

# MINUTES

## CONCORD TOWNSHIP BOARD OF TRUSTEES

### REGULAR SESSION

Held: March 5, 2008

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The Board of Trustees of Concord Township convened in regular session from 9:30 A.M. to 11:41 A.M. in the Township Hall. The meeting was delayed one day due to the Elections. William Whidden called the meeting to order with the following members present: Robert Shook, Sue Campbell, and Bill Whidden. Also present were Road Superintendent Neil Rhoades, Clerk Patricia Quillen and visitors Craig Hughes of My Office Design, Jason Winner from Innovative Office Solutions, and John King from Cintas. Bill Whidden led the Pledge of Allegiance.

**Minutes:** Pat Quillen read the Minutes of February 19, 2008 and there were no changes made.

#### **Guests:**

1. John King from the Safety Products Division of Cintas addressed the Trustees regarding the installation of first aid kits, eye wash station, and other related items at the new building. Cintas guarantees full compliance with OSHA requirements with their program. Mr. King also left a catalogue of uniform and clothing items and stated that Patrick Adams will return at a later time with prices for them.
2. 1150 Horizon West Court Furnishings:
  - Craig Hughes of My Office Design updated the proposal he left at the last meeting for ten audience chairs with arms at \$162.00, ten without arms at \$136.00, and five high back executive chairs at \$301.00 each. All items would be upholstered in a Grade 2 fabric. He reiterated the 3% discount offer for delivery only, no set up.
  - Jason Winner from Innovative Office Solutions submitted a proposal for ten audience chairs with arms at \$172.90, ten without arms at \$143.35, and five mid-back executive chairs at \$283.56, all of them also in a Grade 2 fabric. Mr. Winner stated that all of his prices are state contract prices and that he can not go lower.
  - Discussion: Sue Campbell stated her belief that the executive chairs we have now are adequate. Bob Shook and Bill Whidden expressed their preference for the high back executive chairs. With that, Bill Whidden made a motion to purchase five high back executive chairs, fifteen audience chairs with arms and five audience chairs without arms from My Office Design at a cost to not exceed \$5000.00. Bob Shook seconded the motion and the roll was called: Bill Whidden - Aye; Sue Campbell - Aye; Bob Shook - Aye. Bob Shook asked Craig Hughes to look at the interior colors at the new building after the carpeting is installed and return with a color recommendation.

#### **Clerk's Report:**

Pat Quillen

- Distributed copies of the February and March 2008 Payment registers, the February 2008 Receipt Register, and the March 3, 2008 Fund Status Report;
- Circulated the reconciled bank statement of February 29, 2008 for Trustee signatures;
- Reported an Estate Tax Notice from the Jim Owens Estate in the amount of \$9,027.33
- Advised that the City of Troy Stormwater assessment on the Horizon West Court water bill was \$35.00. Bob Shook wants to address that issue with Safety and Service Director Patrick Titterington and no objection was heard.

**Communications:** The Township's letter to Prosecutor Gary Nasal, the e-mail from Nicholas Berger, and Ohio Bureau of Motor Vehicles Report will be filed. Bill Whidden will try to attend the Miami County Health District Annual Meeting. No other item listed on the agenda required action.

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#### **Road Superintendent's Report:**

Neil Rhoades:

- Stated that he had reviewed the new sign retroreflectivity requirements sent by the MVRPC.
- Reported that the recent ice storm caused tree branches to fall and some limbs were over wires. Because Tree Care, Inc. is committed to others, Neil contacted Trojan Tree Service for assistance with big branches. He and the staff will pick up the smaller debris for a while.
- The chip and seal areas done last summer are almost stripped clean of gravel. Wagner Paving is looking into the problem.
- Contacted Snyder's in Piqua and received a cost estimate for a Township Flag with our new seal of \$228.00. Bob Shook suggested Neil ask how much it would be to purchase three flags.

#### **Old Business**

A. Horizon West Court furnishings: Addressed earlier in the meeting

B. Trustees:

Bill Whidden - None

Sue Campbell met with Neil Rhoades and representatives from the Miami County Engineer regarding the flooding on North Forest Hill Road. The Engineers believe the solution lies in widening the ditches by way of purchasing easements. They suggest one-half mile on both sides, purchased incrementally. They advised that one mile of easement equals approximately three acres and land goes for \$7500 to \$8000 per acre. Sue Campbell suggested having a meeting with landowners and see what direction they want to take. There were no high water problems there yesterday, despite the heavy rains.

Bob Shook drafted a guest list for the open house at Horizon West Court and suggested a vendor event on a Friday, approximately May 2, and another on a Saturday for citizens, advertised in the Troy Daily News. Sue Campbell stated her preference for a combined event in an evening and open the building on a Saturday. Bill Whidden asked that everyone prepare a list of potential guests and will discuss the details later.

#### **New Business**

A. Township Brochure: Bob Shook brought a sample of a brochure he had designed and invited input. Sue Campbell suggested putting the image of the seal on the invitations to the open house.

B. Trustees

Bob Shook

- Met with Melissa Kleptz of the Troy Foundation and gave her an update on the grants received for Barbee Memorial Park and Thomas Cemetery
- Reported that Homeland Security will make identification cards available in the near future
- Stated that Barbara Temple of Homeland Security needs an updated call list. Bob Shook recommended that Neil Rhoades, Tom Favorite, and Brandt Miller be listed as first contacts (in that order) and also for the 9-1-1 priority list
- Reported that the Mitigation Committee will meet on March 11 and will consider the Crommes

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letter to sell his property.

Sue Campbell

- Talked with Paul Holfinger regarding the withholding of City of Troy Income Tax when the Horizon West Court move is completed. Pat Quillen stated that payroll withholdings are the obligation of the employer and that anyone who wants a refund from the City will be able to file for it individually.
- Attended the Middle Great Miami Watershed Alliance. They would like to co-sponsor the water garden demonstration at the Fairgrounds in May. Sue Campbell will participate and the activity should count toward Storm Water II training.
- The Miami Soil & Water Conservation District is asking for a grant for door hanger information cards, catch basin stencils, paint, and other supplies. They have asked that Concord Township donate \$300.00 in cash or in-kind services to write on their grant application. No objection was heard.
- Spoke with Angela Musac from the Miami Conservancy District regarding education outreach and was advised that training must relate to real jobs.

Bill Whidden - None

**Guests:** None

**Payments:** Bill Whidden made a motion to approve and pay February checks 18873 through 18904 and March checks 18905 through 18908. Bob Shook seconded and the roll was called: Sue Campbell - Aye; Bob Shook - Aye; Bill Whidden - Aye.

**Adjournment:** No further business was presented and the meeting was adjourned at 11:41 a.m. The next meeting will be held on Tuesday, March 18, 2008 at 9:30 a.m.

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Robert Shook

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Sue Campbell

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William 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 of 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.