

MINUTES
CONCORD TOWNSHIP BOARD OF TRUSTEES
REGULAR SESSION
JULY 9, 2024

The Concord Township Board of Trustees met in Regular Session at 10:00 a.m. on Tuesday, July 9, 2024. Don Pence called the meeting to order and led the Pledge of Allegiance. The roll was called and Trustees Neil Rhoades, Don Pence, and Tom Mercer were present. Fiscal Officer Pat Quillen and Road Superintendent Brandt Miller were also present.

Minutes: Tom Mercer made a motion to approve the Minutes of June 11, 2024 as distributed. He was seconded by Neil Rhoades and all three Trustees signed the document to signify their approval.

Guests: Troy Fire Department Assistant Chief Don Pemberton reported that there had been a few accidents, but one major accident occurred last Thursday on I-75. The driver was injured and taken to the hospital, but was discharged on Saturday. There was a small hazmat spill related to that truck accident.

Fiscal Officer's Report: Pat Quillen

- Distributed copies of the June Receipt and Payment Registers and July Receipt and Payment Registers
- Provided copies of the July 8, 2024 Fund Status Report
- Circulated the reconciled Bank Statement of June 20, 2024 for Trustee signatures
- Reported that the Ohio Deferred Compensation program has been implemented and the first set of withholdings was submitted at the end of June.

Communications: The letter from Premier Health notifying Concord Township that they have contracted with Midwest Medical Transport Company for their ambulance services will be filed. Assistant Chief Pemberton reported that Upper Valley Medical Center has also contracted with Spirit Medical Transport for Koester Pavilion. He also stated that Spirit will be in service at the Miami County Fair next month. The Troy Fire Department report for June, 2024 and the letter from The Miami Conservancy District regarding Barbee Park and the vacant lot at 1077 North County Road 25-A will be filed. None of the other items listed on the Agenda will be retained.

Road Superintendent's Report: Brandt Miller

- Reported that Round 3 of Ditch Mowing has been completed
- Has been Dura-Patching various areas
- Finished Dura-Patching for Staunton Township in 5.5 hours. Don Pence noted that payment has already been received.
- Collected 15 loads during the June Brush Pick-Up
- Trimmed trees on Forest Hill Road
- Trimmed the line of sight issue on Maple Street
- Has been in contact with Frank Harlow asking to have the old Waco Park mown. The property is in the City of Troy, but Concord Township received a complaint and hopes to resolve without having to contact the City
- Trimmed back shrubbery at the corner of Boone Drive and County Road 25-A
- Reported that the new heaters in the shop will be installed this week

MINUTES
CONCORD TOWNSHIP BOARD OF TRUSTEES
REGULAR SESSION
JULY 9, 2024

- Reported that the water line project at Shenandoah and Swailes Road is complete. Representatives from the County returned and made repairs at the request of a few residents
- Trimmed the dead end of Luray Drive so Miami County could access a water valve there
- Met with Miami County Sanitary Engineering to discuss the water issue at 45 Carrousel Drive. It was determined that there is no issue with the County sewer. It appears there is a natural spring in the yard.
- Has inspected and cleaned out approximately 400 catch basins

Old Business:

- A. Concord Debris Management and Disaster Recovery Plan – No report
- B. Zoning Letter: Don Pence received a call from Miami County Prosecutor’s Chief Civil Assistant, Chris Englert and they discussed a letter to zoning. Chris Englert sent a recommendation for a Resolution rather than a letter. Tom Mercer suggested we follow Chris Englert’s guidance and draft a Resolution to send to Miami County Planning & Zoning as our recommendation for inclusion in the Miami County Zoning Ordinance scheduled to be updated in 2025 and also submit this same language for inclusion in the Miami County Comprehensive Plan that is currently being updated.
- C. Miami County Comprehensive Plan Update – Deferred to the work session that will follow after today’s agenda has been completed.

New Business:

- A. Auditor of State Fraud Reporting and Training requirements effective July 1, 2024: Don Pence reviewed the information received from the Ohio Township Association. Every employee must watch the training video and will be issued a certificate of completion. Those certificates will be kept by the Fiscal Officer for review by Auditors. The training is required to be done by September 30, 2024 and then every four years after that. If a new employee begins work, the training must be done at the time employment begins and then every four years subsequently.
- B. Resolution 2024-04 To Levy Special Assessments on the Shenandoah Lighting District: Neil Rhoades made a motion to adopt the Resolution and was supported by Tom Mercer. The assessment on each parcel remains the same as it has been for the last two years. All three Trustees signed in favor.
- C. Resolution 2024-05 To Adopt the Tax Budget for 2024: Don Pence reported that the Budget had been reviewed in May and the Public Hearing was conducted in June. He made a motion to adopt the Budget for 2025 and was seconded by Tom Mercer. All Trustees signed in favor of adoption and it will be delivered to the Miami County Auditor in advance of the July 20 due date.
- D. Fenner Farms - Request to establish a Lighting District: Don Pence received a call from the developer, Bart Denlinger. Don Pence will send a written request to Chris Englert for guidance. There are eight lots with three poles currently in place.

MINUTES
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REGULAR SESSION
JULY 9, 2024

- E. Electronic Payments Procedure: In response to information received from the Ohio Township Association recently, Don Pence stated that he will draft a policy to cover types of payments, maximum amounts allowed, and documentation required for posthumous approval.
- F. KLA Consulting: Pat Quillen and Don Pence met with Gail Duval from KLA, the Risk Management and Safety consultants for OTARMA. She reviewed common issues such as drivers' license abstracts and road signs maintenance. She recommended providing sexual harassment training annually, perhaps at the time of employee evaluations. She toured the shop and was impressed by its well-run operation. She provided a source for Brandt Miller to obtain safety caps for the oxygen and acetylene cylinders.

Referrals:

- 865 Barnhart Road – Junk Vehicle: The owner had requested an extension to June 13. The truck is gone and the issue is closed.
- 1610 South County Road 25-A – Junk Vehicles: Brandt Miller reported that a gate had been installed across the driveway and a fence had been put up. No vehicle can be seen. Issued closed.
- 4044 West State Route 41 – Junk Vehicles: This matter has been turned over to the Miami County Sheriff's Office and will be removed from the list.
- 2240 Fiesta Drive – Junk: Neil Rhoades contacted Jackson Bennett from Planning and Zoning and some small improvement has been seen. Neil Rhoades reported that he has gone out to speak with the resident three times this year.
- 45 Carrousel Drive – Water Problems: Covered in Road Superintendent's Report. Issue closed.
- County Road 25-A and Swailes – Visibility: A crew from the Miami County Engineer's Office went out right away and the homeowner trimmed some branches, too. Issue resolved.
- Waco Park – Overgrown: Covered in Road Superintendent's Report.
- 1130 Fairway Drive – Low Hanging Wires: Tom Mercer reported that Brandt Miller made several contacts and was finally able to get word that Frontier will be working there. In the meantime, the wire has been raised enough to not pose danger.
- Swailes Road Waterline – Don Pence asked for the status of the project of restoring residents' yards and Brandt Miller replied that after many calls, the residents seem to be satisfied. Tom Mercer commented on the area at the entrance of Shenandoah Drive that is lower than the surrounding pavement and holds water.

Newsletter/Social Media: Tom Mercer will contact Bill Smith with notice of the River Clean Up on July 19 and announce that Brush Pick-Up will begin on July 25. He would like to send the list of roads that will be paved when the bids are accepted and the final decisions are made.

Payments: Don Pence made a motion to approve and pay Charges 252-2024 through 295-2024 and Warrants 25098 and 25101. Neil Rhoades seconded the motion and the Warrants were signed by the Trustees.

MINUTES
CONCORD TOWNSHIP BOARD OF TRUSTEES
REGULAR SESSION
JULY 9, 2024

Work Session: The Trustees ended the regular meeting and went into a Work Session, notice of which has been posted for three weeks.

Adjournment: At 11:47 the Work Session and Meeting ended on a motion by Tom Mercer and second by Neil Rhoades. The next meeting will be held on Tuesday, August 13, 2024 at 10:00 a.m. in the Township Building.

Thomas N. Mercer

Donald D. Pence

Neil E. Rhoades

Patricia M. Quillen, Fiscal Officer

All formal actions of the Board of Trustees of Concord Township concerning and relating to the adoption or resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.