

**MINUTES**  
**CONCORD TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR SESSION**  
**DECEMBER 12, 2018**

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The Concord Township Board of Trustees met in regular session on Wednesday, December 12, 2018 in the Township Building. Bill Whidden called the meeting to order at 10:00 a.m. and led the Pledge of Allegiance. The roll was called: Trustees Don Pence, Tom Mercer, and Bill Whidden were present. Fiscal Officer Pat Quillen was also present, but Road Superintendent Neil Rhoades was out finishing up the leaf collection.

**Minutes:** Tom Mercer made a motion to approve the Minutes of November 28, 2018 as distributed. Don Pence supported the motion and all three Trustees signed in favor.

**Guests:** Miami County Sheriff's Deputy J. Adams reported 145 calls in the Township in the past two weeks. None of them were major, but the Fairgrounds were broken into last night, including the office there. Don Pence thanked Deputy Adams and all of Sheriff Duchak's staff for their work.

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

- Distributed copies of the November Receipt and Payment Registers and the December Receipt and Payment Registers
- Provided the December 10, 2018 Fund Status Report
- Circulated the November 30, 2018 reconciled Bank Statement for Trustee signatures

**Communications:** The Trustees reviewed the items listed on the Agenda. The Troy Fire Department report for November will be filed, as will the letter from Eliant Technologies regarding SSL Security Certificates, the reply to a public records request, and the emails received about leaf and brush collection. None of the other items required action and none was retained.

**Road Superintendent's Report:**

1. Bill Whidden reported that he had talked to Neil Rhoades and Brandt Miller and was told that the staff is going full bore on the leaf collection and may finish today.
2. Tom Mercer stated that the staff attended the annual storm water meeting at the Miami County Engineer's Office earlier this morning.

**Old Business:**

- A. **Resolution 2018-08** To Amend the Personnel Policies and Procedures Manual to include Cell Phone Safety: Don Pence reviewed the process of drafting the amendment based on the recommendations of KLA Risk Consulting on behalf of the Ohio Township Association Risk Management Authority (OTARMA). Don Pence made a motion to adopt the Resolution and Bill Whidden supported the motion. There was no discussion and the Resolution passed unanimously in favor by signature. Don Pence and Pat Quillen will get together later to assign places in the Manual for this new amendment and the one approved at the last meeting that provided for Job Descriptions.

**New Business:**

- A. Ohio Township Association 2019 Winter Conference: Bill Whidden noted that the Conference will be held January 30 to February 2. Registration forms will be completed for Bill Whidden, Don Pence, Pat Quillen, Neil Rhoades and Brandt Miller.
- B. **Resolution 2018-09:** Pat Quillen distributed copies of the 2019 Temporary Appropriations. Don Pence commented that the figures look stable. Bill Whidden made a motion to adopt the Resolution and was seconded by Don Pence. All three Trustees voted in favor by signature on the document which will be submitted to the Miami County Auditor's Office.

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Employee Salaries for 2019: Tom Mercer stated that the Trustees would go into Executive Session to discuss the issue after the rest of the meeting is concluded.

**Guests:** None

**Payments:** Bill Whidden made a motion to approve and pay Charges 337- through 346-2018 and Warrants 24776 through 24787. Tom Mercer seconded the motion and all three Trustees signed the warrants.

**Executive Session:** At 10:18 a.m., Bill Whidden made a motion to enter into Executive Session for the purpose of discussing staff compensation in 2019. Don Pence seconded the motion and all members voted in favor. Tom Mercer stated that no action would be taken until the next meeting.  
At 10:35 a.m., Don Pence moved to close the Executive Session and was seconded by Tom Mercer. The motion carried without opposition.

**Adjournment:** No further business was presented and the meeting adjourned viva voce at 10:36 a.m. The next meeting will be held on Wednesday, December 26, 2018 at 10:00 a.m.

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Thomas N. Mercer

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Bill Whidden

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Donald D. Pence

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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.