

Held \_\_\_\_\_ Tuesday, April 14, \_\_\_\_\_ 20 15

The meeting was called to order at 6:30pm by Chairman Andy Bushman with Trustees Jim McCaskey and Irene McMullen and Fiscal Officer Judy Toth present. The Trustees signed warrants 13049-13091 dated 4/14/15 totaling \$79,929.86, EFT vouchers 156-166 for the 4/10/15 biweekly payroll in the amount of \$11,189.09, and warrant 1203 dated 4/14/15 in the amount of \$13,421.91 to transfer EMS collections from the lockbox.

MINUTES

Jim McCaskey moved and Irene McMullen seconded to approve the March 24, 2015 minutes, as written, with a unanimous vote. Motion carried.

SHERIFF CONTRACT REPORT/DEPUTY STEVE SAVOR

Deputy Steve Savor has been reassigned to Munson Township. He reported that he has been patrolling Fowlers Mill Road. Mr. Bushman reminded him that ATV activity and noise issues will begin soon. The Board asked him to concentrate on the school zones.

PRESENTATION/COUNTY AUDITOR FRANK GLIHA

County Auditor Frank Gliha presented the Township with a framed drawing of the Munson Township Town Hall and Fire Station Building. Each year local artist Bob Kolcum is commissioned to draw a local landmark for the cover of the Geauga County Comprehensive Annual Financial Report. The artwork presented to the Trustees was used for the cover for financial year ending December 31, 2013 for which Geauga County received a Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting and the Ohio Auditor of State Award with Distinction. The Trustees were pleased to accept the donation and pictures were taken to commemorate the occasion.

FIRE DEPARTMENT REPORT/FIRE CHIEF MARK LYNN

Accident Update – Two of the three firemen involved in the accident have returned to duty. The ladder truck was shipped to the manufacturer today for an evaluation. The Chief will wait to see what reimbursement the insurance company offers before exploring options. ISO Rating – An additional seminar on ISO will be offered at the Ohio Fire Chief's Association Conference in July. He requested \$395 to attend the conference and an additional \$75 for the seminar. There would be a cost for ISO to review the rating. Currently the township has a rating of 6, but this may only be for homes within a five mile radius of the fire station. The ISO guidelines have become less clear in the past few years. Automatic mutual aid may be factored in; however, the Chardon ladder truck is rated for commercial buildings only. The Chief will continue to gather information before contacting ISO. New Fire Engine – The Trustees were emailed pictures of the new compartments. The radios will be installed next week and the undercoating will be done in May. Old Engine – The springs are broken and will need some repairs. The Chief hoped to sell the vehicle within the next nine months.

WORKSHOP FOR FIRE BUDGET

The fire department budget was emailed to the Trustees prior to the meeting.

Jim McCaskey moved and Irene McMullen seconded to hold a workshop with the Munson Township Fire Department on Thursday, April 23, 2015 at 6:30pm at the town hall for the fire budget and other regular business, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to encumber up to \$500 for travel and meeting expense for the Ohio Fire Chief's Conference and ISO seminar, with a unanimous vote. Motion carried.

ROAD REPORT/ROAD SUPERINTENDENT JIM TEICHMAN

Superintendent Teichman requested \$1,885.60 for 112 feet of 15 inch concrete pipe to replace two cross culverts on Heath Road and \$420 for four half headwalls. Chester Township will share the expense as part of the joint project by providing the material and labor for the backfill and asphalt.

Jim McCaskey moved and Irene McMullen seconded to encumber \$1885.60 to Rinker Materials for concrete pipe for Heath Road and \$420 to McGill Septic for headwalls, with a unanimous vote. Motion carried.

Mr. Teichman requested funds to attend the Snow and Ice Conference in May with one other road department employee at a cost of \$35 per person.

Jim McCaskey moved and Irene McMullen seconded to reimburse expenses for 2 persons to attend the snow and ice conference up to \$35 per person, with a unanimous vote. Motion carried.

PARK REPORT/CLAUDIA TOTH

Claudia Toth asked the Trustees to approve the park checklist form to allow the Park Board members to get started on routine park checks. Mrs. McMullen asked how the Park Board planned to communicate problems. Mrs. Toth told her that there was a place on the form for



Held \_\_\_\_\_ Tuesday, April 14, \_\_\_\_\_ 20 \_\_\_\_\_ 15 \_\_\_\_\_

#### PARK REPORT (continued)

the Park Board to make recommendations. She advised that there were dead limbs at the Munson Township Park that should be removed as soon as possible. The road superintendent suggested that \$750 be encumbered to Veneer Tree Service.

Jim McCaskey moved and Irene McMullen seconded to authorize up to \$750 for tree trimming services in the parks, with a unanimous vote. Motion carried.

Bird droppings are still a problem in the pavilions. The parking lot at the Munson Township Park also needs to be addressed for more efficient use of the parking area. The Board discussed seal coating for the gravel and a row of stop blocks down the middle. Shane Hajjar from the county engineer's office suggested a rope strung between two steel posts. This has been used with some success at other parks.

#### RUBBISH PICKUP

Andy Bushman signed the contract agreements for refuse pickup at the township hall and parks.

#### BEE/WASP PREVENTION

Mr. Teichman submitted a proposal from William Horvath to spray for bees and wasps.

Jim McCaskey moved and Irene McMullen seconded to approve the proposal from William Horvath for bee/wasp prevention at the township parks and maintenance buildings not to exceed \$450, as presented, with a unanimous vote. Motion carried.

#### RESOLUTION 2015-13/G-TV PROGRAMMING CONTRACT

Resolution 2015-13 was made by Jim McCaskey and seconded by Irene McMullen to approve the contract with Geauga Local Access Cable Corporation [G-TV] for local programming, with a unanimous vote. Motion carried.

#### ROAD PROJECTS

Shane Hajjar from the Geauga County Engineer's Office was present to receive the approval documents for 2015 road projects.

#### RESOLUTION 2015-14/ISSUE 2/JOINT HEATH ROAD IMPROVEMENT

Resolution 2015-14 was made by Jim McCaskey and seconded by Irene McMullen to accept the county engineer's specifications and to proceed with the improvement of the entire lengths of Sections C and D of Heath Road, a joint project with Chester Township, for bid opening on May 12, 2015, with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.]

The estimated cost for the project is \$450,000. The Issue 2 grant is for \$200,000 with the balance of the cost to be shared equally by Munson and Chester Townships. Mr. Hajjar said that the bids have been coming in at 8-10 percent below the estimates. The engineer's office will provide an inspector to be on site as needed for the duration of the project. The contract cannot be awarded until after July 1<sup>st</sup>.

#### RESOLUTION 2015-15/ORDER ASPHALT RESURFACING VARIOUS ROADS

Resolution 2015-15 was made by Irene McMullen and seconded by Jim McCaskey to accept the county engineer's specifications and to proceed with the asphalt resurfacing of the entire lengths of Beechnut Lane and Waterfowl Lane, for bid opening on April 28, 2015, with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.]

The Trustees signed the resolutions and the approval form for the specifications.

#### GUARDRAIL

The guardrail was installed on Fowlers Mill Road. Mr. Hajjar asked if the county was notified about the installation date as they wanted to be present when the posts were mounted to the box. Mr. Teichman assured him that the engineer's office was notified.

#### RESOLUTION 2015-16/INTERFUND TRANSFER

Resolution 2015-16 was made by Jim McCaskey and seconded by Irene McMullen for an interfund transfer in the amount of \$664.02, to transfer the profits from the 2014 flea markets from the General Fund to the Scholarship Fund, to be used for 2015 scholarship awards, with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.] Information will be added to the flea market reservation form to let applicants know how the proceeds will be used. Fiscal Officer's note: the additional funds will not need to be certified as there is a sufficient balance in the appropriated line item.

#### RESOLUTION 2015-17/FIRE CONTRACT ADDENDUM

Resolution 2015-17 was made by Jim McCaskey and seconded by Irene McMullen for an addendum to Article 14 Compensation for Services for fire contract payments in the amount of \$109,025 per month from April 1, 2014 to May 31, 2015, payable on or before the last day of the month, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]



## RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held \_\_\_\_\_ Tuesday, April 14, \_\_\_\_\_ 20 15

HDAC MEETING

Jim McCaskey attended the Health District Advisory Council meeting on March 24th. Health Commissioner Bob Weisdack discussed the new septic rules. By 2017 the Health Department must hire a "Health Educator". Yearly assessments based on the township's budget were eliminated when the levies were passed. However, state mandates have stretched the Health District's budget to the point that they may need to begin assessing the townships again. The township received a letter from the Health Department regarding discharge into the township road right-of-way. New regulations require that permission be granted for offsite discharge from whoever owns the road. Mr. McCaskey advised that the other townships have already granted the Health District this authority. The Trustees will address this at the next meeting.

FIRE STATION DRIVEWAY AND CONCRETE APRONS

The Trustees addressed repairs to the fire department driveway and concrete apron. Mr. McCaskey wanted to replace the aprons as soon as possible. Mr. Bushman suggested that a plan be prepared before proceeding with any portion of the project. The Trustees agreed to submit ideas to the Chairman to be discussed at the fire department workshop regarding number of parking spaces, layout, and drainage. A civil engineer will be required to draw up the plans.

LANDSCAPE PLAN

Mr. McCaskey will have a landscape proposal for the town hall for the first meeting in May.

MATERIALS CONTRACTS

The Trustees signed contracts for road materials, virgin asphalt concrete, and catch basins and headwalls.

RENTAL FORMS

The Trustees discussed the town hall and pavilion rental forms and regulations. Mrs. McMullen shared assistant prosecutor Susan Wieland's suggestions. Mr. Bushman will have a revised draft for the next meeting.

OUTSIDE MEETINGS

Mr. McCaskey attended the Health District Advisory Council meeting on March 24<sup>th</sup>. Mr. Bushman attended the Geauga Safety Council meeting. Mrs. Toth attended the Ohio Auditor's Local Government Officials Conference in Columbus April 1-2.

COMMUNITY ROOM RENTALS

Jim McCaskey moved and Irene McMullen seconded to rent the community room to the Munson Fit Club (Scarvelli) April 2, 8, 21, 29, 2015 from 5:45-7pm, approx. 20, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent the community room for a Graduation Party (Casey) on May 17, 2015, from 10am-6pm, approx. 75, for a \$125 rental fee and \$250 security deposit, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent the community room for a Baby Shower (Paterson) on May 23, 2015, from 11am-5pm, approx. 35-40, for a \$125 rental fee and \$50 security deposit, with a unanimous vote. Motion carried. (Request was previously approved for May 30<sup>th</sup>.)

Jim McCaskey moved and Irene McMullen seconded to rent the community room for a Baby Shower (Fedorko) on May 30, 2015, from 10am-7pm, approx. 50, for a \$125 rental fee and \$50 security deposit, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent the community room for a Graduation Party (Czerr) on June 7, 2015, all day, approx. 70, for a \$125 rental fee and \$50 security deposit, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent the community room for a Bridal Shower (Peschke) on August 2, 2015, at 11am, approx. 60, for a \$125 rental fee and \$50 security deposit, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent the community room for an 80<sup>th</sup> Birthday Party (Fry) on September 12, 2015, from noon-11pm, approx. 40, for a \$125 rental fee and \$250 security deposit, with a unanimous vote. Motion carried.

MEETING ROOM RENTALS

Let the record reflect the meeting room was rented for a Landscape Meeting (McCaskey) on March 30, 2015 at 7:30am, approx. 10, for a \$25 fee and \$50 security deposit. [Previously approved-date changed.]

Jim McCaskey moved and Irene McMullen seconded to rent the meeting room to the Chardon Toastmasters (Patterson) April 2, 9, 23, 30, and May 7, 21, 28, 2015, at 6:30pm, approx. 20, and to waive the fees, with a unanimous vote. Motion carried.



DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

Tuesday, April 14,

2015

PAVILION RENTALS

Jim McCaskey moved and Irene McMullen seconded to rent the Emmons Pavilion for a Birthday Party (Wolfe) May 23, 2015, from 11am-7pm, approx. 25, for a \$25 rental fee and \$25 security deposit, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent the Emmons Pavilion for a Graduation Party (Storey) June 6, 2015, from 10am-8pm, approx. 200, for a \$25 rental fee and \$25 security deposit, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent the Emmons Pavilion for a Graduation Party (Pastor) July 11, 2015, at 3pm, approx. 50-70, for a \$50 rental fee (non-resident) and \$25 security deposit, with a unanimous vote. Motion carried.

TOWNSHIP GROUNDS LEASE

Jim McCaskey moved and Irene McMullen seconded to lease the corner southeast grass area along Sherman Road to the VeloSano/Cleveland Clinic (Peters) to be used for a rest stop for a cycling event on July 18 & 19, 2015 from 8:30am-4pm, certificate of insurance attached, with a unanimous vote. Motion carried.

TOWNSHIP FOOTBALL/SOCCER FIELD LEASE

Jim McCaskey moved and Irene McMullen seconded to lease the township football/soccer field to the YMCA of Greater Cleveland-Geauga Branch (Lashley) from April 27 through June 28, 2015, Tuesdays from 4:45-8:15pm, certificate of insurance attached, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET


Jim McCaskey moved and Irene McMullen seconded to approve the encumbrance sheet for April 14, 2015, as written:

Other – Other Expenses (Parks)	Blanket to 12/31/2015	500.00
Geauga County Township Assoc.	Association Dues	160.00
Operating Supplies (Road & Bridge)	Super Blanket to 12/31/2015	31,700.00
American Express (CareWorksComp)	2016 Workers Comp Grp Rating	1,575.00
Travel & Meeting Expn – Fire Conf.	Blanket to 12/31/2015	400.00
Training Services (ISO Seminar)	Blanket to 12/31/2015	100.00
2015 Scholarships	Super Blanket to 12/31/2015	7,000.00
Rinker Materials	Pipe – Heath Road	1,885.60
McGill Septic	Headwalls – Heath Road	420.00
Veneer Tree Service	Tree Trimming – Parks	750.00
William Horvath	Bee/Wasp Removal	450.00


with a unanimous vote. Motion carried. The Board signed the encumbrance sheet.

MEETING ADJOURNED

Jim McCaskey moved and Irene McMullen seconded to adjourn the meeting at 8:34pm, with a unanimous vote. Motion carried.



Chairman



Fiscal Officer

**Resolution No. 2015-14**  
**RESOLUTION TO ORDER THE IMPROVEMENT OF SECTIONS C AND D**  
**OF HEATH ROAD, TR 105**  
Chester and Munson Township, Geauga County

**WHEREAS**, the Munson Township Board of Trustees, Geauga County, has determined by unanimous vote in Resolutions #2014-43 that the public convenience and welfare require the improvement of the entire lengths of Sections C and D of Heath Road (TR 105) and authorized the Geauga County Engineer to prepare engineering plans in accordance with Section 5573.01 of the Ohio Revised Code; and

**WHEREAS**, the Geauga County Engineer has completed the plans, profiles, cross sections, estimates, and specifications for the improvement of the entire lengths of Sections C and D of Heath Road (TR 105) in Chester and Munson Townships, and has filed the specifications with the Board; and

**WHEREAS**, the Munson Township Board of Trustees has reviewed the plans, profiles, cross sections, estimates, and specifications and finds them acceptable; and

**WHEREAS**, Ohio Public Works Commission grant funding has been secured for this project and the cost of such improvement will not be excessive in view of the public utility thereof, and;

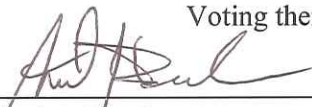
**WHEREAS**, the Munson Township Board of Trustees is satisfied that the public convenience and welfare require the proposed improvement of the entire lengths of Sections C and D of Heath Road (TR 105).


**NOW THEREFORE, BE IT RESOLVED** that the Munson Township Board of Trustees in accordance with Section 5573.06 of the Ohio Revised Code hereby orders that such improvement proceed.

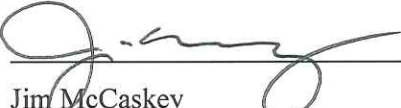
**BE IT FURTHER RESOLVED** that the Munson Township Board of Trustees hereby adopts the surveys, plans, profiles, cross sections, estimates, and specifications for such improvement, the costs of which shall be paid from local funding sources in accordance with Section 5573.07 of the Ohio Revised Code.

**BE IT FURTHER RESOLVED** that the Fiscal Officer of the Munson Township Board of Trustees is hereby ordered to let this project for bids in accordance with Section 5575.02 of the Revised Code. The bids shall be let upon a unit price basis. Bids shall be received by Judy Toth, Fiscal Officer, until 3:00 P.M. official local time on May 12, 2015. Bids received will be publicly opened and read aloud at 6:45 P.M. the same day.

**BE IT FURTHER RESOLVED** that the Fiscal Officer of the Munson Township Board of Trustees is hereby instructed to transmit a certified copy of this resolution to the Geauga County Engineer.


Voting thereon:  
  
\_\_\_\_\_  
Andrew Bushman

Vote  
  
\_\_\_\_\_

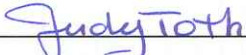
  
\_\_\_\_\_  
Jim McCaskey

  
\_\_\_\_\_

  
\_\_\_\_\_  
Irene H. McMullen

  
\_\_\_\_\_

I, Judy Toth, the Fiscal Officer of the Munson Township Board of Trustees certify that the foregoing is a true and correct copy of the acceptance of the resolution adopted at a legally convened Board meeting held on April 14, 2015.

  
\_\_\_\_\_  
Judy Toth, Fiscal Officer



Resolution No. 2015-15  
**RESOLUTION TO ORDER THE IMPROVEMENT OF VARIOUS ROADS**  
Munson Township, Geauga County

**WHEREAS**, the Munson Township Board of Trustees, Geauga County, has determined by unanimous vote in Resolutions #2014-51 that the public convenience and welfare require the improvement of the entire lengths of Beechnut Lane (TR 891) and Waterfowl Lane (TR 926) and authorized the Geauga County Engineer to prepare engineering plans in accordance with Section 5573.01 of the Ohio Revised Code; and

**WHEREAS**, the Geauga County Engineer has completed the plans, profiles, cross sections, estimates, and specifications for the improvement of the entire lengths of Beechnut Lane (TR 891) and Waterfowl Lane (TR 926) in Munson Township, and has filed the specifications with the Board; and

**WHEREAS**, the Munson Township Board of Trustees has reviewed the plans, profiles, cross sections, estimates, and specifications and finds them acceptable; and

**WHEREAS**, the cost of such improvement will not be excessive in view of the public utility thereof; and

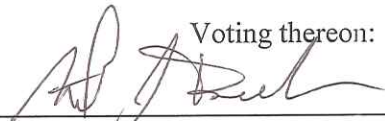
**WHEREAS**, the Munson Township Board of Trustees is satisfied that the public convenience and welfare require the proposed improvement of the entire lengths of Beechnut Lane (TR 891) and Waterfowl Lane (TR 926).

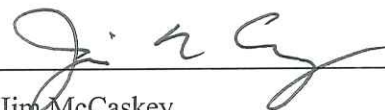
**NOW THEREFORE, BE IT RESOLVED** that the Munson Township Board of Trustees in accordance with Section 5573.06 of the Ohio Revised Code hereby orders that such improvement proceed.

**BE IT FURTHER RESOLVED** that the Munson Township Board of Trustees hereby adopts the surveys, plans, profiles, cross sections, estimates, and specifications for such improvement, the costs of which shall be paid from local funding sources in accordance with Section 5573.07 of the Ohio Revised Code.

**BE IT FURTHER RESOLVED** that the Fiscal Officer of the Munson Township Board of Trustees is hereby ordered to let this project for bids in accordance with Section 5575.02 of the Revised Code. The bids shall be let upon a unit price basis. Bids shall be received by Judy Toth, Fiscal Officer, until 3:00 P.M. official local time on April 28, 2015. Bids received will be publicly opened and read aloud at 6:50 P.M. the same day.

**BE IT FURTHER RESOLVED** that the Fiscal Officer of the Munson Township Board of Trustees is hereby instructed to transmit a certified copy of this resolution to the Geauga County Engineer.

  
\_\_\_\_\_  
Andrew Bushman

  
\_\_\_\_\_  
Jim McCaskey

  
\_\_\_\_\_  
Irene H. McMullen

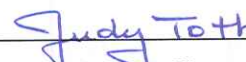
Vote

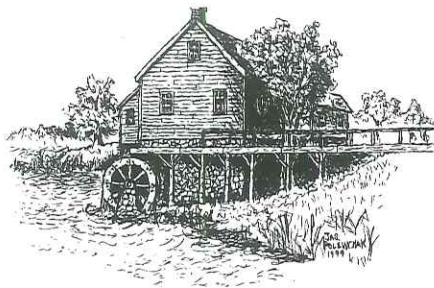


yes

yes

I, Judy Toth, the Fiscal Officer of the Munson Township Board of Trustees certify that the foregoing is a true and correct copy of the acceptance of the resolution adopted at a legally convened Board meeting held on April 14, 2015.

  
\_\_\_\_\_  
Judy Toth, Fiscal Officer



# Munson Township

12210 Auburn Road, Chardon OH 44024-9454  
Phone: (440) 286-9255 Fax: (440) 286-1180

## Resolution 2015- 16

Be it resolved by the Trustees of Munson Township, in a regular session on the 14th day of April, 2015, at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen, that Mr. McCaskey moved the adoption of the following resolution.

Whereas, the 2014 February and September flea markets netted a combined profit of \$664.02;

And, whereas, the Munson Township Park Board made a recommendation to the Board of Township Trustees that these funds be used for 2015 scholarships;

Therefore be it resolved by the Munson Township Board of Township Trustees that an interfund transfer from the General Fund to the Scholarship Fund in the amount of \$664.02 be approved as follows:

In the General Fund, a within fund transfer as follows:

664.02	from 1000-610-420-0000	Operating Supplies
	to 1000-910-910-0000	Transfers - Out

From the General Fund to the Scholarship Fund

664.02	from 1000-910-910-0000	Transfers - Out
	to 9751-931-0000	Transfers - In [Revenue Account]

And, that \$644.02 be placed in the following line item in the Scholarship Fund

9751-990-990-0000	Other - Other Financing Uses
-------------------	------------------------------

Mrs. McMullen seconded the motion and the roll being called resulted as follows: voting

Andrew J. Bushman, yes  
Andrew J. Bushman

James J. McCaskey, yes  
James J. McCaskey

Irene H. McMullen, yes  
Irene H. McMullen

Attest: Judith Toth, April 14, 2015  
Judith Toth, Fiscal Officer