

CONCORD TOWNSHIP BOARD OF TRUSTEES

MINUTES

SEPTEMBER 9, 2025

The Concord Township Board of Trustees met in Regular Session at 10:00 a.m. on Tuesday, September 9, 2025. Don Pence called the meeting to order and led the Pledge of Allegiance. Trustees Neil Rhoades, Don Pence, and Tom Mercer were present. Fiscal Officer Pat Quillen and Road Superintendent Brandt Miller were also present.

Minutes:

- Neil Rhoades made a motion to approve the Minutes of August 12, 2025 as distributed and was seconded by Tom Mercer. All three Trustees signed the Minutes in acceptance.
- Don Pence moved to approve the Minutes of the Special Meeting held on August 26, 2025 and was supported by Tom Mercer. All three Trustees signed to accept.

Guests: Don Pemberton, Assistant Chief of the Troy Fire Department, reviewed the August report and noted an overall increase in calls to our jurisdiction. Medics responded several times to an address on South County Road 25-A, then they referred the residents to a social service agency for assistance. Additionally, Troy Fire Department was called to the Incarceration Facility five times during the month. Assistant Chief Pemberton stated that, historically, August has a high number of calls across the district. Neil Rhoades asked if there had been any field fires this year. Don Pemberton replied that there have not been any crop fires, but there have been incidents of illegal burning.

Fiscal Officer's Report: Pat Quillen

- Distributed copies of the August Receipt and Payment Registers and the August 31, 2025 Fund Status Report
- Distributed the September Payment Register and the September 8, 2025 Fund Status Report
- Circulated the reconciled Bank Statement of August 31, 2025
- Provided the August 2025 Payment Register (Warrants 25148–25150 and Charges 333–through 379–2025)
- Presented Warrants 25149 and 25150

Tom Mercer made a motion to approve and sign the August Bank Statement, August Payment Register, and Warrants 25149–25150. Neil Rhoades supported and all four items were signed.

Communications: The Troy Fire Department Report for August 2025 will be filed; Brandt Miller will retain the Miami County Engineer's Office Salt and Grits Price List for 2025–2026; the Trustees were grateful for the quick response from the Miami County Sheriff's Office to the email thread regarding the use of golf carts on public roads; Tom Mercer took the OTARMA News Bulletin about September being National Preparedness Month; Don Pence commented that we will wait for model language to begin drafting a Cybersecurity Program. None of the other items listed on the agenda will be retained.

Road Superintendent's Report: Brandt Miller

- Collected 15 loads of brush in August;
- Completed the fourth round of ditch mowing;

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- Had new rear tires installed on the John Deere 5425 tractor;
- Trimmed the line of sight at the corner of Lytle and Dorset Roads. Don Pence expressed his appreciation for the continued diligence on this issue. Neil Rhoades noted that the new tractor is able to do much more to clear problem areas;
- Received a complaint about a vehicle parked in Amity Acres. The Sheriff's Office checked into it and the vehicle was gone;
- Went with Neil Rhoades and Britt Havenar, P.E., P.S. from the Miami County Engineer's Office to look at a failing section of pavement in Emerson Crossing. Britt Havenar alerted the developer to the deficiency and it was milled and re-paved. However, the manhole covers have not yet been changed;
- Continues to update license plates with those with the "Township" designation;
- Continues to DuraPatch as needed;
- Repaired a hole in the road near a catch basin on Brookview Drive;
- Met with Dan Baker, P.E., P.S. from the Miami County Engineer's Office about the Addison Landing subdivision and noted that the repairs to the roadway have not yet been completed by the contractor;
- Received a complaint about ground bees in a catchbasin on Trailway. The crew treated the area to eliminate the bees;
- Received a complaint about a tree on utility lines on Pine Street, worked with PUCO to determine they belonged to Spectrum, and was able to get the tree removed from the lines;
- Has been trimming around stop signs and bridge reflectors for better visibility;
- Trimmed overhead low hanging trees;
- Met with a resident on Brookview who had concerns about the deterioration at the end of his driveway apron and explained their options for repair;
- Received the 2025-2026 Salt and Grits price sheet from the Miami County Engineer's Office. Salt will be \$75 per ton, up from \$65 last year and Salt+Grits will be \$48 per ton, up from \$43;
- Has annual catch basin checks and cleaning underway;
- Noted a potential line of sight problem for the stop and street signs on the corner of Stonewood and Countryside North.

Old Business:

- A. Concord Debris Management and Disaster Recovery Plan: No Report
- B. Swailes Road Speed Study: Tom Mercer reported the receipt of an email on the matter that indicated that there are two jurisdictions with authority over the road. He will wait for the final report.
- C. Emerson Crossing Final Construction Release December 3, 2025: As stated in the Road Superintendent's report, the paving is done, but the manholes have not been changed. Brandt Miller did not receive a response from Bart Denlinger, the developer, but Britt Havenar from the MCEO advised Bart Denlinger that they must be changed.
- D. 2025 John R. J. Jurgensen Company Paving Contract Change Order No. 1: The Change order reduced the amount due by \$27,222.20. It reflected the use of more asphalt than expected, but fewer adjustments to manholes and valve boxes. The original bid for the Paving Program was \$300,225.00 and the final invoice was \$273,002.80. Don Pence reported that all items in the

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2025 Capital Plan have been completed. Neil Rhoades made a motion to approve the Change Order and was seconded by Tom Mercer. All three Trustees signed in acceptance.

New Business:

- A. 2025 Tax Rate Certificate: The Miami County Budget Commission issued the Certificate for acceptance by the Trustees. Don Pence made a motion to accept the rates as presented and was supported by Neil Rhoades. All three Trustees signed two copies to signify their approval and the document will be conveyed to the Miami County Auditor.
- B. 2025 Leaf Collection Calendar: Draft copies of the calendar were distributed. After a brief review, Tom Mercer made a motion to approve the schedule as presented. Neil Rhoades seconded the motion and the roll was called: Don Pence – Aye; Tom Mercer-Aye; Neil Rhoades – Aye. The calendar will be posted to our website and other outlets near the end of September.
- C. Flu Vaccines: Premier Occupational Health sent a notice that they are offering flu vaccinations again this year. Tom Mercer moved to offer this service to crew members and was supported by Neil Rhoades. The roll was called: Tom Mercer – Aye; Neil Rhoades – Aye; Don Pence – Aye.

Referrals: None

Newsletter/Social Media:

- After reviewing the OTARMA news bulletin regarding September being National Preparedness Month, Don Pence suggested putting a notice on our website and social media outlets encouraging residents to have a fire escape plan and think about readiness for disasters and emergencies.
- Tom Mercer wants to promote the reflective house number signs that Concord Township offers and will contact the website designer with the information

Adjournment: The meeting adjourned at 10:36 a.m. on a motion and second by Neil Rhoades and Tom Mercer. The next meeting will be held on Tuesday, October 14, 2025 at 10:00 a.m. in the Township Building.

Thomas N. Mercer

Donald D. Pence

Neil E. Rhoades

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.