

**MINUTES**  
**CONCORD TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR SESSION**  
**NOVEMBER 27, 2019**

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The Concord Township Board of Trustees met on Wednesday November 27, 2019. Bill Whidden called the meeting to order at 10:00 a.m. and led the Pledge of Allegiance. Trustees Don Pence, Tom Mercer, and Bill Whidden were present. Road Superintendent Neil Rhoades and Fiscal Officer Pat Quillen were also present.

**Minutes:** Tom Mercer made a motion to approve the Minutes of November 13, 2019 and was seconded by Don Pence.

All three Trustees signed the Minutes indicating acceptance.

**Guests:** None

**Clerk's Report:** Pat Quillen

- Distributed copies of the November Receipt and Payment Registers;
- Provided the November 26, 2019 Fund Status Report;
- Received a notice from the Auditor of State that the 2018 and 2019 audit will be performed by a private firm

**Communications:** The Trustees reviewed all of the items listed on the Agenda. The annexation documents regarding 1103 Washington Road will be filed. None of the other items required action and none was retained.

**Road Superintendent:** Neil Rhoades

- Finished the published schedule of leaf collection, but will be going out to do some final rounds in the next couple of weeks;
- Reported that both the turbo in the International Harvester truck and the radio headset in it have been acting up and he will put them on the list for repairs;
- Had some residents ask if the leaf calendar had been mailed to all households and he replied that they had not;
- Verified that Jake Heffner's final day of employment here will be December 31, 2019, the same day as his own last day as Road Superintendent.

**Old Business:**

- A. Resolution 2019-08 To Amend the Personnel Policies & Procedures Manual section on Vacation Leave for Employees: Bill Whidden made a motion to adopt the Resolution and was supported by Don Pence. The issue had been discussed at the last meeting and there was no further discussion. All three Trustees signed in favor of passage.
- B. Resolution 2019-09 To adopt the new Parking Regulations: Tom Mercer made a motion to approve the Resolution which will supersede the Resolution 2019-05 which passed on June 26, 2019. Bill Whidden seconded the motion and all three Trustees signed in favor of acceptance.
- C. Resolution 2019-10 To Amend the Job Descriptions in the Personnel Policies & Procedures Manual was sponsored by Don Pence. This section of the Manual will define the duties, qualifications, and responsibilities for the Road Superintendent, Assistant Road Superintendent, Road Worker, Road Worker Full-Time Part-Time, and Temporary, Emergency, and Seasonal Workers. Tom Mercer seconded the motion and the three Trustees signed in favor of adoption.
- D. Debris Management: On November 26, the Trustees met with the Miami County Commissioners, Miami County Engineer Paul Huelskamp, Doug Evans and Scott Pence from Miami County Sanitary Engineering, and Joel Smith and Art Blackmore from the Miami County Emergency Management Agency.

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The discussion centered on storage space for debris that would result from a disaster. The Commissioners stated that the County has land spaces available for debris storage and the ability to handle it. Though the Township is not required to have its own land available for debris storage, Don Pence stated that the Trustees can use the County plan to help develop its own debris management plan. He suggested that perhaps a contract with a contractor who would be able to deal with large amounts of waste would be in order. The Miami County Commissioners want the Township to designate a contact in the event of a disaster and that decision will be made soon.

- E. 2678 West State Route 718: Bill Whidden responded to an email from Attorney Bill Fulker regarding the potential sale of some or all of the property surrounding the old Township Building. Bill Whidden asked that another one of the Trustees take the lead on this issue since Bill Whidden will soon end his term as a Trustee.

**New Business:**

- A. Formalize Employment Changes: Tom Mercer made a two-part motion to
1. Hire Brandt Miller as the Road Superintendent, effective January 1, 2020 at a rate of \$25.00 per hour
  2. Employ Jeffrey Davis as a Road Worker, effective December 2, 2019, at a rate of \$18.00 per hour.
- Bill Whidden supported the motion. In the discussion, Tom Mercer noted that Jeff Davis has thirteen years of experience in related fields, holds a Class B Commercial Driver's License, and is certified to spray various chemicals for weeds and pests. He also stated that Brandt Miller has been with the Township since 2007. There was no further discussion and the roll was called: Tom Mercer – Aye; Bill Whidden – Aye; Don Pence – Aye.

**Guest:** Capt. Tom Wheeler from the Miami County Sheriff's Office arrived late due to his work at the scene of fatal accident scene on I-75 that occurred this morning. He stated that he had nothing significant to report to the Trustees. He did take a copy of the newly adopted Parking Regulations Resolution and will have it entered into the Sheriff's records.

**Payments:** Bill Whidden made a motion to approve and pay Charges 364- through 390-2019 and Warrants 24973 and 24974. Tom Mercer seconded the motion and it passed without further discussion. The Trustees signed the Warrants.

**Adjournment:** There was no further business and the meeting adjourned at 10:26 a.m. on a motion and second by Tom Mercer and Don Pence. The next meeting will be held on Wednesday, December 11, 2019 at 10:00 a.m. in the Township Building.

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Donald D. Pence

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Thomas N. Mercer

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Bill Whidden

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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.