

Held

20

January 5, 2011

The Concord Township Board of Trustees met for Organizational Meeting January 5, 2011, at 7:30 p.m., in Township Hall, located at 7229 Ravenna Road. Chairman Christopher A. Galloway called the meeting to order and led in the Pledge of Allegiance. Trustees in attendance were Christopher A. Galloway, Paul R. Malchesky, and Caroline N. Luhta.

Mr. Galloway designated Mrs. Luhta as Fiscal Officer pro-tem and Mrs. Dawson (regular Fiscal Officer) as Chairman pro-tem. Chairmanship of meeting turned over to Mrs. Dawson for the purpose of electing a Chairman.

Mrs. Dawson opened nominations for the position of **Chairman** for 2011.

Mrs. Luhta moved to nominate Mr. Malchesky as Chairman of the Township Board of Trustees for the year 2011. Mr. Galloway seconded. Vote: 3 ayes.

Mrs. Dawson opened nominations for the position of **Vice-Chairman** for 2011.

Mr. Galloway moved to nominate Mrs. Luhta as Vice-Chairman of the Township Board of Trustees for the year 2011. Seconded by Mr. Malchesky. Vote: 3 ayes.

Mrs. Dawson opened nominations for the position of **Fiscal Officer Pro-Tempore** for 2011.

Mrs. Luhta moved to nominate Mr. Galloway as Fiscal Officer Pro-Tempore for the year 2011. Mr. Malchesky seconded. Vote: 3 ayes.

New Chairman, Mr. Malchesky, assumed the position of Chair. Mrs. Luhta assumed the position of Vice-Chairman, Mr. Galloway assumed the position of Concord Township Trustee and position of Fiscal Officer pro tempore, and Mrs. Dawson assumed the position of Fiscal Officer.

Time & date of meetings set for 2011:

Trustee Meetings will be held the First & Third Wednesdays of each month at 7:30 p.m. in the Town Hall Meeting Room. (See list attached.) **Trustee Office Hours** precede the Trustee Meeting: 6:30-7:30 p.m.

Staff Meetings will be set for the Tuesday preceding the First Trustee Meeting of each month, at 12:00 Noon in the Conference Room at Town Hall. (See list attached.) The first Staff Meeting for 2011 was Tuesday, January 4th at Noon. The Appropriations Workshop will be at 5:00 p.m. on February 16, 2011.

Special Meetings will be announced at least 24 hours in advance on Time Warner Cable Channel 20, AT&T U-Verse Channel 99, posted on our Website, and faxed to the local newspapers, including The News Herald, The Plain Dealer, and the Lake County Gazette/Tribune.

Motion by Mr. Galloway. Seconded by Mrs. Luhta. Vote: 3 ayes.

Trustee Department Assignments: Fire Dept. – Mr. Malchesky; Service Dept. – Mr. Galloway; Zoning Dept. & Special Projects – Mrs. Luhta.

Motion by Mrs. Luhta. Seconded by Mr. Galloway. Vote: 3 ayes.

Appointment of Township Staff: Mrs. Luhta moved to maintain present Staff of the Township according to the list prepared by the Township Fiscal Officer:

Administrator & Director of Economic Development– Jack Nettis, Jr.; Administrative Assistant & Assistant Cemetery Sexton – Linda Thirion; Administrative Assistant & Benefits Assistant – Laura Nick; Legal Counsel – Michael Lucas; Cemetery Sexton – Amy Dawson; Accounting & Payroll Assistant – Cindy Sadler; Fire Chief – Richard B. (Mike) Warner; Deputy Chief – Ronald Terriaco; Fire Department Administrative Assistant – Karen Pirc; Recreation Director – Linda Legg; Recreation Office Assistants – Debra Bechel-Esker, Jackie Borris & Miriam Hansz; Service Director – Frank Kraska; Service Department Administrative Assistant – Janet Hlavac; Zoning Inspector/Planning & Zoning Director/Secretary to Board of Zoning Appeals – Kathleen Mitchell; Assistant Zoning Inspector – Bruce Bullard; Zoning Office Assistant – Claudia Hemphill.

Mr. Galloway seconded. Vote: 3 ayes.

Mr. Malchesky announced they had accepted the Contract of Employment for Administrator Jack Nettis, Jr. for 2011 on 12-15-10. The Employee Pay Rates for 2011 were passed at the Special Meeting on 12-30-10. Mr. Malchesky had made a motion to approve the rates as discussed. Mrs. Luhta seconded. Vote: 3 ayes. (See 2010 Minute Book, pages 155 & 156.)

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Mr. Galloway moved to appoint Jack J. Nettis, Jr. as the Privacy Officer and Laura Nick as Assistant Privacy Officer. Mrs. Luhta seconded. Vote: 3 ayes.

Legal Holidays for year were set. (If the holiday falls on a Saturday, it is observed on the preceding Friday. If holiday falls on a Sunday, it is observed on the following Monday.) Mrs. Luhta moved to set the following legal holidays for 2011 for Administration, Service Department, and Fire Department Administrative Personnel:

- | | |
|-----------------|------------------------------|
| 1) December 31 | New Year's Day |
| 2) January 17 | Martin Luther King, Jr., Day |
| 3) February 21 | President's Day |
| 4) April 22 | Good Friday |
| 5) May 30 | Memorial Day |
| 6) July 4 | Independence Day |
| 7) September 5 | Labor Day |
| 8) October 10 | Columbus Day |
| 9) November 11 | Veteran's Day |
| 10) November 24 | Thanksgiving Day |
| 11) November 25 | Day after Thanksgiving |
| 12) December 26 | Christmas Holiday |

Mr. Galloway seconded. Vote: 3 ayes.

Mrs. Luhta moved to set the following holidays for the Fire Department Firefighting Personnel:

- | | |
|----------------|------------------|
| 1) January 1 | New Year's Day |
| 2) April 24 | Easter Sunday |
| 3) May 30 | Memorial Day |
| 4) July 4 | Independence Day |
| 5) September 5 | Labor Day |
| 6) November 24 | Thanksgiving Day |
| 7) December 25 | Christmas Day |

Mr. Galloway seconded. Vote: 3 ayes.

Mrs. Luhta moved to establish 2011 mileage rate reimbursements per IRS guidelines. As of 1-1-11, the rate is 51 cents per mile. Mr. Galloway seconded. Vote: 3 ayes.

Mrs. Luhta moved to establish 2011 price per in-house copies as follows: Black & White copies at 5 cents per page; Color copies at 25 cents per page. Mr. Galloway seconded. Vote: 3 ayes.

Mrs. Luhta moved to establish a \$25 processing fee to set up the garnishment of an employee's wages. Mr. Galloway seconded. Vote: 3 ayes.

Temporary Appropriations: Mr. Galloway moved the adoption of the following Resolution:

RESOLUTION 2011-01

2011 Temporary Appropriations

BE IT RESOLVED by the Board of Trustees of Concord Township, Lake County, Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year ending December 31, 2011, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said year, as follows, viz:

	1000
GENERAL FUND	
ADMINISTRATIVE	
Salaries--Trustees	\$ 30,000.00
Salaries--Other--Stipend	900.00
Salary--Fiscal Officer	14,000.00
Salary--Administrator	32,000.00
Salary--Legal Counsel	35,000.00
Salaries--Town Hall Staff & Other	60,000.00
OPERS	30,000.00
Medicare	4,000.00
Medical Insurance	50,000.00
Dental / Life Insurance	5,000.00
Long-Term Disability Insurance	1,000.00
Workers' Compensation	50,000.00
Auditing Services	500.00
UAN	1,000.00

RECORD OF PROCEEDINGS

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Concord Township Board of Trustees

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County Auditor & Treasurer's Fees	25,000.00
Election Expense	5,000.00
Travel & Meeting Expense (Officials)	5,000.00
Economic Development/Advertising	1,000.00
General Health District (Other Political Subdivision)	200,000.00
Property and Liability Insurance	11,000.00
Purchased Services	25,000.00
Office Supplies	4,000.00
Office Supplies--Community Center	1,500.00
Computer (Small Equipment)	10,000.00
Other Dues & Fees	1,500.00
Compensation & Damages	1,000.00
Other Expenses	10,000.00
Machinery, Equipment & Furniture	2,000.00
Machinery, Equipment & Furniture--Community Center	2,000.00
SD Salaries	6,000.00
Trash Removal	75,000.00
Repairs & Maintenance	7,000.00
Repairs & Maintenance--Community Center	5,000.00
Repairs & Maintenance--Old School & Barn	500.00
Phone	5,000.00
Phone--Community Center	2,500.00
Phone--Old School	750.00
Postage	1,500.00
Postage--Community Center	3,000.00
Recreation Printing	7,000.00
Recreation Advertising	500.00
Electric	3,000.00
Electric--Community Center	2,500.00
Electric--Old School & Barn	250.00
Water & Sewer	1,000.00
Water & Sewer--Community Center	250.00
Water & Sewer--Old School & Barn	150.00
Natural Gas	2,000.00
Natural Gas--Community Center	3,000.00
Natural Gas--Old School & Barn	200.00
Other Expenses	2,000.00
CCC Rental Refunds	1,000.00
Land & Improvements	30,000.00
ZONING	
Zoning Board Salaries	6,000.00
Zoning Office Salaries	43,000.00
Zoning Purchased Services	3,000.00
Supplies	2,500.00
Other Expenses	3,000.00
SD Salaries--Recycling	3,000.00
Street Lighting Contracts	25,000.00
PARKS & RECREATION	
Salaries	2,500.00
Salaries--Community Center	45,000.00
Repairs	30,000.00
Purchased Services	1,000.00
Parks Supplies	1,500.00
Senior Programs--Community Center	2,000.00
Schoolhouse Supplies	250.00
Recreation Programs	4,000.00
Other Expenses (CCD)	5,000.00
Other Expenses--Community Center	5,000.00
Parks--Improvement of Sites	25,000.00
Parks--Improvement of Sites--Community Center	5,000.00
Improvement of Sites	110,000.00
Transfers-Out	-
Contingency Account	-
TOTAL GENERAL FUND	\$ 1,098,250.00
MOTOR VEHICLE LICENSE TAX	
	2011
Repairs & Maintenance	\$ 5,000.00
Other Supplies & Materials	2,500.00
Other Expenses	2,500.00
Other Financing Uses (Carryover Account)	-
TOTAL MOTOR VEHICLE LICENSE TAX FUND	\$ 10,000.00

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GASOLINE TAX		2021
OPERS	\$	60,000.00
Repairs		25,000.00
Contracted Services		-
Other Supplies & Materials		2,000.00
Other Financing Uses (Carryover Account)		-
TOTAL GASOLINE TAX FUND	\$	87,000.00

ROAD & BRIDGE		2031
Salaries	\$	400,000.00
Phone		2,500.00
Electric		5,000.00
Water & Sewer		750.00
Natural Gas		4,000.00
Contracted Services		-
Operating Supplies & Materials		1,000.00
Other Supplies & Materials		65,000.00
Buildings & Additions		-
Machinery, Equipment & Furniture		-
Other Financing Uses (Carryover Account)		-
TOTAL ROAD & BRIDGE FUND	\$	478,250.00

CEMETERY		2041
Salaries--Cemetery Sexton	\$	4,500.00
Salaries--SD		4,500.00
Repairs		1,500.00
Water		100.00
Other Supplies		750.00
Other Expenses		500.00
Other Financing Uses (Carryover Account)		-
TOTAL CEMETERY FUND	\$	11,850.00

FIRE LEVY FUND		2191
Salaries	\$	800,000.00
OPERS		20,000.00
Social Security		18,000.00
Medicare		13,000.00
OP & F		130,000.00
Medical Insurance		100,000.00
Dental / Life Insurance		10,000.00
Long-Term Disability		1,500.00
Workers' Compensation		50,000.00
Uniforms		20,000.00
County Auditor & Treasurer Fees		30,000.00
Training		5,000.00
Other Professional & Technical Services (Physicals)		4,000.00
Repairs & Maintenance		30,000.00
Phone		10,000.00
Electric		7,000.00
Water & Sewer		1,000.00
Natural Gas		5,000.00
Contracts		23,000.00
Property Insurance		10,000.00
Office Supplies		1,000.00
Operating Supplies & Materials		35,000.00
Computer Equipment & Service		2,500.00
Other Supplies		30,000.00
Machinery, Equipment & Furniture		30,000.00
Other Financing Uses (Carryover Account)		-
TOTAL FIRE LEVY FUND	\$	1,386,000.00

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ROAD LEVY 2192

Salaries	\$
OPERS	
Medicare	6,000.00
Medical Insurance	100,000.00
Dental / Life Insurance	8,000.00
Long-Term Disability Insurance	1,000.00
Workers' Compensation	25,000.00
Tax Collection Fees	10,000.00
Repairs	25,000.00
Contracted Services	
Property Insurance	6,000.00
Purchased Services	7,000.00
Office Supplies	1,000.00
Supplies	2,500.00
Operating Supplies	100,000.00
Operating Supplies--Road Salt	200,000.00
Machinery, Equipment & Furniture	5,000.00
Other Financing Uses (Carryover Account)	
TOTAL ROAD LEVY FUND	\$ 496,500.00

POLICE PROTECTION LEVY 2193

Contracts	\$
Other Financing Uses (Carryover Account)	10,000.00
TOTAL POLICE PROTECTION LEVY FUND	\$ 10,000.00

PERMISSIVE MOTOR VEHICLE TAX 2231

Repairs & Maintenance	\$
Operating Supplies	10,000.00
Other Financing Uses (Carryover Account)	25,000.00
	5,000.00
TOTAL PERMISSIVE MVL TAX FUND	\$ 40,000.00

EMS BILLING 2281

Salaries	\$
Training	100,000.00
Repairs & Maintenance	5,000.00
Supplies	7,000.00
Other Expenses	1,000.00
Machinery & Equipment	350,000.00
Reserve Fund Balance Account	-
TOTAL EMS BILLING FUND	\$ 463,000.00

LIGHTING ASSESSMENT 2401

Contracts	\$
	40,000.00
TOTAL LIGHTING ASSESSMENT FUND	\$ 40,000.00

FIRE PREVENTION 2902

Operating Supplies	\$
	2,700.00
TOTAL FIRE PREVENTION FUND	\$ 2,700.00

EMERGENCY (Flood) FUND 2903

Transfer-Out	\$
	51,412.00
TOTAL EMERGENCY FUND	\$ 51,412.00

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JEDD FUND		2905
Salaries	\$	6,000.00
Transfer Out		100,000.00
TOTAL JEDD FUND	\$	106,000.00

DEBT SERVICE FUND		3101
Principal Payments	\$	5,000.00
TOTAL DEBT FUND	\$	5,000.00

CAPITAL PROJECTS FUND		4901
Contracts	\$	250,000.00
TOTAL CAPITAL PROJECTS FUND	\$	250,000.00

CEMETERY CAPITAL PROJECTS FUND		4902
Other-Capital Outlay	\$	16,000.00
TOTAL CEMETERY CAPITAL PROJECTS FUND	\$	16,000.00

SERVICE DEPT CAPITAL PROJECTS FUND		4903
Other	\$	25,000.00
TOTAL SD CAPITAL PROJECTS FUND	\$	25,000.00

FIRE DEPT CAPITAL PROJECTS FUND		4904
Other	\$	100,000.00
TOTAL FD CAPITAL PROJECTS FUND	\$	100,000.00

CEMETERY TRUST		4951
Restricted Amount: \$30,515.00		
Supplies & Materials	\$	5,000.00
TOTAL CEMETERY TRUST FUND	\$	5,000.00

AGENCY FUND--SECURITY DEPOSITS		9001
Refunds of Deposits Community Center	\$	2,000.00
TOTAL AGENCY FUND	\$	2,000.00

RECAPITULATION OF FUNDS:

GENERAL FUND	\$	1,098,250.00
MOTOR VEHICLE LICENSE TAX FUND		10,000.00
GASOLINE TAX FUND		87,000.00
ROAD and BRIDGE FUND		478,250.00
CEMETERY FUND		11,850.00
FIRE LEVY		1,386,000.00
ROAD LEVY		496,500.00
POLICE PROTECTION LEVY		10,000.00
PERMISSIVE MOTOR VEHICLE LICENSE TAX FUND		40,000.00
EMS BILLING		463,000.00
LIGHTING ASSESSMENT FUND		40,000.00
FIRE PREVENTION ACCOUNT		2,700.00
EMERGENCY (Flood) FUND		51,412.00
JEDD FUND		106,000.00
DEBT SERVICE FUND		5,000.00
CAPITAL PROJECTS FUND		250,000.00
CEMETERY CAPITAL PROJECTS FUND		16,000.00

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SD CAPITAL PROJECTS FUND
 FD CAPITAL PROJECTS FUND
 CEMETERY TRUST FUND
 AGENCY FUND--SECURITY DEPOSITS

25,000.00
 100,000.00
 5,000.00
 2,000.00

GRAND TOTAL ALL FUNDS

\$ 4,683,962.00

Mrs. Luhta seconded.

Roll Call Vote: Mrs. Luhta -yes; Mr. Galloway - yes; Mr. Malchesky - yes.

Blanket Certificates: Mrs. Luhta moved to accept the list of Super Blanket Certificates as presented by the Fiscal Officer:

BLANKET CERTIFICATES
 January 1, 2011 - December 31, 2011

BC #	Code:	Account:	Amount:
		Super Blanket Certificates: 1/3/2011 - 12/31/2011	
		GENERAL FUND	
1	1000-110-221	Medical Insurance	50,000
2	1000-110-223	Dental / Life Insurance	5,000
3	1000-110-229	Long-Term Disability Ins	1,000
4	1000-110-230	Worker's Compensation	50,000
5	1000-110-312	Auditing Services	500
6	1000-110-313	UAN	1,000
7	1000-110-330	Travel & Meeting Expense	5,000
8	1000-110-345	Advertising/ Economic Development	1,000
9	1000-110-381	Property & Liability Insurance	11,000
10	1000-110-390	Purchased Services	25,000
11	1000-110-410	Office Supplies	4,000
12	1000-110-410-1	CCC Office Supplies	1,500
13	1000-110-430	Computer Equip & Service	10,000
14	1000-110-519	Dues/ Fees & Publication Subscriptions	1,500
15	1000-110-520	Compensation & Damages	1,000
16	1000-110-590	Other Expenses	10,000
17	1000-110-740	Machinery & Equipment	2,000
18	1000-110-740-1	CCC Machinery & Equipment	2,000
19	1000-120-322	Trash & Recycling Expense	75,000
20	1000-120-323	Repairs & Maintenance	7,000
21	1000-120-323-1	CCC Repairs & Maintenance	5,000
22	1000-120-323-4	Repairs & Maintenance Schoolhouse	500
23	1000-120-341	Telephone	5,000
24	1000-120-341-1	CCC Telephone	2,500
25	1000-120-341-4	Schoolhouse Telephone	750
26	1000-120-342	Postage	1,500
27	1000-120-342-1	CCC Postage	3,000
28	1000-120-344	Printing	7,000
29	1000-120-345-1	Recreation Advertising	500
30	1000-120-351	Electricity	3,000
31	1000-120-351-1	CCC Electricity	2,500
32	1000-120-351	Schoolhouse Electricity	250
33	1000-120-352	Water & Sewage	1,000
34	1000-120-352-1	CCC Water & Sewage	250
35	1000-120-352	Schoolhouse Water & Sewage	150
36	1000-120-353	Natural Gas	2,000
37	1000-120-353-1	CCC Natural Gas	3,000
38	1000-120-353-4	Schoolhouse Natural Gas	200
39	1000-120-599	Other Town Hall Expenses	2,000
40	1000-120-710	Land & Improvements	25,000
41	1000-120-599-1	Rental Refunds	1,000
42	1000-130-300	Purchased Services	3,000
43	1000-130-420	Zoning Other Expenses	2,500
44	1000-130-599	Street Lighting (Twp portion)	3,000
45	1000-310-360	Parks Repairs & Maintenance	25,000
46	1000-610-323	CCC Purchased Services (intangible & non-program	3,750
47	1000-610-390-1	Parks Supplies	1,000
48	1000-610-420	CCC Senior Programs	1,500
49	1000-610-420-1	School Supplies	2,000
50	1000-610-420-4	CCC All Other Programs	250
51	1000-610-490-1	Parks Other -CCD	4,000
52	1000-610-599	CCC Refund & Instructor Fees	5,000
53	1000-610-599-1	Improvement of Sites	5,000
54	100-760-730	STREET LIGHTING ELECTRICITY	
109	2401-310-351	St Lighting (Assessed Portion)	40,000
		AGENCY FUND	
	9001-110-500	Security Deposit Refunds	
110	9001-610-500-1	CCC Security Deposits Refunded	3,000

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55	MVL TAX	R & M--Building	5,000
56	2011-330-323	Other Supplies	2,500
	2011-330-490	Other (drug tests, em/ee exp, training, storm duty)	-
	2011-330-599		
	GAS TAX		
58	2021-330-323	Repairs & Maintenance	25,000
60	2021-330-490	Other Supplies	2,000
59	2021-330-599	Other (legal notice, office exp)	2,500
	ROAD & BRIDGE		
61	2031-330-341	Phone	2,500
62	2031-330-351	Electric	5,000
63	2031-330-352	Water & Sewage	750
64	2031-330-353	Natural Gas	4,000
65	2031-330-420	Operating Supplies (Stormwater)	1,000
66	2031-330-490	Other Supplies (Fuel, Garments)	50,000
	CEMETERY		
67	2041-410-323	Repairs & Maintenance	1,500
68	2041-410-352	Water & Sewage	100
69	2041-410-490	Other Supplies	750
70	2041-410-599	Other	500
	FIRE LEVY		
71	2191-220-221	Medical Insurance	100,000
72	2191-220-223	Dental / Life Insurance	10,000
73	2191-220-229	Long-Term Disability	1,500
74	2191-220-230	BWC	50,000
75	2191-220-251	Uniform	20,000
76	2191-220-318	Training	5,000
77	2191-220-319	Physicals	4,000
78	2191-220-323	Repairs & Maintenance	30,000
79	2191-220-341	Telephone	10,000
80	2191-220-351	Electricity	7,000
81	2191-220-352	Water & Sewage	1,000
82	2191-220-353	Natural Gas	5,000
83	2191-220-360	Communications Contracts	23,000
84	2191-220-381	Property & Liability Insurance	10,000
85	2191-220-410	Office Supplies	1,000
86	2191-220-420	Operating Supplies	35,000
87	2191-220-430	Computer Equip & Service	2,500
88	2191-220-490	Other Supplies	30,000
89	2191-220-740	Machinery & Equipment	30,000
	ROAD LEVY		
90	2192-330-221	Medical Insurance	100,000
91	2192-330-223	Dental / Life Insurance	8,000
92	2192-330-229	Long-Term Disability	1,000
93	2192-330-230	BWC	25,000
94	2192-330-323	Equipment Repairs	25,000
95	2192-330-381	Property & Liability Insurance	6,000
96	2192-330-390	Purchased Services	7,000
97	2192-330-410	Office Supplies	1,000
98	2192-330-490	Supplies	1,000
99	2192-330-599	Other Expenses (Road materials)	100,000
100	2192-330-599-2	Other--Road Salt	200,000
101	2192-330-740	Machinery & Equipment	5,000
	PERMISSIVE TAX		
102	2231-330-323	Repairs	5,000
103	2231-330-420	Operating Supplies (Road Materials)	25,000
	EMS BILLING		
104	2281-230-318	EMS Training	5,000
105	2281-230-420	EMS Supplies	7,000
106	2281-230-599	EMS Other Expenses	1,000
107	2281-230-740	EMS Mach, Equip, Furniture	5,000
	FIRE PREVENTION		
108	2902-220-420	Operating Supplies	2,700

Mr. Galloway seconded. Vote: 3 ayes.

Mr. Malchesky: These are all housekeeping items that are critical to operating our Township form of government within the legal guidelines set forth by the Ohio Revised Code.

This concludes the Organizational Meeting portion of the Regular Trustees' Meeting and we will move to the Regular Meeting Agenda.

APPROVAL OF MINUTES:

November 29, 2010 Trustees' Special Meeting - TABLED

December 1, 2010 Trustees' regular meeting - TABLED

December 8, 2010 Trustees' Emergency Meeting - TABLED

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December 15, 21010 Trustees' regular meeting – TABLED

December 30, 2010 Trustees' Special Meeting – TABLED

CORRESPONDENCE – FISCAL OFFICER:

1. Lake County Soil & Water Conservation District 4th quarter newsletter.
2. Lake County Development Council, Inc. January 2011 newsletter.
3. Letter from The Eagles Club at Quail Hollow Condominium Owners' Association, Inc. Re: Lake Metroparks proposed bike path.
4. Letter from Sourcing Office requesting feedback of program.
5. Letter from Boys & Girls Clubs of Cleveland requesting donation.
6. Ohio Township Association monthly newsletter for January 2011.

CORRESPONDENCE – TRUSTEES: No correspondence.

DEPARTMENT REPORTS:

- A. **TREASURER'S REPORT** – Amy L. Dawson, Fiscal Officer
Concord Township continues to be fiscally sound.

The Township began 2010 with \$5.3 million in the Treasury.

We collected \$8.1 million in tax, grants, interest, permit & EMS fees, leases & rents, Community Center classes, cemetery sales and gifts & donations.

We expended \$7.4 million in salaries & benefits, road improvement, road repair & maintenance, emergency services & equipment, property maintenance, fees to Lake County and the State of Ohio, and building improvements.

The Township ended 2010 with \$6.0 million in the Treasury in 21 Funds.

Out of our Treasury balance, \$.5 million is set aside for specific projects and in Trust. \$2.0 million is required to cover expenses until the 1st half Real Estate Taxes arrive at the end of March.

Specifically regarding fund #2905 – JEDD FUND, we received \$440,719 in revenue. We expended \$12,000 in Economic Development salaries for an ending balance of \$507,133. These funds are meant to address future needs in the Auburn-Crile Road Corridor.

I will submit a written report to the residents in the Spring Newsletter. In the meantime, if you have questions or concerns, please do not hesitate to contact my office at 354-7510 ext 128.

- B. **ADMINISTRATION DEPT.** – Jack J. Nettis, Jr., Administrator

1) **Lost & Found** – Announced we have items in the Lost & Found that have not been claimed.

2) **Christmas Trees** – No pickups; only drop offs through Lake Metroparks.

- C. **ZONING DEPT.** – Bruce Bullard, Assistant Zoning Inspector

1) **Activities Report for December 2010** – 3 Zoning Permits: Accessory Building-Shed, Change in Use, & Deck; \$40.00 Fee Total; Total Estimated Value: \$11,700.00

2 Board of Zoning Appeals: 2 Variances – 1 approved, 1 denied

- 2) **Activities Summary Report for 2010:**

Type of Activity	Total Records	Total Fees
Zoning Permits	279	\$27,187.36
Violations	75	-0-
Planning	4	\$ 2,000.00
Appeals	29	\$ 5,050.00
Amendments	3	-0-

Cumulative Zoning Permits, Violations, Amendments & Site Plan Reviews (Planning), and Appeals, Variances & Conditional Use Permits for 2000-2010 reports were filed.

- D. **FIRE DEPT.** – Deputy Chief Ron Terriaco

1) **Activities Report for December 1010** – Total Runs for Dec 2010: 138; Total Runs for 2010: 1,845 Rescues, 63 Advance/Paramedics, 11 Public Assists, 4 Structure Fires.

Held _____

January 5, 2011

_____ 20

- 2) **Grants** - Working on fire grants for equipment and fire prevention/safety.
- 3) **NOPEC Grant** - Working with Jack Nettis on NOPEC grant for fire stations.

SAFETY TIP: January 2011

Space Heaters Need Space – Follow manufacturer's recommendations for keeping flammable materials away from space heaters.....Call the Fire Prevention office – we can help you evaluate your home and prevent fire emergencies....440-350-1856.

E. SERVICE DEPT. – Frank Kraska, Service Director

- 1) During the month of December, Township crews responded to 16 winter related events in which we snow plowed Township roads and then treated hills, curves and intersection with deicers. During this period we used approximately 1000 tons of salt which represents about one fifth of our normal consumption during an average winter season.

- 2) Crews have actively been conducting maintenance on service department equipment including rebuilding and painting a service department trailer. It should be noted that crews take great pride in their equipment and add longevity to township equipment through a comprehensive maintenance program.

- 3) Crews to date have installed 63 snow shields for local residents. This program is still available to residents for \$36. Request forms may be picked up at Concord Town Hall or downloaded off our website at www.concordtwp.com

- 4) Through the benefit of a NOPEC Energy Grant the Service Department recently was able to replace lighting fixtures within the service department facility with fixtures that provide almost fifty percent more efficiency. Thanks goes out to EC&M a Concord based electric company for a job well done. The Township will be offering our old fixtures for sale to the community for anyone that might find a use for them. Look for details on future Township television programming and our website.

F. RECREATION DEPT. – Linda Legg, Recreation Director

- 1) **Activities Summary Comparison Report for 2009 vs. 2010** – We had 103 rentals in 2010 compared to 73 in 2009; 100 Community Group meetings were held in 2010 compared to 93 in 2009; There were approx. 14,000 visits in 2010 to the Center compared to approx. 13,000 visits in 2009; Revenue was up approx 29% in 2010 from 2009; and Expenditures were down approx. 4.5% in 2010 from 2009.
- 2) **Classes** – There are several fitness classes offered to help you meet your new year's resolutions. For a complete list of classes, you can go online or give us a call at the Center.

- 3) **Senior Meeting on January 19th** – The incorrect date was published in the Grapevine. We'll be playing Deal or No Deal with our very own Bobbie head Howie Mandel. There will be prizes & refreshments. The fun starts at 1:30 p.m.

G. CONCORD LAW ENFORCEMENT REPORT – Captain Sparkman, LCSO, reported on Activities for December:

- 891 Calls
- **Accidents:** 4 injury, 21 property damage
- **Arrests:** domestic violence, Hoose Rd.
- **85 Business Checks** – Deputies stopped & visited Concord Township business owners during open business, assist with security checks & visit with residents
- **41 Crime Prevention:** Deputies located open doors, lights on inside vehicle during night time hours, visit construction sites, visit with contractors.
- 33 Citations
- 54 Warnings
- **New Investigations:**
Theft – Humphrey Hill & Fairgrounds
Vandalism – Rolling Acres Court & Old Johnnycake
Drugs – Fairgrounds
56 Residential Alarms

AUDIENCE:

No one spoke.

Held

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OLD BUSINESS:

- A. DECISION ON MOWING & LANDSCAPING BID FOR 2011. Pulver's Landscaping was the only bid received. Mr. Galloway moved to accept the Mowing & Landscaping Bid for 2011 from Pulver's Landscaping for \$47,004.50 and \$60 per mowing for the Soccer Field as needed. Mrs. Luhta seconded. Vote: 3 ayes.

NEW BUSINESS:

- A. APPROVE DECEMBER 2010 FINANCIAL REPORTS. Mr. Galloway moved to approve the December 2010 Financial Reports. Mrs. Luhta seconded. Vote: 3 ayes.
- B. RESOLUTION 2011-02 / SERVICE DEPT. FEE SCHEDULE. Mr. Galloway moved to approve the fee schedule for the Service Dept. set forth in the following Resolution:

RESOLUTION 2011-02

A Resolution Establishing a Schedule of Fees to be Paid by Township Residents for Work and Services Provided by the Concord Township Service Department as a Result of Private Projects and Work by Individual Property Owners Within or Upon a Township Right of Way

WHEREAS, the Board of Trustees of the Township of Concord is responsible for the repair and maintenance of Township roads and right of ways, and the provision of drainage in the Township roads and right-of-ways; and

WHEREAS, the Board of Trustees has determined that it is in the best interests of the Township to require payment for designated Township services from individual property owners with frontage on Township roadways who commence private projects and work directly or indirectly within or upon Township roads, with such private projects and work to be defined as including but not limited to construction, repairs, and the furnishing of material, labor and landscaping;

NOW, THEREFORE, BE IT RESOLVED by the Concord Township Board of Trustees, Lake County, Ohio that the following schedule of fees and expenses are hereby established to be paid by any Township property owner with frontage on Township roadways for private projects and work that is directly or indirectly within or upon any Township roads and thereby requires work, labor or services by the Township and its Service Department:

- A. For Township right of way access to enable private projects and work to be performed by any private individual or entity within or upon the Township right of way, a Township road permit of \$25.00;
- B. For Township inspection by any duly designated or authorized representative of projects and work being performed by any private individual or entity within or upon the Township right of way, with such inspection determined as necessary by the Township, the hourly rate of \$40.00, with such hourly rate established at the minimum fee of \$40.00 for each Township-determined inspection;
- C. For the Township's installation and gravel finish of any culvert pipe in the Township right of way requested by and supplied by the Township property owner and required as a result of projects and work being performed by any private individual or entity within or upon the Township right of way, the fee and expense of \$200.00.
- Mrs. Luhta seconded. Vote: 3 ayes.
- C. RESOLUTION 2011-03 / ACCEPTING AMOUNTS & RATES AS DETERMINED BY BUDGET COMMISSION & AUTHORIZING THE NECESSARY TAX LEVIES & CERTIFYING THEM TO THE COUNTY AUDITOR. Ms. Luhta moved the adoption of the following Resolution:

RESOLUTION 2011-03

Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor

Held

January 5, 2011

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RESOLVED, By the Board of Trustees of Concord Township, Lake County, Ohio, in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2011; and

WHEREAS, The Budget Commission of Lake County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rare of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation;

NOW, THEREFORE, BE IT RESOLVED, By the Board of Trustees of Concord Township, Lake County, Ohio that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Township the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A Fund:	Tax Rate to be Levied:		Outside 10 Mill Limit:
	Inside:	Outside:	
General Fund	1.40	\$ 917,857.00	
Road/Bridge Levy Fund:			
	Outside: 1.70	\$ 930,857.00	
	Inside: 1.60	\$ 1,048,978.00	
Police Levy Fund:	Outside: 1.00	\$ 651,667.00	
Fire/Emergency Levy Fund:	Outside: 4.70	\$ 2,777,105.00	

SCHEDULE B
Road & Bridge Fund: Levy authorized by voters on 11-7-06 Maximum Rate Authorized to be Levied 1.70, not to exceed 5 years.

Police Levy Fund: Levy authorized by voters on 11-2-2010 Maximum Rate Authorized to be Levied 1.00, not to exceed 5 years.

Fire & Emergency Fund: Levy authorized by voters on 11-6-07 Maximum Rate Authorized to be Levied 2.70, not to exceed 5 years.

Fire & Emergency Fund: Levy authorized by voters on 11-4-08 Maximum Rate Authorized to be Levied 2.00, not to exceed 5 years.

County Auditor's Estimate of Yield of Levy on Road & Bridge Fund \$930,857.00, Police Levy Fund \$651,667.00, and both Fire & Emergency Levies 2,777,105.00.

And be it further **RESOLVED**, That the Fiscal Officer of this Board be and she is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Mr. Galloway seconded the Resolution.

Roll Call Vote: Mr. Galloway- yes; Mrs. Luhta – yes; Mr. Malchesky – yes.

- D. RESOLUTION 2011-04 / TRANSFER EMERGENCY FUND MONEY TO GENERAL FUND. Mr. Galloway moved to transfer Emergency Fund money to the General Fund set forth in the following Resolution:

RESOLUTION 2011-04

Resolution to Transfer to General Fund from Emergency Fund

WHEREAS, we transferred money from the General Fund to the Emergency Fund to meet the obligations of FEMA after the 2006 Flood and the 2007 Snow Emergency, and

WHEREAS, we want to keep the fund open with a \$10,000 balance to prepare for any future emergencies,

THEREFORE BE IT RESOLVED, that the General Fund #1000 be funded with a transfer from the Emergency Fund #2903 of \$51,411.74 on 1/5/2011.

RECORD OF PROCEEDINGS

Minutes of

Concord Township Board of Trustees

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

January 5, 2011

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Mrs. Luhta seconded. Vote: 3 ayes.

E. REPRESENTATIVES TO VOLUNTEER FIREFIGHTERS DEPENDENTS FUND FOR 2011 BOARD. Mr. Galloway moved to appoint Mr. Malchesky & Mrs. Luhta as representatives to the 2011 Board Volunteer Firefighters Dependents Fund. Mrs. Luhta seconded. Vote: 3 ayes.

F. SWIF GRANT / AWARD CONTRACT TO CHAGRIN VALLEY ENGINEERING \$6,720. (PO #2011-1) Mr. Galloway moved to award the Storm Water & Salt Remediation Demonstration Project to Chagrin Valley Engineering, Ltd. of 22999 Forbes Road, Suite B, Cleveland, OH for \$6,720.00.

G. PURCHASE TWO 48-NICHE COLUMBARIUMS FROM COLD SPRING GRANITE CO., \$25,242. (PO #2011-2) Mrs. Luhta moved to approve the purchase of two (2) 48-niche columbariums from Cold Spring Granite Co. for \$25,242.00 to be placed in the 608 Cemetery. Mr. Galloway seconded. Vote: 3 ayes.

H. ITEM APPROVED AT STAFF MEETING 1-4-11:

1) **Fire Dept. Arbitration Representatives** – Mrs. Luhta moved to appoint Mike Lucas and Paul Malchesky to represent Concord Township Trustees for Fire Dept. Arbitration. Mr. Galloway seconded. Vote: 3 ayes.

I. FUTURE MEETINGS & ANNOUNCEMENTS:

Tues.	1-11	6:30 PM	OFFICERS MEETING / Fire Station #1
Mon.	1-17	CLOSED	In observance of Martin Luther King Day
Wed.	1-19	6:30 PM	TRUSTEE HOURS / Conference Room
		7:30 PM	TRUSTEE MEETING / Town Hall

Mr. Malchesky moved to adjourn to Executive Session to discuss personnel matters. Mrs. Luhta seconded.

Roll Call Vote: Mr. Galloway – yes; Mr. Malchesky – yes; Mrs. Luhta – yes.

Mr. Galloway moved to close Executive Session. Mrs. Luhta seconded. Vote: 3 ayes.

Trustees approved and signed the following checks:

Version	15.0	PAYMENT REGISTER	Page:	1 of 1
12:23:03 pm	01/25/2011	CONCORD TOWNSHIP, LAKE COUNTY	Date:	12/31/2010
		Accounting/Payroll		
		From	12/31/2010 to	12/31/2010

Warrant Number	Type	Date	Vendor/Payee	Amount	Status
26378	VW	12/31/2010	DAYTON LEGAL BLANK INC	\$110.00	0
26379	VW	12/31/2010	CORNERSTONE IT, INC	3,800.00	0
26380	VW	12/31/2010	JEN'S CLEANING SERVICE	315.00	V
26381	VW	12/31/2010	CRILE ROAD HARDWARE	5.09	0
26382	VW	12/31/2010	JEN'S CLEANING SERVICE	540.00	0
26383	VW	12/31/2010	TIME WARNER CABLE - NORTHEAST	79.95	0
26384	VW	12/31/2010	AQUA OHIO INC	9.21	0
26385	VW	12/31/2010	ADP INC	101.58	0
26386	VW	12/31/2010	SHEPP ELECTRIC CO INC	219.00	0
26387	VW	12/31/2010	L.C.D.U.	70.56	0
			Subtotal:	4,935.39	
			Adjustments:	0.00	
			Total Amount Pending for Accounting:	0.00	
			Total Amount Pending for Payroll:	0.00	
			Total:	\$4,935.39	

Paul R. Malchesky, Chairman

Amy L. Dawson, Fiscal Officer

