

MINUTES

CONCORD TOWNSHIP BOARD OF TRUSTEES

REGULAR SESSION

Held: April 1, 2008

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The Board of Trustees of Concord Township convened in regular session at 9:30 a.m. in the Township Building. Bill Whidden called the meeting to order with the following members present: Robert Shook, Sue Campbell, and William Whidden. Also present were Road Superintendent Neil Rhoades, Fiscal Officer Patricia Quillen, and Craig Hughes from My Office Design. Bill Whidden led the Pledge of Allegiance.

Minutes: Pat Quillen read the Minutes of March 18, 2008 and they were approved.

Guest: Craig Hughes presented fabrics and color samples for the upholstery on the executive chairs and audience chairs for the new building. The Trustees accepted his recommendations and asked that all chairs be sent to this building for assembly.

Clerk's Report:

Pat Quillen

- Distributed the March-April 2008 Payment Register, the March Receipt Register, and the March 31, 2008 Fund Status Report. Interest receipts were not yet posted.
- Passed out copies of the first quarter Revenue Status Report and Appropriation Status Report.
- Reported an Estate Tax Notice in the amount of \$24.56 from Bruce Geisinger.
- Will check on the end date of the current 2.4 mill Fire/EMS levy.

Communications: The Ohio Bureau of Motor Vehicles License Statistical Report will be filed; Neil Rhoades called Grant Kerber to discuss the feasibility of installing a larger culvert at 1490 South Forest Hill Road. The other items listed on the agenda required no action.

Road Superintendent's Report:

Neil Rhoades:

- Recommended Brush Pick-Up be scheduled for May 5 through 16. Pat Quillen will send an electronic message soon and follow up with a notice in the Troy Daily News and a more detailed message closer to the time.
- Reported that Brandt Miller is now a full time employee and should be eligible for vacation, sick days, and personal days in accordance with the Personnel Policies and Procedures Manual. Bill Whidden stated that we value Brandt's service. Bob Shook made a motion to grant him full time status with all benefits. Sue Campbell seconded that motion and the roll was called: Bill Whidden - Aye; Sue Campbell - Aye; Bob Shook - Aye.
- Had Sam Bogart work a few days during his spring break. He was paid at last year's rate of \$7.50 per hour. Bob Shook made a motion to increase his pay rate by \$.50 to \$8.00 per hour for 2008 and make that increase retroactive to the beginning of this year. Bill Whidden seconded the motion and the vote was recorded: Sue Campbell - Aye; Bob Shook - Aye; Bill Whidden - Aye.
- Reported that the window seals for the new building have been installed. Candy Goodall has recommended recaulking all the windows for \$960.00. Bill Whidden made a motion to have the windows at 1150 Horizon West Court recaulked at a cost to not exceed \$1,000.00. Bob Shook seconded. Bob Shook - Aye; Bill Whidden - Aye; Sue Campbell - Aye.
- Was stopped by Richard Brinkman and went with him to look a culvert. That culvert is probably less than optimal and may be replaced later. Neil Rhoades called Sue Campbell to report standing water in Richard Brinkman's field, but none in the culvert, indicating problems of a different nature. Bill Whidden suggested that the Board, Clerk, and Road Superintendent take a field trip to the problem area on North Forest Hill Road at the end of the next meeting (April 15). Neil Rhoades will

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call Gregg Brookhart from the Miami County Engineer's Office and ask him to come to the Township at 10:30 and go there with us.

- Has picked up a few tons of trash and corn and bean stubble from the ditches.

Old Business:

A. Upper Valley Medical Center Occupational Health sent a schedule of costs for various physical examinations and drug screens. Bob Shook reported that the fees are reasonable and stated that a program of regular examination of employees enhances the Township's proactive stance against accidents and liability. Bob Shook made a motion to adopt the UVMC DOT program for physicals on all new employees and then every two years for employees at the prevailing cost at Occupational Health Department. Sue Campbell seconded the motion. Discussion: Sue Campbell asked if the Trustees and Clerk should be included. Bob Shook stated that since we have a full staff, perhaps the Trustees should not even get their Commercial Drivers' Licenses. Bill Whidden stated that elected officials are not the same as employees for this purpose. With no further discussion, the roll was called: Bill Whidden - Aye; Sue Campbell - Aye; Bob Shook - Aye. Pat Quillen will get the necessary forms and get the program started.

B. Trustees

Bob Shook

- Met with representatives from Cintas and reviewed our current uniform and shop towel service. In the new program, uniforms will be provided for two employees and the sanitation supplies and first aid needs will be integrated. All supplies are replaced and billed as they are used. With that, the township will be up-to-date at all times. He also ordered 48 yellow-green safety shirts at \$5.00 ea. In a related issue, Neil Rhoades recommended the purchase of floor mats for the new building rather than having them on a cleaning service contract. Bob Shook stated that we will revisit that issue after we move.
- Contacted SW Environmental regarding the Petroleum Underground Storage Tank issue. They also received a copy of the letter discussed at the March 18 meeting and they are taking care of it and will advise.

Sue Campbell

- Prepared a list of properties sold and transferred to estimate the cost per acre to purchase for ditches.
- Attended the Middle Great Miami Watershed Alliance at which they discussed their tax status

Bill Whidden - None

New Business:

Trustees:

Sue Campbell - None

Bill Whidden - None

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Bob Shook

- Prepared a draft invitation to a preview opening of the new building on May 2 from 3:00 to 5:00 p.m. He also researched ads in the Neighbors section of the Dayton Daily News on May 1 (\$178.20) and the Troy Daily News on May 1 (\$269.25) to announce the Open House on Saturday, May 2, 2008 with a dedication from 1:00 p.m. to 2:00 p.m. and the Open House from 2:00 to 4:00. Bill Whidden asked Bob Shook to finalize the May 2 program by April 15. Bob Shook made a motion to approve the dates, plans, and ads. Bill Whidden seconded and the roll was called: Bob Shook - Aye; Bill Whidden - Aye; Sue Campbell - Aye. Bill Whidden will look into caterers.
- Received a call from Carol Schnell in Amity Acres regarding David & Nicki Jones of 610 Barnhart Road who are burning trash in their yard. Bob Shook will call the Troy Fire Department and may try to contact the Jones.

Guests: None

Payments: Bill Whidden made a motion to approve and pay checks 18929 through 18965 and was seconded by Bob Shook. The motion passed unanimously.

Adjournment: The meeting adjourned viva voce at 10:33 a.m. The next meeting will be held on Tuesday, April 15, 2008 at 9:30 a.m. in the Township Building.

Robert Shook

Sue Campbell

William Whidden

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.