

# CONCORD TOWNSHIP BOARD OF TRUSTEES

## MINUTES

### DECEMBER 9, 2025

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**Communications:** Troy Fire Department reports for October and November will be filed; the notice from MedMutual Life that the renewal through 2027 will have no rate increases will be filed; Mike Lavey's email commending the crew will be filed in the Correspondence filed. None of the other items listed on the agenda will be retained.

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

- Reported that the final round of leaf collection is underway;
- Were out on the plow trucks on November 10 for salt, on December 2 for plowing, and on December 4 to clear drifts in rural areas;
- Received complaints from residents in Merrimont about fiber optic installation work by Frontier. After much searching, he was able to get a good contact at Frontier and was told that the project should be finished by Christmas. Tom Mercer received a similar complaint and responded to it. He stated that the places experiencing the most problems are in Stonybrook and Broken Woods. Tom Mercer reported that he spoke with the Miami County Commissioners and told them that the local elected officials should be notified of such projects.
- Made repairs to the International 7400. The mud flap bracket was broken and the list price for the part at International was over \$400.00. Brandt Miller went to Lowe's, bought a steel rod, and made a bracket in house for less than \$10.00;
- Is beginning to shop for new tires for the 2023 Ford F250.

**Old Business:**

- A. Concord Debris Management and Disaster Recovery Plan: No Report
- B. Swailes Road Speed Study: Tom Mercer reported that all the necessary documents were submitted to ODOT and that 45 mph will be the new speed limit from Peters Road to Nashville Road. Signage will probably be installed next year. This issue is closed for now.
- C. Emerson Crossing Final Construction Release December 3, 2025: Brandt Miller reported that all of the manholes were changed except for one. He will continue to monitor the situation, but this issue is now closed.
- D. Fenner Farms: Brandt Miller made a list of items for developer Bart Denlinger to address. Bart Denlinger said the issues would be taken care of, but then it snowed heavily and things are still not finished.
- E. Cybersecurity: Pat Quillen distributed copies of a neighboring Township's Cybersecurity Incident Response Plan, Business Continuity Plan, Cybersecurity Executive Summary, Cybersecurity Policy, and Resolution. The Trustees will review the documents.

**New Business:**

- A. **Resolution 2025-12** To Establish the 2026 Temporary Appropriations at Fund Level was introduced. Don Pence made a motion to adopt the Resolution and was supported by Neil Rhoades. All three Trustees signed in favor and the Resolution will be conveyed to the Miami County Auditor today.

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

**Minutes:** Because of absences, approval of the Minutes from prior meetings had been deferred. Don Pence called for each to be addressed separately.

- October 14, 2025: Tom Mercer made a motion to approve as distributed and was supported by Neil Rhoades. Tom Mercer and Neil Rhoades signed to approve. Don Pence had been absent that day.
- November 4, 2025: Neil Rhoades made a motion to approve the Minutes as circulated and was seconded by Don Pence. There was no discussion. Don Pence and Neil Rhoades signed in favor. Tom Mercer was absent from that meeting.
- November 26, 2025: Tom Mercer moved to approve the Minutes as presented and was seconded by Neil Rhoades. All three Trustees signed affirmatively.

**Guests:**

- Grant Clawson, Urban Technician from the Miami Soil & Water Conservation District addressed the Board to provide an update and education regarding the Phase II Stormwater Program in Concord Township. He distributed materials titled “2025 Good Housekeeping in Concord Township” which reviewed the information on toxic offenders, management of chemicals within the household and property, and recycling awareness. He included a page of photographs of our Township Crew helping with the Clean Sweep of the Great Miami River last July. He answered questions and noted that our Township’s urbanized areas continue to grow. The current permit will expire next year.
- Troy Fire Department Assistant Chief Don Pemberton reviewed the November incident report and noted that calls have dropped back down to the normal range after having been increased for a few months in the summer and fall. He clarified some data identifiers on the report and answered questions about some residents who call quite frequently.

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

- Distributed copies of the November Receipt and Payment Registers and the November 30, 2025 Fund Status Report;
- Provided copies of the December Receipt and Payment Registers and the December 8, 2025 Fund Status Report;
- Don Pence made a motion to approve and sign:
  - The reconciled Bank Statement of November 30, 2025
  - The November 2025 Payment Listing which includes Warrants 25156 through 25158 and Charges 481- through 521-2025
  - Warrants 25158 through 25162

Neil Rhoades seconded the motion and all three Trustees signed the documents.



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- B. **Purchase Order 27-2025** in the amount of \$13,294 to the Ohio Township Association Risk Management Authority (OTARMA) to renew insurance coverage through 2026 was presented. Neil Rhoades made a motion to approve the Purchase Order and was seconded by Tom Mercer. All three Trustees signed in favor.
- C. Kensington Homeowners Association request to use the Township Building for their meetings on Wednesday, January 14 and February 11, 2026 at 7:00 p.m. on each date: Tom Mercer made a motion to permit the HOA to use the building and was seconded by Neil Rhoades. In the discussion, Tom Mercer asked that the group be made aware of the addition of an AED to the meeting room. Brandt Miller will show the device to Dan DeCerbo when he comes to pick up the key and sign the Hold Harmless Agreement.
- D. Wright State University request to transfer local government records from their Library to the custody of the State Archives at the Ohio History Connection in Columbus was reviewed. Don Pence made a motion to approve the transfer and was supported by Tom Mercer. The roll was called: Tom Mercer – Aye; Neil Rhoades – Aye; Don Pence – Aye.

**Referrals:** None

**Newsletter/Social Media:** Tom Mercer will contact Bill Smith and ask him to update the home page by removing the items related to Open Burning, Leaf Collection, and Brush Pick-Up.

**Executive Session:** Employee Evaluations and Compensation

At 11:09 a.m., Tom Mercer made a motion to enter Executive Session and was seconded by Neil Rhoades. Neil Rhoades – Aye; Don Pence – Aye; Tom Mercer – Aye.

At 11:19 a.m., Don Pence made a motion to close the Executive Session and was supported by Neil Rhoades. Don Pence – Aye; Tom Mercer – Aye; Neil Rhoades – Aye.

**New Business:** At the close of the Executive Session, Tom Mercer moved to increase the compensation of the employees with Jeff Davis and Logan Magoto receiving \$24.85 per hour and Brandt Miller receiving \$31.95 beginning January 1, 2026. Neil Rhoades seconded the motion and the vote was recorded: Tom Mercer – Aye; Neil Rhoades – Aye; Don Pence – Aye.

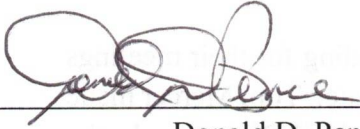
**Adjournment:** There was no more business conducted and the meeting adjourned at 11:23 a.m. on a motion and second by Tom Mercer and Neil Rhoades. The next meeting will be held on Tuesday, January 13, 2026 at 10:00 a.m. in the Township Building.

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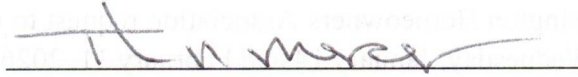
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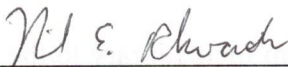
**Oath of Office:** Before dispersing, Pat Quillen administered the Oath of Office for recently re-elected Trustees Don Pence and Tom Mercer.



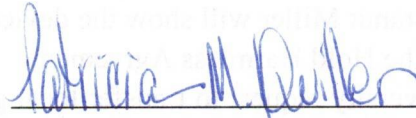
Donald D. Pence



Thomas N. Mercer



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.