

Concord Township Board of Trustees

January 17, 2007

The Concord Township Board of Trustees met for regular meeting on January 17, 2007, 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. Trustees present were Christopher A. Galloway, Paul R. Malchesky, and Caroline N. Luhta.

APPROVAL OF MINUTES:

December 20, 2006 Trustees' regular meeting minutes. TABLED.

January 3, 2007 Trustees' Organizational & regular meeting minutes. TABLED.

CORRESPONDENCE – FISCAL OFFICER:

1. 2007 Membership Directory & Buyer's Guide from Mentor Chamber of Commerce.
2. January Ohio Township Association newsletter.
3. Copy of letter to Foresight Engineering Group from Lake County Stormwater Management Dept. re: Prescott Mill Condominiums.
4. Invitation to Workshop from Safe Routes to Schools Program.
5. Invitation to Annual Award Banquet from Painesville Area Chamber of Commerce.
6. Invitation to 12<sup>th</sup> Annual Legislative Breakfast from Lake County Development Council.
7. Letter from resident on Clearlake Dr. re: disappointment in cable TV service.
8. Resolution from Lake County Commissioners re: authorizing final Pledge Release and acceptance of a 2-yr. maintenance surety for Brookfield Subdivision-Phase 3.
9. Job posting for part-time Utility Construction Inspector from Lake County Dept. of Utilities.
10. Letter from Ohio Public Works Commission re: approval of FEMA grant.
11. Lake County Engineer Winter/2006-2007 newsletter.
12. Invitation from Lake County Dept. of Job & Family Services to Open House of Foster Care & Adoption Program.
13. Copy of letter to Lake County Commissioners from Lake County Engineer re: Summerwood Subdivision #2, Pledge Release #3.

CORRESPONDENCE – TRUSTEES:

Mrs. Luhta:

- Call from a resident who is unhappy about EMS Billing.
- Concern from resident about light pollution. – Suggest Trustees write a letter to the Zoning Commission to add to the Zoning Resolution that light must shine down. Trustees agreed to write the letter.

Mr. Galloway:

- Several e-mails re: recycling, sewer, Prouty Road intersection and miscellaneous matters.
- Will be attending the OTA Convention Jan. 31<sup>st</sup> – Feb. 2<sup>nd</sup>, along with Administrator Jack Nettis.

DEPARTMENT REPORTS:

ADMINISTRATION DEPT. – Jack Nettis, Jr., Administrator

- 1) **SR 86 Update** – ODOT analyzing the cost to repair & may reopen SR 86 in the Spring.
- 2) **Fay Road Bridge** – Lake County Engineer is concerned about the truck traffic to SR 86 on the old bridge on Fay Road, restricted to 12 tons. ODOT & the Lake County Engineer are utilizing truck scales; the State Highway Patrol will arrest the driver of any truck that exceeds the limit.
- 3) **Recycling Update** – Need the cooperation of residents to make our recycling effort successful.

AUDIENCE:

Today is the last day that Jason Lea will be employed by the Lake County Gazette/Tribune. Next he will be working for the News Herald.

OLD BUSINESS:

No old business.

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NEW BUSINESS:

- A. HIRE SERVICE DIRECTOR, EFFECTIVE 1-22-07. Mr. Malchesky moved to hire Terrence "Terry" Gerson as new Service Director, effective 1-22-07, at a salary of \$53,000 per year. Mr. Galloway seconded. Mrs. Luhta has recused herself from the decision because her daughter works for Mr. Gerson's firm. Roll Call Vote: Mr. Malchesky – yes; Mr. Galloway – yes; Mrs. Luhta abstained.
- B. ELECT TRUSTEE FOR CIC REPRESENTATIVE. Mrs. Luhta's three-year term as Concord Township Trustee representative to the Community Improvement Corp (CIC) ends February 24<sup>th</sup>. Mr. Malchesky moved to reappoint Mrs. Luhta as representative to the CIC. Mr. Galloway seconded. Mrs. Luhta abstained. Vote: 2 ayes.
- C. RESOLUTION 2007-02 / APPROVAL FOR ADMINISTRATOR TO SIGN IN FISCAL OFFICER'S ABSENCE. Mr. Malchesky moved to approve Resolution 2007-02 as follows:

**RESOLUTION 2007-02**

***A Resolution by the Concord Township Board of Trustees,  
Lake County, Ohio, Granting Authority for the Concord Township  
Administrator to Provide the Fiscal Officer's Approval for the  
Township Checks the week of February 5, 2007***

**WHEREAS**, the Concord Township Fiscal Officer's approval is required for the Township Checks to be processed; and

**WHEREAS**, Township Fiscal Officer Peggy Cusick will not be available to approve checks the week of February 5, 2007.

**NOW THEREFORE BE IT RESOLVED** by the Concord Township Board of Trustees, Lake County, Ohio, a majority of members concurring, that Concord Township Administrator Jack Nettis has authority to provide the Fiscal Officer's approval for the Township Checks the week of February 5, 2007.

Mrs. Luhta seconded. Vote: 3 ayes.

- D. EMPLOYEE HANDBOOK. – Mr. Malchesky moved to approve the following changes to clean up language in the Employee Handbook:
- 1.2.2 Add "Only individuals that have transferred from a full-time position with another Ohio Township may transfer their time in service toward their vacation time."
  - 4.2.8 Substitute "Township Employees may carry over a maximum of three days into the following year."
  - 4.12 Change to "Personal use of a cell phone will be charged back to the employee."
  - 4.13.6 Change "Itemized grocery store receipts will not" to "may be accepted for Meal rate purposes..."
  - 5.3 Add to 1) "Medical appointments, illness or injury..."  
  
Add 2) "Medical care or medical assistance of adult children/stepchildren, family members defined as: parents, parents-in-law, step parents, siblings, grandparents, and grandparents-in-law."  
  
Move Bereavement to new Section.  
  
"Sick leave must be used and charged in at least half-hour (30 minute) increments." (Changed from one hour.)  
  
To the last paragraph, add "Other uses may be contrary to the intent of this Handbook or law..."
  - 5.6 New Section on Bereavement Leave reads, "Full-time employees have the opportunity to claim for Bereavement leave may be granted as a result of the death of a member of the employee's family defined as: spouse, mother, mother-in-law, father, father-in-law, step-parent, step-parent-in-law, grandparents, grandparents-in law, brother, brother-in-law, step-brother-in-law, sister, sister-in-law, step-sister-

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in-law, child, step-child, legal guardian, or other person who stands in place of a parent (loco parentis.) Bereavement leave will consist of up to three days of paid Bereavement Leave per instance. If additional time is required the individual may be granted, with the approval of the Department Head, either as sick leave, vacation time, or without pay (if no sick leave or vacation time is available,) or a combination thereof. Bereavement Leave may not be accumulated, built up, nor shall it be paid out at the termination of employment.”

- 5.9.1 Jury Duty Compensation, second sentence should read, “Individuals may be authorized to keep court provided reimbursements for expenses but the amount received must be declared and discussed for approval with the Township Fiscal Officer.”

Mrs. Luhta seconded. Vote: 3 ayes.

- E. MEDICAL INSURANCE. Tabled.

- F. FIRE DEPT. RESIGNATIONS: Firefighter Strunk & Firefighter Robison. Mr. Malchesky moved to accept the resignation of Firefighter Richard Strunk, effective 1-15-07, with regrets. Mr. Luhta seconded. Vote: 3 ayes

Mr. Malchesky moved to accept the resignation of Firefighter PJ Robison, effective 1-10-07. Mrs. Luhta seconded. Vote: 3 ayes.

- G. VIDEO POLICY. Mr. Malchesky summarized the Programming Policy for Concord Township Channel 23 and moved to accept. Mrs. Luhta seconded.

Mr. Galloway explained that the Board decided to allow broadcasts from outside agencies; however, the Trustees must unanimously agree to the broadcast. They are adhering to the Mission Statement. Mrs. Luhta added that the tapes will be submitted three weeks in advance to allow the Trustees time for viewing.

Vote: 3 ayes.

- H. OTA CONVENTION & TRAVEL EXPENSES. Mrs. Luhta moved to approve registration & travel expenses for Trustee Galloway and Administrator Jack Nettis to attend the Ohio Township Association Winter Conference. Mr. Malchesky seconded. Vote: 3 ayes.

- I. FUTURE MEETINGS & ANNOUNCEMENTS:

Tues.	2-6	1:00 PM	TRUSTEE STAFF MEETING / Conference Room
		7:00 PM	ZONING COMMISSION MEETING / Town Hall
Wed.	2-7	6:30 PM	TRUSTEE HOURS / Conference Room
		7:30 PM	TRUSTEE MEETING / Town Hall

Meeting adjourned.

Trustees approved and signed the following checks:

*A complete list of vouchers available for viewing at Town Hall*