

## RECORD OF PROCEEDINGS

### Minutes of Concord Township Board of Trustees Meeting

Held on December 16, 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 December 16, 2020, at 7:30 pm, in Town Hall, located at 7229 Ravenna Road. Vice-Chairman Morgan R. McIntosh called the meeting to order and led in the Pledge of Allegiance. Trustees present were Amy L. Lucci, Morgan R. McIntosh and Carl H. Dondorfer attended the meeting remotely.

#### **APPROVAL OF MINUTES:**

November 18, 2020 Regular Trustees Meeting. Mrs. Lucci moved to approve the November 18, 2020 Regular Meeting Minutes as written. Mr. Dondorfer 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**

Administrator's Report 12/16/2020

Good evening. I have several items to report on:

- On the agenda this evening are several items:
  - Item E is the annual contract for engineering consultant professional services with Hull.
  - Item G is the annual insurance renewal for property, vehicle, and casualty insurance. We will be remaining with the Ohio Plan that is run through Love Insurance Agency.
  - Item H & I are the plat dedication approval votes for Capital Parkway, Old Crile Road, and a small portion of Crile Road.
  - Item J is a vote for approval of a change order on the joint resurfacing project. There were additions and subtractions to the contract and the net result is a cost reduction of \$78,624.14 in our portion.
- I accepted, on behalf of the Board of Trustees, a resignation letter from part time Firefighter Michael Celiga. He resigned on December 15 and his resignation is effective immediately. We wish him well in his future endeavors.
- Due to COVID, our Wreaths Across America ceremony was held in a different format. The wreath laying was held ahead of time and our Cemetery Sexton, Karen Warner, produced a video to mark the occasion. The video will be posted to our website the morning of Saturday, December 19<sup>th</sup>.
- I would like to wish everyone a very merry holiday season and a happy and prosperous New Year. I'm sure we are all looking forward to 2021.

#### **AUDIENCE:**

None

#### **OLD BUSINESS:**

None

#### **NEW BUSINESS:**

A. **NOVEMBER FINANCIAL REPORT.** Mrs. Lucci moved to approve the November Financial Report. Mr. Dondorfer seconded. Vote 3 ayes.

B. **RES. 2020-33 TEMPORARY APPROPRIATIONS.** Mrs. Lucci moved to adopt the following resolution:

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**TOWNSHIP ANNUAL APPROPRIATION RESOLUTION  
CONCORD TOWNSHIP, LAKE COUNTY  
Revised Code Section 5705.38  
2021 Temporary Appropriations  
2020-33**

The Board of Trustees of Concord Township, Lake County, Ohio, met in Regular Session on the 16th day of December, 2020, at the Office of Concord Township, with the following members present:

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

Mrs. Lucci 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 beginning on January 1, 2021 and ending Dec. 31, 2021, sums be the following 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:

<b>GENERAL FUND</b>	<b>1000</b>
<b>ADMINISTRATIVE</b>	
Salaries--Trustees	\$ 20,000.00
Salary--Fiscal Officer	10,000.00
Salary--Administrator	25,000.00
Salary--Legal Counsel	20,000.00
Salaries--Town Hall Staff & Other	36,100.00
OPERS	25,000.00
Social Security	500.00
Medicare	2,000.00
Medical Insurance	56,000.00
Dental / Life Insurance	5,000.00
Long-Term Disability/Other Insurance	2,500.00
Workers' Compensation	15,000.00
Auditing Services	5,000.00
UAN	4,000.00
County Auditor & Treasurer's Fees	10,000.00
Election Expense	10,000.00
Travel & Meeting Expense (Officials)	5,000.00
Economic Development/Advertising	1,000.00
General Health District (Other Political Subdivision)	160,000.00
Property and Liability Insurance	10,000.00
Purchased Services	25,000.00
Office Supplies	1,500.00
Office Supplies--Community Center	800.00
Computer (Small Equipment)	10,000.00
Other Dues & Fees	1,500.00
Compensation & Damages	2,000.00
Other Expenses	10,000.00
Machinery, Equipment & Furniture	2,500.00
Machinery, Equipment & Furniture--Community Center	1,500.00
Trash Removal	5,000.00

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Repairs & Maintenance	2,500.00
Repairs & Maintenance--Community Center	2,500.00
Repairs & Maintenance--Old School & Barn	500.00
Phone	2,500.00
Phone--Community Center	500.00
Postage	1,000.00
Postage--Community Center	3,000.00
Recreation Printing	10,000.00
Recreation Advertising	250.00
Electric	2,500.00
Electric--Community Center	1,000.00
Electric--Old School & Barn	100.00
Water & Sewer	1,500.00
Water & Sewer--Community Center	250.00
Water & Sewer--Old School	250.00
Natural Gas	1,500.00
Natural Gas--Community Center	1,500.00
Natural Gas--Old School & Barn	300.00
Other Expenses	20,000.00
CCC Rental Refunds	5,000.00
Land & Improvements	-
<b>ZONING</b>	
Zoning Board Salaries	5,000.00
Zoning Office Salaries	28,000.00
Zoning Purchased Services	5,000.00
Supplies	1,000.00
Other Expenses	3,000.00
Communications Services	5,000.00
Engineering Services	15,000.00
Street Lighting Contracts	5,000.00
<b>PARKS &amp; RECREATION</b>	
Salaries--Community Center	30,000.00
Repairs	1,000.00
Purchased Services	2,500.00
Parks Supplies	500.00
Senior Programs--Community Center	1,000.00
Schoolhouse Supplies	100.00
Recreation Programs	10,000.00
Other Expenses (CCD)	5,000.00
Other Expenses--Community Center	10,000.00
Parks--Improvement of Sites	-
Parks--Improvement of Sites--Community Center	10,000.00
Improvement of Sites	10,000.00
Transfers-Out	-
Contingency Account	-
<b>TOTAL GENERAL FUND</b>	<b>\$ 685,650.00</b>

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<b>MOTOR VEHICLE LICENSE TAX</b>		<b>2011</b>
Repairs & Maintenance	\$	5,000.00
Contracts		25,000.00
Other Supplies & Materials		3,000.00
Other Expenses		2,000.00
Other Financing Uses (Carryover Account)		-
<b>TOTAL MOTOR VEHICLE LICENSE TAX FUND</b>	<b>\$</b>	<b>35,000.00</b>
<b>GASOLINE TAX</b>		<b>2021</b>
OPERS	\$	55,000.00
Repairs		15,000.00
Contracted Services		50,000.00
Other Supplies & Materials		1,500.00
Other Expenses		1,500.00
Other Financing Uses (Carryover Account)		-
<b>TOTAL GASOLINE TAX FUND</b>	<b>\$</b>	<b>123,000.00</b>
<b>ROAD &amp; BRIDGE</b>		<b>2031</b>
Salaries	\$	250,000.00
Phone		1,000.00
Electric		5,000.00
Water & Sewer		1,000.00
Natural Gas		5,000.00
Contracted Services		125,000.00
Operating Supplies & Materials		1,000.00
Other Supplies & Materials		50,000.00
Buildings & Additions		-
Machinery, Equipment & Furniture		-
Other Financing Uses (Carryover Account)		-
<b>TOTAL ROAD &amp; BRIDGE FUND</b>	<b>\$</b>	<b>438,000.00</b>
<b>CEMETERY</b>		<b>2041</b>
Salaries--Cemetery Sexton	\$	5,000.00
Salaries--SD		5,000.00
Repairs		5,000.00
Water		250.00
Other Supplies		1,500.00
Other Expenses		1,000.00
Other Financing Uses (Carryover Account)		-
<b>TOTAL CEMETERY FUND</b>	<b>\$</b>	<b>17,750.00</b>

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<b>FIRE LEVY FUND</b>		<b>2191</b>
Salaries	\$	150,000.00
OPERS		15,000.00
Social Security		10,000.00
Medicare		10,000.00
OP & F		125,000.00
Medical Insurance		160,000.00
Dental / Life Insurance		5,000.00
Long-Term/ Other Disability		6,000.00
Workers' Compensation		25,000.00
Uniforms		5,000.00
County Auditor & Treasurer Fees		20,000.00
Training		-
Other Professional & Technical Services (Physicals)		5,000.00
Repairs & Maintenance		20,000.00
Phone		5,000.00
Electric		5,000.00
Water & Sewer		1,000.00
Natural Gas		2,500.00
Contracts		40,000.00
Property Insurance		10,000.00
Office Supplies		1,000.00
Operating Supplies & Materials		6,000.00
Other Supplies		20,000.00
Improvement of Sites		-
Machinery, Equipment & Furniture		30,000.00
Transfer Out		-
<b>TOTAL FIRE LEVY FUND</b>	<b>\$</b>	<b>676,500.00</b>
<b>ROAD LEVY</b>		<b>2192</b>
Medicare		5,000.00
Medical Insurance		125,000.00
Dental / Life Insurance		5,000.00
Long-Term Disability/Other Insurance		5,000.00
Workers' Compensation		10,000.00
Tax Collection Fees		25,000.00
Engineering Services		10,000.00
Repairs		10,000.00
Contracted Services		400,000.00
Property Insurance		10,000.00
Purchased Services		5,000.00
Office Supplies		500.00
Supplies		500.00
Operating Supplies		5,000.00
Operating Supplies--Road Salt		300,000.00
Machinery, Equipment & Furniture		25,000.00
Other Financing Uses (Carryover Account)		-
<b>TOTAL ROAD LEVY FUND</b>	<b>\$</b>	<b>941,000.00</b>

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<b>SAFETY SERVICES LEVY</b>		<b>2194</b>
FD Salaries	\$	500,000.00
Sheriff's Contract		250,000.00
Tax Collection Fees		25,000.00
<b>TOTAL SAFETY SERVICES FUND</b>	<b>\$</b>	<b>750,000.00</b>
<b>PERMISSIVE MOTOR VEHICLE TAX</b>		<b>2231</b>
Repairs & Maintenance	\$	20,000.00
Contracted Services		25,000.00
Operating Supplies		10,000.00
Other Financing Uses (Carryover Account)		-
<b>TOTAL PERMISSIVE MVL TAX FUND</b>	<b>\$</b>	<b>55,000.00</b>
<b>EMS BILLING</b>		<b>2281</b>
Salaries	\$	150,000.00
Contracts		10,000.00
Supplies		6,000.00
Other Expenses		4,000.00
Machinery & Equipment		-
Reserve Fund Balance Account		-
<b>TOTAL EMS BILLING FUND</b>	<b>\$</b>	<b>170,000.00</b>
<b>LIGHTING ASSESSMENT</b>		<b>2401</b>
Contracts	\$	50,000.00
<b>TOTAL LIGHTING ASSESSMENT FUND</b>	<b>\$</b>	<b>50,000.00</b>
<b>TIF-AUBURN ROAD INTERCONNECT</b>		<b>2402</b>
Contracts	\$	350,000.00
<b>TOTAL TIF FUND</b>	<b>\$</b>	<b>350,000.00</b>
<b>FIRE PREVENTION</b>		<b>2902</b>
Operating Supplies	\$	5,000.00
<b>TOTAL FIRE PREVENTION FUND</b>	<b>\$</b>	<b>5,000.00</b>
<b>JEDD FUND</b>		<b>2905</b>
Contracts	\$	1,000,000.00
<b>TOTAL JEDD FUND</b>	<b>\$</b>	<b>1,000,000.00</b>

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<b>DEBT SERVICE FUND</b>		<b>3102</b>
Principal	\$	200,000.00
Interest		190,000.00
<b>TOTAL DEBT SERVICE FUND</b>	<b>\$</b>	<b>390,000.00</b>
<b>CAPITAL PROJECTS FUND</b>		<b>4901</b>
Contracts	\$	500,000.00
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>\$</b>	<b>500,000.00</b>
<b>SERVICE DEPT CAPITAL PROJECTS FUND</b>		<b>4903</b>
Machinery, Equip. & Furn.	\$	10,000.00
<b>TOTAL SD CAPITAL PROJECTS FUND</b>	<b>\$</b>	<b>10,000.00</b>
<b>FIRE DEPT CAPITAL PROJECTS FUND</b>		<b>4904</b>
Machinery, Equip. & Furn.	\$	25,000.00
Contracts		50,000.00
<b>TOTAL FD CAPITAL PROJECTS FUND</b>	<b>\$</b>	<b>75,000.00</b>
<b>CEMETERY TRUST</b>		<b>4951</b>
Restricted Amount: \$57,415.00		
Supplies & Materials	\$	5,000.00
<b>TOTAL CEMETERY TRUST FUND</b>	<b>\$</b>	<b>5,000.00</b>
<b>RECAPITULATION OF FUNDS:</b>		
GENERAL FUND	\$	685,650.00
MOTOR VEHICLE LICENSE TAX FUND		35,000.00
GASOLINE TAX FUND		123,000.00
ROAD and BRIDGE FUND		438,000.00
CEMETERY FUND		17,750.00
FIRE LEVY		676,500.00
ROAD LEVY		941,000.00
PERMISSIVE MOTOR VEHICLE LICENSE TAX FUND		55,000.00
EMS BILLING		170,000.00
LIGHTING ASSESSMENT FUND		50,000.00
TIF-AUBURN ROAD INTERCONNECT		350,000.00
FIRE PREVENTION ACCOUNT		5,000.00
JEDD FUND		1,000,000.00
SAFETY SERVICES FUND		750,000.00

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DEBT SERVICE FUND	390,000.00
CAPITAL PROJECTS FUND	500,000.00
SD CAPITAL PROJECTS FUND	10,000.00
FD CAPITAL PROJECTS FUND	75,000.00
CEMETERY TRUST FUND	5,000.00
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$ 6,276,900.00</b>

Second by Mr. Dondorfer

Roll Call Vote:

Mrs. Lucci	yes
Mr. McIntosh	yes
Mr. Dondorfer	yes

**Amy L. Dawson, Fiscal Officer, Board of Township Trustees 12/16/2020**

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

- C. RES. 2020-34 TO REQUEST THE LAKE COUNTY AUDITOR TO MAKE ADVANCE PAYMENTS FOR REAL ESTATE TAXES. Mrs. Lucci moved to adopt the following resolution:

**RESOLUTION NO. 2020-34**

**A RESOLUTION BY THE BOARD OF TRUSTEES REQUESTING THE LAKE COUNTY AUDITOR TO MAKE ADVANCE PAYMENTS OF TAXES PURSUANT TO OHIO REVISED CODE SECTION 321.34.**

**WHEREAS**, the Ohio Revised Code allows a taxing authority to request payment from the County Auditor fund derived from taxes or other sources to the County Treasurer, which may be held on account of a local subdivision;

**NOW, THEREFORE, BE IT RESOLVED**, by the Concord Township Board of Trustees, Lake County, Ohio, as follows;

**Section 1.** That the Auditor and Treasurer of Lake County in accordance with the Ohio Revised Code 321.34, be requested to draw and pay to Concord Township upon the written request of Amy L. Dawson, Fiscal Officer, to the County Auditor, funds due in any settlement of 2021 derived from taxes or other sources, payable to the County Treasurer to the account of Concord Township, and lawfully applicable for purposes of the current fiscal year of 2021.

**Section 2.** That the Fiscal Officer for the Township shall forward a certified copy of this Resolution to the Lake County Auditor.

**Section 3.** 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. Dondorfer seconded. Vote 3 ayes.



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- D. RES. 2020-35 AMOUNTS AND RATES FOR TAX BUDGET 2021. Mrs. Lucci moved to adopt the following resolution:

#### RESOLUTION 2020-35

#### 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 16th day of December, 2020 at Concord Town Hall with the following members present:

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

Mrs. Lucci 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;

**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:

**AND BE IT FURTHER RESOLVED**; that the Fiscal Officer of this Board is hereby directed to certify a copy of this Resolution to the Lake County Auditor.

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

- E. ENTER INTO A PROFESSIONAL SERVICES AGREEMENT, AS NEEDED, WITH HULL & ASSOCIATES, NOT TO EXCEED \$25,000, FOR THE 2021 CALENDAR YEAR. Mrs. Lucci moved to approve entering into a professional services agreement, as needed, with Hull & Associates, not to exceed \$25,000, for the 2021 calendar year. Mr. Dondorfer seconded. Vote 3 ayes.
- F. CEMETERY DEPARTMENT RATE INCREASE FOR COLUMBARIUM NICHE PLAQUES TO \$400.00. Mrs. Lucci moved to approve the Cemetery Department rate increase for columbarium niche plaques to \$400.00. Mr. Dondorfer seconded. Vote 3 ayes.
- G. RENEW PROPERTY INSURANCE POLICY WITH THE OHIO PLAN FOR 2021. Mrs. Lucci moved to approve the renewal of the property insurance policy with Ohio Plan for 2021. Mr. Dondorfer seconded. Vote 3 ayes.
- H. APPROVE DEDICATION PLAT FOR CAPITAL PARKWAY, CRILE ROAD, AND OLD CRILE ROAD. Mrs. Lucci moved to approve the dedication plat for the Capital Parkway, Crile Road and Old Crile Road. Mr. Dondorfer seconded. Vote 3 ayes.
- I. APPROVE DEDICATION PLAT FOR CAPITAL PARKWAY. Mrs. Lucci moved to approve the dedication plat for Capital Parkway. Mr. Dondorfer seconded. Vote 3 ayes.

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J. APPROVE CHANGE ORDER NO. 1 FOR COMBINED TOWNSHIP AND VILLAGE RESURFACING PROJECT, LCE PROJECT NO. 2019-015. Mrs. Lucci moved to approve change order No. 1 for Combined Township and Village Resurfacing Project, LCE Project No. 2019-15. Mr. Dondorfer seconded. Vote 3 ayes.

K. FUTURE MEETINGS & ANNOUNCEMENTS:

THUR. / FRI.	12/24 & 12/25	CLOSED	IN OBSERVANCE OF CHRISTMAS
WED.	12/30	11:00 AM	SPECIAL MEETING WITH STAFF MEETING TO FOLLOW / Town Hall via Webex (AUDIO ONLY)
FRI.	1/1	CLOSED	IN OBSERVANCE OF NEW YEAR'S DAY
TUES.	1/5	7:00 PM	ZONING COMMISSION MEETING / TBD
WED.	1/6	6:30 PM 7:30 PM	TRUSTEE OFFICE HOURS / Town Hall via Webex TRUSTEE MEETING / Town Hall via Webex

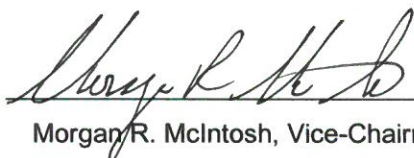
RECREATION DEPT.

- Santa's Mailbox at the Community Center – now thru December 23<sup>rd</sup>
- Ring OUT the OLD Year on December 31 at 7:00 pm (Step outside and make some noise!)
- Build your Best Snowman Contest December 1, 2020 – February 28, 2021

Call the Recreation Department with any questions (440)-639-4650

Upon proper motion the meeting was adjourned.

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

  
Morgan R. McIntosh, Vice-Chairman

  
Amy L. Dawson, Fiscal Officer