

MINUTES
CONCORD TOWNSHIP BOARD OF TRUSTEES
REGULAR SESSION
NOVEMBER 28, 2018

The Concord Township Board of Trustees met in regular session at 10:00 a.m. on Wednesday, November 28, 2018 in the Township Building. Bill Whidden called the meeting to order, led the Pledge of Allegiance, and the roll was called. Trustees Bill Whidden, Don Pence, and Tom Mercer were present. Fiscal Officer Pat Quillen was also present, but Road Superintendent Neil Rhoades was out on leaf collection.

Minutes: Tom Mercer made a motion to approve the Minutes of November 14, 2018 as distributed. Don Pence seconded the motion and all three Trustees signed in favor.

Guests: Miami County Sheriff's Deputy Eric Brazel reported that all is quiet in the Township. Tom Mercer stated that the Trustees are very grateful to Miami County Sheriff Dave Duchak for all of his support and help with enforcing the Resolutions that have been put into place.

Fiscal Officer's Report: Pat Quillen

- Distributed copies of the November Receipt and Payment Registers
- Provided the November 27, 2018 Fund Status Report

Communications: The Trustees reviewed the items listed on the Agenda. Don Pence noted Ohio Township Association Winter Conference registration deadlines published in the *Grassroots Clippings* Newsletter and asked that the issue be put on the Agenda for December 12. None of the other items required action and none was retained.

Road Superintendent's Report: Tom Mercer reported that he had spoken with Neil Rhoades who estimated that there may be 20 loads of brush still out to be collected. The staff is a couple of days behind on leaf pick-up. Tom Mercer will meet with Neil Rhoades to discuss the timelines.

Old Business:

- A. Resolution 2018-07 To Amend the Personnel Policies and Procedures Manual to include Job Descriptions: Don Pence reviewed the process of drafting the Job Descriptions based on the recommendations of KLA Risk Consulting on behalf of the Ohio Township Association Risk Management Authority (OTARMA). Don Pence made a motion to adopt the Resolution which includes job descriptions for Road Superintendent, Assistant Road Superintendent, Road Worker Full Time-Part Time, and Temporary/Seasonal Worker. Bill Whidden supported the motion and the Resolution passed unanimously in favor by signature.
- B. Cell Phone Safety Amendment to the Personnel Policies and Procedures Manual: The Trustees discussed the possibility of adding language to address texting, both sending and receiving. Changes were made to the draft presented at the last meeting and will be incorporated into a Resolution for adoption at the next meeting.
- C. Storm Water: At the recent 3rd Generation Stormwater Management Plan meeting, Tom Mercer inquired if Concord Township's participation in the Valpak mailing would meet the public education requirement. Members of the Miami Soil & Water Conservation District stated that they need to be able to verify how many people received the message. Linda Raterman from MS&WCD will contact Valpak for information. Tom Mercer also reported that the Storm Water Annual Meeting will be held on December 12 at the Miami County Engineer's Garage and our staff members will attend. Additionally, Miami County will be enforcing the use of silt fences at construction sites. All information for the Annual Report must be submitted to Kreig Smail at MS&WCD in January for his April report.

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New Business:

- A. Purchase Order 10-2018 in the amount of \$6,370.98 for the additional paving cost was presented. Pat Quillen noted that it is a Then-and-Now Purchase Order since the invoice was greater than the original Purchase Order written in May. Tom Mercer made a motion to approve the P.O. and was seconded by Bill Whidden. All three Trustees signed in favor.
- B. Meetings: Don Pence asked for confirmation of the meeting schedule in the next few months and it was agreed to continue with the schedule currently in place. The next several meetings will be December 26, 2018, January 2, 2019, February 13, 2019, and March 13, 2019 before returning to the semi-monthly schedule of second and fourth Wednesdays of the month in April. All meetings will begin at 10:00 a.m.

Guests: None

Payments: Bill Whidden made a motion to approve and pay Charges 327- through 336-2018 and Warrants 24772 through 24775. Don Pence supported the motion and all three Trustees signed the warrants.

Adjournment: No further business was presented and the meeting adjourned viva voce at 10:29 a.m. The next meeting will be held on Wednesday, December 12, 2018 at 10:00 a.m.

Donald D. Pence

Thomas N. Mercer

Bill Whidden

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.