

Concord Township Board of Trustees

January 2, 2008

The Concord Township Board of Trustees met for 2008 Organizational Meeting followed by regular meeting on January 2, 2008, at 7:30 p.m. in the Township Hall, located at 7229 Ravenna Road. Chairman Christopher A. Galloway called the meeting to order and led in the Pledge of Allegiance.

Charles E. Coulson, Lake County Prosecutor, administered the Oath of Office to Caroline N. Luhta, re-elected Concord Township Trustee.

Trustees present: Christopher A. Galloway, Paul R. Malchesky, and Caroline N. Luhta.

LAKE COUNTY SHERIFF CONTRACT EXCHANGE: Lake County Sheriff Dan Dunlap was unable to attend the meeting due to illness, so the contract was received by Chief Deputy William Crosier.

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

Nominations opened for the position of Chairman.

Motion by Mrs. Luhta to nominate Mr. Malchesky Chairman of the Township Board of Trustees for the year 2008. Seconded by Mr. Galloway. Vote: 3 ayes.

Nominations opened for position of Vice-Chairman.

Motion by Mr. Galloway to nominate Mrs. Luhta as Vice-Chairman of the Township Board of Trustees for the year 2008. Seconded by Mr. Malchesky. 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 Mrs. Cusick assumed the position of Fiscal Officer.

Time & date of meetings set for 2008:

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. The first Staff Meeting for 2008 was Wednesday, January 2nd at 11:00 a.m. The February Staff Meeting is also the Appropriations Workshop, which will be at 11:00 a.m. on 2-5-08.

Special Meetings will be announced at least 24 hours in advance on Time Warner Cable Channel 23, 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 Mrs. Luhta. Seconded by Mr. Galloway. Vote: 3 ayes.

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

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 – Jack Nettis, Jr.; Administrative Assistant – Linda Thirion; Administrative Assistant/ Payroll & Benefits – Laura Nick; Legal Counsel – Michael Lucas; Cemetery Sexton – Peggy Cusick; Assistant Fiscal Officer – Amy Dawson; Fire Chief – Richard B. (Mike) Warner; Executive Captain – John Kloski; Fire Department Administrative Assistant – Karen Pirc; Recreation Director – Linda Legg; Senior's Coordinator – Carol Boden; Recreation Office Assistant – Jackie Borris; Service Director – Terry Gerson; Road Superintendent – Mark Lintala; Service Department Office Assistant – Janet Hlavak; Zoning Inspector/Planning & Zoning Director – Kathleen Mitchell; Assistant Zoning Inspector – Bruce Bullard; Zoning Office Assistant – Jackie Borris.

Mr. Galloway seconded. Vote: 3 ayes.

Mrs. Luhta moved to appoint Jack Nettis, Jr. as the Privacy Officer and Laura Nick as Assistant Privacy Officer. Mr. Galloway 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 2008 for Administration, Service Department, and Fire Department Administrative Personnel:

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|-------------------------------|------------------------------|
| 1) January 1 | New Year's Day |
| 2) January 21 | Martin Luther King, Jr., Day |
| 3) February 18 | Presidents Day |
| 4) May 26 | Memorial Day |
| 5) July 4 | Independence Day |
| 6) September 1 | Labor Day |
| 7) October 13 | Columbus Day |
| 8) November 11 | Veterans Day |
| 9) November 27 th | Thanksgiving Day |
| 10) November 28 th | Day After Thanksgiving |
| 11) December 25 th | Christmas Day |
| 12) December 26 th | Day After Christmas |

Mr. Galloway seconded. Vote: 3 ayes.

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

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|------------------------------|------------------|
| 1) January 1 | New Year's Day |
| 2) March 23 | Easter Sunday |
| 3) May 26 | Memorial Day |
| 4) July 4 | Independence Day |
| 5) September 1 | Labor Day |
| 6) November 27 th | Thanksgiving Day |
| 7) December 25 | Christmas Day |

Mr. Galloway seconded. Vote: 3 ayes.

Mrs. Luhta moved to establish 2008 mileage rate reimbursements per IRS guidelines. As of 1-1-08, the rate is 50.5 cents per mile. 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: Mrs. Luhta moved to accept the list of Resolution 2008-1 as presented by the Fiscal Officer:

RESOLUTION 2008-01
2008 Temporary Appropriations

(Complete list of 2008 Temporary Appropriations are available for viewing at Town Hall)

Mr. Galloway seconded. Vote: 3 ayes.

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

(Complete list of Blanket Certificates are available for viewing at Town Hall)

Mr. Galloway seconded. Vote: 3 ayes.

Mrs. Luhta moved to reappoint the following Financial Advisory Committee Members for 2008: Tom Ellis, Joe Lenkey, and Sue Germovsek. 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:

December 5, 2007 Trustees' regular meeting. – TABLED.

December 19, 2007 Trustees' regular meeting. – TABLED.

December 26, 2007 Trustees' Special Meeting. – TABLED.

CORRESPONDENCE – FISCAL OFFICER:

1. Invitation to OGF Education Initiative Regional Conversation meeting from Ohio Grantmakers Forum.
2. Copy of letter to Lake Metroparks from Lake County Engineer re: Lake Metroparks - Environmental Learning Center.
3. OSU of Lake County 4th quarter newsletter.
4. Memo from Ohio Auditor of State re: new public records law.

5. Copy of letter to 18th Century Village, LLC from Lake County Planning Commission re: 18th Century Village Subdivision.
6. Copy of letter to Eye-Will Development from Lake County Planning Commission re: Nature Preserve South, Resubmitted Final Plat.
7. Copy of letter to Properties Development, Inc. from Lake County Planning Commission re: Mountainside Farms Phase 2.
8. Copy of letter to Concord Zoning Inspector from Lake County Planning Commission re: District Change & Text Change.
9. Letter from Time Warner Cable re: effective competition filing with FCC.

CORRESPONDENCE – TRUSTEES:

The Trustees had no correspondence; they all wished the residents a Happy New Year.

DEPARTMENT REPORTS:

- A. **TREASURER’S REPORT** – Peggy A. Cusick, Fiscal Officer
Concord Township continues to be fiscally sound.

The Township began 2007 with \$5.4 million in the Treasury.

We collected \$7.5 million in tax, grants, interest, permit & EMS fees, leases & rents, Community Center classes, cemetery sales and gifts & donations.

We expended \$7.5 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 2007 with \$5.4 million in the Treasury. In spite of a major road project, there was no change to the Treasury Balance.

Of our Treasury balance, we have set aside \$2.3 million toward projects, Capital Outlay, or Reserve Balance Accounts. Another \$1.5 million is required to cover expenses until the 1st half Real Estate Taxes arrive at the end of March.

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.

- B. **ADMINISTRATION DEPT.** – Jack Nettis, Jr., Administrator, filed his final report on Recycling. Additional bins were available for the Holidays.

- C. **ZONING DEPT.** – Bruce Bullard, Assistant Zoning Inspector
Activities Report for December, 2007 – 12 permits; \$2,105.00 Fees; \$1,508,000.00 Total Estimated Value. BOARD OF ZONING APPEALS: 1 variance, denied.

University Hospital is in the process of going through the site plan and design standard reviews for their new medical building.

A topic that needs to be brought up concerns businesses that are located in Concord Township are required to obtain an occupancy permit from the Zoning Office. The purpose of this permit is to make sure that the business is allowed in the district that they are attempting to locate into and to verify that there is adequate parking. Prior to locating a business the owner should refer to our website at www.concordtwp.com and check the Zoning Map and the text of the Zoning Resolution to see if their business will comply with the district.

Businesses also are required to get Zoning approval and permits prior to installing any sign in the Township. We have recently seen some businesses that have missed this step and need to get into compliance.

- D. **FIRE DEPT.** – Chief Warner
- 1) **Activities Report for December, 2007** – 1,883 Runs for 2007; 176 Runs for December; 14 MVA, 8 Agency Assists, 21 Fire Alarms, 14 Basic Rescues, 73 Advance/Paramedics, 8 Public Assists, 11 Structure Fires.
 - 2) Lt. Mike Fearing was accepted into the Ohio Fire Executives Program.
 - 3) 240 Class begins January 4th; Friday nights & Sundays.
 - 4) **Fay Road Fire** – Talked about why we lay hose out and also oxygen-starved buildings on fire. We laid 2,000 ft. of hose to the nearest hydrant on Fay Road, since this was the closest hydrant. We don’t want people near it because it could rupture. Do not drive over fire hose; it’s against the law and can cause it to rupture. Be careful if you open the door of a building on fire. I understand the need to know if someone is in there; however never open a door in an oxygen starved environment because the building can explode.

SAFETY TIP: *January 2008*

Residents are reminded that having a visible address sign helps the Fire Dept. locate your home quickly when the need arises.

Many residents install "mailbox protectors" for the winter months to prevent injury to their mailboxes from plowed snow. These sheets of wood or metal may protect your mailbox, however they often cover up your house numbers.

If you install one of these mailbox protectors, please put your house numbers on the protectors & ensure your address is visible from BOTH SIDES of the mailbox.

- E. SERVICE DEPT. – Terry Gerson, Service Director, wished everyone a Happy New Year, thanked the Trustees for raises, and cookies & candies from residents that were received over the holiday season. Report filed included the following:
1. Filed a Road Report which emphasizes maintenance vs reconstruction.
 2. Discussed Snow Removal.
 3. Recycling is now under Service Dept.

- F. RECREATION DEPT. – Linda Legg, Recreation Director

1. **Winter Classes** – Begin next week: Pilates & Yoga classes are a great way to get in shape. If you are planning a trip to Italy, you might want to take the Beginning Italian class. For kids there are two different Kindermusik classes for ages 6 months through 3 years. For those over 50, we are offering a Mapping your Future class that will help you plan your transition into retirement. For those approaching 65 we are again offering the popular

Everything you need to know to get started with Medicare. This class gives participants the chance to get a basic understanding of how Medicare works & how it affects you.

2. **Children's Story Hour** – Dennis Heritage, the Children's Librarian at the Mentor Library, is doing a series of 3 programs for preschool & primary aged kids. The first is scheduled for Tuesday, January 29th, and includes a puppet show, stories, and magic tricks. There is no charge for these programs.
3. **Dinner & a Movie Night** – This is a Special Event for moms & sons. On Friday, February 8th, sons are invited to take their Mom's to dinner & a movie at the Center. Pizza is on the menu for dinner and the movie is yet to be determined. Call the center for more details or to register.
4. **Blood Pressure Checks** – Next Wednesday, 9:30-10:30 a.m. at the Center. That same afternoon, is Afternoon at the Movies, showing "Hairspray" with John Travolta.
5. **Seniors Group** – First meeting this year is Wednesday, January 16th, at 2:00 p.m. Curtis Danburg, from the Cleveland Indians will be the guest speaker. If you plan to attend, be sure to wear your Indians gear. Last year the best dressed person got tickets to a game. Also, call if you plan to attend.

- G. CONCORD LAW ENFORCEMENT REPORT – Captain Sparkman, LCSO

1. December had 732 calls in Concord.
2. Highlighted theft reports; they are primarily crimes of opportunity.
3. Complimented the Service Dept. on their snow removal & safety.
4. Residents should slow down and allow extra time during snow.
5. Commented that it takes courage to run for Public Office and be a leader; he thanked the Trustees for the Concord Township Deputy Contract. – Trustees commented that true bravery lies with the duties of a Sheriff's Deputy; they trust that the Sheriff's Office will take good care of the residents and have received no complaints about the Sheriff's Office.

AUDIENCE:

Dick Terriaco, 6464 Coleridge Road, thinks the Trustees are doing a good job.

OLD BUSINESS:

- A. RESOLUTION 2007-45 / UNAUTHORIZED DUMPING ON TOWNSHIP PROPERTY. Tabled.

NEW BUSINESS:

- A. ENCUMBER:

- 1) 30% of Hotel Tax Revenue to Fire Dept. for Capital Purchases.
- 2) 30% of Hotel Tax Revenue to Service Dept. for Capital Purchases.
- 3) 50% of Excess Fire Dept. Revenue over Expenditures toward Capital Purchases.
- 4) 5% of Revenue to Reserve Balance Accounts.

Tabled.

- B. APPOINT MEMBERS TO VOLUNTEER FIRE FIREFIGHTERS DEPENDENTS FUND. Mr. Galloway moved to appoint Mrs. Luhta & Mr. Malchesky to the VFFDF. Mrs. Luhta seconded. Vote: 3 ayes.

C. APPROVED AT STAFF MEETING 1-2-08:

- 1) Website Construction – Up to \$6,000. Mr. Malchesky moved to approve expenditure up to \$6,000 for Website Construction. Mrs. Luhta seconded. Vote: 3 ayes.
- 2) Fire Dept. – Lt. Mike Fearing for OFE Program, 3 years at \$2,500. Mr. Malchesky moved to approve Lt. Mike Fearing's attendance to the OFE Program for 3 years \$2,500 per year. Mrs. Luhta seconded. Vote: 3 ayes.

D. FUTURE MEETINGS & ANNOUNCEMENTS:

Tues.	1-8	6:30 PM	OFFICERS' MEETING / Fire Station #1
		7:00 PM	ZONING COMMISSION MEETING / Town Hall
Wed.	1-9	7:00 PM	BOARD OF ZONING APPEALS / Town Hall
Tues.	1-15	1:00 PM	DEPT. STAFF MEETING / Conference Room
Wed.	1-16	6:30 PM	TRUSTEE HOURS / Conference Room
		7:30 PM	TRUSTEE MEETING / Town Hall

Meeting adjourned.

Trustees approved and signed the following checks:

(Complete list of vouchers are available for viewing at Town Hall)