

RECORD OF PROCEEDINGS

Minutes of Concord Township Board of Trustees Meeting

Held on February 17, 2021

This meeting was held via Webex Teleconference and YouTube Live Streaming.

The Concord Township Board of Trustees met for a Regular meeting on February 17, 2021, at 7:31 pm, in Town Hall, located at 7229 Ravenna Road. Chairman Morgan R. McIntosh called the meeting to order and led in the Pledge of Allegiance. Trustees present were Amy L. Lucci, Carl H. Dondorfer and Morgan R. McIntosh.

APPROVAL OF MINUTES:

February 3, 2021 Special Meeting Minutes. Mr. Dondorfer moved to approve the February 3, 2021 Special Meeting Minutes as written. Mrs. Lucci seconded. Vote 3 ayes.

February 3, 2021 Regular Meeting Minutes. Mr. Dondorfer moved to approve the February 3, 2021 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, discussed how the CARES Act Grant funds were spent in 2020 as well as the COVID expenses the Township paid that did not come out of the grant.

B. TRUSTEES:

Mrs. Lucci, Mr. McIntosh and Mr. Dondorfer discussed appropriations workshop, Lucky's grocery store, snow plowing and salting practices, property maintenance issues, Facebook Live, Town Hall Center, OTA classes, zoning code, and fire stations.

DEPARTMENT REPORT:

A. ADMINISTRATION DEPT. – Andy Rose, Administrator

Mr. Rose covered the general business of the Township and accepted, on behalf of the Board of Trustees, a resignation letter from part time firefighter Joshua Gibson, dated 2/4/21, effective 2/18/21.

AUDIENCE:

None

OLD BUSINESS:

None

NEW BUSINESS:

The Trustees briefly discussed zoning property maintenance issues, code enforcement and how to work with residents to become complaint.

A. RES. 2021-04 PERMANENT APPROPRIATIONS. Mrs. Lucci moved to adopt the following resolution:

**TOWNSHIP ANNUAL APPROPRIATION RESOLUTION
CONCORD TOWNSHIP, LAKE COUNTY
Revised Code Section 5705.38
2021-04**

The Board of Trustees of Concord Township, Lake County, Ohio, met in Regular Session on the 17th day of February, 2021, at the Office of Concord Township, with the following members present:

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

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 ending December 31, 2021, 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:

RECORD OF PROCEEDINGS

Minutes of Concord Township Board of Trustees Meeting

Held on February 17, 2021

GENERAL FUND	1000
ADMINISTRATIVE	
Salaries--Trustees	\$ 70,000.00
Salary--Fiscal Officer	32,000.00
Salary--Administrator	94,000.00
Salary--Legal Counsel	50,000.00
Salaries--Town Hall Staff & Other	160,000.00
OPERS	
Social Security	90,000.00
Medicare	700.00
Medical Insurance	8,000.00
Dental / Life Insurance	155,000.00
Long-Term Disability Insurance	5,000.00
Workers' Compensation	6,000.00
Auditing Services	18,000.00
UAN	5,000.00
County Auditor & Treasurer's Fees	5,000.00
Election Expense	15,000.00
Travel & Meeting Expense (Officials)	5,000.00
Economic Development/Advertising	5,000.00
General Health District (Other Political Subdivision)	1,000.00
Property and Liability Insurance	305,000.00
Purchased Services	20,000.00
Office Supplies	55,000.00
Office Supplies--Community Center	5,000.00
Computer (Small Equipment)	1,500.00
Other Dues & Fees	20,000.00
Compensation & Damages	5,000.00
Other Expenses	2,000.00
	10,000.00
	10,000.00
Machinery, Equipment & Furniture	10,000.00
Machinery, Equipment & Furniture--Community Center	3,500.00
SD Salaries	-
Trash Removal	15,000.00
Repairs & Maintenance	15,000.00
Repairs & Maintenance--Community Center	9,000.00
Repairs & Maintenance--Old School & Barn	1,000.00
Phone	9,000.00
Phone--Community Center	600.00
Postage	3,800.00
Postage--Community Center	8,000.00
Recreation Printing	22,000.00
Recreation Advertising	250.00
Electric	9,000.00
Electric--Community Center	6,000.00
Electric--Old School & Barn	200.00
Water & Sewer	3,000.00
Water & Sewer--Community Center	800.00
Water & Sewer--Old School	350.00
Natural Gas	1,500.00
Natural Gas--Community Center	3,000.00
Natural Gas--Old School & Barn	500.00
Other Expenses	15,000.00
CCC Rental Refunds	3,000.00
Land & Improvements	-
ZONING	
Zoning Board Salaries	9,000.00
Zoning Office Salaries	114,000.00
Zoning Purchased Services	10,000.00
Supplies	2,000.00
Other Expenses	5,000.00
Communications & Advertising	15,000.00
Engineering Services	15,000.00
Street Lighting Contracts	20,000.00

RECORD OF PROCEEDINGS

Minutes of Concord Township Board of Trustees Meeting

Held on February 17, 2021

PARKS & RECREATION

Salaries--Community Center	120,000.00
Repairs/Mowing	48,000.00
Purchased Services	2,500.00
Parks Supplies	3,000.00
Senior Programs--Community Center	3,000.00
Schoolhouse Supplies	100.00
Recreation Programs	8,000.00
Other Expenses (CCD)	15,000.00
Other Expenses--Community Center	20,000.00
Parks--Improvement of Sites	-
Parks--Improvement of Sites--Community Center	45,000.00
Improvement of Sites	-
Contingency Account	-
TOTAL GENERAL FUND	\$ 1,739,900.00

MOTOR VEHICLE LICENSE TAX	2011
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Repairs & Maintenance	\$ 15,000.00
Contracted Services	25,000.00
Other Supplies & Materials	3,100.00
Other Expenses	2,500.00
Other Financing Uses (Carryover Account)	-
TOTAL MOTOR VEHICLE LICENSE TAX FUND	\$ 45,600.00

GASOLINE TAX	2021
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OPERS	\$ 130,000.00
Engineering	25,000.00
Repairs	30,000.00
Contracted Services	50,000.00
Other Supplies & Materials	1,500.00
Other Expenses	1,500.00
Other Financing Uses (Carryover Account)	200,000.00
TOTAL GASOLINE TAX FUND	\$ 438,000.00

ROAD & BRIDGE	2031
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Salaries	\$ 900,000.00
Phone	2,000.00
Electric	10,000.00
Water & Sewer	2,500.00
Natural Gas	6,000.00
Contracted Services	100,000.00
Operating Supplies & Materials	1,500.00
Other Supplies & Materials	105,000.00
Buildings & Additions	65,000.00
Machinery, Equipment & Furniture	-
Other Financing Uses (Carryover Account)	-
TOTAL ROAD & BRIDGE FUND	\$ 1,192,000.00

CEMETERY	2041
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Salaries--Cemetery Sexton	\$ 10,000.00
Salaries--SD	5,000.00
Repairs	25,000.00
Electricity	1,000.00
Water	350.00
Other Supplies	4,000.00
Other Expenses	5,000.00
Other Financing Uses (Carryover Account)	10,000.00
TOTAL CEMETERY FUND	\$ 60,350.00

RECORD OF PROCEEDINGS

Minutes of Concord Township Board of Trustees Meeting

Held on February 17, 2021

FIRE LEVY FUND		2191
Salaries	\$	500,000.00
OPERS		30,000.00
Social Security		40,000.00
Medicare		35,000.00
OP & F		400,000.00
Medical Insurance		400,000.00
Dental / Life Insurance		30,000.00
Long-Term Disability		30,000.00
Workers' Compensation		25,000.00
Uniforms		40,000.00
County Auditor & Treasurer Fees		20,000.00
Training		10,000.00
Other Professional & Technical Services (Physicals)		15,000.00
Repairs & Maintenance		75,000.00
Phone		10,000.00
Electric		15,000.00
Water & Sewer		3,000.00
Natural Gas		5,000.00
Contracts		103,000.00
Property Insurance		20,000.00
Office Supplies		1,500.00
Operating Supplies & Materials		40,000.00
Other Supplies		50,000.00
Machinery, Equipment & Furniture		130,000.00
Improvement of Sites		-
Other-Harrisburg		-
Other Financing Uses (Carryover Account)		25,000.00
TOTAL FIRE LEVY FUND	\$	2,052,600.00
ROAD LEVY		2192
Medicare		15,000.00
Medical Insurance		350,000.00
Dental / Life Insurance		20,000.00
Long-Term Disability Insurance		15,000.00
Workers' Compensation		25,000.00
Tax Collection Fees		30,000.00
Engineering		25,000.00
Repairs		20,000.00
Contracted Services		450,000.00
Property Insurance		15,000.00
Purchased Services		10,000.00
Office Supplies		1,500.00
Supplies		2,000.00
Operating Supplies		50,000.00
Operating Supplies—Road Salt		300,000.00
Machinery, Equipment & Furniture		30,000.00
Other Financing Uses (Carryover Account)		150,000.00
TOTAL ROAD LEVY FUND	\$	1,608,600.00
SAFETY SERVICES LEVY		2194
Fire Salaries	\$	1,800,000.00
Policing Contracts		950,000.00
Tax Collection Fees		30,000.00
Other Financing Uses (Carryover Account)		100,000.00
TOTAL SAFETY SERVICES LEVY FUND	\$	2,880,000.00
PERMISSIVE MOTOR VEHICLE TAX		2231
Repairs & Maintenance	\$	20,000.00
Contracts		50,000.00
Operating Supplies		10,000.00
Other Financing Uses (Carryover Account)		30,000.00
TOTAL PERMISSIVE MVL TAX FUND	\$	110,000.00

RECORD OF PROCEEDINGS

Minutes of Concord Township Board of Trustees Meeting

Held on February 17, 2021

EMS BILLING		2281
Salaries	\$	500,000.00
Contracts		35,000.00
Supplies		20,000.00
Other Expenses		-
Machinery & Equipment		-
Reserve Fund Balance Account		100,000.00
TOTAL EMS BILLING FUND	\$	655,000.00
LIGHTING ASSESSMENT		2401
Salaries		500.00
Contracts	\$	150,000.00
TOTAL LIGHTING ASSESSMENT FUND	\$	150,500.00
TIF-AUBURN ROAD INTERCONNECT		2402
Tax Collection Fees	\$	5,000.00
Contracts		500,000.00
Electricity		2,000.00
SIB Loan-Principal		40,000.00
Loan Interest		5,000.00
TOTAL TIF FUND	\$	552,000.00
FIRE PREVENTION		2902
Operating Supplies	\$	10,000.00
TOTAL FIRE PREVENTION FUND	\$	10,000.00
JEDD FUND		2906
Contracts	\$	2,000,000.00
Land		-
TOTAL JEDD FUND	\$	2,000,000.00
CAPITAL PROJECTS FUND		4901
Contracts	\$	8,500,000.00
Land		-
TOTAL CAPITAL PROJECTS FUND	\$	8,500,000.00
SERVICE DEPT CAPITAL PROJECTS FUND		4903
Other	\$	20,000.00
TOTAL SD CAPITAL PROJECTS FUND	\$	20,000.00
FIRE DEPT CAPITAL PROJECTS FUND		4904
Other	\$	100,000.00
TOTAL FD CAPITAL PROJECTS FUND	\$	100,000.00
CEMETERY TRUST		4951
Restricted Amount: \$57,715.00		
Supplies & Materials	\$	5,000.00
TOTAL CEMETERY TRUST FUND	\$	5,000.00
BOND RETIREMENT FUND		3102
Tax Fees		10,000.00
Principal		225,000.00
Interest		130,000.00
TOTAL BOND RETIREMENT FUND	\$	365,000.00

RECORD OF PROCEEDINGS

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RECAPITULATION OF FUNDS:

GENERAL FUND	\$	1,739,900.00
MOTOR VEHICLE LICENSE TAX FUND		45,600.00
GASOLINE TAX FUND		438,000.00
ROAD and BRIDGE FUND		1,192,000.00
CEMETERY FUND		60,350.00
FIRE LEVY		2,052,500.00
ROAD LEVY		1,508,500.00
SAFETY SERVICES LEVY		2,880,000.00
PERMISSIVE MOTOR VEHICLE LICENSE TAX FUND		110,000.00
EMS BILLING		655,000.00
LIGHTING ASSESSMENT FUND		150,500.00
TIF-AUBURN ROAD INTERCONNECT		552,000.00
FIRE PREVENTION ACCOUNT		10,000.00
JEDD FUND		2,000,000.00
CAPITAL PROJECTS FUND		8,500,000.00
SD CAPITAL PROJECTS FUND		20,000.00
FD CAPITAL PROJECTS FUND		100,000.00
CEMETERY TRUST FUND		5,000.00
BOND RETIREMENT FUND		365,000.00
GRAND TOTAL ALL FUNDS	\$	22,384,350.00

Mr. Dondorfer seconded. Mrs. Dawson briefly discussed the Permanent Appropriations, Resolution 2021-04. Roll Call Vote: Mr. Dondorfer – yes; Mrs. Lucci – yes; Mr. McIntosh – yes.

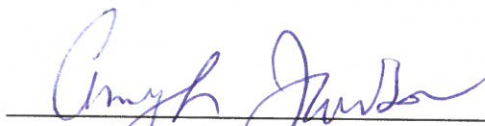
- B. SERVICE DEPARTMENT PURCHASE ORDER TO GENERATOR SYSTEMS, LLC FOR THE PURCHASE OF A NEW 60KW BACKUP GENERATOR IN THE AMOUNT OF \$18,677.00. Mr. Dondorfer moved to approve the Service Department Purchase Order to Generator Systems, LLC for the purchase of a new 60KW Backup Generator in the amount of \$18,677.00. Mrs. Lucci seconded. Vote 3 ayes.
- C. APPROVE SERVICE DEPARTMENT STEP INCREASE TO \$19.64 / HOUR FOR MAINTENANCE WORKER 2, DAVID WEBER, EFFECTIVE 2/24/2021. Mrs. Lucci moved to approve the Service Department step increase to \$19.64 / Hour for Maintenance Worker 2, David Weber, effective 2/24/2021. Mr. Dondorfer seconded. Vote 3 ayes.
- D. FUTURE MEETINGS & ANNOUNCEMENTS:

2/26	9:00 AM	STAFF MEETING / Town Hall
3/2	7:00 PM	ZONING COMMISSION / Town Hall
3/3	6:30-7:30 PM	TRUSTEE OFFICE HOURS / Conference Room
	7:30 PM	TRUSTEE MEETING / Town Hall

Upon proper motion the meeting was adjourned 7:56 PM.

For financial information go to: checkbook.ohio.gov


 Morgan R. McIntosh, Chairman


 Amy L. Dawson, Fiscal Officer

RECORD OF PROCEEDINGS

Minutes of Concord Township Board of Trustees Special Meeting

Held on February 17, 2021

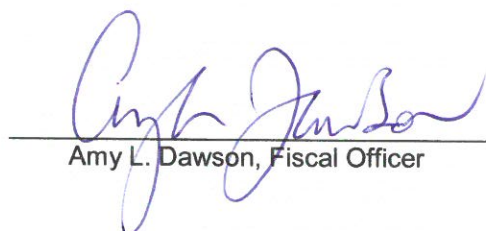
The Concord Township Board of Trustees met for a Fire Stations Project Work Session Special Meeting on February 17, 2021, at 8:04 pm., in Town Hall, located at 7229 Ravenna Road. Chairman Morgan R. McIntosh called the Work Session to order.

Present at the meeting were Trustees Carl H. Dondorfer, Morgan R. McIntosh and Amy L. Lucci, Fiscal Officer Amy L. Dawson, Administrator Andy Rose, Legal Counsel Mike Lucas, Fire Chief Matt Sabo and Deputy Fire Chief Ron Terriaco.

Fire Chief Matt Sabo provided an update on the Fire Stations Project and discussed different options of building Station 1 or Station 2 first. Trustees held an in depth discussion with the information presented.

Upon proper motion the meeting was adjourned at 8:41 pm.


Morgan R. McIntosh, Chairman


Amy L. Dawson, Fiscal Officer