

RECORD OF PROCEEDINGS

Minutes of Concord Township Board of Trustees Meeting

Held on January 06, 2021

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

The Concord Township Board of Trustees met for an Organizational and Regular meeting on January 6, 2021, 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.

SWEARING IN OF THE CHAIRMAN:

Mr. Dondorfer 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 2021.

Mrs. Lucci moved to nominate Mr. McIntosh as Chairman of the Township Board of Trustees for the year 2021. Mr. Dondorfer seconded. Vote 3 ayes.

Mrs. Dawson opened nominations for the position of **Vice-Chairman** for 2021.

Mr. Dondorfer moved to nominate Mrs. Lucci as Vice-Chairman of the Township Board of Trustees for the year 2021. Mr. McIntosh seconded. Vote 3 ayes.

Mrs. Dawson opened nominations for the position of **Fiscal Officer Pro tempore** for 2021.

Mrs. Lucci moved to nominate Mr. Dondorfer as the Fiscal Officer Pro tempore for the year 2021. Mr. McIntosh seconded. Vote 3 ayes.

Mr. McIntosh assumed the position of Chairman. Mrs. Lucci assumed the position of Vice-Chairman. Mr. Dondorfer assumed the position of Concord Township Trustee and position of Fiscal Officer Pro tempore. Mrs. Dawson assumed the position of Fiscal Officer.

ORGANIZATIONAL MEETING:

Mr. McIntosh read the following:

Time & date of meetings set for 2021:

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

Staff Meetings will be set for the Friday preceding the first Trustee Meeting of each month, at 9:00 am in the Conference Room, at Town Hall.

The Appropriations Workshop will be announced at a later date.

Special Meetings will be announced at least 24 hours in advance and emailed to the local newspapers, including The News-Herald, The Plain Dealer, and The Lake County Tribune.

Mr. Dondorfer made a motion. Mrs. Lucci seconded. Vote 3 ayes.

Trustee Department Assignments for 2021:

Mrs. Lucci moved to make the following Department Assignments for each Trustee:

Fire	Mr. Dondorfer
Service	Mr. McIntosh
Zoning/Recreation & Administration	Mrs. Lucci

Mr. Dondorfer seconded. Vote 3 ayes.

Appointment of Township Directors:

Mr. Dondorfer moved to approve the Department Directors:

Legal Counsel	Michael Lucas
Cemetery Sexton	Karen Warner

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Fire Chief	Matthew Sabo
Service Department Director	Tim Brown
Recreation Director	Debra Bechel-Esker
Planning & Zoning Director / Zoning Inspector	Heather Freeman
Secretary to Board of Zoning Appeals & Zoning Commission	Heather Freeman

Mrs. Lucci seconded. Vote 3 ayes.

Mr. McIntosh stated at the December 30, 2020 Special Meeting the Employee Pay Rates for 2021 was voted on. Mr. McIntosh made the motion to approve the rates as discussed. Mrs. Lucci seconded. Vote 3 ayes.

Legal Holidays for the 2021:

Legal Holidays were set for 2021. (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). Mrs. Lucci moved to set the following legal holidays for 2021 for Administration, Service Department and Fire Department Administrative Personnel:

January 1	New Year's Day
January 18	Martin Luther King Jr. Day
February 15	Presidents' Day
May 31	Memorial Day
July 2	Trustee Designated Holiday
July 5	Independence Day
September 6	Labor Day
October 11	Columbus Day
November 11	Veterans Day
November 25	Thanksgiving Day
November 26	Day after Thanksgiving
December 24	Christmas Day

Mr. Dondorfer seconded. Vote 3 ayes.

Mr. Dondorfer moved to establish 2021 Holidays for Fire Department Firefighting Personnel as follows:

January 1	New Year's Day
April 4	Easter Sunday
May 31	Memorial Day
July 4	Independence Day
September 6	Labor Day
November 25	Thanksgiving Day
December 25	Christmas Day

Mrs. Lucci seconded. Vote 3 ayes.

Mrs. Lucci made a motion to establish 2021 mileage rate reimbursement per IRS guidelines. As of January 1, 2021, it is \$0.56 cents per mile. Mr. Dondorfer seconded. Vote 3 ayes.

Mr. McIntosh stated at the December 16, 2020 Regular Meeting Resolution 2020-33, Temporary Appropriations for 2021, were voted on. Mrs. Lucci made the motion to approve the rates as discussed. Mr. Dondorfer seconded. Vote 3 ayes.

Mr. McIntosh stated at the December 30, 2020 Staff Meeting Super blankets were voted on. Mr. McIntosh made the motion to approve the list of Super Blanket Certificates 1-2021 through 102-2021 effective January 1, 2021. Mrs. Lucci seconded. Vote 3 ayes.

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

Mrs. Lucci made a motion to elect Mr. Dondorfer to the VFFDF Board to serve a one (1) year term commencing on January 1, 2021. Mr. McIntosh seconded. Vote 3 ayes.

Mr. Dondorfer made a motion to elect Mrs. Lucci to the VFFDF Board to serve a one (1) year term commencing on January 1, 2021. Mr. McIntosh seconded. Vote 3 ayes.

Mr. McIntosh stated this concludes the Organizational Meeting portion of the Regular Trustees Meeting and moved on the Regular Meeting Agenda.

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December 16, 2020 Regular Trustees Meeting. Mrs. Lucci moved to approve the December 16, 2020 Regular Meeting Minutes as written. Mr. Dondorfer seconded. Vote 3 ayes.

December 30, 2020 Special Meeting. Mrs. Lucci moved to approve the December 30, 2020 Special Meeting Minutes as written. Mr. Dondorfer seconded. Vote 3 ayes.

ELECTED OFFICIALS REPORTS:**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**

Administration Report:

Good evening:

- Happy New Year. Welcome to 2021. I am hopeful that we will finish this year better than we started it.
- I accepted, on behalf of the Board of Trustees, resignation letters from part time facility attendant Kathy Dalton, dated 12/27/20 and Sue Simenic dated 12/31/20. We wish both Kathy and Sue well in their future endeavors.
- Thank you to everyone who sponsored a wreath in 2020. Every veteran in our cemeteries were remembered and honored. Wreaths Across America is currently holding a matching event for any sponsored wreaths for 2021 from now until January 15th. They will match wreaths 1 for 1. To view the 2020 video or to sponsor wreaths, please visit the cemetery website at concordtwp.com/departments/cemetery.
- A reminder to everyone that our building is open to the public to conduct business. Masks are required. We will still maintain our drop box, adjacent to the front door, for those not wishing to enter the building.

B. FIRE DEPT. – Chief Sabo

Chief Sabo reviewed the Fire Department's December activity.

C. SERVICE DEPT. – Tim Brown, Service Director

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

D. ZONING DEPT. – Heather Freeman, Zoning Director

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

E. RECREATION DEPT. – Debra Esker, Recreation Director

Debra Bechel-Esker, Recreation Director, reviewed the Recreation Department's January activities in Concord Township.

F. CONCORD LAW ENFORCEMENT REPORT – Sheriff's Office

Lt. Bowen reviewed the Sheriff Department's December activity in Concord Township.

AUDIENCE:

None



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None

NEW BUSINESS:

- A. DECEMBER FINANCIAL REPORT. Mr. Dondorfer moved to approve the December financial report. Mrs. Lucci seconded. Vote 3 ayes.
- B. FIRE DEPT. APPROVE PURCHASE ORDER TO COUNTRYSIDE TRUCK SERVICE IN THE AMOUNT OF \$10,000 FOR FIRE DEPARTMENT VEHICLE MAINTENANCE. Mr. Dondorfer moved to approve the Fire Dept. purchase order to Countryside Truck Service in the amount of \$10,000 for fire department vehicle maintenance. Mrs. Lucci seconded. Vote 3 ayes.
- C. FUTURE MEETINGS & ANNOUNCEMENTS:
- | | | | |
|------|------|-------------------------|---|
| WED. | 1/13 | 7:00 PM | BZA / Town Hall |
| MON. | 1/18 | CLOSED | IN OBSERVANCE OF MARTIN LUTHER KING JR. DAY |
| WED. | 1/20 | 6:30-7:30 PM
7:30 PM | TRUSTEE OFFICE HOURS / Conference Room
TRUSTEE MEETING / Town Hall |

Upon proper motion the meeting was adjourned.

For financial information go to: checkbook.ohio.gov
Morgan R. McIntosh, Chairman
Amy Dawson, Fiscal Officer