

RECORD OF PROCEEDINGS

Minutes of Concord Township Board of Trustees Meeting

Held on January 3, 2025

This meeting was held via YouTube Live Streaming.

The Concord Township Board of Trustees met for an Organizational & Regular Meetings on January 3, 2025, 5:00 pm, in Town Hall, located at 7229 Ravenna Road. Chairperson Carl H. Dondorfer 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

2025 BOARD ELECTIONS

Mr. Dondorfer designated Mr. Patriarca as Chairperson Pro Tempore. Chairpersonship of the meeting was turned over to Mr. Patriarca for the purpose of electing the 2025 Board.

Mr. Patriarca opened nominations for the position of Chairperson for 2025.

Mr. McIntosh moved to nominate Mrs. Lucci as Chairperson of the Township Board of Trustees for the year 2025. Mr. Dondorfer seconded. Vote 3 ayes.

Mr. Patriarca opened nominations for the position of Vice-Chairperson for 2025.

Mr. Dondorfer moved to nominate Mr. McIntosh as Vice-Chairperson of the Township Board of Trustees for the year 2025. Mrs. Lucci seconded. Vote 3 ayes.

Mr. Patriarca opened nominations for the position of Fiscal Officer Pro Tempore for 2025.

Mr. McIntosh moved to nominate Mr. Dondorfer as the Fiscal Officer Pro Tempore for the year 2025. Mrs. Lucci seconded. Vote 3 ayes.

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

DATE & TIMES OF MEETINGS SET FOR 2025

Mrs. Lucci read the following:

All Trustees are open to the Public and may be viewed live via YouTube Live Streaming. If you require a special accommodation in order to attend a meeting, please give at least 8 hours' notice to the Administrator.

Trustee Meetings will be held the first & third Wednesday of each month with Office Hours from 5:00-6:00 pm and the Regular Trustees meeting at 6:00 pm in the Town Hall.

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 and to anyone that has requested advance notice.

Mr. McIntosh moved to approve the 2025 calendar year dates and times for Staff meetings, Office Hours and Trustees meetings. Mr. Dondorfer seconded. Vote 3 ayes.

TRUSTEE DEPARTMENT ASSIGNMENTS FOR 2025

Mr. Dondorfer 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.

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Mr. Dondorfer seconded. Vote 3 ayes.

LEGAL HOLIDAYS FOR THE YEAR 2025

Legal Holidays were set for 2025. 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. Mr. Dondorfer made a motion to set the following 2025 legal holidays for Administration, Service Department and Fire Department Administrative Personnel:

1	January 1	New Year's Day
2	January 20	Martin Luther King Jr. Day
3	February 17	Presidents' Day
4	May 26	Memorial Day
5	June 19	Juneteenth Day
6	July 4	Independence Day
7	September 1	Labor Day
8	October 13	Columbus Day
9	November 11	Veterans Day
10	November 27	Thanksgiving Day
11	November 28	Day after Thanksgiving
12	December 25	Christmas Day
13	December 26	Trustee Designated Holiday

Mr. McIntosh seconded. Vote 3 ayes.

Mr. McIntosh made a motion to establish the 2025 Legal Holidays for Full-Time Firefighter's per the union contract for the Fire Department Firefighting Personnel:

1	January 1	New Year's Day
2	January 20	Martin Luther King Jr. Day
3	April 20	Easter Sunday
4	May 26	Memorial Day
5	June 19	Juneteenth Day
6	July 4	Independence Day
7	September 1	Labor Day
8	November 27	Thanksgiving Day
9	December 24	Christmas Eve
10	December 25	Christmas Day
11	December 31	New Year's Eve

Mr. Dondorfer seconded. Vote 3 ayes.

Mr. Dondorfer moved to establish the 2025 Legal Holidays for Part-Time Fire Department Firefighting Personnel per employee handbook as follows:

1	January 1	New Year's Day
2	April 20	Easter Sunday
3	May 26	Memorial Day
4	June 19	Juneteenth Day
5	July 4	Independence Day
6	September 1	Labor Day
7	November 27	Thanksgiving Day
8	December 25	Christmas Day

Mr. McIntosh seconded. Vote 3 ayes.

Mr. McIntosh made a motion to establish 2025 mileage rate reimbursement per IRS guidelines. As of January 1, 2025 it is \$0.70 cents per mile. Mr. Dondorfer seconded. Vote 3 ayes.

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The Temporary Appropriations for 2025 were passed at the Regular Meeting on December 18, 2024, Resolution 2024-33. Mrs. Lucci made the motion to approve the rates as discussed. Mr. McIntosh seconded the motion. Roll Call Vote: Mrs. Lucci – yes; Mr. McIntosh – yes; Mr. Dondorfer – yes.

APPOINTMENT OF TWO (2) BOARD MEMBERS TO THE VOLUNTEER FIRE FIGHTER'S DEPENDENTS FUND BOARD (VFFDF)

Mr. Dondorfer made a motion to elect Mr. McIntosh to the VFFDF Board to serve a one (1) year term commencing on 1/1/2025. Mrs. Lucci seconded. Vote 3 ayes.

Mr. McIntosh made a motion to elect Mr. Dondorfer to the VFFDF Board to serve a one (1) year term commencing on 1/1/2025. Mrs. Lucci seconded. Vote 3 ayes.

Mrs. Lucci concluded the Organizational Meeting portion of the Regular Trustees Meeting and moved to the Regular Meeting Agenda.

APPROVAL OF MINUTES:

December 18, 2024 Regular Meeting Minutes. Mr. McIntosh moved to approve the December 18, 2024 Regular Meeting Minutes as written. Mr. Dondorfer seconded. Vote 3 ayes.

December 23, 2024 Staff Meeting Minutes. Mr. Dondorfer moved to approve the December 23, 2024 Staff Meeting Minutes as written. Mr. McIntosh seconded. Vote 3 ayes.

ELECTED OFFICIALS REPORT:

A. FISCAL OFFICER – John Patriarca

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

B. TRUSTEES

Mr. McIntosh, Mr. Dondorfer, 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. SERVICE DEPT. – Tim Brown, Service Director

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

C. RECREATION DEPT. – Sean Supler, Recreation Director

Mr. Rose read the report, prepared by Sean Supler, Recreation Director, reviewing the Recreation Department's December and January activities in Concord Township.

D. LAKE COUNTY SHERIFF'S OFFICE – Sheriff's Office

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

AUDIENCE:

None

OLD BUSINESS:

None

NEW BUSINESS:

- A. RES. 2025-01 A RESOLUTION BY THE CONCORD TOWNSHIP BOARD OF TRUSTEES TO DISPOSE OF SURPLUS, UNNEEDED, OBSOLETE, OR UNFIT PERSONAL PROPERTY THROUGH THE USE OF INTERNET AUCTION. Mr. McIntosh moved to adopt the following resolution:

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RESOLUTION NO. 2025-01

RESOLUTION BY THE CONCORD TOWNSHIP BOARD OF TRUSTEES TO DISPOSE OF SURPLUS, UNNEEDED, OBSOLETE, OR UNFIT PERSONAL PROPERTY THROUGH THE USE OF INTERNET AUCTION.

WHEREAS, Section 505.10(D) of the Ohio Revised Code requires the Concord Township Board of Trustees to adopt a resolution during each calendar year expressing its intent to dispose of surplus, unneeded, obsolete, or unfit personal property through the use of internet auction.

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 expresses its intent to dispose of surplus, unneeded, obsolete, or unfit personal property by internet-based auction during the calendar year of 2025.

Section 2. The personal property disposed of through the internet-based auction may include, as specified in ORC 505.10(D), motor vehicles acquired for the use of township officers and departments, road machinery, car parts, equipment, tools and office equipment or supplies which are not needed, obsolete, or unfit for the public use for which it was acquired.

Section 3. All property is offered for sale "as is, where is" with Concord Township making no warranty, guarantee, or representation of any kind expressed or implied, as to the condition of said items.

Section 4. The number of days of bidding for each auction, in accordance with Section 505.10(D) of the Ohio Revised Code, will be at least fifteen (15) days, including Saturdays and Sundays, and holidays.

Section 5. That the Township Administrator may enter into and sign a Memorandum of Understanding with any internet-based auction company in order to effectuate the disposal of surplus, unneeded, obsolete, or unfit personal property. Further, the Township Administrator, or designee, shall manage the 2025 internet auction program.

Section 6. The Fiscal Officer shall publish in a newspaper of general circulation, notice of its intent to sell surplus, unneeded, obsolete, and unfit-for-use township personal property by internet-based auction to be published once.

Section 7. A similar notice shall be posted continuously throughout the calendar year in a conspicuous place in the offices of the Concord Township Board of Trustees and in addition shall be posted continuously on the Concord Township website (www.concordtwp.com), with a link to the respective internet-based auction company chosen to handle the particular sale.

Section 8. When property is to be sold by internet-based auction, the Concord Township Board of Trustees or its representative reserve the right, at a later date, to establish a minimum price that will be accepted for specific items and may establish any other terms and conditions for the particular sale, including but not limited to requirements for pick-up or delivery, method of payment, and payment of sales tax in accordance with applicable laws.

Section 9. Such information shall be provided on the internet at the time of the auction and may be provided before that time upon request after the terms and conditions have been determined by the Concord Township Board of Trustees or its representative.

Section 10. The Concord Township Board of Trustees hereby authorizes the disposition of surplus, unneeded, obsolete, or unfit township personal property via internet-based auction in calendar year 2025.

Section 11. 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 12. 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.

Mr. Dondorfer seconded. Vote 3 ayes.

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- B. RESOLUTION 2025-02, A RESOLUTION BY THE CONCORD TOWNSHIP BOARD OF TRUSTEES AUTHORIZING LAKE COUNTY TO ADVERTISE FOR BIDS FOR A COMBINED ASPHALT PAVING PROJECT WITH CONCORD TOWNSHIP, LEROY TOWNSHIP, PAINESVILLE TOWNSHIP, PERRY VILLAGE AND LAKE COUNTY AND FOR CONCORD TOWNSHIP TO PAY FOR CONCORD'S SHARE OF THE COST OF ADVERTISING, LCE PROJECT NO. 2024-009. Mr. Dondorfer moved to adopt the following resolution:

RESOLUTION NO. 2025-02

A RESOLUTION BY THE CONCORD TOWNSHIP BOARD OF TRUSTEES AUTHORIZING LAKE COUNTY TO ADVERTISE FOR BIDS FOR A COMBINED ASPHALT PAVING PROJECT WITH CONCORD TOWNSHIP, LEROY TOWNSHIP, PAINESVILLE TOWNSHIP, PERRY VILLAGE AND LAKE COUNTY AND FOR CONCORD TOWNSHIP TO PAY FOR CONCORD'S SHARE OF THE COST OF ADVERTISING, LCE PROJECT No. 2024-009.

WHEREAS, the Lake County Engineer has requested that the Board of Trustees pay for their share to advertise for bids for the Combined Asphalt Paving Project with Concord Township, Leroy Township, Painesville Township, Perry Village and Lake County, LCE Project 2024-009; and

WHEREAS, the Lake County Engineer has filed with the Board proposal forms and specifications for the Combined Asphalt Paving Project with Concord Township, Leroy Township, Painesville Township, Perry Village and Lake County, LCE Project 2024-009; and

WHEREAS, the Board believes that it is in the best interest of its residents that the advertisement for bids should be made by the Lake County Engineer for the Combined Asphalt Paving Project with Concord Township, Leroy Township, Painesville Township, Perry Village and Lake County, LCE Project 2024-009.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the Board of Trustees hereby authorizes and instructs the Township Administrator to administer Concord Township's portion of the project and ensure Concord's portion of advertising is paid to the Lake County Engineer for the Combined Asphalt Paving Project with Concord Township, Leroy Township, Painesville Township, Perry Village and Lake County, LCE Project 2024-009. Such advertisement shall be the responsibility of the Lake County Engineer's Office.

Section 2. The Township Administrator is hereby directed to forward certified copies of this Resolution to the Lake County Engineer and Board of Trustees for Leroy Township, Painesville Township and Perry Village Council.

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. McIntosh seconded. Vote 3 ayes.

- C. APPOINT JOHN WIERTEL TO ZONING COMMISSION REGULAR MEMBER TO THE VACANT SEAT FOR THE REMAINING TERM EFFECTIVE JANUARY 3, 2025 THROUGH MARCH 31, 2026. Mr. McIntosh moved to appoint John Wiertel to Zoning Commission Regular Member to the vacant seat for the remaining term effective January 3, 2025 through March 31, 2026. Mr. Dondorfer seconded. Vote 3 ayes.
- D. SERVICE DEPT. APPROVE PO IN THE AMOUNT OF \$51,582.40 TO ELEMENTAL SHELTER SOLUTIONS FOR SALT DOME REPLACEMENT STRUCTURE. Mr. Dondorfer moved to approve Service Dept. PO in the amount of \$51,582.40 to Elemental Shelter Solutions for salt dome replacement structure. Mr. McIntosh seconded. Vote 3 ayes.
- E. SUPER BLANKET CERTIFICATES 1-2025 THROUGH 108-2025 EFFECTIVE JANUARY 1, 2025. Mr. McIntosh moved to approve Super Blanket Certificates 1-2025 through 108-2025 effective January 1, 2025. Mr. Dondorfer seconded. Vote 3 ayes.
- F. EASTERN LAKE COUNTY CHAMBER OF COMMERCE 2025 BEACON AWARD WINNER – WILLIAM "BILL" CREED, PRESIDENT OF GAZETTE NEWSPAPERS/GREAT LAKES PRINTING. Mr. Rose read the recognition letter for Eastern Lake County Chamber of Commerce 2025 Beacon Award Winner – William "Bill" Creed, President of Gazette Newspapers/Great Lakes Printing.

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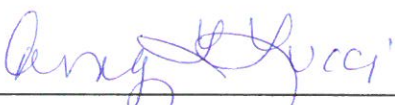
- G. EASTERN LAKE COUNTY CHAMBER OF COMMERCE 2025 BUSINESS OF THE YEAR AWARD WINNER – L.C.E. FEDERAL CREDIT UNION. Mr. Rose read the recognition letter for Eastern Lake County Chamber of Commerce 2025 Business of the Year Award Winner – L.C.E. Federal Credit Union.
- H. ITEMS VOTED ON AT THE DECEMBER 23, 2024 STAFF MEETING: Mr. Rose read the items voted on at the December 23, 2024 Staff Meeting.
 - 1. VOTE - OHIO PLAN INSURANCE RENEWAL FOR 2025. Mrs. Lucci moved to approve the Ohio Plan Insurance renewal for 2025. Mr. McIntosh seconded. Vote 3 ayes.
 - 2. EXECUTIVE SESSION: MOTION TO ENTER EXECUTIVE SESSION TO DISCUSS EMPLOYEE COMPENSATION PURSUANT TO ORC 121.22 (G)(1) AND TO HAVE MR. PATRIARCA, MS. SADLER, AND MR. ROSE JOIN THE EXECUTIVE SESSION. At 3:25 PM, Mr. McIntosh moved to enter into Executive Session to discuss employee compensation pursuant to ORC 121.22 (G) (1) and to have Mr. Patriarca, Ms. Sadler and Mr. Rose join the Executive Session. Mrs. Lucci seconded. Roll Call Vote: Mr. McIntosh – yes; Mrs. Lucci – yes; Mr. Dondorfer – yes. At 3:32 PM Mr. McIntosh moved to exit out of Executive Session. Mrs. Lucci seconded. Vote 3 ayes.
 - 3. VOTE - APPROVAL OF 2025 NON-BARGAINING EMPLOYEE COMPENSATION SALARIES. Mrs. Lucci moved to approve the 2025 Non-Bargaining Employee Compensation Salaries. Mr. McIntosh seconded. Vote 3 ayes.

I. FUTURE MEETINGS & ANNOUNCEMENTS:

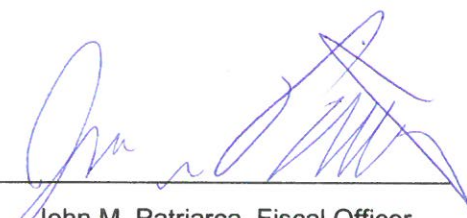
- 1/7 CANCELED ZONING COMMISSION / Town Hall
- 1/8 7:00 PM BZA / Town Hall
- 1/15 5:00-6:00 PM TRUSTEE OFFICE HOURS / Conference Room
6:00 PM TRUSTEES MEETING / Town Hall

Upon proper motion the meeting was adjourned.

For financial information go to: checkbook.ohio.gov



 Amy L. Lucci, Chairperson



 John M. Patriarca, Fiscal Officer