020-29**

The Board of Trustees of Concord Township, Lake County, Ohio, met in Regular Session on the 2nd day of September, 2020, at the Office of Concord Township, with the following members present:

Carl H. Dondorfer  
Morgan R. McIntosh  
Amy L. Lucci

Mr. McIntosh moved the adoption of the following Resolution:

**BE IT RESOLVED** by the Board of Trustees of Concord Township, Lake County, Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year ending December 31, 2020, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said year. as follows. viz:

GENERAL FUND	1000
<b>ADMINISTRATIVE</b>	
Salaries--Trustees	\$ 70,000.00
Salary--Fiscal Officer	32,000.00
Salary--Administrator	86,000.00
Salary--Legal Counsel	50,000.00
Salaries--Town Hall Staff & Other	140,000.00
<b>OPERS</b>	<b>80,000.00</b>
Social Security	600.00
Medicare	8,000.00
Medical Insurance	136,000.00
Dental / Life Insurance	10,000.00
Long-Term Disability Insurance	5,500.00
Workers' Compensation	25,000.00
Auditing Services	4,100.00
UAN	4,000.00
County Auditor & Treasurer's Fees	11,000.00
Election Expense	7,000.00
Travel & Meeting Expense (Officials)	5,000.00
Economic Development/Advertising	3,000.00
General Health District (Other Political Subdivision)	301,900.00



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Property and Liability Insurance	15,000.00
Purchased Services	48,000.00
Office Supplies	5,000.00
Office Supplies--Community Center	2,000.00
Computer (Small Equipment)	15,000.00
Other Dues & Fees	3,500.00
Compensation & Damages	2,000.00
Other Expenses	5,000.00
Machinery, Equipment & Furniture	8,000.00
Machinery, Equipment & Furniture--Community Center	3,500.00
SD Salaries	2,000.00
Trash Removal	15,000.00
Repairs & Maintenance	20,000.00
Repairs & Maintenance--Community Center	10,000.00
Repairs & Maintenance--Old School & Barn	1,500.00
Phone	10,000.00
Phone--Community Center	1,000.00
Postage	3,000.00
Postage--Community Center	6,000.00
Recreation Printing	25,000.00
Recreation Advertising	250.00
Electric	5,000.00
Electric--Community Center	5,000.00
Electric--Old School & Barn	500.00
Water & Sewer	2,500.00
Water & Sewer--Community Center	600.00
Water & Sewer--Old School	350.00
Natural Gas	2,500.00
Natural Gas--Community Center	3,000.00
Natural Gas--Old School & Barn	500.00
Other Expenses	20,000.00
CCC Rental Refunds	10,000.00
Land & Improvements	-
<b>ZONING</b>	
Zoning Board Salaries	9,000.00
Zoning Office Salaries	105,000.00
Zoning Purchased Services	11,000.00
Supplies	2,000.00
Other Expenses	5,000.00
Communications & Advertising	17,000.00
Engineering Services	25,000.00
Street Lighting Contracts	20,000.00
<b>PARKS &amp; RECREATION</b>	
Salaries	1,000.00
Salaries--Community Center	121,000.00
Repairs	50,000.00
Purchased Services	4,000.00
Parks Supplies	5,000.00
Senior Programs--Community Center	4,000.00



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Schoolhouse Supplies		250.00
Recreation Programs		8,000.00
Other Expenses (CCD)		50,000.00
Other Expenses--Community Center		20,000.00
Parks--Improvement of Sites		-
Parks--Improvement of Sites--Community Center		-
Improvement of Sites		-
Advances Out		-
Contingency Account		50,000.00
<b>TOTAL GENERAL FUND</b>	<b>\$</b>	<b>1,737,050.00</b>

**MOTOR VEHICLE LICENSE TAX****2011**

Repairs & Maintenance	\$	15,000.00
Contracted Services		25,000.00
Other Supplies & Materials		3,000.00
Other Expenses		3,000.00
Other Financing Uses (Carryover Account)		10,000.00
<b>TOTAL MOTOR VEHICLE LICENSE TAX FUND</b>	<b>\$</b>	<b>56,000.00</b>

**GASOLINE TAX****2021**

OPERS	\$	125,000.00
Engineering Services		5,500.00
Repairs		25,000.00
Contracted Services		50,000.00
Other Supplies & Materials		2,000.00
Other Expenses		2,000.00
Other Financing Uses (Carryover Account)		100,000.00
<b>TOTAL GASOLINE TAX FUND</b>	<b>\$</b>	<b>309,500.00</b>

**ROAD & BRIDGE****2031**

Salaries	\$	775,000.00
Phone		3,000.00
Electric		12,000.00
Water & Sewer		2,500.00
Natural Gas		7,500.00
Contracted Services		-
Operating Supplies & Materials		1,500.00
Other Supplies & Materials		110,000.00
Buildings & Additions		25,000.00
Machinery, Equipment & Furniture		200,000.00
Advances Out		-
Other Financing Uses (Carryover Account)		-
<b>TOTAL ROAD &amp; BRIDGE FUND</b>	<b>\$</b>	<b>1,136,500.00</b>

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<b>CEMETERY</b>	<b>2041</b>
Salaries--Cemetery Sexton	\$ 11,000.00
Salaries--SD	5,000.00
Repairs	5,000.00
Water	300.00
Other Supplies	3,000.00
Other Expenses	15,000.00
Other Financing Uses (Carryover Account)	25,000.00
<b>TOTAL CEMETERY FUND</b>	<b>\$ 64,300.00</b>
<b>FIRE LEVY FUND</b>	<b>2191</b>
Salaries	\$ 500,000.00
OPERS	30,000.00
Social Security	40,000.00
Medicare	35,000.00
OP & F	350,000.00
Medical Insurance	300,000.00
Dental / Life Insurance	25,000.00
Long-Term Disability	25,000.00
Workers' Compensation	25,000.00
Uniforms	40,000.00
County Auditor & Treasurer Fees	20,000.00
Training	8,000.00
Other Professional & Technical Services (Physicals)	25,000.00
Repairs & Maintenance	75,000.00
Phone	13,000.00
Electric	13,000.00
Water & Sewer	4,500.00
Natural Gas	5,000.00
Contracts	90,000.00
Property Insurance	30,000.00
Office Supplies	2,500.00
Operating Supplies & Materials	40,000.00
Other Supplies	50,000.00
Machinery, Equipment & Furniture	210,000.00
Improvement of Sites	-
Other-Harrisburg	15,000.00
Transfers Out	-
Other Financing Uses (Carryover Account)	150,000.00
<b>TOTAL FIRE LEVY FUND</b>	<b>\$ 2,121,000.00</b>



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<b>ROAD LEVY</b>		<b>2192</b>
Medicare		15,000.00
Medical Insurance		300,000.00
Dental / Life Insurance		22,000.00
Long-Term Disability Insurance		6,000.00
Workers' Compensation		20,000.00
Tax Collection Fees		30,000.00
Engineering Services		4,500.00
Repairs		25,000.00
Contracted Services		1,250,000.00
Property Insurance		16,000.00
Purchased Services		15,000.00
Office Supplies		2,500.00
Supplies		3,000.00
Operating Supplies		145,500.00
Operating Supplies--Road Salt		300,000.00
Machinery, Equipment & Furniture		72,000.00
Other Financing Uses (Carryover Account)		78,000.00
<b>TOTAL ROAD LEVY FUND</b>	<b>\$</b>	<b>2,304,500.00</b>
<b>SAFETY SERVICES LEVY</b>		<b>2194</b>
Fire Salaries	\$	1,500,000.00
Policing Contracts		808,500.00
Tax Collection Fees		28,393.00
Machinery & Equipment		51,500.00
Other Financing Uses (Carryover Account)		297,607.00
<b>TOTAL SAFETY SERVICES LEVY FUND</b>	<b>\$</b>	<b>2,686,000.00</b>
<b>PERMISSIVE MOTOR VEHICLE TAX</b>		<b>2231</b>
Repairs & Maintenance	\$	25,000.00
Contracts		25,000.00
Operating Supplies		25,000.00
Other Financing Uses (Carryover Account)		25,000.00
<b>TOTAL PERMISSIVE MVL TAX FUND</b>	<b>\$</b>	<b>100,000.00</b>
<b>EMS BILLING</b>		<b>2281</b>
Salaries	\$	500,000.00
Contracts		30,000.00
Supplies		20,000.00
Other Expenses		-
Machinery & Equipment		150,000.00
Reserve Fund Balance Account		25,000.00
<b>TOTAL EMS BILLING FUND</b>	<b>\$</b>	<b>725,000.00</b>

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<b>CORONAVIRUS RELIEF</b>		<b>2272</b>
Equipment		253,000.00
Intergovernmental	\$	3,000.00
<b>TOTAL CORONAVIRUS RELIEF FUND</b>	<b>\$</b>	<b>256,000.00</b>
<b>LIGHTING ASSESSMENT</b>		<b>2401</b>
Salaries		500.00
Contracts	\$	150,000.00
<b>TOTAL LIGHTING ASSESSMENT FUND</b>	<b>\$</b>	<b>150,500.00</b>
<b>TIF-AUBURN ROAD INTERCONNECT</b>		<b>2402</b>
Tax Collection Fees	\$	5,000.00
Contracts		50,000.00
SIB Loan-Principal		100,000.00
Loan Interest		45,000.00
<b>TOTAL TIF FUND</b>	<b>\$</b>	<b>200,000.00</b>
<b>FIRE PREVENTION</b>		<b>2902</b>
Operating Supplies	\$	25,000.00
<b>TOTAL FIRE PREVENTION FUND</b>	<b>\$</b>	<b>25,000.00</b>
<b>JEDD FUND</b>		<b>2905</b>
Contracts	\$	1,000,000.00
Principal Payments		-
Other Expenses		-
Land		-
<b>TOTAL JEDD FUND</b>	<b>\$</b>	<b>1,000,000.00</b>
<b>CAPITAL PROJECTS FUND</b>		<b>4901</b>
Contracts	\$	500,000.00
Land		-
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>\$</b>	<b>500,000.00</b>



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<b>SERVICE DEPT CAPITAL PROJECTS FUND</b>		<b>4903</b>
Other	\$	50,000.00
<b>TOTAL SD CAPITAL PROJECTS FUND</b>	\$	50,000.00
<b>FIRE DEPT CAPITAL PROJECTS FUND</b>		<b>4904</b>
Other	\$	50,000.00
<b>TOTAL FD CAPITAL PROJECTS FUND</b>	\$	50,000.00
<b>CEMETERY TRUST</b>		<b>4951</b>
Restricted Amount: \$55,000.00		
Supplies & Materials	\$	5,000.00
<b>TOTAL CEMETERY TRUST FUND</b>	\$	5,000.00
<b>AGENCY FUND--SECURITY DEPOSITS</b>		<b>9001</b>
Community Center & Rental		4,888.50
<b>TOTAL AGENCY FUND</b>	\$	4,888.50
<b>AGENCY FUND--SECURITY DEPOSITS</b>		<b>9001</b>
Community Center & Rental		4,888.50
<b>TOTAL AGENCY FUND</b>	\$	4,888.50
<b>RECAPITULATION OF FUNDS:</b>		
GENERAL FUND	\$	1,737,050.00
MOTOR VEHICLE LICENSE TAX FUND		56,000.00
GASOLINE TAX FUND		309,500.00
ROAD and BRIDGE FUND		1,136,500.00
CEMETERY FUND		64,300.00
FIRE LEVY		2,121,000.00
ROAD LEVY		2,304,500.00
SAFETY SERVICES LEVY		2,686,000.00
PERMISSIVE MOTOR VEHICLE LICENSE TAX FUND		100,000.00
EMS BILLING		725,000.00
CORONAVIRUS RELIEF		256,000.00
LIGHTING ASSESSMENT FUND		150,500.00
TIF-AUBURN ROAD INTERCONNECT		200,000.00
FIRE PREVENTION ACCOUNT		25,000.00
JEDD FUND		1,000,000.00
CAPITAL PROJECTS FUND		500,000.00
SD CAPITAL PROJECTS FUND		50,000.00



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<b>CEMETERY TRUST FUND</b>	<b>5,000.00</b>
<b>AGENCY FUND--SECURITY DEPOSITS</b>	<b>4,888.50</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$ 13,481,238.50</b>


Mrs. Lucci seconded. Roll Call Vote: Mr. Dondorfer – yes; Mrs. Lucci – yes; Mr. McIntosh – yes.


- E. APPROVE STEP INCREASE TO \$18.58 / HOUR FOR MAINTENANCE WORKER 2 DAVID WEBER EFFECTIVE 8/20/2020. Mrs. Lucci moved to approve step increase to \$18.58 / hour for Maintenance Worker 2 David Weber effective 8/20/2020. Mr. McIntosh seconded. Vote 3 ayes.
- F. ADMIN. DEPT. PO IN THE AMOUNT OF \$12,000.00 TO HULL AND ASSOCIATES FOR PROFESSIONAL ENGINEERING SERVICES. Mr. McIntosh moved to approve the Admin. Dept. PO in the amount of \$12,000.00 to Hull and Associates for professional engineering services. Mrs. Lucci seconded. Vote 3 ayes.
- G. SERVICE DEPT. PO IN THE AMOUNT OF \$8,715.00 TO O'REILLY EQUIPMENT FOR A TRAILER. Mrs. Lucci moved to approve Service Dept. PO in the amount of \$8,715.00 to O'Reilly Equipment for a trailer. Mr. McIntosh seconded. Vote 3 ayes.
- H. SERVICE DEPT. PO IN THE AMOUNT OF \$12,748.30 TO LAKE ERIE LAWN AND GARDEN FOR A JOHN DEERE GATOR. Mr. McIntosh moved to approve the Service Dept. PO in the amount of \$12,748.30 to Lake Erie Lawn and Garden for a John Deere Gator. Mrs. Lucci seconded. Vote 3 ayes.
- I. ALLOCATION OF CARES ACT FUNDS IN THE AMOUNT OF \$3,000 TO LAKE COUNTY FAIR HOUSING BOARD. Mrs. Lucci moved to approve the allocation of Cares Act Funds in the amount of \$3,000 to Lake County Fair Housing Board. Mr. McIntosh seconded. Vote 3 ayes.
- J. ITEMS VOTED ON IN STAFF MEETING:
1. RC-3 RECORDS RETENTION SCHEDULE LIST FOR DESTRUCTION. Mr. McIntosh moved to accept the RC-3 Records Retention Schedule list for destruction. Mrs. Lucci seconded. Vote 3 ayes.
  2. PUBLIC HEARING SET FOR SEPTEMBER 16, 2020 AT 7:20 PM VIA WEBEX FOR STREET LIGHTING PETITION FOR QUAIL HOLLOW PHASE 10, 1 B DISTRICT UNINCORPORATED OF CONCORD TOWNSHIP.
  3. ZONING DEPT. - MYLAR FOR LILLY FARMS SUBDIVISION, RESIDENTIAL CONSERVATION DEVELOPMENT, FINAL PLAT. Mr. McIntosh moved to approve the Mylar for Lilly Farms Subdivision, Residential Conservation Development, Final Plat. Mrs. Lucci seconded. Vote 3 ayes.
  4. APPROVAL OF SIX-MONTH ORIENTATION INCREASE OF \$500.00 PER YEAR FOR TIM BROWN, SERVICE DIRECTOR EFFECTIVE 8/10/2020 PER OFFER LETTER DATED 1/22/2020. Mrs. Lucci moved to approve the six-month orientation increase of \$500.00 per year for Tim Brown, Service Director effective 8/10/2020 per offer letter dated 1/22/2020. Mr. McIntosh seconded. Vote 3 ayes.
- K. FUTURE MEETINGS & ANNOUNCEMENTS:

MON. 9/7	CLOSED	IN OBSERVANCE OF LABOR DAY
WED. 9/9	CANCELED	BZA MEETING
WED. 9/16	6:30 PM	TRUSTEE OFFICE HOURS / TBD
	7:20 PM	PUBLIC HEARING / TBD
	7:30 PM	TRUSTEE MEETING / TBD

Upon proper motion the meeting was adjourned at 8:25 pm.

For financial information go to: [checkbook.ohio.gov](http://checkbook.ohio.gov)

  
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 Carl H. Dondorfer, Chairman

  
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 Amy L. Dawson, Fiscal Officer