

# CONCORD TOWNSHIP BOARD OF TRUSTEES

## MINUTES

### NOVEMBER 4, 2025

The Concord Township Board of Trustees met in Regular Session on Tuesday, November 4, 2025. The meeting date had been moved up one week due to Veterans Day and notice had been posted. Don Pence called the meeting to order at 10:00 a.m. and led the Pledge of Allegiance. Trustees Neil Rhoades and Don Pence were present, but Tom Mercer was absent. Fiscal Officer Pat Quillen and Road Superintendent Brandt Miller were also present.

**Minutes:** Because Don Pence had been absent in October and Tom Mercer is absent today, approval of the October 14, 2025 Minutes was deferred until December 9.

**Guests:**

- Miami County Sheriff's Deputy Brandon Force said that he had no issues to report and invited comments from the Trustees.
- Chad Graeser, 219 Looney Road, Piqua, Ohio attended for the McColloch-Baker Insurance Service in Piqua. His agency represents the Ohio Plan, a public entity insurer. He stated that the Ohio Plan is comprehensive in scope, aggressive in pricing, and has a 98% retention rate. He would like to have an opportunity to provide a quote.

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

- Distributed copies of the October Receipt and Payment Registers and the October 31, 2025 Fund Status Report;
- Reported that the application for the \$1,000.00 OTARMA M.O.R.E. Grant was submitted in July and several follow-up inquiries have been made. At the end of October, OTARMA reported that our grant check had been mistakenly sent to Concord Township in Delaware County. OTARMA is now expediting our payment;
- Attended the all-day Fiscal Officer Training in Miamisburg on October 15;
- Will have the final 2025 installment payment to the City of Troy for Fire/EMS services ready for Trustee signatures on the afternoon of November 26. The payment is due on December 1;
- Don Pence made a motion to approve and sign:
  - The reconciled Bank Statement of October 31, 2025
  - Warrants 25154 through 25155
  - The October 2025 Payment Listing

Neil Rhoades seconded the motion and both Trustees signed the documents.

**Communications:** The Public Records Request from John Levering of Springcreek Township will be filed; Tom Mercer's email communications with Miami County Engineer Paul Huelskamp regarding plans for Swailes road as the new school is built will be filed; An email from the Miami County Auditor with a 2025 Property Tax Update will be kept with the 2026 Budget; the copy of a letter from Ohio History Connection to the Troy Country Club with a notification that it has been nominated to the National Register of Historic Places will be filed. None of the other items listed on the agenda will be retained. Neil Rhoades asked about the Troy Fire Department report for October, 2025, but it has not been received yet.

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

- Reported that Leaf Collection is underway;
- Replaced the Murphy safety switch (that monitors oil pressure and engine temperature) on the leaf machine. In response to an inquiry from Neil Rhoades, he reported that it is running well;
- Had the yearly application of Krown rust protectant completed on the trucks;
- Reported that the culvert replacement on Stonewood/Rosewood may be postponed until spring because the manufacturer is behind on orders;
- Installed "No Solicitation" signs at the entrances of Merrimont/Broken Woods/Saxony Woods;
- Reported that the asphalt repairs have been made to Lytle Road at the Addison Landing development. He still has items on a punch list, but the main asphalt concern has been addressed. There are still a couple of holes in the ditch line;
- Did a walk-through Emerson Section 2 with Developer Bart Denlinger and a representative from the Miami County Engineer's Office. Bart Denlinger is planning to pave before the asphalt plant closes. Some cracked curbs were noted and two sections were marked by the MCEO;
- Saw that the manhole covers in Emerson Section 1 have been changed, but this is the only thing on the punch list that has been completed.

#### **Old Business:**

- A. Concord Debris Management and Disaster Recovery Plan: No Report
- B. Swailes Road Speed Study: No new developments. The MCEO is waiting for the City of Troy to process their portion of the study before the information is sent to the Ohio Department of Transportation.
- C. Emerson Crossing Final Construction Release December 3, 2025: Covered in the Road Superintendent's Report.
- D. Fenner Farms: Regarding the Escrow Release, the developer has been given a punch list, but nothing has been done yet. Brandt Miller will continue to monitor this area.
- E. Cybersecurity: Pat Quillen reported that she has not yet made contact with Newberry Township to view their Policy.

#### **New Business:**

- A. **Resolution 2025-10** To Amend the 2025 Permanent Appropriations was introduced. It reflects an increase in the amount appropriated for Workers' Compensation in the General Fund (Fund 1000) by \$2,000.00 and increases the Workers' Compensation appropriation in the Road and Bridge Fund (Fund 2031) by \$3,000.00 to take advantage of a 2% discount by paying all of the 2026 premium in December, 2025. Don Pence made a motion to adopt the Resolution and was supported by Neil Rhoades. Both Trustees signed in favor and it will be conveyed to the Miami County Auditor today.
- B. Ohio Township Association Education Subscription Renewal: After a brief discussion of how little this feature was used this year, Neil Rhoades and Don Pence decided against renewal.



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- C. Westlake Homeowners Association has asked to use the Township Building for their meeting on January 13, 2026 at 7:00 p.m. There was no objection and they will contact Brandt Miller for a Hold Harmless agreement and a key as the date draws near.
- D. Zoning Resolution Update Committee: Don Pence served on the steering committee for the Miami County Comprehensive Plan and has now volunteered to be on the Zoning Resolution Update Committee. They had their first meeting last week and expect this to be a nine-month process. Don Pence would like to involve Concord Township residents who have brought zoning issues before the Township Trustees.

**Referrals:** None

**Newsletter/Social Media:** Brandt Miller asked for another announcement that Brush Pick-Up is over for 2025. Tom Mercer will contact the website provider.

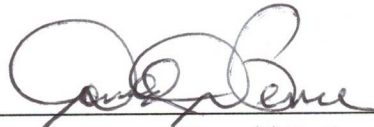
**Executive Session:** For consultation with Legal Counsel regarding pending litigation.  
At 10:26 a.m., Don Pence made a motion to enter Executive Session and was seconded by Neil Rhoades. Both Trustees voted Aye.

At 11:01 a.m., Don Pence made a motion to close the Executive Session and was supported by Neil Rhoades. Both Trustees voted in favor.

**Adjournment:** There was no more business conducted and the meeting adjourned at 11:06 a.m. viva voce. The next meeting will be held on Tuesday, December 9, 2025 at 10:00 a.m. in the Township Building.



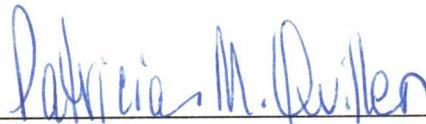
Neil E. Rhoades



Donald D. Pence

ABSENT

Thomas N. Mercer



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.