

Concord Township Board of Trustees

January 3, 2007

The Concord Township Board of Trustees met for 2007 Organizational Meeting followed by regular meeting on January 3, 2007, at 7:30 p.m. in the Township Hall, located at 7229 Ravenna Road. Chairman Caroline N. Luhta called the meeting to order and led in the Pledge of Allegiance. Trustees present were Caroline N. Luhta, Christopher A. Galloway, and Paul R. Malchesky.

Mrs. Luhta designated Mr. Malchesky 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 Mr. Malchesky to nominate Mr. Galloway Chairman of the Township Board of Trustees for the year 2007. Seconded by Mrs. Luhta. Vote: 3 ayes.

Nominations opened for position of Vice-Chairman.

Motion by Mrs. Luhta to nominate Mr. Malchesky as Vice-Chairman of the Township Board of Trustees for the year 2007. Seconded by Mr. Galloway. Vote: 3 ayes.

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

Time & date of meetings set for 2007:

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

Staff Meetings will be set for the Tuesday preceding the First Trustee Meeting of each month, at 1:00 p.m. in the Conference Room at Town Hall. The first Staff Meeting for 2007 was Tuesday, January 2nd.

Special Meetings will be announced at least 24 hours in advance on Time Warner Cable Channel 23 and faxed to the local newspapers, including The News Herald, The Plain Dealer and the Lake County Gazette/Tribune.

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

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

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

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

Administrator – Jack Nettis, Jr.; Administrative Secretary/Clerk's Assistant – Linda Thirion; Administrative Secretary/Payroll Clerk – 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 – Dan Davis; Assistant Road Superintendent – Mark Lintala; Service Dept. Secretary – Janet Hlavak; Zoning Inspector – Kathleen Mitchell; Assistant Zoning Inspector – Bruce Bullard; Zoning Office Assistant – Jackie Borris.

Mrs. Luhta seconded. Vote: 3 ayes.

Mr. Malchesky moved to accept the Contract for Employment for Administrator Jack Nettis for 2007. Mrs. Luhta seconded. Vote: 3 ayes.

Mr. Malchesky moved to accept the list of Employee Pay Rates for 2007. Mrs. Luhta seconded. Vote: 3 ayes.

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

Legal Holidays for year were set. (If holiday falls on a Saturday, holiday is observed on the preceding Friday. If holiday falls on a Sunday, holiday is observed on following Monday.) Mr. Malchesky moved to set the following legal holidays for 2007 for Administration, Service Dept., and Fire Dept. Administrative Personnel:

- | | |
|-----------------|------------------------|
| 1) January 1 | New Year's Day |
| 2) January 15 | Martin Luther Kind Day |
| 3) February 19 | President's Day |
| 4) May 28 | Memorial Day |
| 5) July 4 | Independence Day |
| 6) September 3 | Labor Day |
| 7) October 8 | Columbus Day |
| 8) November 12 | Veteran's Day |
| 9) November 22 | Thanksgiving Day |
| 10) November 23 | Day After Thanksgiving |
| 11) December 24 | Christmas Eve |
| 12) December 25 | Christmas Day |

Mrs. Luhta seconded. Vote: 3 ayes.

Mr. Malchesky moved to set the following holidays for the Fire Department Firefighting Personnel:

- | | |
|----------------|------------------|
| 1) January 1 | New Year's Day |
| 2) April 8 | Easter Sunday |
| 3) May 28 | Memorial Day |
| 4) July 4 | Independence Day |
| 5) September 3 | Labor Day |
| 6) November 22 | Thanksgiving Day |
| 7) December 25 | Christmas Day |

Mrs. Luhta seconded. Vote: 3 ayes.

Mr. Malchesky moved to establish 2007 mileage rate reimbursements per IRS guidelines. As of 1-1-07, the rate is 48.5 cents per mile. Mrs. Luhta seconded. Vote: 3 ayes.

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

Temporary Appropriations: Mr. Malchesky moved to accept the list of Resolution 2007-1 as presented by the Fiscal Officer:

RESOLUTION 2007-01
2007 Temporary Appropriations

Resolution 2007-01 is available for viewing at Town Hall

Mrs. Luhta seconded. Vote: 3 ayes.

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

Blanket Certificates are available for viewing at Town Hall

Mrs. Luhta seconded. Vote: 3 ayes.

Mr. Malchesky moved to appoint the following Audit Committee Members for 2007: Tom Ellis, Joe Lenkey, and Sue Germovsek. Mrs. Luhta seconded. Vote: 3 ayes.

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Mr. Galloway: 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 Organization Meeting portion of the Regular Trustees Meeting and we will move to the Regular Meeting Agenda.

APPROVAL OF MINUTES:

December 6, 2006 Trustees' Public Hearing approved as written.
December 6, 2006 Trustees' regular meeting approved as written.

December 20, 2006 Trustees' regular meeting – TABLED

CORRESPONDENCE – FISCAL OFFICER:

1. Invitation from Painesville Area Chamber of Commerce to Annual Awards Banquet.
2. Letter from Laketrans re: Operation Safe Place Program.
3. Copy of letter to Lake County Building Dept. from Lake County Engineer re: 'as-built' verification.
4. Letter from Laketrans re: Auction Notice for disposal of surplus equipment.
5. Fax from Lake County Commissioners re: Brookfield Subdivision-Phase 3.
6. Letter from Tim Warner Cable re: increase of services.
7. Memo from Lake County Planning Commission re: notice of Public Hearing to consider amendments to the Lake County Subdivision Regulations.
8. Copy of letter to Lake County Commissioners from Lake County Engineer re: Brookfield Subdivision Phase 3, Final Release-Two Year Maintenance Acceptance.

CORRESPONDENCE – TRUSTEES:

Mrs. Luhta and Mr. Malchesky had no correspondence.

Mr. Galloway:

- E-mail re: cable service.
- E-mail re: sewer tie-in.

DEPARTMENT REPORTS:

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

The Township began 2006 with \$4.4 million in the Treasury.

We collected \$6.7 million in tax, grants, interest, permit fees, leases & rents, Community Center classes, sales of equipment, property maintenance, fees to Lake County and the State of Ohio, property acquisition and building improvements.

The Township ended 2006 with \$5.4 million in the Treasury, a substantial increase. (We do, however, have some expensive projects which require current cash – the largest of which is the Concord Township/Ravenna Roads Sewer Improvement Project.)

Of our Treasury balance, we have set aside \$2.3 million toward projects, Capital Outlay, or Reserve Balance Accounts (otherwise known as Rainy Day Funds.) 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 at 354-7510 ext. 103.

- B. ADMINISTRATION DEPT. – Jack Nettis, Jr., Administrator
- 1) **Painesville-Warren Rd. (SR 86)** – Closed indefinitely. ODOT does not know if/when it will be opened; we will keep the public posted.
 - 2) **Recycling Contract** – Received permission from the Board to go to bid on the Recycling Contract; e-mail any suggestion to me.
 - 3) **OTA Conference** – Will be attending the conference in Columbus in February.

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Mr. Nettis thanked the Board for extending his contract.

- C. ZONING DEPT. – Bruce Bullard, Assistant Zoning Inspector
Activities Report for December 2006 – 14 permits; \$3,805.38 Fees; Estimate Value: \$10,200,500.00; 2 Board of Zoning Appeals: 1 variance approved; 1 variance tabled.
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- D. FIRE DEPT. – Chief Warner
- 1) **Activities Report for December 2006** – 165 Runs; 6 structure fires, 14 MVA, 14 agency assists; 10 basic rescues; 61 advance/paramedic, 13 public assists. 12 Runs to date for 2007.
 - 2) **Part-time Hires** – Mrs. Luhta moved to approve the list presented of Part-time hiring of the following, subject to passing of background check, physicals and completion of new/payroll documentation:

Firefighter/Medic Sean Davis	Firefighter/Basic EMT Nicholas Collins
Firefighter/Medic Robert Mancuso	Firefighter/Basic EMT Thomas DeLong
Firefighter/Medic Paul Marria	Firefighter/Basic EMT Scott Gubanyar
Firefighter/Medic Jacob Sabruno	Firefighter/Basic EMT Joshua Hoover
Firefighter/Medic Mark Seidel	Firefighter/Basic EMT Jake Newpher
Firefighter/Medic Brian Steele	Firefighter/Basic EMT Brandon Noe
	Firefighter/Basic EMT Dustin Majewski
	Firefighter/Basic EMT Jason Reed

Mr. Malchesky seconded. Vote: 3 ayes.

- 3) **Grant** - Applied for Fire Prevention Grant from McDonalds Corp for \$500.00.
- 4) **Local Fitness Challenge** – To begin again January 2007.
- 5) **Resignation** – Accept the resignation of Part-time Firefighter/Paramedic Jeffrey Vlk, effective 1-2-07.

Mr. Malchesky moved to accept the resignation of Part-time Firefighter/Paramedic Jeffrey Vlk, effective 1-2-07. Mrs. Luhta seconded. Vote: 3 ayes.

SAFETY TIP:

Tis the season to be cold, BUT it is also the season for increased fire in the home! The following are the main causes of the increase in fires in the home:

- Use of decorations in the home.
- The increase use of candles as decorations.
- Cooking fires in the kitchen.
- Alternative heating sources.

Now is a good time to review your plan for decorations. Are they flame retardant? Are they near light bulbs which provide a heat source? Do your decorations include candles? Limiting the use of candles would mean a change for safety!

The kitchen is the #1 room for fires. Being in the kitchen while cooking is the best way to help eliminate any problems. Cooking on back burners, having a safety zone for children, and using timers are other ways of cooking safely!

Alternative heating sources such as wood stoves or space heaters need attention too! These other sources of heat need SPACE to operate. Proper maintenance is also important for these extra sources of heat.

Enjoy the Winter! By taking a few precautions, it will be Happy Winter!

- E. SERVICE DEPT. – Dan Davis, Service Director
- The following is a brief list of our major activities since our last report:
- 1) Sign repair and replacement.
 - 2) Equipment repair and maintenance.
 - 3) Park and Cemetery maintenance which included a monthly playground equipment checklist, installation of hay stuffed bags in front of trees and utility poles at Concord Hills Park to reduce sled riding injuries, and garbage collection.
 - 4) Ditching, storm sewer repairs and sewer jetting was conducted in various locations.
 - 5) A few burials were conducted in 1979 section of the cemetery.
 - 6) Cold patching and berming were conducted in many locations.
 - 7) Leaf and debris removal from ditches and problematic storm-water inlets.
 - 8) Mailbox barricade installations throughout the Twp as well as a few mailbox repairs.
 - 9) Snow removal.
 - 10) Pickup trash along the sides of many Township maintained roadways.
 - 11) Tree removal from roadside right of ways.

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F. RECREATION DEPT. – Linda Legg, Recreation Director

- 1) **Winter Classes** – Begin next week. If you made a resolution to shape up, we have openings in Pilates, Yoga, & Karate. The beading classes that were so popular last fall are returning mid-January, and Beginning Italian is back after a short break. Those are just some of the class offerings this Winter.

- 2) **Old Stone School** – A meeting for those interested in volunteering with projects at the Old Stone School has been set for Thursday, January 18th at 7 PM at the Community Center. I met with Dick & Henrietta Terriaco, and we identified projects that we need help in completing. Some of those include researching Concord's historic homes, documenting Concord's historic markers, and helping to put together albums with old pictures and clippings.

- 3) **Senior Group** – Gets back in swing this month with Bingo, Movies & Pinochle.

AUDIENCE:

No one spoke.

OLD BUSINESS:

No old business.

NEW BUSINESS:

- A. ESTABLISH CAPITAL PROJECTS FUND #4901. Mrs. Cusick explained pursuant to a verbal recommendation by the Auditor of State's Office, she would like to create a Capital Projects Fund.

The amount is the total of seven Purchase Orders in the General Fund (Playground Equipment, Town Hal Improvements, 2 for Land & Construction at the Town Hall Campus, Improvements at the Old Schoolhouse, and 2 for the Sewer Improvement Project.)

This will require that we transfer \$674,373.98 from the General Fund to Fund #4901, the Capital Projects Fund.

The transfer will further require that we appropriate funds in the "Transfer Out" account of the General Fund.

This is part of Resolution 2007-01.

Mr. Malchesky moved to approve the Capital Projects Fund #4901. Mrs. Luhta seconded. Vote: 3 ayes.

B. PURCHASES FOR FIRE DEPT.:

- 1) Sanitizers Cost: \$2,908.00 Mr. Malchesky moved to approve the purchase of sanitizers for the Fire Department from Steris Corporation for \$2,908.00. Mrs. Luhta seconded. Vote: 3 ayes.

- 2) Demo Thermo Imaging Equipment Cost: \$2,602.50 Mr. Malchesky moved to approve the purchase of a Demo Thermal Imaging Camera for the Fire Department from Fireco Inc., 466 Thousand Oaks Drive, Danielsville, GA. for \$2,602.50. Mrs. Luhta seconded. Vote: 3 ayes.

C. FUTURE MEETINGS & ANNOUNCEMENTS:

Tues.	1-9	6:30 PM	OFFICERS MEETING / Fire Station #1
Wed.	1-10	7:30 PM	BOARD OF ZONING APPEALS / Town Hall
Mon.	1-15	CLOSED	In observance of Martin Luther King Day
Tues.	1-16	1:00 PM	DEPT. HEAD STAFF MEETING / Conference Room
		7:00 PM	ZONING COMMISSION MEETING / Town Hall
Wed.	1-17	6:30 PM	TRUSTEE HOURS / Conference Room
		7:30 PM	TRUSTEE MEETING / Town Hall

Meeting adjourned.

Peggy A. Cusick, Fiscal Officer