

# CONCORD TOWNSHIP BOARD OF TRUSTEES

November 26, 2024

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## Call to Order and Roll Call

The Concord Township Board of Trustees met in regular session on Wednesday, November 26, 2024 at 6:00 p.m. at the Concord Township Community Building, 6385 Home Road, Delaware, Ohio. Chairman Bart Johnson called the meeting to order. The roll was called: Jason Haney-present, Joe Garrett-present, Bart Johnson-present.

## Approval of Minutes

- Mr. Garrett moved and Mr. Haney seconded to approve the minutes of the November 13, 2024 special meeting. *Vote: Haney-yes, Garrett-yes, Johnson-yes.*
- Mr. Garrett moved and Mr. Haney seconded to approve the minutes of the November 13, 2024 regular meeting. *Vote: Haney-yes, Garrett-yes, Johnson-yes.*
- Mr. Haney moved and Mr. Garrett seconded to approve the minutes of the September 5, 2024 special meeting. *Vote: Haney-yes, Garrett-yes, Johnson-yes.*

## Public Input

Thomas Welch, representing OTARMA, presented the liability insurance renewal for the township. The pool had to update the minimum deductible to \$2,500. Reappraisals of facilities completed last spring by HCA are not yet in effect (probably a 10.5% value increase). Township inventory increased from \$2.3 million to \$3.9 million. Cyber coverage also increased. The Trustees requested quotes for liability-only coverage on a couple back-up vehicles. The 2024-2025 renewal currently is \$85,608.

The Lucy Depp Light Show will begin Friday. Since Harriott Road is a county road, a county sign will be placed alerting travelers of traffic delays. Mr. Garrett will respond to a complaint received.

Todd Bollinger, insurance broker with CBIZ, discussed the renewals for township dental, vision, and life insurance for 2025. Mr. Johnson moved and Mr. Haney seconded to renew dental insurance with Delta Dental at an 8.00% increase (to avoid having to change networks). The Trustees will continue to re-evaluate and could possibly change in May 2025. *Vote: Haney-yes, Garrett-yes, Johnson-yes. Mr. Johnson moved and Mr. Haney seconded to renew vision and life insurance with Equitable (VSP network) at a 4.82% and 5.00% increase, respectively. Vote: Haney-yes, Garrett-yes, Johnson-yes.* It was noted the township needs to renew its chamber membership to maintain SOCA medical insurance with Anthem.

## Financial Report

Mr. Johnson shared Fiscal Officer Davis provided financial reports for the township, and money is available to pay the bills. The current Cash Summary by Fund shows the following balances:

- General Fund	\$11,403,188.18
- Special Revenue Funds	\$4,075,951.41
- Total All Funds	\$15,479,139.59

Mr. Garrett moved and Mr. Haney seconded to approve pending vouchers, warrants and purchase orders #151-157, 118374-118393, except #118378, all totaling \$127,844.49. *Vote: Haney-yes, Garrett-yes, Johnson-yes. Mr. Haney moved and Mr. Johnson seconded to approve pending warrant #118378. Vote: Haney-yes, Garrett-abstain, Johnson-yes.*

## Zoning Department

No report.

## Road/Park Department

- Road supervisor, Nathan Wilgus, and Trustee Garrett met with KORDA regarding plans for a new maintenance facility. The initial layout was on the same facility imprint, which will be expanded.
- The 2024 road improvement paving program approval was signed, and the bill should be forth coming.
- Message board will be placed on Harriott Road by the County for traffic delays.
- The new F550 truck has been sent for outfitting of accessories.
- The 2025 road improvement list was submitted to the County by Trustee Johnson.
- Mr. Rinehart, legal counsel, discussed permitting for township road excavation. Mr. Garrett moved and Mr. Haney seconded to adopt Resolution #24-1126-1 Requiring any Person to Obtain a Permit before Making any Excavation in a Township Highway or Highway Right-of-Way within Concord

# CONCORD TOWNSHIP BOARD OF TRUSTEES

November 26, 2024

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*Township's Jurisdiction, except an excavation to repair, rehabilitate, or replace a pole already installed for the purpose of providing electric or telecommunications service; beginning November 26, 2024; and adopting the Application Form, \$50 fee, and Indemnification (Exhibit 1); and Policy (Rules and Regulations, Exhibit 2); as attached. Vote: Haney-yes, Garrett-yes, Johnson-yes. Procedurally, the application form and \$50 fee will be submitted to the Fiscal Officer, with application sent to Mr. Rinehart and/or Prime Engineering, and the Road Supervisor.*

- Discussion was held on road work force and snow plow routes.

## Old Business

- *Mr. Johnson moved and Mr. Garrett seconded to adopt the application form for rezoning of planned residential district (PRD) as amended per the fee instructions, effective as of the effective date of the rezoning approval. Vote: Haney-yes, Garrett-yes, Johnson-yes.*
- Discussion was held on township building cleaning. More quotes will be obtained.
- Mr. Johnson will post the announcement for forming a comprehensive plan update committee.
- Applications have been received for board of zoning appeals member.

## Fire Department

No report.

## Fiscal Officer/Correspondence/New Business

- It was made a matter of record the Concord Community Church approved the lease renewal agreement for township building space November 1, 2024 - October 31, 2025 for \$700 per month. With no objections, the Trustees signed the agreement.
- Notice was received for the election of two members to the OTARMA board of directors. *Mr. Johnson moved and Mr. Haney seconded to select Amy Richards and Nick Schwab on the OTARMA ballot. Vote: Haney-yes, Garrett-yes, Johnson-yes.*
- A model plan for AED (automated external defibrillator) use was received from the Ohio Department of Health. Due to House Bill 47, effective October 24, 2024, AED's are required in each township controlled sports and recreation location. *Mr. Johnson moved and Mr. Haney seconded to adopt the "Model Emergency Action Plan for the Use of an Automated External Defibrillator (AED)" (attached). Vote: Haney-yes, Garrett-yes, Johnson-yes.*

## Adjournment

With no further business, *Mr. Johnson moved and Mr. Garrett seconded to adjourn. Vote: Haney-yes, Garrett-yes, Johnson-yes.*

## ATTEST

  
Fiscal Officer, Jill Davis

## BOARD OF TRUSTEES

  
Bart Johnson

  
Joe Garrett

  
Jason Haney

Concord Township Trustee Meeting

November 26, 2024

Roll Call

Approve Minutes

Public Input

Pay Bills

I would like to certify the fiscal officer has provided us with financial statements.

I need a motion to approve purchase orders, pending warrants and pay bills.

Zoning Inspector Report

Road Department update

Old Business

Dental insurance decision

Advertise for COMP Plan update community members

New Business

Fire Chief

Fiscal Officer

Adjourn

Cash Summary by Fund

Year 2024

Fund #	Fund Name	Balance 1/1/2024	Fund Balance Adjustments	Revenue (excluding transfers and advances in)	Transfers In	Advances In	Total Fund & Adjustments & Revenue (excluding transfers and advances out)	Expenditures	Transfers Out	Advances Out	Fund Balance 12/31/2024	Non-Pooled Balance	Pooled Balance
1000	General	\$9,966,656.96	\$43,222.14	\$2,713,256.00	\$0.00	\$0.00	\$12,723,135.10	\$819,946.92	\$500,000.00	\$0.00	\$11,403,188.18	\$0.00	\$11,403,188.18
2011	Motor Vehicle License Tax	\$19,386.69	\$0.00	\$20,221.51	\$0.00	\$0.00	\$39,608.20	\$14,756.37	\$0.00	\$0.00	\$24,851.83	\$0.00	\$24,851.83
2021	Gasoline Tax	\$90,192.85	\$0.00	\$196,550.26	\$0.00	\$0.00	\$286,743.11	\$229,848.24	\$0.00	\$0.00	\$56,894.87	\$0.00	\$56,894.87
2031	Road and Bridge	\$447,644.29	\$341,444	\$529,818.64	\$0.00	\$0.00	\$977,804.37	\$169,443.46	\$0.00	\$0.00	\$808,360.91	\$0.00	\$808,360.91
2041	Cemetery	\$29,272.75	\$0.00	\$26,999.00	\$0.00	\$0.00	\$56,271.75	\$12,976.22	\$0.00	\$0.00	\$43,295.53	\$0.00	\$43,295.53
2111	Fire District	\$1,026,781.91	\$633.00	\$3,609,930.82	\$500,000.00	\$0.00	\$5,137,345.73	\$3,155,512.90	\$0.00	\$0.00	\$1,981,832.83	\$0.00	\$1,981,832.83
2231	Permissive Motor Vehicle License Tax	\$88,672.13	\$0.00	\$41,129.08	\$0.00	\$0.00	\$129,801.21	\$109,294.65	\$0.00	\$0.00	\$20,506.56	\$0.00	\$20,506.56
2272	Coronavirus Relief Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2273	American Rescue Plan Act (ARP)	\$1,170,414.76	-\$43,023.24	\$0.00	\$0.00	\$0.00	\$1,127,391.52	\$7,489.19	\$0.00	\$0.00	\$1,119,902.33	\$0.00	\$1,119,902.33
2901	OneOhio Opioid Settlement Fund	\$1,832.39	\$0.00	\$9,299.53	\$0.00	\$0.00	\$11,131.92	\$1,139.05	\$0.00	\$0.00	\$9,992.87	\$0.00	\$9,992.87
4901	TIF Dublin Strg Pub Infrast Improv	\$0.00	\$0.00	\$10,313.68	\$0.00	\$0.00	\$10,313.68	\$0.00	\$0.00	\$0.00	\$10,313.68	\$0.00	\$10,313.68
4902	TIF Painter Farm Incentive District 1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Report Total:		\$12,840,854.73	\$1,173.34	\$7,157,518.52	\$500,000.00	\$0.00	\$20,499,546.59	\$4,520,407.00	\$500,000.00	\$0.00	\$15,479,139.59	\$0.00	\$15,479,139.59

Last reconciled to bank: 10/31/2024 – Total other adjusting factors: \$93,074.21

**Payment Listing**

11/14/2024 to 11/26/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status	
151-2024	11/26/2024	11/26/2024	CH	Ohio Public Employees Retirement System	\$8,064.92	0	
	Purpose:	TWP PENSION CONTRIB NOV24					
152-2024	11/26/2024	11/26/2024	CH	Ohio Police & Fire Pension Fund	\$52,168.83	0	
	Purpose:	TWP FIRE PENSION CONTRIB NOV24					
153-2024	11/26/2024	11/26/2024	CH	CBIZ BENEFITS	\$10,530.19	0	
	Purpose:	HRA PLAN CLAIM REIMB					
154-2024	11/26/2024	11/26/2024	CH	CBIZ BENEFITS	\$160.92	0	
	Purpose:	HRA PLAN CLAIM REIMB					
155-2024	11/26/2024	11/26/2024	CH	DELTA DENTAL	\$2,708.39	0	
	Purpose:	TWP DENTAL INSUR					
156-2024	11/26/2024	11/26/2024	CH	EQUITABLE	\$491.18	0	
	Purpose:	TWP LIFE INSUR, TWP VISION INSUR					
157-2024	11/26/2024	11/26/2024	CH	ANTHEM BCBS OH GROUP	\$39,220.95	0	
	Purpose:	ANTHEM MEDICAL INSUR					
118374	11/26/2024	11/26/2024	AW	KIMBALL MIDWEST	\$493.94	0	
	Purpose:	ROAD DEPT PARTS SUPPLY					
118375	11/26/2024	11/26/2024	AW	ADVANCED TURF SOLUTIONS	\$2,864.00	0	
	Purpose:	OLLER/PARK FALL FERTILIZER SUPPLY					
118376	11/26/2024	11/26/2024	AW	GORDON FLESCH CO., INC.	\$61.81	0	
	Purpose:	ADMIN COPIER USAGE NOV-DEC					
118377	11/26/2024	11/26/2024	AW	B&C COMMUNICATIONS	\$1,380.00	0	
	Purpose:	ROAD DEPT 2-WAY RADIO INSTALL LOADER					
118378	11/26/2024	11/26/2024	AW	50+1 PUBLIC POLICY INITIATIVES	\$1,200.00	0	
	Purpose:	TWP GRANT WRITING CONSULTANT					
118379	11/26/2024	11/26/2024	AW	MAR-ZANE, INC.	\$376.74	0	
	Purpose:	ROAD DEPT DRIVE SETBACK MATERIAL					
118380	11/26/2024	11/26/2024	AW	DEL-CO WATER CO INC	\$291.50	0	
	Purpose:	UTILITIES - FIRE DEPT					
118381	11/26/2024	11/26/2024	AW	TAYLOR TIRE COMPANY, LTD.	\$1,264.33	0	
	Purpose:	ROAD DEPT F150 TIRE REPAIR					
118382	11/26/2024	11/26/2024	AW	MADISON ENERGY COOP ASSOC INC	\$2.94	0	
	Purpose:	UTILITIES - ROAD DEPT					
118383	11/26/2024	11/26/2024	AW	VOSS BROTHERS SALES	\$12.99	0	
	Purpose:	PARK EXMARK MOWER OIL					
118384	11/26/2024	11/26/2024	AW	THOMSON WEST	\$430.00	0	
	Purpose:	ADMIN BALDWIN'S LOCAL GOVT LAW SUBSCRIPTION					
118385	11/26/2024	11/26/2024	AW	ANGIE ELLERBROCK	\$21.22	0	
	Purpose:	ZONING POSTAGE REIMB					
118386	11/26/2024	11/26/2024	AW	LOGAN FIELDS	\$420.46	0	
	Purpose:	ROAD DEPT CLOTHING/BOOT REIMB, ROAD DEPT CLOTHING/BOOT REIMB					
118387	11/26/2024	11/26/2024	AW	DAVID KREIDLER	\$66.03	0	
	Purpose:	ROAD DEPT CLOTHING/BOOT REIMB					
118388	11/26/2024	11/26/2024	AW	TERRY ARRASMITH	\$100.00	0	
	Purpose:	ROAD DEPT PART-TIME CLOTHING REIMB					
118389	11/26/2024	11/26/2024	AW	BEEEM'S BP DIST INC	\$2,738.82	0	
	Purpose:	FIRE/ROAD FUEL SUPPLY					
118390	11/26/2024	11/26/2024	AW	MUNICIPAL EMERGENCY SVCS DEPOSIT /	\$565.04	0	
	Purpose:	FIRE DEPT RIGTECH ROPE EQUIP					
118391	11/26/2024	11/26/2024	AW	BOUND TREE MEDICAL, LLC	\$803.23	0	
	Purpose:	FIRE/EMS DRUG SUPPLIES					
118392	11/26/2024	11/26/2024	AW	MIATI EMBROIDERY	\$964.75	0	
	Purpose:	FIRE DEPT CLOTHING ALLOWANCE					
118393	11/26/2024	11/26/2024	AW	VERIZON WIRELESS	\$441.31	0	
	Purpose:	UTILITIES - FIRE DEPT					
Total Payments:					\$127,844.49		
Total Conversion Vouchers:					\$0.00		
Total Less Conversion Vouchers:					\$127,844.49		

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ

**RESOLUTION 24-1126-1**

**RESOLUTION REQUIRING ANY PERSON TO OBTAIN A PERMIT BEFORE MAKING ANY EXCAVATION IN A TOWNSHIP HIGHWAY OR HIGHWAY RIGHT-OF-WAY WITHIN CONCORD TOWNSHIP'S JURISDICTION, EXCEPT AN EXCAVATION TO REPAIR, REHABILITATE, OR REPLACE A POLE ALREADY INSTALLED FOR THE PURPOSE OF PROVIDING ELECTRIC OR TELECOMMUNICATIONS SERVICE.**

The Board of Trustees of Concord Township, Delaware County, Ohio met at the Concord Township Hall on Nov. 24, 2024 with the following members present: Bart Johnson, Joe Garrett, Jason Haney.

Mr. Garrett moved for the adoption of the following resolution:

**WHEREAS**, Section 5571.16 of the Ohio Revised Code authorizes a board of township trustees, by resolution, to require any person to obtain a permit before installing a driveway culvert or making any excavation in a township highway or highway right-of-way within Concord Township's jurisdiction, except an excavation to repair, rehabilitate, or replace a pole already installed for the purpose of providing electric or telecommunications service;

**WHEREAS**, the Concord Township Board of Trustees (the "Board") wishes to use the authority granted pursuant to Section 5571.16 of the Ohio Revised Code to require a permit to be obtained from Concord Township by any person making any excavation in a township highway or highway right-of-way within Concord Township's jurisdiction, except an excavation to repair, rehabilitate, or replace a pole already installed for the purpose of providing electric or telecommunications service;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Concord Township, Delaware County, State of Ohio:

**Section 1.** Beginning on Nov. 26, 2024, any person making any excavation in a township highway or highway right-of-way within Concord Township's jurisdiction (except an excavation to repair, rehabilitate, or replace a pole already installed for the purpose of providing electric or telecommunications service) shall obtain a permit from Concord Township before making such excavation.

**Section 2.** In order to obtain such permit pursuant to Section 1, any person seeking to perform the work referenced in Section 1 shall submit an application to Concord Township's fiscal officer requesting the issuance of a permit.


- Section 3.** Concord Township hereby adopts the application form attached to this resolution as Exhibit 1 as the official application form associated with permits issued pursuant to this resolution.
- Section 4.** Any applicant for a permit pursuant to this resolution shall submit a complete application including all plans and information requested as part of the application form.
- Section 5.** The plans and information submitted as part of the application referenced herein shall conform to the Township Highway Excavation Policy, which is attached hereto as Exhibit 2 and adopted by the Board.
- Section 6.** As a condition of any permit issued pursuant to this resolution, an applicant shall indemnify the township against liability or damage as the result of the excavation.
- Section 7.** As a condition of any permit issued pursuant to this resolution, an applicant shall post a deposit or bond, with sureties to the satisfaction of the board, conditioned upon the performance of all conditions in the permit.
- Section 8.** That this Board hereby finds and determines that all formal actions relative to the passage of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board which resulted in formal action were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

Mr Haney seconded the motion and the roll being called upon the question of its adoption the vote resulted as follows:

**Voting Aye thereon:**

  
Bart Johnson, Chairman

  
Joe Garrett

  
Jason Haney

**Voting Nay thereon:**

\_\_\_\_\_  
Bart Johnson, Chairman

\_\_\_\_\_  
Joe Garrett

\_\_\_\_\_  
Jason Haney

I, Jill Davis, Fiscal Officer of Concord Township, hereby certify, as official custodian of the records of Concord Township, Delaware County, Ohio, that the foregoing is taken and copied from the Record of Proceedings of Concord Township and that the same is a true and accurate copy of the original on file in the township hall at 6385 Home Rd, Delaware OH 43015.

  
\_\_\_\_\_  
Jill Davis

Date: Nov. 26, 2024

Approved as to form:

/s/ Christopher A. Rinehart



**CONCORD TOWNSHIP  
DELAWARE COUNTY, OHIO**

**APPLICATION FORM  
RIGHT-OF-WAY EXCAVATION PERMIT**

Application Received by Concord Township:

Application Review Dates by Concord Township Staff:

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Application Determined Complete by Concord Township Staff:

Permit Number Assigned by Concord Township:

Total Amount Due:

Date of Approval:

**APPLICANT INFORMATION\*:**

Applicant Name:

Address:

Telephone Number:

E-mail Address:

\* Please attach additional pages, if necessary, to complete this section.

**LOCATION OF EXCAVATION / CONSTRUCTION SITE\*:**

Name:

Address:

Delaware County Parcel Identification Number(s):

Telephone Number:

E-mail Address:

\* Please attach additional pages, if necessary, to complete this section.

**EMERGENCY CONTACT INFORMATION\*:**

Individual Name:

Business Name (if applicable):

Address:

Telephone Number:

E-mail Address:

\* Please attach additional pages, if necessary, to complete this section.

10/15/08



**PROPOSED CONSTRUCTION DATES\*:**

Estimated Start Date:	
Estimated Completion Date:	

\* Please attach additional pages, if necessary, to complete this section.

**NATURE OF EXCAVATION AND/OR WORK TO BE UNDERTAKEN:\***

\* Please attach additional pages, if necessary, to complete this section.

**TERMS AND CONDITIONS OF PERMIT:**

1. Applicant acknowledges he / she / it has read the Concord Township Right-of-Way Excavation Permit Regulations and agrees to be bound by such regulations and the terms and conditions contained in this application.
2. Applicant agrees to provide and place such warning devices as are necessary to protect travelers on the road and to ensure their safety.
3. Applicant agrees to complete all work to be performed under this application as soon as reasonably possible and to completely restore the entire road and right-of-way to the condition that existed before such work was undertaken, in accordance with the Concord Township Right-of-Way Excavation Permit Regulations.
4. Applicant agrees to notify Concord Township staff, the Concord Township Fire Department, and all applicable utility providers of the right-of-way excavation and to obtain all required permits prior to the commencement of any work or excavation in the road right-of-way. Further, the applicant agrees to provide copies of any such required permits to Concord Township.
5. Applicant agrees to indemnify and hold harmless Concord Township, its board of trustees, and all officers, employees and agents of Concord Township, for any loss, cost, liability, damage, claim, demand, or cause of action arising from, under or connected with the excavation and work covered by this application, and has properly executed the attached indemnification and hold harmless agreement.

- 6. This application is accompanied by a \$50.00 fee (O.R.C. §5571.16). In addition, Applicant agrees to reimburse Concord Township for all costs incurred by Concord Township to review plans submitted by the applicant and for any inspection activities associated with this application, which Applicant agrees to pay prior to Concord Township's issuance of a permit pursuant to this application.
- 7. Plans, as required by Concord Township, are attached to this application.
- 8. A list of materials to be used is attached to this application.
- 9. A security bond in the amount of \$\_\_\_\_\_ accompanies this application.

**BOND REQUIRED:**

- A. If open-cutting pavement, \$150.00 per square yard of pavement to be cut with a minimum bond of \$500.00.
- B. If working in right-of-way but outside pavement, \$100 per linear foot of work area length.
- C. If setting new poles for utilities (6 or more overhead utility lines, 1 or more for underground utility lines), \$50.00 per pole.

***Security bonds shall not be refundable if it has been determined by inspection that the applicant has not met all conditions, standards and requirements contained in this application and in the Concord Township Right-of-Way Excavation Regulations. It is the responsibility of the applicant to notify Concord Township when ready for inspection. No refund will be granted until inspection has taken place and it has been determined by the responsible Concord Township official that the work has been completed to the required standards.***

- 10. Persons failing to comply with the standards and regulations, or failing to obtain a permit, shall be notified in writing by Concord Township that they have 30 days from the date of notification to eliminate the violation and return the right-of-way to its original condition.

***Persons failing to come into compliance within the 30-day period will forfeit their bond and may be prosecuted pursuant to Section 5571.99 of the Ohio Revised Code. The Concord Township Trustees will recommend to the Court that violators be ordered to eliminate the violation at the violator's expense; or that the Court appoint a qualified company to remove the violation, and the costs of same be placed on the tax duplicate as lien, to be collected with other taxes.***

SIGNATURE: \_\_\_\_\_

(Must be signed by property owner or owner's authorized agent)

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

CONCORD TOWNSHIP  
DELAWARE COUNTY, OHIO

RIGHT-OF-WAY EXCAVATION PERMIT  
INDEMNIFICATION AND HOLD HARMLESS  
AGREEMENT

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Now comes the undersigned being \_\_\_\_\_, (hereinafter the "Indemnitor") and the Board of Township Trustees of Concord Township, Delaware County, Ohio, (hereinafter the "Township") and enter into this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**WHEREAS**, The Indemnitor desires to engage in excavation or construction activities within a Township Right-of-Way, pursuant to an application for such authority submitted to the Township, and

**WHEREAS**, the Township agrees to permit such excavation or construction activities but requires the execution of this Agreement pursuant to the Ohio Revised Code §5571.16,

**NOW, THEREFORE**, the Indemnitor and the Township, in consideration of the mutual covenants and agreements, hereby agrees as follows:

The Indemnitor agrees to indemnify and hold harmless the Township and each member of the Board of Trustees of the Township and each officer of said Board (and their heirs, executors, administrators and assigns) who is made a party or is threatened to be made a party to any litigation, action, suit or proceeding, whether civil, criminal, administrative or investigative by reason of the fact that he is or was a trustee, officer, employee or agent of the Board or is or was serving at the request of the Board against expenses, attorney's fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit or proceeding in connection with any activity by the Indemnitor, or his designee, employee, agent, assign or contractor permitted under this agreement including, but not limited to, any negligent or intentional act which results in any harm or damage to another or to property of another. The foregoing right of indemnification shall not be exclusive of other rights or remedies to which such Board or Township official, or their heirs, executors and administrators may be entitled.

**IN WITNESS WHEREOF**, we have set our hands on the date set forth above.

**INDEMNITOR:**

Signature

Printed Name

Title

CONCORD TOWNSHIP

RIGHT-OF-WAY EXCAVATION PERMIT  
INDEMINIFICATION AND HOLD HARMLESS  
AGREEMENT

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CONCORD TOWNSHIP BOARD OF TRUSTEES:

By: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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RIGHT-OF-WAY EXCAVATION PERMIT  
RULES AND REGULATIONS

- 1. PERMIT REQUIRED:** A right-of-way excavation permit is required when placing, extending, or repairing any pipes, cables, wires, roadway structure or appurtenances, or for any other purposes requiring the use of or connection to a Township road right-of-way. (U.S. Postal Maintenance approved mailboxes on breakaway posts are exempted from permit requirements). Failure to obtain a permit may result in the imposition of a fine equal to the permit and inspection fees (listed below) that would have been charged had the work been properly permitted and inspected. Further penalties may also apply, including the opening of the construction site for inspection and/or prosecution under Ohio Revised Code §5571.99.
- 2. LIABILITY:** The issuance of a permit does not relieve the permit holder and its contractor from any liability, and the permit holder shall at all times indemnify and save harmless Concord Township and its employees and officials against all claims from injury or damage to persons and property that may be asserted by any firm, person or corporation arising out of the use and occupancy of any part of the road and/or road right-of-way. The attached indemnification agreement must be completed and submitted with permit application.
- 3. PERMIT PLANS:** Whenever excavation is to be performed within the right-of-way, all permit requests shall be accompanied by a plan of suitable size and clarity to show the nature of the work to be performed. Such plan shall show all existing utilities and topographic features, existing right-of-way and adjacent property lines. The utilities shall be shown on the plans as to horizontal and vertical alignment based on a diligent search of records. All conflicts with any utility facility shall be resolved to the satisfaction of the utility owner. Trench data is to include length, width and depth dimensions and indicate fill material to be used. Method of closure must also be shown. (Please request a copy of current filling and closing materials and procedures). Indicate if excavation is in pavement, sidewalk, driveway or grass areas. Make notation if a trench, push, bore or tunnel method is involved. Proposed work should be highlighted for easy identification. **NOTE: Concord Township discourages the practice of enclosing natural or man-made swales and ditches with storm pipe in the Township. In most cases, permits will not be granted for such excavation work.**
- 4. ROAD CLOSURE:** Whenever the full closure of a road is needed, the permit holder or its contractor shall provide the Concord Township with a set of plans showing the proposed traffic control signs, detour route maps, notes, etc. Upon approval of plans, contractor must notify Concord Township and the Concord Township Fire Department five (5) working days prior to actual closure of road.
- 5. RESTORATION:** Whenever any party is issued a permit to excavate in any roadway or right-of-way of any road or public way, such party causing such excavation shall restore the same in such a manner and by the time as required by Concord Township. All road and driveway repairs shall conform to any required township or county standards and specifications. Permanent repairs to any road, open-cut for the purpose of installing, extending or repairing any pipe, utility, wire, cable, conduit or any other repair shall be made in accordance with current specifications and conditions approved by Concord Township.
- 6. EMERGENCY REPAIRS:** When any public agency, private utility company or contractor must excavate within the roadway to make emergency repairs for the safety and convenience of the public, the same shall request a permit the following working day. All permanent repairs shall conform to these regulations.



7. **INSPECTION:** Personnel of Concord Township, or its designee, shall perform inspections and approve acceptance of work performed under these permits. It is the permit holder's responsibility to request inspections. If, in the opinion of Concord Township, additional inspections are needed due to the size or nature of the work, the contractor shall place on deposit funds necessary to pay for said inspections. If a deposit is required, the amount will be negotiated with the contractor.
8. **TRAFFIC CONTROL:** If traffic control devices are required, all such devices shall be furnished, erected, maintained and removed by the contractor in accordance with the Ohio Uniform Manual of Traffic Control Devices with current revisions. Copies are available at the Ohio Department of Transportation, 25 S. Front Street, Columbus; or ODOT District 6, Delaware, Ohio.
9. **NEW PAVEMENT OR REPAVEMENT:** No permit will be granted to open-cut new pavement or repavement of a road, except for the purpose of emergency repairs, until after three years from the completion of such new pavement or repavement. When any emergency repairs are necessary, such repairs shall be made in accordance with any conditions or requirements of these regulations and Concord Township.
10. **FEES:** A permit fee of **\$50.00** shall be charged (ORC §5571.16). In addition, plan review and inspection fees will be charged for all new work. See Application for fee schedule. No permit or fee is required if work involves only the installation of U.S. Postal Maintenance approved mailboxes on breakaway posts. If full stand-by inspection is requested by the contractor, a fee will be negotiated which must be deposited with Concord Township prior to commencement of work.
11. **CONSTRUCTION BOND:** In addition to permit fees, plans review fees, and inspection fees, a bond shall be required for the following: open-cutting of pavement; work in right of way outside of paved area; installation of culvert pipes. No bond shall be required for replacement of existing driveway culvert pipe so long as the replacement is the same diameter and alignment as the existing culvert pipe (application and permit still required).  
**No bond shall be refunded if the construction does not meet the required standards, is in violation of these regulations, or is not carried out according to the application and approved permit. Bond will be refunded if work is corrected within 30 days of initial inspection and the correction meets the standards and regulations. It is the applicant's responsibility to request both the inspection fee and refund of bond.**
12. **MATERIALS TO BE USED:** All materials to be used shall be listed on the application for excavation in the right-of-way and shall be approved by Concord Township, or its designee.
13. **SUBSTANDARD OR INCOMPLETE WORK:** Substandard or incomplete construction or restoration will result forfeiture of bond in the amount required for Concord Township to complete, repair or restore the excavation at a rate of **\$50.00** per hour plus materials. Severe nonconformance with these standards may result in the issuance of a stop work order by the Zoning Officer.