

# RECORD OF PROCEEDINGS

## Minutes of Concord Township Board of Trustees Meeting

Held on October 2, 2024

This meeting was held via YouTube Live Streaming.

The Concord Township Board of Trustees met for a Regular meeting on October 2, 2024, 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.

### APPROVAL OF MINUTES:

September 18, 2024 Regular Meeting Minutes. Mrs. Lucci moved to approve the September 18, 2024 Regular Meeting Minutes as written. Mr. McIntosh seconded. Vote 3 ayes.

### ELECTED OFFICIALS REPORT:

#### A. FISCAL OFFICER – John M. Patriarca

Mr. Patriarca 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 REPORTS:

#### A. ADMINISTRATION DEPT. – Andy Rose, Administrator

Andy Rose, Administrator, covered issues pertaining to the general business of the Township as well as recommended the Trustees set a Public Hearing for the proposed Zoning Text Amendments to the Concord Township Zoning Resolution, initiated by motion of the Zoning Commission. The Public Hearing was set for October 16, 2024 at 7:15 pm at Town Hall, 7229 Ravenna Road.

#### B. FIRE DEPT. – Chief Sabo

Chief Sabo reviewed the Fire Department's September activity in Concord Township.

#### C. SERVICE DEPT. – Tim Brown, Service Director

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

#### D. ZONING DEPT. – Heather Freeman, Zoning Director

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

#### E. RECREATION DEPT. – Sean Supler, Recreation Director

Sean Supler, Recreation Director, reviewed the Recreation Department's September/October activities in Concord Township.

#### F. LAKE COUNTY SHERIFF'S OFFICE REPORT – Captain Paterson

Captain Paterson reported on the Sheriff Department's August/September activity in Concord Township.

### AUDIENCE:

None

### OLD BUSINESS:

None

### NEW BUSINESS:

- A. RES. 2024-26 ESTABLISHING MEETING PROCEDURES AND METHODS OF NOTIFICATION FOR THE REMAINDER OF 2024. Mrs. Lucci moved to adopt the following resolution:

#### RESOLUTION NO. 2024-26

#### A RESOLUTION ESTABLISHING MEETING PROCEDURES AND METHODS OF NOTIFICATION FOR THE REMAINDER OF 2024.

WHEREAS, RC §121.22(F) requires public bodies to establish a method for giving notice of meetings; and

WHEREAS, the Concord Township Board of Trustees finds it advisable to establish certain meeting procedures for the conduct of its business and to provide a method for giving notice of meetings.



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

The Concord Township Board of Trustees hereby adopts the following meeting procedures and establishes the following methods whereby any person may determine the date, time, and place of regular meetings and the date, time, place, and purposes of special meetings of the Board, and whereby the news media may be notified of the date, time, place, and purposes of special and emergency meetings of the Board:

**Section 1. Place of Meetings.** All regular and special meetings of the Board, including Staff Meetings and Office Hours, shall be held at the Concord Township Town Hall Building located at 7229 Ravenna Road, Concord Township, Ohio 44077, or at such other time and place, as may from time to time be fixed by the Board, or as shall be specified or fixed in the notice of the particular meeting.

**Section 2. Regular Meetings.**

- a. Unless otherwise postponed or cancelled, regular meetings of the Board shall be held on the first Wednesday at 5:00 PM and on the third Wednesday at 7:30 PM of every month in the calendar year. Regular meetings may be postponed or cancelled in advance by or at the direction of the chairperson, vice chairperson, or any two Board members for reasons of an anticipated lack of a quorum, a lack of business, or for such other reasons deemed sufficient by the Board.
- b. Unless otherwise postponed or cancelled, regular meetings of Office Hours of the Board shall be held one hour before each regular meeting of the Board, at 4:00 PM and 6:30 PM on the first and third Wednesday of each month in each calendar year, respectively. Regular Office Hours may be postponed or cancelled in advance by or at the direction of the chairperson, vice chairperson, or any two Board members for reasons of an anticipated lack of a quorum, a lack of business, or for such other reasons deemed sufficient by the Board.
- c. Unless otherwise postponed or cancelled, regular Staff Meetings of the Board shall be held on the first Monday preceding the first Wednesday of each month in each calendar year at 3:00 PM. Regular Staff Meetings may be postponed or cancelled in advance by or at the direction of the chairperson, vice chairperson, or any two Board members for reasons of an anticipated lack of a quorum, a lack of business, or for such other reasons deemed sufficient by the Board.

**Section 3. Special Meetings.** Special meetings of the Board, including Staff Meetings and Office Hours, shall be held whenever called by or at the direction of the chairperson, vice chairperson, or any two Board members.

The notice of a special meeting shall specify the date, time, location, and purpose(s) of the meeting. Unless otherwise specified in the notice, special meetings shall be held at the same location as regular meetings. In the event of an emergency requiring immediate official action, a special emergency meeting may be held without the requisite twenty-four (24) hour advance notice to all media outlets that have requested such notification; provided, however, that the Township Administrator or the member or members calling such meeting shall notify members immediately of the time, place, and purpose of the special emergency meeting.

**Section 4. Public Notice of Regular and Special Meetings.** The Board hereby establishes the following methods whereby any person may determine the date, time, and place of regular meetings of the Board, including Staff Meetings and Office Hours, and the date, time, place, and purpose(s) of special and emergency meetings of the Board, including Staff Meetings and Office Hours:

- (a) Regular Meetings - The Township Administrator shall give notice of the Board's regular meeting schedule by posting notice of scheduled meetings with specific dates and times on the Concord Township website ([www.concordtwp.com](http://www.concordtwp.com)). Unless otherwise changed or cancelled, all regular meetings of the Concord Township Board of Trustees will be held on the first Wednesday of the month in each calendar year at 5:00 PM and on the third Wednesday of the month in each calendar year at 7:30 PM at the Concord Township Town Hall Building located at 7229 Ravenna Road, Concord Township, Ohio 44077, unless that day is determined by the Board to be a legal holiday under Ohio Law, in which case, the regular meeting scheduled shall be either cancelled, or held on such other day as the Board may determine. Unless otherwise changed or cancelled, all regular Office Hours of the Board will be held at 4:00 PM on the first Wednesday of each month and 6:30 PM on the third Wednesday of each month of each calendar year at the Concord Township Town Hall Building located at 7229 Ravenna Road, Concord Township, Ohio 44077, unless that day is determined by the Board to be a legal holiday under Ohio Law,



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in which case, the regular meeting scheduled shall be either cancelled, or held on such other day as the Board may determine. Unless otherwise changed or cancelled, all regular Staff Meetings of the Board will be held at 3:00 PM on the first Monday preceding the first Wednesday of each month of each calendar year at the Concord Township Town Hall Building located at 7229 Ravenna Road, Concord Township, Ohio 44077, unless that day is determined by the Board to be a legal holiday under Ohio Law, in which case, the regular meeting scheduled shall be either cancelled, or held on such other day as the Board may determine. If the date, time, or location of a regular meeting is changed or cancelled, notice of the change or cancellation shall be posted on the Township's website at least twenty-four (24) hours prior to the meeting where practical.

- (b) **Special and Emergency Meetings** - The Township Administrator shall give notice of the date, time, location, and purpose(s) of a special meeting (other than an emergency meeting) by posting a notice in the same location as provided for posting notice of the Board's regular meeting schedule provided above. The notice shall be posted at least twenty-four (24) hours prior to the meeting or, in the case of an emergency meeting, the Township Administrator shall, if sufficient time allows, give notice of an emergency meeting in the same manner as provided for non-emergency special meetings. Otherwise, notice of an emergency meeting is not required, except as provided below.
- (c) **Notice to News Media of Special and Emergency Meetings**- News media who have requested notice of special meetings shall be notified by the Township Administrator of the date, time, location, and purpose(s) of any such special meeting at least twenty-four (24) hours in advance of the meeting. If the meeting is an emergency meeting, the Township Administrator or his designee shall immediately notify the media who have requested such notification by any reasonably convenient means. News media wishing to receive such advance notification shall provide the Township Administrator, in writing, with a mailing address, telephone number, and e-mail address for purposes of giving such notification.
- (d) **Notice of Meetings to Discuss Particular Business** - The Township Administrator shall give reasonable advance notice of any regular or special meetings at which a particular type of public business is to be discussed to any person who has requested such notice. Persons wishing to receive such advance notification shall make such request in writing to the Board, in care of the Township Administrator, at 7229 Ravenna Road, Concord Township, Ohio 44077 or by email to arose@concordtwp.com and shall list the requestor's name, mailing address, telephone number, e-mail address, and the specific type of public business in which the requestor has a particular interest and desires notice. In addition, the requestor shall furnish the Township Administrator with a sufficient number of stamped, self-addressed envelopes for postage mailing such notice unless the requestor elects to receive such notice electronically via an email address requestor provides to the Township Administrator.
- (e) **Special Notice Required by Law** - When a particular form or method of notice is required by statute for a public hearing or meeting of the Board, notice of the hearing or meeting shall be given in the form or manner prescribe by statute, in addition to notice otherwise required under this Section.

**Section 5. Amendment of Rules.** At any meeting of the Board, these Rules may be amended or repealed in whole or in part, or new Rules added thereto and adopted, by the affirmative vote of a majority of those Board members present at a meeting at which a quorum is present.

**Section 6. Compliance.** It is 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 all deliberations of the Board that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

**Section 7. Effective Date.** This Resolution shall be in full force and effect immediately upon its adoption.

Mr. McIntosh seconded. Vote 3 ayes.

- B. RES. 2024-27 A RESOLUTION AUTHORIZING THE PREPARATION AND SUBMISSION OF AN APPLICATION TO THE OHIO PUBLIC WORKS COMMISSION TO PROVIDE INFRASTRUCTURE IMPROVEMENT FUNDS NECESSARY FOR CONCORD TOWNSHIP'S CASCADE ROAD RESURFACING PROJECT PHASE 1. Mr. McIntosh moved to adopt the following resolution:



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#### RESOLUTION 2024-27

#### **A RESOLUTION AUTHORIZING THE PREPARATION AND SUBMISSION OF AN APPLICATION TO THE OHIO PUBLIC WORKS COMMISSION TO PROVIDE INFRASTRUCTURE IMPROVEMENT FUNDS NECESSARY FOR CONCORD TOWNSHIP'S CASCADE ROAD RESURFACING PROJECT PHASE 1**

**WHEREAS**, the State Capital Improvement Program ("SCIP") and the Local Transportation Improvement Program ("LTIP") both provide financial assistance to political subdivisions for capital improvements to public infrastructure, and

**WHEREAS**, Concord Township is planning to make capital improvements to Cascade Road that is no longer functional, with such improvements to include necessary total resurfacing of the roadway, and

**WHEREAS**, the Township is pursuing funding assistance from the Ohio Public Works Commission ("OPWC") to complete these infrastructure improvements, and

**WHEREAS**, the infrastructure improvements herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs.

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

**Section 1.** Carl H. Dondorfer, as Chairperson of the Board of Trustees, or his duly authorized representative, is hereby authorized to prepare and submit an application to the Ohio Public Works Commission for funds necessary to complete the Cascade Road Resurfacing, Phase 1 Project infrastructure improvements described herein.

**Section 2.** Carl H. Dondorfer, or his duly authorized representative, is further authorized to execute any and all additional documentation necessary to properly formalize and secure the implementation of such infrastructure improvement funding.

**Section 3.** The Board of Trustees of Concord Township hereby requests the State of Ohio to consider and approve its application for Ohio Public Works Commission funding.

**Section 4.** 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.

**Section 5.** This Resolution is hereby deemed to be an emergency measure in order to insure the timely and most beneficial filing of the subject application, the same being deemed necessary for the preservation of the health, safety and welfare of the citizens of Concord Township, and it shall therefore be and remain in full force and effect from and after its passage by the Board of Trustees.

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 by law.

Mrs. Lucci seconded. Vote 3 ayes.

- C. FIRE DEPT. APPROVE PO TO STRYKER IN THE AMOUNT OF \$46,829.97 FOR THE PURCHASE OF 1 HEART MONITOR FROM A GRANT AWARDED BY GARY SINESE FOUNDATION. Mrs. Lucci moved to approve Fire Dept. PO to Stryker in the amount of \$46,829.97 for the purchase of 1 Heart Monitor from a Grant awarded by Gary Sinese Foundation. Mr. McIntosh seconded. Vote 3 ayes.
- D. FIRE DEPT. APPROVE PO TO STRYKER IN THE AMOUNT OF \$74,278.56 FOR THE PURCHASE OF 2 HEART MONITORS FROM A GRANT AWARDED BY FEMA AFG (CONCORD'S SHARE \$3,536.18). Mr. McIntosh moved to approve Fire Dept. PO to Stryker in the amount of \$74,278.56 for the purchase of 2 Heart Monitors from a Grant awarded by FEMA AFG (Concord's share \$3,536.18). Mrs. Lucci seconded. Vote 3 ayes.
- E. ITEMS VOTED ON AT THE SEPTEMBER 30, 2024 STAFF MEETING. Mr. Dondorfer read the following items voted on at the September 30, 2024 Staff Meeting:  
  
VOTE – FINAL DEVELOPMENT PLAN FOR THE VILLAS AT CANTERWOOD FARMS, PHASE 4, RESIDENTIAL CONSERVATION DEVELOPMENT. Mr. McIntosh moved to approve the Final Development Plan for the Villas at Canterwood Farms, Phase 4, Residential Conservation Development. Mrs. Lucci seconded. Vote 2 ayes.

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VOTE – FINAL DEVELOPMENT PLAN FOR THE VILLAS AT CANTERWOOD FARMS, PHASE 5, RESIDENTIAL CONSERVATION DEVELOPMENT. Mr. McIntosh moved to approve the Final Development Plan for the Villas at Canterwood Farms, Phase 5, Residential Conservation Development. Mrs. Lucci seconded. Vote 2 ayes.

F. FUTURE MEETINGS & ANNOUNCEMENTS:

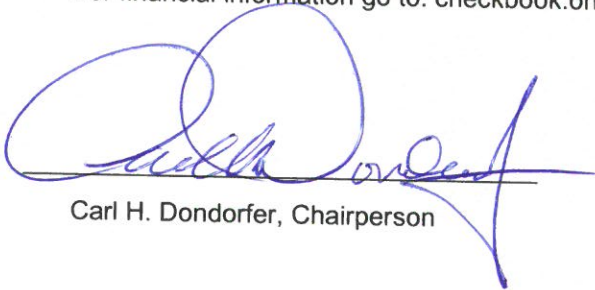
10/9	7:00 PM	BZA / Town Hall
10/14	CLOSED	IN OBSERVANCE OF COLUMBUS DAY
10/16	6:30-7:15 PM	TRUSTEE OFFICE HOURS /Conference Room
	7:15 PM	PUBLIC HEARING / Town Hall
	7:30 PM	TRUSTEE MEETING / Town Hall

G. EXECUTIVE SESSION TO DISCUSS PENDING COURT ACTION PURSUANT TO ORC 121.22 (G) (3). At 5:47 pm, Mrs. Lucci made a motion to enter into Executive Session to discuss pending Court Action pursuant to Ohio Revised Code 121.22 (G) (3). Mr. McIntosh seconded. Roll Call Vote: Mr. Dondorfer – yes; Mrs. Lucci – yes; Mr. McIntosh – yes.

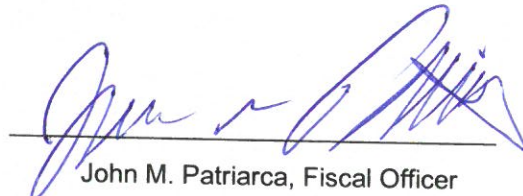
At 6: 10 pm, Mr. McIntosh moved to exit out of Executive Session. Mrs. Lucci seconded. Vote 3 ayes.

Upon proper motion the meeting was adjourned at 6:11 pm.

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



Carl H. Dondorfer, Chairperson



John M. Patriarca, Fiscal Officer