

**RECORD OF PROCEEDINGS****Minutes of Concord Township Board of Trustees Meeting****Held on April 16, 2025**

The Regular Trustees meeting was held via YouTube Live Streaming.

The Concord Township Board of Trustees met for a Regular meeting on April 16, 2025, 6:00 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 Morgan R. McIntosh, Carl H. Dondorfer and Amy L. Lucci.

**APPROVAL OF MINUTES:**

March 31, 2025 Staff Meeting Minutes. Mr. McIntosh moved to approve the March 31, 2025 Staff Meeting Minutes. Mr. Dondorfer seconded. Vote 3 ayes.

April 2, 2025, Regular Meeting Minutes. Mr. Dondorfer moved to approve the April 2, 2025 Regular Meeting Minutes. Mr. McIntosh seconded. Vote 3 ayes.

**ELECTED OFFICIALS REPORT:****A. FISCAL OFFICER REPORT – John Patriarca, Fiscal Officer**

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.

**AUDIENCE:**

None

**OLD BUSINESS:**

None

**NEW BUSINESS:**

A. MARCH FINANCIAL REPORT. Mr. McIntosh moved to approve the March Financials. Mr. Dondorfer seconded. Vote 3 ayes.

B. RES. 2025-07 AUTHORIZING PARTICIPATION IN THE ODOT WINTER ROAD SALT CONTRACT. Mr. Dondorfer moved to adopt the following resolution:

**RESOLUTION 2025-07****A RESOLUTION AUTHORIZING PARTICIPATION  
IN THE 2025 ODOT WINTER ROAD SALT CONTRACT**

**WHEREAS**, Concord Township, Lake County, Ohio, by and through its Board of Trustees (the "Township") hereby submits this written agreement to participate in the Ohio Department of Transportation's ("ODOT") annual winter road salt bid in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT winter road salt contract:

- a. The Township hereby agrees to be bound by all terms and conditions established by ODOT in the winter road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Township hereby acknowledges that upon the Director of ODOT's signing of the winter road salt contract, it shall effectively form a contract between the awarded salt supplier and the Township; and
- c. The Township agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Township's participation in the winter road salt contract; and
- d. The Township's electronic order for Sodium Chloride (Road Salt) will be the amount the Township agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
- e. The Township hereby agrees to purchase a minimum of 90% of its above-requested salt quantities from its awarded salt supplier during the contract's effective period; and
- f. The Township hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT winter salt contract; and

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- g. The Township acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, May 2 by 5:00 p.m. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: [Contracts.Purchasing@dot.ohio.gov](mailto:Contracts.Purchasing@dot.ohio.gov) by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Township's participation request. Furthermore, it is the sole responsibility of the Township to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Township's participation agreement and/or a Township's request to rescind its participation agreement.

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

**Section 1.** That this participation agreement for the ODOT winter road salt contract is hereby approved by this Board, funding has been authorized, and the Township agrees to the above terms and conditions regarding participation on the ODOT winter salt contract.

**Section 2.** 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. APPROVE SERVICE DEPT. TO BEGIN SUMMER HOURS 6 AM-4 PM, ON 5/5/2025 THROUGH 9/26/2025. Mr. McIntosh moved to approve the Service Dept. to begin summer hours 6:00 AM-4:00 PM, on 5/5/25 through 9/26/25. Mr. Dondorfer seconded. Vote 3 ayes.
- D. PROMOTE RACHEL LAMB TO FULL-TIME (30 HRS/WK) PROGRAM COORDINATOR FOR CONCORD RECREATION DEPT EFFECTIVE 4/21/2025. Mr. Dondorfer approved to promote Rachel Lamb to full-time (30 Hrs/Wk) Program Coordinator for Concord Recreation Dept. effective 4/21/2025. Mr. McIntosh seconded.
- E. UPDATE TO THE EMPLOYEE HANDBOOK. Mr. McIntosh moved to update the employee handbook. Mr. Dondorfer seconded. Vote 3 ayes.
- F. APPROVE PO TO GRADE LINE INC IN THE AMOUNT OF \$27,730.00 FOR THE CULVERT REPLACEMENT ON LITTLE MOUNTAIN RD. Mr. Dondorfer moved to approve PO to Grade Line Inc. in the amount of \$23,730.00 for the culvert replacement on Little Mountain Rd. Mr. McIntosh seconded. Vote 3 ayes.
- G. FIRE DEPT. APPROVE PO TO BRADFORD FIRE APPARATUS IN THE AMOUNT OF \$77,000.00 AND GRANTING SIGNATURE AUTHORITY TO FIRE CHIEF MATT SABO. Mr. McIntosh moved to approve Fire Dept. PO to Bradford Fire Apparatus in the amount of \$77,000.00 and granting signature authority to Fire Chief Matt Sabo. Mr. Dondorfer seconded. Vote 3 ayes.
- H. FUTURE MEETINGS & ANNOUNCEMENTS:

4/21	3:00 PM	STAFF MEETING / Town Hall
4/25	9:00 AM	ARBOR DAY CEREMONY / Community Center
5/6	7:00 PM	ZONING COMMISSION / Town Hall
5/7	5:00-6:00 PM	TRUSTEE OFFICE HOURS / Conference Room
	6:00 PM	TRUSTEE MEETING / Town Hall

Upon proper motion the meeting was adjourned at 6:21 pm.

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

  
Amy L. Lucci, Chairperson

  
John M. Patriarca, Fiscal Officer