

## RECORD OF PROCEEDINGS

### Minutes of Concord Township Board of Trustees Meeting

Held on January 3, 2024

This meeting was held via YouTube Live Streaming.

The Concord Township Board of Trustees met for an Organizational & Regular meeting on January 3, 2024, 7:31 pm, in Town Hall, located at 7229 Ravenna Road. Chairperson 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.

#### ORGANIZATIONAL MEETING:

Mr. McIntosh designated Mr. Teknipp as Chairperson Pro Tempore. Chairpersonship of the meeting was turned over to Mr. Teknipp for the purpose of electing the Board.

Mr. Teknipp opened nominations for the position of Chairperson for 2024.

Mr. McIntosh moved to nominate Mr. Dondorfer as Chairperson of the Township Board of Trustees for the year 2024. Mrs. Lucci seconded. Vote 3 ayes.

Mr. Teknipp opened nominations for the position of Vice-Chairperson for 2024.

Mr. McIntosh moved to nominate Mrs. Lucci as Vice-Chairperson of the Township Board of Trustees for the year 2024. Mr. Dondorfer seconded. Vote 3 ayes.

Mr. Teknipp opened nominations for the position of Fiscal Officer Pro Tempore for 2024.

Mrs. Lucci moved to nominate Mr. McIntosh as the Fiscal Officer Pro Tempore for the year 2024. Mr. Dondorfer seconded. Vote 3 ayes.

Mr. Dondorfer assumed the position of Chairperson. Mrs. Lucci assumed the position of Vice-Chairperson. Mr. McIntosh assumed the position of Concord Township Trustee and Fiscal Officer Pro Tempore, and Mr. Teknipp assumed the position of Fiscal Officer.

#### ORGANIZATIONAL MEETING:

##### Date & times of meetings set for 2024

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: 6:30-7:30 pm.

Staff Meetings will be set for the Monday preceding the first Trustee Meeting of each month, at 3:00 pm in Town Hall unless otherwise noted.

The Appropriations Workshop will be announced at a later date.

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

Mr. McIntosh moved to approve the 2024 calendar year dates and times for Staff meetings, Office Hours and Trustees meetings. Mrs. Lucci seconded. Vote 3 ayes.

##### Trustee Department Assignments for 2024

Mrs. Lucci moved to assign the following Department Assignments for each Trustee: Fire Department – Mr. Dondorfer; Service Department – Mr. McIntosh; Zoning Department, Recreation Department, and Administration Department – Mrs. Lucci.

Mr. McIntosh seconded. Vote 3 ayes.

##### Appointment of Township Directors

Mr. McIntosh moved to approve the following Township Department Directors: Legal Counsel – Bridey Matheney; Cemetery Sexton – Karen Warner; Fire Chief – Matt Sabo; Service Department Director – Tim Brown; Recreation Department Director – Sean Supler; Planning and Zoning Director / Zoning Inspector – Heather Freeman; Secretary to Board of Zoning Appeals and Zoning Commission – Heather Freeman.

Mrs. Lucci seconded. Vote 3 ayes.

RECORD OF PROCEEDINGS

Minutes of Concord Township Board of Trustees Meeting  
Held on January 3, 2024

Legal Holidays for the 2024

Legal Holidays were set for 2024. If the holiday falls on a Saturday, it is observed on the preceding Friday. If the holiday falls on a Sunday, it is observed on the following Monday. Mrs. Lucci made a motion to set the following 2024 legal holidays for Administration, Service Department and Fire Department Administrative Personnel:

|    |             |                            |
|----|-------------|----------------------------|
| 1  | January 1   | New Year's Day             |
| 2  | January 15  | Martin Luther King Jr. Day |
| 3  | February 19 | Presidents' Day            |
| 4  | May 27      | Memorial Day               |
| 5  | June 19     | Juneteenth Day             |
| 6  | July 4      | Independence Day           |
| 7  | July 5      | Trustee Designated Holiday |
| 8  | September 2 | Labor Day                  |
| 9  | October 14  | Columbus Day               |
| 10 | November 11 | Veterans Day               |
| 11 | November 28 | Thanksgiving Day           |
| 12 | November 29 | Day after Thanksgiving     |
| 13 | December 25 | Christmas Day              |

Mr. McIntosh seconded. Vote 3 ayes.

Mr. McIntosh made a motion to set the following legal holidays for 2024 per the firefighter's contract for the Fire Department Firefighting Personnel:

|   |             |                  |
|---|-------------|------------------|
| 1 | January 1   | New Year's Day   |
| 2 | March 31    | Easter Sunday    |
| 3 | May 27      | Memorial Day     |
| 4 | June 19     | Juneteenth       |
| 5 | July 4      | Independence Day |
| 6 | September 2 | Labor Day        |
| 7 | November 28 | Thanksgiving Day |
| 8 | December 25 | Christmas Day    |

Mrs. Lucci seconded. Vote 3 ayes.

Mrs. Lucci made a motion to establish 2024 mileage rate reimbursement per IRS guidelines. As of January 1, 2024 it is \$0.67 cents per mile. Mr. McIntosh seconded. Vote 3 ayes.

The Temporary Appropriations for 2024 were passed at the Regular Meeting on December 20, 2023, Resolution 2023-28. Mrs. Lucci made the motion to approve the rates as discussed. Mr. Dondorfer seconded the motion. Roll Call Vote: Mrs. Lucci – yes; Mr. Dondorfer – yes; Mr. McIntosh – yes.

At the December 20, 2023 Regular Meeting Mrs. Lucci moved to approve the list of Super Blanket Certificates 1-2024 through 108-2024 effective January 1, 2024. Mr. Dondorfer seconded Vote 3 ayes.

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

Mr. McIntosh made a motion to elect Mrs. Lucci to the VFFDF Board to serve a one (1) year term commencing on 1/1/2022. Mr. Dondorfer seconded. Vote 3 ayes.

Mrs. Lucci made a motion to elect Mr. McIntosh to the VFFDF Board to serve a one (1) year term commencing on 1/1/2024. Mr. Dondorfer seconded. Vote 3 ayes.

Mr. Dondorfer concluded the Organizational Meeting portion of the Regular Trustees Meeting and moved to the Regular Meeting Agenda.



# RECORD OF PROCEEDINGS

## Minutes of Concord Township Board of Trustees Meeting

Held on January 3, 2024

### APPROVAL OF MINUTES:

December 20, 2023 Regular Meeting Minutes. Mrs. Lucci moved to approve the December 20, 2023 Regular Meeting Minutes as written. Mr. McIntosh seconded. Vote 3 ayes.

### ELECTED OFFICIALS REPORT:

#### A. FISCAL OFFICER – James W. Teknipp

Mr. Teknipp reviewed the state of Concord Township finances since the last meeting.

#### B. TRUSTEES

Mrs. Lucci, Mr. Dondorfer, and Mr. McIntosh 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 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. – Sean Supler, Recreation Director

Sean Supler, Recreation Director, reviewed the Recreation Department's December and January activities in Concord Township.

#### F. CONCORD LAW ENFORCEMENT REPORT – Sheriff's Office

Lt. Musleh read the Sheriff Department's December activity report in Concord Township.

### AUDIENCE:

None

### OLD BUSINESS:

None

### NEW BUSINESS:

- A. RESOLUTION REPEALING RESOLUTION NO. 2023-31, APPOINTING THRASHER, DINSMORE & DOLAN, L.P.A. AS THE LAW DIRECTOR OF CONCORD TOWNSHIP EFFECTIVE RETROACTIVELY TO JANUARY 1, 2024, AUTHORIZING THE CHAIRPERSON OF THE BOARD OF TRUSTEES OF CONCORD TOWNSHIP, OR HIS DESIGNEE, TO ENTER INTO AND EXECUTE A LEGAL SERVICES AGREEMENT WITH THRASHER, DINSMORE & DOLAN, L.P.A. FOR CALENDAR YEARS 2024 AND 2025, AND DECLARING AN EMERGENCY. Mrs. Lucci moved to adopt the following resolution:

#### RESOLUTION NO. 2024-01

RESOLUTION REPEALING RESOLUTION NO. 2023-31, APPOINTING THRASHER, DINSMORE & DOLAN, L.P.A. AS THE LAW DIRECTOR OF CONCORD TOWNSHIP EFFECTIVE RETROACTIVELY TO JANUARY 1, 2024, AUTHORIZING THE Chairperson OF THE BOARD OF TRUSTEES OF CONCORD TOWNSHIP, or his designee, TO ENTER INTO AND EXECUTE A LEGAL SERVICES AGREEMENT WITH THRASHER, DINSMORE & DOLAN, L.P.A. FOR CALENDAR YEARS 2024 AND 2025, AND DECLARING AN EMERGENCY.



## RECORD OF PROCEEDINGS

### Minutes of Concord Township Board of Trustees Meeting

Held on January 3, 2024

**WHEREAS**, on December 20, 2023, the Board of Trustees of Concord Township (the "Board") adopted Resolution No. 2023-31 appointing Thrasher, Dinsmore & Dolan LPA as the Law Director of Concord Township for calendar years 2024 and 2025;

**WHEREAS**, pursuant to Section 504.10 of the Ohio Revised Code, such resolution appointing a law director is required to be read on two separate days, unless the Board, by a majority vote of its members, dispenses with the requirement that such resolution be read on two separate days and authorizes the adoption of the resolution upon its first reading;

**WHEREAS**, the Board and Concord Township have the need for legal services; and

**WHEREAS**, the Board finds Thrasher, Dinsmore & Dolan, L.P.A. to be competent and qualified attorneys with the requisite skill and experience to provide general legal counsel services to the Board and Concord Township; and

**WHEREAS**, the Board desires to the Board desires to repeal Resolution No. 2023-31, adopt this Resolution appointing Thrasher, Dinsmore & Dolan LPA as the Law Director of Concord Township and to authorize the Chairperson of the Board to execute and deliver a legal services agreement, attached hereto as Exhibit A (the "Agreement"), with Thrasher, Dinsmore & Dolan, LPA for general legal counsel services to the Board for calendar years 2024 and 2025, effective retroactively to January 1, 2024, upon its first reading if the Board, by a majority vote of its members, votes to dispense with the requirement of two separate readings appoint, pursuant to Section 504.15 of the Ohio Revised Code; and

**NOW THEREFORE, BE IT RESOLVED**, by the Concord Township Board of Trustees, in Lake County, Ohio that:

Section 1. The Concord Township Board of Trustees hereby repeals Resolution No. 2023-31.

Section 2. The Concord Township Board of Trustees hereby appoints Thrasher, Dinsmore & Dolan, L.P.A. as the law director of Concord Township and authorizes the Chairperson, or his designee, to enter into and execute the Agreement attached hereto as Exhibit A, effective retroactively to January 1, 2024.

Section 3. Upon majority vote, the Board dispenses with the requirement that this Resolution be read on two separate days and authorizes adoption of this Resolution upon its first reading.

Section 4. All prior legislation, resolutions, and/or motions, or any parts thereof, which are inconsistent with this resolution is/are hereby repealed as to the inconsistent parts thereof.

Section 5. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that any and all deliberations of this Board and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with Section 121.22 of the Ohio Revised Code and all legal requirements of the laws of the State of Ohio.

Section 6. This resolution constitutes an emergency measure necessary for the immediate preservation of the public health, safety and general welfare, and for the further reason to ensure that Concord Township is not without an appointed law director, and for these reasons, this resolution shall be effective upon its passage per Section 504.11 of the Ohio Revised Code.

Mr. McIntosh seconded. Vote 3 ayes.

**B. ITEMS VOTED ON AT THE DECEMBER 27, 2023 STAFF MEETING.** Mr. Rose read the items voted on at the December 27, 2023 Staff Meeting.

1. ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING GRIEVANCE AND EMPLOYEE COMPENSATION FOR 2024 PURSUANT TO OHIO REVISED CODE 121.22 (G) (1). Mrs. Lucci moved to have Administrator Andy Rose, Chief Sabo, Human Resource Coordinator Cindy Sadler, Fiscal Officer Jim Teknipp, Bridey Matheney and Brandon Dynes from Thrasher Dinsmore and Dolan and John Patriarca to join in Executive Session. Mr. McIntosh seconded. At 9:50 am, Mrs. Lucci moved to enter into Executive Session for the purpose of discussing grievance and employee compensation for 2024 pursuant to the Ohio Revised Code 121.22 (G) (1). Mr. McIntosh seconded. Roll Call Vote: Mr. McIntosh – yes; Mrs. Lucci – yes. Vote 2 ayes. At 10:17 am Mrs. Lucci moved to exit out of Executive Session. Mr. McIntosh seconded. Vote 2 ayes.

RECORD OF PROCEEDINGS

Minutes of Concord Township Board of Trustees Meeting

Held on January 3, 2024

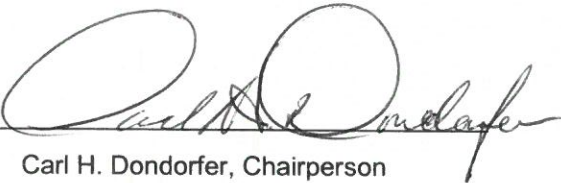
2. APPROVAL OF 2024 SALARIES. Mrs. Lucci moved to approve the 2024 salaries. Mr. McIntosh seconded. Roll Call Vote: Mr. McIntosh – yes; Mrs. Lucci – yes. Vote 2 ayes.

C. FUTURE MEETINGS & ANNOUNCEMENTS:

|      |              |   |
|------|--------------|---|
| 1/10 | 7:00 PM      | BZA / Town Hall                             |
| 1/15 | CLOSED       | IN OBSERVANCE OF MARTIN LUTHER KING JR. DAY |
| 1/17 | 6:30-7:30 PM | TRUSTEE OFFICE HOURS / Conference Room      |
|      | 7:30 PM      | TRUSTEE MEETING / Town Hall                 |

Upon proper motion the meeting was adjourned at 8:18 pm.

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

  
Carl H. Dondorfer, Chairperson

  
James W. Teknipp, Fiscal Officer