

# CONCORD TOWNSHIP BOARD OF TRUSTEES

## MINUTES

### MAY 12, 2026

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The Concord Township Board of Trustees met in Regular Session on Tuesday, May 12, 2026. Don Pence called the meeting to order at 10:00 a.m. 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 April 14, 2026 and Don Pence seconded. They both signed in acceptance. Tom Mercer had been absent and abstained.

**Guests:**

1. Kevin Garlitz, 1150 Fairway Drive attended again this month to observe.
2. Troy Fire Department Assistant Chief Don Pemberton introduced Assistant Chief Wade Dexter who will be attending the Township Meetings going forward. Don Pence noted errors on the April Report and Assistant Chief Dexter stated that a corrected report will be sent. The Trustees had no concerns to discuss this month.

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

- Distributed copies of the April Receipt and Payment Registers and the April 30, 2026 Fund Status Report;
- Circulated copies of the May Payment Register and the May 8, 2026 Fund Status Report;
- Don Pence made a motion to approve and sign:
  - The reconciled Bank Statement of April 30, 2026
  - Warrants 25180. Warrant #25178 was voided due to a printer error, and Warrant #25179 was signed earlier in April for a timely payment to Target Tool Rental and Sales for the new mower
  - The April 2026 Payment Listing which includes Warrants 25176 through 25180 and Charges 136- through 179-2026

Tom Mercer seconded the motion and all three Trustees signed the documents.

- Reported that the next installment of the Fire/EMS contract is due June 1. The warrant will be on the dais by 2:00 p.m. on May 28, 2026 for Trustee signatures. A reminder will be sent.

**Communications:** The following items will be filed: Troy Fire Department report for April (pending receipt of the corrected edition), the email from Miami County Planning & Zoning regarding fencing and livestock, the email from the Miami County Sheriff's Office regarding walkers in Cedar Ridge, and email regarding semis on Barnhart Road and the response that was sent. None of the other items listed on the agenda will be retained.

**Road Superintendent's Report:**

Brandt Miller

- Completed the April Brush Pick-Up with 19 loads. Tom Mercer noted that the brush pick-up total was much larger than normal;
- Is preparing the equipment to DuraPatch and has the emulsion and gravel on hand;
- Installed strobe lights on the new Cub Cadet mower;
- Is shopping for rear tires for the backhoe;

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- Plans to start the roof replacement on the south shelter at Barbee Park this week;
- Has completed Round 1 of ditch mowing;
- Repaired a broken tile in the right of way at McCurdy and Washington Roads;
- Is working to get current prices for crack-seal material and the potential of renting a machine. Don Pence asked about having had this work contracted out in past years. Brandt Miller replied that the new machines have the squeegee and water in one wand, freeing up one man for traffic control;
- Trimmed the line of sight at the Lytle and Dorset Roads intersection;
- Reported that the River Clean Up is scheduled for July 17 and asked if the crew should plan to participate as usual. The Trustees agreed to provide manpower and equipment as in the past.

**Old Business:**

- A. Swailes Road Speed Study: Tom Mercer reported that the 45 MPH speed limit signs have been installed on Swailes Road between Peters and Nashville Roads.
- B. Fenner Farms: Brandt Miller reported that the punch list items have not been completed yet, but he is working with Britt Havenar, P.E., P.S. from the Engineer's Office with a focus on catchbasins, cracked curbs, and asphalt repairs. Erosion control is still needed because all of the yards have not been fully landscaped.
- C. **Resolution 2026-03:** Cybersecurity Policy. Don Pence made a motion to adopt the Cybersecurity Policy and was supported by Tom Mercer. All three Trustees signed in favor.
- D. Indigent Cremation for two decedents, one in November, 2025 and the second in January 2026: Pursuant to ORC Section 9.15, Tom Mercer made a motion to pay \$800 each for the two cremations. Neil Rhoades seconded the motion and the roll was called: Neil Rhoades – Aye; Don Pence – Aye; Tom Mercer – Aye.
- E. Federal Accessibility Standard for State and Local Government Websites: Don Pence noted that the due date for compliance is April 26 2027 as he reviewed the article from the May issue of the Ohio Township Association magazine. After some discussion, Neil Rhoades suggested we consult Bill Smith at Westnet Media and Tom Mercer volunteered to contact him for guidance.
- F. Fire/EMS Levy: From templates provided by the Miami County Prosecutor's Office, Pat Quillen prepared the documents needed to request income estimates from the Miami County Auditor and notify the Board of Elections that the issue is to be put on the ballot. Don Pence stated that we must wait for the City of Troy to provide new contract numbers and that, due to timing, Special Meetings may be necessary.

**New Business:**

- A. 2027 Tax Budget: The draft is complete and a public hearing will be held in June with the final adoption in July.
- B. Intersection of Swailes Road and County Road 25-A: Neil Rhoades attended a meeting with the Miami County Commissioners, Miami County Engineers, City of Troy Engineers, and Troy City Schools to see what plans have been made. The assessment is that no traffic light will be

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needed there. Additionally, the bridge on Swailes by Creekwood Drive will be moved 20 feet to the west.

- C. Eldean Park: Through Dan Baker, P.E., P.S. at the MCEO, former Miami County Engineer Doug Christian made a request to use the Eldean Covered Bridge Park and Shelter for a gathering on September 15, 2026. Neil Rhoades moved to approve the request and was supported by Tom Mercer. The roll was called: Tom Mercer – Aye; Don Pence – Aye; Neil Rhoades – Aye. Neil Rhoades will contact Dan Baker at the MCEO to notify him.
- D. Walden Court Block Party on August 8 from 4:00 p.m. to 11:00 p.m.: Todd Prenger called to request barricades. Tom Mercer made a motion to approve the request and was seconded by Neil Rhoades. The vote was recorded: Don Pence – Aye; Tom Mercer – Aye; Neil Rhoades – Aye.

### Referrals:

- 2235 Woodstock Court: On April 29, the Township received a note complaining about the tall grass. Neil Rhoades went out to speak to the owner and gave him a list of three commercial mowers he could call. Over this past weekend, someone mowed the front yard, but the back has not been touched. A Certified letter will be sent today.
- 2533 Peebles Road: Don Pence asked Brandt Miller to contact the owners and ask them to mow.
- Tom Mercer reported having received a voice mail regarding an indigent burial. When he returned the call, there was no reply and he suggested it may have been for a different Concord Township in Ohio.
- Don Pence reported that he had received a call asking if the Township would want to purchase a Flock camera in support of the Miami County Sheriff's Office. He declined to speak to the vendor by phone and never received any follow-up.

### Newsletter/Social Media:

- News Release addressing real estate taxes: The Ohio Township Association is recommending educating the citizens to let them know how real estate taxes are used in the townships. Don Pence will send information to be posted on our site.
- The news release about the prohibition of Door-to-Door Solicitations has been posted on the website.

### Work Session:


1. Indigent Cremation Policy: Tom Mercer shared his research regarding indigency and reviewed our present policy. Don Pence offered to contact Tammy Baird to ask what is customary for the funeral home to do to offer proof of the decedent's indigency. This issue will be addressed again when more information is available.
2. State of Ohio Sales and Use Tax Exemption: The draft document was reviewed and corrected. A Resolution will be prepared for its adoption at the next Regular Meeting.
3. Credit Card Policy (Revised): The document drafted by Don Pence was reviewed and some changes were suggested. He will make revisions that were agreed to and return it for its final form as a Resolution.

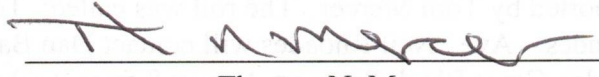
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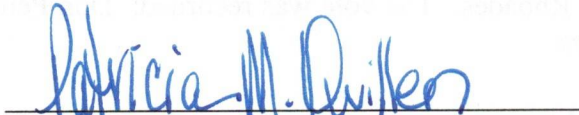
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**Adjournment:** At 11:40 a.m., the meeting adjourned on a motion by Neil Rhoades and second by Don Pence. The next meeting will be held on Tuesday, June 9, 2026 at 10:00 a.m.

  
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Donald D. Pence

  
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Thomas N. Mercer

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Neil E. Rhoades

  
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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.