RECORD OF PROCEEDINGS

Minutes of Concord Township Board of Trustees Meeting

Held on August 3, 2026

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

The Concord Township Board of Trustees met for a Regular meeting on August 3, 2026, at 6:00 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, John M. Wiertel, and Carl H. Dondorfer.

APPROVAL OF MINUTES

July 15, 2026, Trustees Office Hours Meeting Minutes. Mrs. Lucci moved to approve the July 15, 2026, Trustees Office Hours Meeting Minutes. Mr. Wiertel seconded. Vote 3 ayes.

July 15, 2026, Regular Trustees Meeting Minutes. Mr. Wiertel moved to approve the July 15, 2026, Regular Trustees Meeting Minutes. Mrs. Lucci seconded. Vote 3 ayes.

July 20, 2026, Staff Meeting Minutes. Mrs. Lucci moved to approve the July 20, 2026, Staff meeting Minutes. Mr. Wiertel seconded. Vote 3 ayes.

ELECTED OFFICIALS' REPORT

A. FISCAL OFFICER – John Patriarca

Mr. Patriarca reviewed the state of Concord Township finances; commented the Fiscal Office remains busy with the upcoming State of Ohio audit and the mandatory Lake County Budget Commission; final bids for construction of Fire Station 2 is on the agenda with Mr. Rose discussing in more detail; and the upcoming Community Day.

B. TRUSTEES

The Trustees discussed general Concord Township business since the last meeting. Mrs. Lucci discussed the upcoming Open House to discuss single trash hauler; Community Day activities and thanked departments, volunteers and Dan Maxson for all their hard work getting ready to celebrate Community Day; received calls from residents with concerns of speeding, noise and State Route 44 construction. Mr. Wiertel also thanked Dan Maxison for his work with the America 250 and everyone involved with Community Day; thanked Mr. Patriarca for all of his hard work; and recognized August 7, 2026, as National Purple Heart Day. Mr. Dondorfer also invited residents to attend the Open House meeting on August 11, 2026, to discuss single trash hauler; looking forward to seeing everyone at Community Day.

DEPARTMENT REPORTS:

A. ADMINISTRATION DEPT. – Andy Rose, Administrator

Andy Rose, Administrator, covered general business of the Township, and reviewed the five bids submitted for construction of Fire Station 2. Mr. Rose commented a thorough scope review was conducted by architect, owner's representative, and Fire Chief last week. He received recommendation letters from both the architect and owner's representative indicating everything was good with the scope review and jointly recommended proceeding with awarding a contract to Millstone Management

Millstone Management	$7,808,356.00
Infinity Construction	$8,440,000.00
Declan Construction	$8,462,690.00
Town Center Construction	$8,984,450.00
Sona Construction	$9,287,950.00

Mr. Rose also discussed other items on the agenda including single trash hauler questions/comments; appropriate notices were sent to affected parties regarding a TIF on a new manufacturer; September 12, 2026, Shred Day; and looking forward to Community Day.

B. FIRE DEPT. – Chief Sabo

Chief Sabo reviewed the Fire Department's activity in Concord Township from the previous month; commented former Chief Warner was recognized at the Salvation Army luncheon for all of his hard work in obtaining a dedicated vehicle for first responders and recognized with his name on the vehicle.

C. SERVICE DEPT. – Tim Brown, Service Director

Tim Brown, Service Director, reviewed the Service Department's activity in Concord Township from the previous month and provided an update on the 2026 Road Repair Program.

D. ZONING DEPT. – Heather Freeman, Zoning Director

Heather Freeman, Zoning Director, reviewed the Zoning Department's activity in Concord Township from the previous month and provided an update on commercial building in the township.

E. REC. DEPT. – Sean Supler, Recreation Director

Sean Supler, Recreation Director, reviewed the Recreation Department's activity from the previous month including reviewing the concert series and thanked sponsors; and discussed the upcoming Community Day events.

F. LAKE COUNTY SHERIFF'S OFFICE

Captain Bowen reviewed the Sheriff's Office activity in Concord Township from the previous month.

AUDIENCE

None

OLD BUSINESS

None

NEW BUSINESS

A. JULY FINANCIAL REPORT. Mrs. Lucci moved to approve the July Financial Report. Mr. Wiertel seconded. Vote 3 ayes.

B. RES. 2026-23 RESOLUTION TO AMEND AND UPDATE THE TOWNSHIP'S REGULATION OF TRANSIENT VENDOR. Mr. Wiertel moved to adopt the following resolution:

RESOLUTION 2026-23

RESOLUTION TO AMEND AND UPDATE THE TOWNSHIP'S REGULATION OF TRANSIENT VENDORS

WHEREAS, pursuant to its authority in Section 505.94 of the Ohio Revised Code to require registration of and to reasonably regulate the time, place, and manner in which transient vendors may sell, offer for sale, or solicit orders for future delivery of goods within the Township, the Board of Trustees of Concord Township (the "Township") adopted Resolution No. 2007-07 regulating transient vendors in the Township; and

WHEREAS, the Board of Township Trustees of the Township wish to amend and update its regulations of transient vendors; and

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

SECTION 1. That no transient vendor shall sell, offer for sale, or solicit orders for future delivery of goods in the unincorporated territory of the Township without first registering and obtaining a Transient Vendor Permit from the Township Administration Department in accordance with the procedures set forth in this Resolution.

SECTION 2. That "transient vendor" shall mean any person who opens a temporary place of business for the sale of goods or who, on the streets or while traveling about the township, sells or offers for sale goods, solicits orders for future delivery of goods, or attempts to arrange an appointment for a future estimate or sales call, but transient vendor shall not include any person who represents any entity exempted from taxation under section 5709.04 of the Revised Code, or any person licensed under Chapter 4707 of the Revised Code.

SECTION 3. That "goods" shall mean goods, wares, services, merchandise, periodicals, and other articles or publications.

SECTION 4. Transient vendors shall register and apply for a permit at the Town Hall Offices. Registration and application shall be made to authorize one or more persons to act according to this Resolution within the Township, provided that all persons identified by such permit application are employed by the same person, firm, or corporation. The registration and application shall include the information in "Transient Vendor Permit Form" attached hereto and incorporated herein as **Attachment "A"**.

SECTION 5. The Transient Vendor Permit Form must be accompanied by credentials from the person, firm, or corporation for which the applicant proposes to do business, authorizing the applicant to act as such representative.

SECTION 6. A nonrefundable fee in the amount of one hundred dollars ($100) shall accompany any Transient Vendor Permit Form submitted to the Township.

SECTION 7. A Transient Vendor Permit shall be in effect for 180 days from time of issuance.

SECTION 8. The Township Administrator and/or his or her designee shall keep a registry which shall contain the number of the permit, the date the permit was issued, the expiration date of the permit (180 days from issuance), the nature of the business so authorized to be conducted, the expiration date of such permit, the place where such business is to be carried on under said permit, the name or names of the person or persons authorized to carry on the business, the residence and business address of every such person, the name and address of each company or firm he/she represents, the products to be sold and ordered for sale, and the names and/or addresses where the purchaser may obtain necessary adjustments.

SECTION 9. In carrying on transient vendor activities in the Township pursuant to a Transient Vendor Permit, no person shall:

a. Obstruct or interfere with public travel on, or public uses of any public street, road or sidewalk or right of way. No stationary temporary locations or stands shall be located within the road right-of-way of any street or highway;

b. Enter any private premises or parts of premises where entry is prohibited by a sign posted in a conspicuous place bearing the words: "No Solicitors" or "No Trespassing" or any similar notice indicating that the residents of such premises do not desire to have their privacy disturbed;

c. Remain on premises, or part of premises, after notice to depart;

d. Possess, sell, offer to sell or solicit orders for any goods in violation of the law.

SECTION 10. Any Transient Vendor Permit may be revoked at any time for any of the following reasons:

a. Any fraud, misrepresentation or false statement contained in the application for a permit;

b. Any violation of the resolutions of the Township;

c. Conviction of the applicant or other persons acting under the authority of the applicant's permit for any felony or misdemeanor involving moral turpitude; or

d. Conducting the business permitted under this Resolution in an unlawful manner or in such manner as to constitute a breach of the peace or a menace to the health, safety or welfare of the general public.

SECTION 11. That within three (3) business days of the revocation of the Transient Vendor Permit, the Township Administrator shall send notice setting forth specifically the grounds of the revocation to the person whose Transient Vendor Permit has been revoked. Such notice shall be mailed to the person to whom the permit was issued at the address shown on the Transient Vendor Permit Form.

SECTION 12. That any person whose Transient Vendor Permit has been revoked shall have the right to appeal to the Township Board of Zoning Appeals. Such appeal shall be submitted and heard according to the rules and procedures of the Board. Such appeal must be filed to the Township Board of Zoning Appeals within ten (10) days of the receipt of the notice of revocation.

SECTION 13. That no transient vendor shall engage in soliciting door-to-door at any place in the Township during the period from either sunset or 7:00 p.m., whichever comes first, until 9:00 a.m. Monday through Saturday, and on Sunday before noon and after 6:00 p.m. or dark, which ever comes first.

SECTION 14. This Resolution does not apply to any person invited by an owner or tenant to visit the owner's or tenant's premises to sell, offer for sale, or solicit orders for future delivery of goods.

SECTION 15. That whoever violates this Resolution is guilty of a minor misdemeanor.

SECTION 16. The Township Fiscal Officer shall certify copies of this Resolution to the Prosecuting Attorney of Lake County, Ohio.

SECTION 17. It is found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were conducted in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were conducted in meeting open to the public and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Mrs. Lucci seconded. Vote 3 ayes.

C. RES. 2026-24 CITIZEN OF THE YEAR. Mr. Rose read Resolution 2026-24. Mrs. Lucci moved to adopt the following resolution:

Resolution 2026-24

Whereas, Rich Peterson, friend, neighbor, and good citizen of Concord Township for over 26 years, has been an integral part of our community as a resident, through his dedication to home, family, community and profession, and consistently set the finest example for the values of good citizenship; and

Whereas, during his 15 years of participation and service on the Zoning Commission, he diligently provided sound guidance, enthusiasm and integrity on land use, zoning amendments, and comprehensive planning, ensuring that development within Concord Township aligns with the community's vision; and

Whereas, Rich served on the 2015 Comprehensive Plan Update Steering Committee, helping guide the process and acting as a champion of the process and the plan. Rich also served on the Sign Regulations Update Subcommittee, working diligently to create reasonable and fair sign regulations. He is a valued and active contributor to the betterment of Concord Township; and

Now therefore be it resolved, that we, the Concord Township Board of Trustees, Lake County, State of Ohio, on behalf of the residents of Concord Township, do hereby, with great privilege, recognize and pay honor and tribute to Rich Peterson as the Concord Township Citizen of the Year for 2026.

Mr. Wiertel seconded. Trustees provided brief comments. Vote 3 ayes.

D. RES. 2026-25 A RESOLUTION AWARDING THE BID FOR THE CONSTRUCTION OF CONCORD TOWNSHIP FIRE STATION 2 TO MILLSTONE MANAGEMENT GROUP, INC. IN THE AMOUNT OF $7,808,356.00 AND AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO EXECUTE THE CONTRACT ON BEHALF OF CONCORD TOWNSHIP WITH MILLSTONE MANAGEMENT GROUP, INC. Mr. Wiertel moved to adopt the following resolution:

RESOLUTION 2026-25

A RESOLUTION AWARDING THE BID FOR THE CONSTRUCTION OF CONCORD TOWNSHIP FIRE STATION 2 TO MILLSTONE MANAGEMENT GROUP, INC. IN THE AMOUNT OF $7,808,356.00 AND AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO EXECUTE THE CONTRACT ON BEHALF OF CONCORD TOWNSHIP WITH MILLSTONE MANAGEMENT GROUP, INC.

WHEREAS, in accordance with Ohio law, the Board of Trustees sought competitive bids for the construction of Concord Township Fire Station 2;

WHEREAS, the Board of Trustees received numerous bid proposals on July 29, 2026; and

WHEREAS, the Board of Trustees has received the recommendation of its architect and project manager, who conducted the bid tabulation and subsequent scope review on July 31, 2026, that Millstone Management Group, Inc. submitted the lowest and best bid for Concord Township Fire Station 2.

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

Section1. The Board of Trustees hereby awards the bid for the construction of Concord Township Fire Station 2 to Millstone Management Group, Inc. in the amount of Seven Million Eight Hundred Eight Thousand Three Hundred and Fifty-Six Dollars ($7,808,356.00), as Millstone Management Group, Inc. is hereby determined to be the lowest and best bid received by Concord Township.

Section 2. The Township Administrator is hereby authorized to execute the contract with Millstone Management Group, Inc. on behalf of Concord Township, which contract is subject to approval by the Law Director.

Section 3. It is found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were conducted in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were conducted in meeting open to the public and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code

Mrs. Lucci seconded. Roll Call Vote: Mrs. Lucci – yes; Mr. Wiertel – yes; Mr. Dondorfer – yes.

E. 2026 RECORDS DISPOSAL RC-3 PER OUR RECORD RETENTION POLICY. Mrs. Lucci moved to approve the 2026 Records Disposal RC-3 per our records retention policy. Mr. Wiertel seconded. Vote 3 ayes.

F. PO TO FGMA FOR CONSTRUCTION ADMINISTRATION AND POST CONSTRUCTION FOR FIRE STATION 2 IN THE AMOUNT OF $415,836.85. Mr. Wiertel moved to approve PO to FGMA for construction administration and post construction for Fire Station 2 in the amount of $415,836.85. Mrs. Lucci seconded. Vote 3 ayes.

G. PO TO GEO SCI FOR FIRE STATION 2 TESTING SERVICES IN THE AMOUNT NOT TO EXCEED $60,000.00. Mrs. Lucci moved to approve PO to GEO SCI for Fire Station 2 testing services in the amount not to exceed $60,000.00. Mr. Wiertel seconded. Vote 3 ayes.

H. FIRE DEPT APPROVE PO TO COUNTRYSIDE TRUCK SERVICE IN THE AMOUNT OF $10,000.00 FOR VEHICLE MAINTENANCE. Mr. Wiertel moved to approve Fire Dept. PO to Countryside Truck Service in the amount of $10,000.00. Mrs. Lucci seconded. Vote 3 ayes.

I. FIRE DEPT APPROVE THE PROMOTION OF JAVIER GUERRERO TO THE POSITION OF FIREFIGHTER 1 EFFECTIVE 7/22/2026. Mrs. Lucci moved to approve Fire Dept promotion of Javier Guerrero to the position of Firefighter 1 effective 7/22/2026. Mr. Wiertel seconded. Vote 3 ayes.

J. FIRE DEPT APPROVE THE PROMOTION OF LOGAN GUNNOE TO THE POSITION OF FIREFIGHTER 1 EFFECTIVE 7/23/2026. Mr. Wiertel moved to approve Fire Dept. promotion of Logan Gunnoe to the position of Firefighter 1 effective 7/23/2026. Mrs. Lucci seconded. Vote 3 ayes.

K. AMENDMENT #1: REVISE SECTION XXX, SIGN REGULATIONS INCLUDING UPDATING PURPOSE STATEMENTS, DEFINITIONS, TEMPORARY AND PERMANENT SIGN ALLOWANCES, PROHIBITED SIGNS, DESIGN AND ILLUMINATION CRITERIA, ADMINISTRATIVE PROCEDURES, ADDING NEW RULES FOR FLAGPOLES, AND A SEVERABILITY AND SUBSTITUTION CLAUSE. Mrs. Lucci moved to approve Amendment #1: Revise Section XXX, Sign Regulations including updating purpose statements, definitions, temporary and permanent sign allowances, prohibited signs, design and illumination criteria, administrative procedures, adding new rules for flagpoles, and a severability and substitution clause with the following modifications: 1. Delete proposed new Section 30.10(A) through (F) Flagpoles and flags, and renumber subsequent sections and cross references as necessary throughout Section 30, and 2. To add to existing Section 30.10 Signs Exempt from Regulations subsection (F) Political Signs. Mr. Wiertel seconded. Roll Call Vote: Mrs. Lucci – yes; Mr. Wiertel – yes; Mr. Dondorfer – yes.

L. AMENDMENT #2: REVISE SECTION 5.02(A)(76) TO AMEND THE DEFINITION OF FLAG. Mr. Wiertel moved to approve Amendment #2: Revise Section 5.02(A)(76) to amend the definition of flag. Mrs. Lucci seconded. Roll Call Vote: Mrs. Lucci – yes; Mr. Wiertel – yes; Mr. Dondorfer – yes.

M. AMENDMENT #3: REVISE SECTION 11.01(H) TO ADJUST THE CROSS REFERENCE TO SECTION 30.15 IN REGARDS TO TEMPORARY AND PERMANENT SIGNS. Mrs. Lucci Moved to approve Amendment #3: Revise Section 11.01(H) to adjust the cross reference to Section 30.15 in regards to temporary and permanent signs. Mr. Wiertel seconded. Roll Call Vote: Mrs. Lucci – no; Mr. Wiertel – no; Mr. Dondorfer – no.

N. AMENDMENT #4: REVISE SECTION 15.02 (A) TO ADD FLAGPOLES TO THE LIST OF ACCESSORY USES, AND TO DELETE 15.03(H) FLAGPOLES. RELOCATE GARAGE SALE REGULATIONS TO NEW SECTION 15.03(M). Mr. Wiertel moved to approve Amendment #4: Revise Section 15.02 (A) to add flagpoles to the list of accessory uses, and to delete 15.03(H) Flagpoles. Relocate Garage Sale regulations to new Section 15.03(M) with the following modifications: 1. Delete flagpoles from Section 15.02(A) list of accessory uses and, 2.Keep flagpoles in Section 15.03(H), and renumber subsequent uses as necessary. Mrs. Lucci seconded. Roll Call Vote: Mrs. Lucci – yes; Mr. Wiertel – yes; Mr. Dondorfer – yes.

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O. AMENDMENT #5: REVISE SECTION 22.03 TABLE OF USES TO ADD FLAGPOLES. REVISE SECTION 22.07 TO ADD NEW SECTION E, FLAGPOLES. Mrs. Lucci moved to approve Amendment #5: Revise Section 22.03 Table of Uses to add Flagpoles. Revise Section 22.07 to add new Section E, Flagpoles. Mr. Wiertel seconded. Roll Call Vote: Mrs. Lucci – no; Mr. Wiertel – no; Mr. Dondorfer – no.

P. AMENDMENT #6: REVISE APPENDIX 1: ZONING FEE SCHEDULE TO ADD FEES FOR SOLAR ENERGY SYSTEMS AND ELECTRIC VEHICLE CHARGING STATIONS, AND REVISE FEES FOR SIGN PERMIT APPLICATIONS. Mr. Wiertel moved to approve Amendment #6: Revise Appendix 1: Zoning Fee Schedule to add fees for Solar Energy Systems and Electric Vehicle Charging Stations, and revise fees for Sign Permit Applications. Mrs. Lucci seconded. Roll Call Vote: Mrs. Lucci – yes; Mr. Wiertel – yes; Mr. Dondorfer – yes.

Q. FUTURE MEETINGS & ANNOUNCEMENTS:

8/4	7:00 PM	ZONING COMMISSION / Town Hall
8/8	8:00 AM-9:30 PM	COMMUNITY DAY
8/11	6:00 PM	COMMUNITY OPEN HOUSE FOR SINGLE TRASH HAULER / Fire Station 1
8/12	7:00 PM	BZA MEETING / Town Hall
8/17	3:00 PM	STAFF MEETING / Town Hall
9/1	7:00 PM	ZONING COMMISSION / Town Hall
9/2	5:00 PM	TRUSTEES OFFICE HOURS / Town Hall
	6:00 PM	TRUSTEES MEETING / Town Hall

Upon proper motion the meeting was adjourned at 6:49 pm.

For financial information go to: checkbook.ohio.gov

Carl H. Dondorfer, Chairperson

John M. Patriarca, Fiscal Officer