

RECORD OF PROCEEDINGS

Minutes of Concord Township Board of Trustees Meeting

Held on March 2, 2022

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

The Concord Township Board of Trustees met for a Regular meeting on March 2, 2022, 7:32 pm, in Town Hall, located at 7229 Ravenna Road. Chairperson Amy L. Lucci called the meeting to order and led in the Pledge of Allegiance. Trustees present were Carl H. Dondorfer, Morgan R. McIntosh and Amy L. Lucci.

PRESENTATION AND RECOGNITION LETTER FOR CARNEGIE MEDAL RECIPIENT SHANE MORRISON

Mr. Eric Zahren, President of the Carnegie Hero Fund Commission, gave a presentation for Carnegie Medal recipient Shane Morrison and Mr. Rose read a recognition letter from the Concord Township Board of Trustees recognizing Shane's heroism.

APPROVAL OF MINUTES:

February 16, 2022 Regular Trustees Meeting. Mr. Dondorfer moved to approve the February 16, 2022 Regular Meeting Minutes as written. Mr. McIntosh seconded. Vote 3 ayes.

February 23, 2022 Special Meeting Minutes. Mr. McIntosh moved to approve the February 23, 2022 Special Meeting Minutes as written. Mr. Dondorfer seconded. Vote 3 ayes.

ELECTED OFFICIALS REPORT:

A. FISCAL OFFICER – Amy L. Dawson

Mrs. Dawson reviewed the state of Concord Township finances since the last meeting.

B. TRUSTEES

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

DEPARTMENT REPORTS:

A. ADMINISTRATION DEPT. – Andy Rose, Administrator

Andy Rose, Administrator, covered issues pertaining to the general business of the Township.

B. FIRE DEPT. – Chief Sabo

Chief Sabo reviewed the Fire Department's February activity.

C. SERVICE DEPT. – Tim Brown, Service Director

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

D. ZONING DEPT. – Heather Freeman, Zoning Director

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

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

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

F. CONCORD LAW ENFORCEMENT REPORT – Sheriff's Office

Sgt. Infalvi read the Sheriff Department's February activity report in Concord Township.

AUDIENCE:

Anita Ferguson of 11236 Wood Duck Avenue asked if something can be done with the loud traffic from Interstate 90 and State Route 44 area. Mr. Rose has a meeting with Ohio Department of Transportation in April.

OLD BUSINESS:

None

NEW BUSINESS:

RECORD OF PROCEEDINGS

Minutes of Concord Township Board of Trustees Meeting

Held on March 2, 2022

- A. FEBRUARY FINANCIAL REPORT. Mr. Dondorfer moved to approve the February Financial Report. Mr. McIntosh seconded. Vote 3 ayes.

- B. RES. 2022-06 PERMANENT APPROPRIATIONS. Mr. McIntosh moved to adopt the following resolution:

**TOWNSHIP ANNUAL APPROPRIATION RESOLUTION
CONCORD TOWNSHIP, LAKE COUNTY
Revised Code Section 5705.38
2022-06**

The Board of Trustees of Concord Township, Lake County, Ohio, met in Regular Session on the 2nd day of March, 2022, at the Office of Concord Township, with the following members present:

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

Mr. McIntosh moved the adoption of the following Resolution:

Whereas, temporary appropriations expire annually on March 31, and
Whereas, permanent appropriations must be passed prior to April 1st,

THEREFORE 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, 2022, 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 |
|---|--------------|
| ADMINISTRATIVE | |
| Salaries--Trustees | \$ 73,000.00 |
| Salary--Fiscal Officer | 33,300.00 |
| Salary--Administrator | 97,500.00 |
| Salary--Legal Counsel | 75,000.00 |
| Salaries--Town Hall Staff & Other | 190,000.00 |
| OPERS | 95,000.00 |
| Social Security | 500.00 |
| Medicare | 8,000.00 |
| Medical Insurance | 140,000.00 |
| Dental / Life Insurance | 8,000.00 |
| Long-Term Disability Insurance | 6,000.00 |
| Workers' Compensation | 20,000.00 |
| Auditing Services | 6,000.00 |
| UAN | 4,500.00 |
| County Auditor & Treasurer's Fees | 10,000.00 |
| Election Expense | 1,000.00 |
| Travel & Meeting Expense (Officials) | 5,000.00 |
| Economic Development/Advertising | 1,000.00 |
| General Health District (Other Political Subdivision) | 302,000.00 |
| Property and Liability Insurance | 20,000.00 |
| Purchased Services | 60,000.00 |
| Office Supplies | 5,000.00 |
| Office Supplies--Community Center | 2,000.00 |

RECORD OF PROCEEDINGS

Minutes of Concord Township Board of Trustees Meeting

Held on March 2, 2022

| | |
|--|------------|
| Computer (Small Equipment) | 25,000.00 |
| Other Dues & Fees | 6,000.00 |
| Compensation & Damages | 2,000.00 |
| Other Expenses | 10,000.00 |
| Machinery, Equipment & Furniture | 5,000.00 |
| Machinery, Equipment & Furniture--Community Center | 5,000.00 |
| Trash Removal | 6,000.00 |
| Repairs & Maintenance | 20,000.00 |
| Repairs & Maintenance--Community Center | 10,000.00 |
| Repairs & Maintenance--Old School & Barn | 500.00 |
| Phone | 6,000.00 |
| Phone--Community Center | 1,500.00 |
| Postage | 3,000.00 |
| Postage--Community Center | 8,000.00 |
| Recreation Printing | 18,000.00 |
| Recreation Advertising | 250.00 |
| Electric | 10,000.00 |
| Electric--Community Center | 6,000.00 |
| Electric--Old School & Barn | 200.00 |
| Water & Sewer | 3,000.00 |
| Water & Sewer--Community Center | 1,500.00 |
| Water & Sewer--Old School | 400.00 |
| Natural Gas | 2,000.00 |
| Natural Gas--Community Center | 2,500.00 |
| Natural Gas--Old School & Barn | 500.00 |
| Other Expenses | 20,000.00 |
| CCC Rental Refunds | 5,000.00 |
| Land & Improvements | - |
| ZONING | |
| Zoning Board Salaries | 7,500.00 |
| Zoning Office Salaries | 117,000.00 |
| Zoning Purchased Services | 12,000.00 |
| Supplies | 1,500.00 |
| Other Expenses | 4,000.00 |
| Communications & Advertising | 10,000.00 |
| Engineering Services | 5,000.00 |
| Street Lighting Contracts | 20,000.00 |
| PARKS & RECREATION | |
| Salaries--Community Center | 100,000.00 |
| Repairs/Mowing | 50,000.00 |
| Purchased Services | 4,500.00 |
| Parks Supplies | 2,000.00 |
| Senior Programs--Community Center | 2,000.00 |
| Schoolhouse Supplies | 100.00 |
| Recreation Programs | 10,000.00 |
| Other Expenses (CCD) | 15,000.00 |
| Other Expenses--Community Center | 35,000.00 |
| Parks--Improvement of Sites | - |
| Parks--Improvement of Sites--Community Center | - |
| Improvement of Sites | - |
| Contingency Account | - |

RECORD OF PROCEEDINGS

Minutes of Concord Township Board of Trustees Meeting

Held on March 2, 2022

TOTAL GENERAL FUND \$ **1,735,750.00**

| MOTOR VEHICLE LICENSE TAX | | 2011 |
|---|-----------|---------------------|
| Repairs & Maintenance | \$ | 10,000.00 |
| Contracted Services | | 25,000.00 |
| Other Supplies & Materials | | 3,000.00 |
| Other Expenses | | 5,000.00 |
| Other Financing Uses (Carryover Account) | | - |
| TOTAL MOTOR VEHICLE LICENSE TAX FUND | \$ | 43,000.00 |
| GASOLINE TAX | | 2021 |
| OPERS | \$ | 125,000.00 |
| Engineering | | 25,000.00 |
| Repairs | | 15,000.00 |
| Contracted Services | | 200,000.00 |
| Other Supplies & Materials | | 2,000.00 |
| Other Expenses | | 1,000.00 |
| Other Financing Uses (Carryover Account) | | 50,000.00 |
| TOTAL GASOLINE TAX FUND | \$ | 418,000.00 |
| ROAD & BRIDGE | | 2031 |
| Salaries | \$ | 900,000.00 |
| Phone | | 3,000.00 |
| Electric | | 10,000.00 |
| Water & Sewer | | 3,500.00 |
| Natural Gas | | 10,000.00 |
| Contracted Services | | 225,000.00 |
| Operating Supplies & Materials | | 1,500.00 |
| Other Supplies & Materials | | 50,000.00 |
| Buildings & Additions | | 65,000.00 |
| Machinery, Equipment & Furniture | | - |
| Other Financing Uses (Carryover Account) | | - |
| TOTAL ROAD & BRIDGE FUND | \$ | 1,268,000.00 |
| CEMETERY | | 2041 |
| Salaries--Cemetery Sexton | \$ | 10,000.00 |
| Repairs | | 5,000.00 |
| Electricity | | 1,000.00 |
| Water | | 300.00 |
| Other Supplies | | 4,000.00 |
| Other Expenses | | 15,000.00 |
| Other Financing Uses (Carryover Account) | | 10,000.00 |
| TOTAL CEMETERY FUND | \$ | 45,300.00 |

RECORD OF PROCEEDINGS

Minutes of Concord Township Board of Trustees Meeting

Held on March 2, 2022

| FIRE LEVY FUND | | 2191 |
|---|-----------|---------------------|
| Salaries | \$ | 450,000.00 |
| OPERS | | 25,000.00 |
| Social Security | | 45,000.00 |
| Medicare | | 37,000.00 |
| OP & F | | 425,000.00 |
| Medical Insurance | | 400,000.00 |
| Dental / Life Insurance | | 25,000.00 |
| Long-Term Disability | | 40,000.00 |
| Workers' Compensation | | 25,000.00 |
| Uniforms | | 40,000.00 |
| County Auditor & Treasurer Fees | | 20,000.00 |
| Training | | 25,000.00 |
| Other Professional & Technical Services (Physicals) | | 16,000.00 |
| Repairs & Maintenance | | 75,000.00 |
| Phone | | 10,000.00 |
| Electric | | 12,000.00 |
| Water & Sewer | | 2,000.00 |
| Natural Gas | | 7,500.00 |
| Contracts | | 105,000.00 |
| Property Insurance | | 25,000.00 |
| Office Supplies | | 2,000.00 |
| Operating Supplies & Materials | | 50,000.00 |
| Other Supplies | | 50,000.00 |
| Machinery, Equipment & Furniture | | 25,000.00 |
| Improvement of Sites | | - |
| Other-Harrisburg | | - |
| Other Financing Uses (Carryover Account) | | 2,000.00 |
| TOTAL FIRE LEVY FUND | \$ | 1,938,500.00 |
| ROAD LEVY | | 2192 |
| Medicare | | 14,000.00 |
| Medical Insurance | | 325,000.00 |
| Dental / Life Insurance | | 25,000.00 |
| Long-Term Disability Insurance | | 10,000.00 |
| Workers' Compensation | | 15,000.00 |
| Tax Collection Fees | | 27,000.00 |
| Engineering | | 25,000.00 |
| Repairs | | 25,000.00 |
| Contracted Services | | 500,000.00 |
| Property Insurance | | 20,000.00 |
| Purchased Services | | 15,000.00 |
| Office Supplies | | 1,500.00 |
| Supplies | | 3,000.00 |
| Operating Supplies | | 175,000.00 |
| Operating Supplies--Road Salt | | 200,000.00 |
| Machinery, Equipment & Furniture | | 150,000.00 |
| Other Financing Uses (Carryover Account) | | 200,000.00 |
| TOTAL ROAD LEVY FUND | \$ | 1,730,500.00 |

RECORD OF PROCEEDINGS

Minutes of Concord Township Board of Trustees Meeting

Held on March 2, 2022

| SAFETY SERVICES LEVY | | 2194 |
|--|-----------|---------------------|
| Fire Salaries | \$ | 1,500,000.00 |
| Policing Contracts | | 900,000.00 |
| Tax Collection Fees | | 30,000.00 |
| Other Financing Uses (Carryover Account) | | 400,000.00 |
| TOTAL SAFETY SERVICES LEVY FUND | \$ | 2,830,000.00 |
| PERMISSIVE MOTOR VEHICLE TAX | | 2231 |
| Repairs & Maintenance | \$ | 35,000.00 |
| Contracts | | 50,000.00 |
| Operating Supplies | | 25,000.00 |
| Other Financing Uses (Carryover Account) | | 200,000.00 |
| TOTAL PERMISSIVE MVL TAX FUND | \$ | 310,000.00 |
| EMS BILLING | | 2281 |
| Salaries | \$ | 450,000.00 |
| Contracts | | 35,000.00 |
| Supplies | | 25,000.00 |
| Other Expenses | | 5,000.00 |
| Machinery & Equipment | | - |
| Reserve Fund Balance Account | | 50,000.00 |
| TOTAL EMS BILLING FUND | \$ | 565,000.00 |
| ARPA FUNDS | | 2273 |
| Contracts | \$ | 1,756,000.00 |
| TOTAL ARPA FUND | \$ | 1,756,000.00 |
| LIGHTING ASSESSMENT | | 2401 |
| Salaries | | 500.00 |
| Contracts | \$ | 130,000.00 |
| TOTAL LIGHTING ASSESSMENT FUND | \$ | 130,500.00 |
| TIF-AUBURN ROAD INTERCONNECT | | 2402 |
| Tax Collection Fees | \$ | 5,000.00 |
| Contracts | | 15,000.00 |
| Electricity | | 2,000.00 |
| Transfer Out | | - |
| TOTAL TIF FUND | \$ | 22,000.00 |
| FIRE PREVENTION | | 2902 |
| Operating Supplies | \$ | 20,000.00 |
| TOTAL FIRE PREVENTION FUND | \$ | 20,000.00 |

RECORD OF PROCEEDINGS

Minutes of Concord Township Board of Trustees Meeting

Held on March 2, 2022

| JEDD FUND | | 2905 |
|---|-----------|---------------------|
| Contracts | \$ | 2,000,000.00 |
| Land | | - |
| TOTAL JEDD FUND | \$ | 2,000,000.00 |
| CAPITAL PROJECTS FUND | | 4901 |
| Contracts | \$ | 7,700,000.00 |
| Land | | - |
| TOTAL CAPITAL PROJECTS FUND | \$ | 7,700,000.00 |
| SERVICE DEPT CAPITAL PROJECTS FUND | | 4903 |
| Other | \$ | 50,000.00 |
| TOTAL SD CAPITAL PROJECTS FUND | \$ | 50,000.00 |
| FIRE DEPT CAPITAL PROJECTS FUND | | 4904 |
| Other | \$ | 1,000,000.00 |
| TOTAL FD CAPITAL PROJECTS FUND | \$ | 1,000,000.00 |
| CEMETERY TRUST | | 4951 |
| Restricted Amount: \$62,015 | | |
| Supplies & Materials | \$ | 2,000.00 |
| TOTAL CEMETERY TRUST FUND | \$ | 2,000.00 |
| BOND RETIREMENT FUND | | 3102 |
| Tax Fees | | 10,000.00 |
| Principal | | 235,000.00 |
| Interest | | 227,000.00 |
| TOTAL BOND RETIREMENT FUND | \$ | 472,000.00 |
| RECAPITULATION OF FUNDS: | | |
| GENERAL FUND | \$ | 1,735,750.00 |
| MOTOR VEHICLE LICENSE TAX FUND | | 43,000.00 |
| GASOLINE TAX FUND | | 418,000.00 |
| ROAD and BRIDGE FUND | | 1,268,000.00 |
| CEMETERY FUND | | 45,300.00 |
| FIRE LEVY | | 1,938,500.00 |
| ROAD LEVY | | 1,730,500.00 |
| SAFETY SERVICES LEVY | | 2,830,000.00 |
| PERMISSIVE MOTOR VEHICLE LICENSE TAX FUND | | 310,000.00 |
| ARPA FUND | | 1,756,000.00 |
| EMS BILLING | | 565,000.00 |
| LIGHTING ASSESSMENT FUND | | 130,500.00 |
| TIF-AUBURN ROAD INTERCONNECT | | 22,000.00 |
| FIRE PREVENTION ACCOUNT | | 20,000.00 |

RECORD OF PROCEEDINGS

Minutes of Concord Township Board of Trustees Meeting

Held on March 2, 2022

| | |
|------------------------------|-------------------------|
| JEDD FUND | 2,000,000.00 |
| CAPITAL PROJECTS FUND | 7,700,000.00 |
| SD CAPITAL PROJECTS FUND | 50,000.00 |
| FD CAPITAL PROJECTS FUND | 1,000,000.00 |
| CEMETERY TRUST FUND | 2,000.00 |
| BOND RETIREMENT FUND | 472,000.00 |
| GRAND TOTAL ALL FUNDS | \$ 24,036,550.00 |

Mr. Dondorfer seconded. Vote 3 ayes.

C. RES. 2022-07 AUTHORIZING EXPENDITURES FROM AMERICAN RESCUE PLAN ACT FUNDS. Mr. Dondorfer moved to adopt the following resolution:

RESOLUTION NO. 2022-07

A RESOLUTION BY THE BOARD OF TRUSTEES OF CONCORD TOWNSHIP AUTHORIZING EXPENDITURES FROM AMERICAN RESCUE PLAN ACT FUNDS

WHEREAS, Concord Township has received a distribution of monies (the "ARPA Funds") from the American Rescue Plan Act of 2021 ("ARPA" or the "Act"); and

WHEREAS, Congress passed the Act effective March 11, 2021; and

WHEREAS, Section 603 created the Coronavirus Local Fiscal Recovery Fund which, among other things, appropriated money to cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (Covid-19); and

WHEREAS, Section 603(c) generally provides that:

(1) USE OF FUNDS. Subject to paragraph (2), and except as provided in paragraphs (3) and (4), a metropolitan city, nonentitlement unit of local government, or county shall only use the funds provided under a payment made under this section to cover costs incurred by the metropolitan city, nonentitlement unit of local government, or county, by December 31, 2024

(A) to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;

(B) to respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;

(C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency; or

(D) to make necessary investments in water, sewer, or broadband infrastructure; and

WHEREAS, Department of Treasury Final Rule, published on January 6, 2022, and effective April 1, 2022, provides in part that:

Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund "government services." [The "standard allowance"]; and

WHEREAS, the Rule further observes that:

The standard allowance provides an estimate of revenue loss that is based on an extensive analysis of average revenue loss across states and localities, and offers a simple, convenient way to determine revenue loss particularly for Coronavirus State and Local Fiscal Recovery

RECORD OF PROCEEDINGS

Minutes of Concord Township Board of Trustees Meeting

Held on March 2, 2022

Fund's smallest recipients. This change is intended to promote administrative efficiency and simply revenue loss calculation for smaller recipients; and

WHEREAS, the Rule further clarifies that recipients can use:

State and Local Fiscal Recovery Funds (SLFRF) funds on government services up to the revenue loss amount, whether that be the standard allowance amount or the amount calculated using the [Final Rule four-step process]. Government services generally include any service traditionally provided by a government, unless treasury has stated otherwise; and

WHEREAS, some common examples of "government services" expressly recognized by Treasury are as follows:

- Road building and maintenance, and other infrastructure
- Health services
- General government administration, staff, and administrative facilities
- Environmental remediation
- Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)
- Maintenance or pay-go funded building infrastructure
- Modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; and

WHEREAS, "Government services is [deemed by Treasury] the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements;" and

WHEREAS, funds utilized pursuant to the standard revenue loss allowance continue to have certain restrictions, including:

- Deposit into pension funds
- Satisfaction of settlements or judgments
- Contributions to financial reserves or "rainy day" funds; and

WHEREAS, the Final Rule states that recipients must elect either the standard allowance or calculate revenue loss pursuant to the 4-step process and recipients may not use both methods; and

WHEREAS, this option was not available pursuant to the Interim Final Rule, at which time the Township passed a resolution relating to revenue loss calculated to the 4-step process, Resolution 2021-30; and

WHEREAS, the Board of Trustees seeks to adopt the standard allowance as serving in the best interest of the Township.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF CONCORD TOWNSHIP, COUNTY OF LAKE, STATE OF OHIO, AS FOLLOWS:

Section 1. That the Township elects to use the standard allowance and its presumption of revenue loss due to the public health emergency and to use the amount authorized herein to fund government services.

Section 2. That the Township correspondingly herewith rescinds Resolution No. 2021-30, previously passed on December 1, 2021, which provided for the calculation of revenue loss pursuant to the Interim Final Rule.

Section 3. That it is hereby found and determined that all formal actions of this Township concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Township Trustees, and that all deliberations of the Township Trustees and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Mr. McIntosh seconded. Vote 3 ayes.

- D. APPROVE STEP 4 INCREASE FOR SERVICE DEPARTMENT ADMINISTRATIVE ASSISTANT SUSAN BOBNAR TO \$19.85 HR EFFECTIVE 3/16/22. Mr. McIntosh moved to approve Step 4 Increase for Service Department Administrative Assistant Susan Bobnar to \$19.85 HR effective 3/16/2022. Mr. Dondorfer seconded. Vote 3 ayes.

RECORD OF PROCEEDINGS

Minutes of Concord Township Board of Trustees Meeting

Held on March 2, 2022

E. Mrs. Dawson read the following: VOTED ON AT THE FEBRUARY 25, 2022 STAFF MEETING: DISPOSE OF TWO (2) LAPTOPS THAT ARE OBSOLETE, UNNEEDED AND/OR UNFIT PERSONAL PROPERTY OF CONCORD TOWNSHIP. Mr. Dondorfer moved to approve the disposal of two (2) laptops that are obsolete, unneeded and/or unfit personal property of Concord Township. Mrs. Lucci seconded. Vote 2 ayes.

F. FUTURE MEETINGS & ANNOUNCEMENTS:

| | | |
|------|-------------------------|---|
| 3/8 | HAPPY BIRTHDAY | 200 TH BIRTHDAY |
| 3/9 | CANCELED | BZA / Town Hall |
| 3/16 | 6:30-7:30 PM 7:30 PM | TRUSTEE OFFICE HOURS / Conference Room TRUSTEE MEETING / Town Hall |

Upon proper motion the meeting was adjourned at 8:35 pm.

For financial information go to: checkbook.ohio.gov

Amy L. Lucci, Chairperson

Amy L. Dawson, Fiscal Officer