

**MINUTES**  
**CONCORD TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR SESSION**  
**DECEMBER 10, 2024**

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The Concord Township Board of Trustees met in Regular Session at 10:00 on Tuesday, December 10, 2024. Don Pence called the meeting to order and led the Pledge of Allegiance. The roll was called and Trustees Don Pence, Tom Mercer, and Neil Rhoades were present. Fiscal Officer Pat Quillen and Road Superintendent Brandt Miller were also present.

**Minutes:** Neil Rhoades made a motion to approve the Minutes from the meeting on November 12, 2024 as distributed. He was seconded by Tom Mercer and all three Trustees signed in favor of acceptance.

**Guests:**

- Troy Fire Department Assistant Chief Don Pemberton reviewed the November report. He said that there is still fire in the bins at the grain elevator on North County Road 25-A causing periodic flare ups. In response to questions, he described the devastation at the Overfield Tavern from the fire this past Saturday. He said that the heavy timbers that make up the building exterior will probably survive, but the interior appears to be a total loss.  
Tom Mercer asked the Assistant Chief about the Conditional Use application Upper Valley Medical Center has submitted to the Board of Zoning Appeals asking to operate a nursing home and assisted living facility on their campus on North County Road 25-A. Tom Mercer asked Asst. Chief Pemberton what impact this might have on the ambulance transports there. Don Pemberton replied that while this issue is still in talks, he believes the service will not change and the agreement will stand.
- Grant Clawson, an Urban Technician from Miami Soil & Water Conservation District, came to discuss the Phase II Stormwater Program. He stated that Concord Township has approximately six square miles of urbanized areas. He distributed maps and booklets of photos taken in Concord Township subdivisions showing both problem areas and Best Management Practices. He answered questions about water pollution, sediment prevention mechanisms, and seeding. One element of his job is to encourage developers mitigate the stormwater problems by complying with the Best Management Practices

**Fiscal Officer's Report:** Pat Quillen

- Distributed copies of the November Receipt and Payment Registers and the November 30, 2024 Fund Status Report
- Distributed copies of the December Payment Register and the December 9, 2024 Fund Status Report
- Provided a copy of the list of Warrants and Charges to be approved today
- Circulated the reconciled Bank Statement of November 30, 2024 for Trustee signatures. The discounting issues with Cintas have been resolved and there were no outstanding adjustments.
- Distributed copies of the recently released IRS 2025 QSEHRA amounts
- Met with a representative from Greenville National Bank who provided information in the event the Township wants to change banks.

**Communications:** The following items will be filed: The Troy Fire Department Report for November 2024, the Miami County Engineer's final construction release for Emerson Crossing Section 1, Miami County Commissioners' notice of the fourth and final construction release for Fenner Farms. Neil Rhoades will take the Official Ballot from OTARMA, consult with a current member of that Board, and complete the form. None of the other items listed on the Agenda will be retained.

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**Road Superintendent's Report:** Brandt Miller

- Leaf Collection winding down
- Two trucks are prepared for brush pick-up beginning tomorrow. Snow plows are not on yet, but are easy to switch out as needed.
- 3425 Peebles Road contacted him about a line-of-sight issue with a bush at 3365 Peebles. The bush is into the right of way by a few feet. The owner agreed to trim the arborvitae, but has not done so yet. The Trustees asked Brandt Miller to give her a date of January 15 to have it done.
- Is getting quotes for rear tires on the backhoe
- Salted intersections on the morning of December 5
- Will call the Miami County Engineer's Office for guidance on plowing and salting the new Sheetz road
- Reported that Jeff and Logan will attend driver safety training at the County Engineer's Garage on December 17

**Old Business:**

- A. Concord Debris Management and Disaster Recovery Plan: No report
- B. Swailes Road Speed Study: No report
- C. Zoning: Tom Mercer reported that Michael Clarey from the Miami County Commissioners' Office has staff looking into several suggestions offered by the Trustees. It has been decided that applicants for building permits will have to provide copies of deed restrictions/covenants to Planning & Zoning with their applications. This item will be removed from Old Business until additional action is warranted.
- D. Miami County Comprehensive Plan Update: Don Pence attended the open house at Edison State College on November 12 and about five people came out to it. Don Pence offered a suggestion that Washington Road be aligned with Wilson Road. There is nothing more to be done on this issue now and it will be closed.
- E. Miami Valley Lighting Contract: Don Pence received the approved contract from the Miami County Prosecutor's Office. The contract is for a three-year period for street lighting in Shenandoah and Swailes Run and Don Pence made a motion to approve, sign, and execute the contract. Tom Mercer supported the motion and the roll was called: Neil Rhoades – Aye; Don Pence – Aye; Tom Mercer - Aye.
- F. Fenner Farms Lighting District: Don Pence received the contract approved by the Miami County Prosecutor's Office and made a motion to approve, sign, and execute the two-year contract. Neil Rhoades seconded the motion and the roll was called: Tom Mercer – Aye; Neil Rhoades – Aye; Don Pence -Aye.
- G. Miami County Township Association: The quarterly meeting and annual Christmas Party will be held here on Thursday evening. Neil Rhoades confirmed that this will fulfill our March 2025 obligation to host the meeting.
- H. Purchase of AED: Tom Mercer received the cost information for this item and it came in at over \$2,000. Assistant Fire Chief Don Pemberton said there would be no cost for training. Assistant Fire Chief Don Pemberton suggested the AED could be carried in a truck for emergencies out on the road and kept in the building for public functions. Don Pence asked that the issue be tabled until the 2025 Capital Expenditures are determined.

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**New Business:**

- A. **Resolution 2024-08** To Amend the 2024 Permanent Appropriations to increase the Ohio Public Employees Retirement System appropriation in the Road and Bridge Fund was sponsored by Don Pence and seconded by Tom Mercer. All three Trustees signed in favor of adoption.
- B. **Resolution 2024-09** To Establish the 2025 Temporary Appropriations at Fund Level was sponsored by Tom Mercer and supported by Neil Rhoades. All Trustees voted in favor by signature
- C. Kensington Homeowners Association: Has requested to use the meeting room on Wednesday, January 15, 2025 and possibly again on February 12. Neil Rhoades moved to approve the request and was supported by Tom Mercer. The vote was unanimously in favor. As in years past, Brandt Miller will work with Dan DeCerbo to give him the key and have the Hold Harmless document signed.
- D. Westlake Homeowners Association: Has requested to use the meeting room on Tuesday, January 14, 2025 with same conditions as Kensington. Neil Rhoades made a motion to permit the request and was seconded by Tom Mercer. All Trustees voted to approve the request. Brandt Miller will work with Alan Clark to get the key and Hold Harmless document.
- E. Lytle Road Closing: Neil Rhoades reported that the City of Troy sanitary line will be run down our side (the north side). The City will cross-cut the pavement and plans to close the road for two days from Dorset Road to County Road 25-A.

**Referrals:**

- Countryside Drive North: Loads of gravel have been placed on the road during construction of a pool. After Brandt Miller contacted them, cones were placed around the gravel.
- Company on North County Road 25-A placed large rocks near the roadway. The complainant was referred to the Miami County Engineer's Office and the issue is closed.

**Newsletter/Social Media:** Tom Mercer will contact Bill Smith and ask for a message wishing everyone a Merry Christmas and Happy New Year.

**Payments:** Don Pence made a motion to approve and pay Warrants 25114-25115 and Charges 491-2024 through 534-2024. Tom Mercer seconded the motion and it carried without objection. The two Warrants were signed by the Trustees.

**Executive Session:** At 11:37 a.m., Don Pence moved to go into executive session to discuss employee evaluations and compensation. He was seconded by Tom Mercer and all three Trustees voted in favor. At 11:50 a.m., Tom Mercer made a motion to close the Executive Session and was supported by Don Pence. All Trustees voted aye.

**New Business:**

Employee Compensation for 2025: Tom Mercer made a motion to award all three members of the staff a 4% pay increase in 2025. Neil Rhoades supported the motion and the roll was called: Neil Rhoades – Aye; Don Pence – Aye; Tom Mercer – Aye.

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**Adjournment:** The meeting adjourned viva voce at 11:55 a.m. The next meeting will be held on Tuesday, January 14, 2025 at 10:00 a.m. in the Township Building.

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Donald D. Pence

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Neil E. Rhoades

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Thomas N. Mercer

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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 or 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.