

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, April 24, 2018

Chairman Andy Bushman called the meeting to order at 6:30pm, with Trustees Jim McCaskey and Irene McMullen and Fiscal Officer Judy Toth present. Mr. Bushman led the Pledge of Allegiance. The Board signed warrants 15681-15707 dated 4/24, 4/25, and 4/30/18 totaling \$142,453.37 [warrants 15706 & 15707 were printed and signed at the end of the meeting], EFT Vouchers 141-149 for the 4/20/18 bi-weekly payroll totaling \$10,260.88, EFT Vouchers 154-158 for the 4/30/18 monthly payroll totaling \$7,578.85, and warrant 1276 dated 4/24/18 for \$4,841.30 to transfer EMS collections from the lockbox.

CEMETERY DEEDS

The Board signed deeds to Andrew L and Renee M Villnave for Lot 344 Grave 9 in Fowlers Mill II Cemetery and to John A and Bonnie L Borries for Lot 339 Grave 11 in Maple Hill III Cemetery.

MINUTES

Irene McMullen moved and Jim McCaskey seconded to approve the March 27, 2018 minutes, as amended, with a unanimous vote. Motion carried.

Irene McMullen moved and Jim McCaskey seconded to approve the April 10, 2018 minutes, with a unanimous vote. Motion carried.

Irene McMullen moved and Jim McCaskey seconded to approve the April 15, 2018 minutes, as corrected, with a unanimous vote. Motion carried.

FIRE DEPARTMENT

Fire and EMS Administrator Mark Lynn distributed a pie chart of 2017 fire and EMS calls and compared the total number of runs for 2015 through 2017. Runs have declined somewhat this year compared to 2017, as the departments no longer go on automatic mutual aid.

Acting Fire Chief Mike Vatty had two quotes for spray foam insulation for the fire department ceiling and recommended the lower quote from Grand River Insulation \$24,150. It will be more cost effective to insulate the fire station bay ceiling before the exhaust system is installed, which is scheduled June 1 in order to meet the grant deadline. Both insulation companies are available to do the work in May. Mr. McCaskey wanted an opportunity to compare the quotes. The Board will look at funding and make a decision at the May 8 meeting. Mr. Vatty reported that the fire department received a grant for three ipads for EMS reporting. Provision was made to pick up the equipment in Columbus.

RESOLUTION 2018-16/RESOLUTION TO ORDER ASPHALT RESURFACING OF VARIOUS ROADS

Resolution 2018-16 was made by Jim McCaskey and seconded by Irene McMullen to order the asphalt resurfacing of Walnut Trace, TR 580, Westridge Circle, TR 581, Eastridge, TR 582, and Stephens Way, bids to be received until 3pm on May 18, 2018, and opened at 3:05pm, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.] The Trustees signed the resolution and the cover page for the plans. Shane Hajjar accepted the documents for the county engineer. He answered questions about Ohio Public Works projects and advised that Newbury Township will be responsible for their section of Walnut Trace, approximately \$25,000 of the total cost. After they execute the agreement, Munson Township will receive a copy.

ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

Mr. Teichman requested \$100 for lunch for the workers during rubbish day.

Irene McMullen moved and Jim McCaskey seconded to approve \$100 for lunch for the employees for clean-up day, with a unanimous vote. Motion carried.

Teichman submitted two quotes for a new Moritz trailer. He recommended the lower of the two quotes and asked to sell the old trailer. Because it is valued under \$2,500, it can be sold outright.

Irene McMullen moved and Jim McCaskey seconded to approve a Moritz equipment trailer for \$7,430 from Bennett Trailer Sales, with a unanimous vote. Motion carried.

Irene McMullen moved and Jim McCaskey seconded to sell the oldest trailer for the best offer, with a unanimous vote. Motion carried.

Mr. Teichman had a preliminary estimate of \$11,552 for a trench box, a necessary safety device for working below three feet. He asked to send two employees to a seminar in Garfield Heights on pavement surface rating. Expenses will be \$30 per person and mileage.

Irene McMullen moved and Jim McCaskey seconded to approve two road department employees to attend the LTAP pavement-rating seminar on July 31, the Township to pay \$30 registration per employee and to reimburse mileage, with a unanimous vote. Motion carried.

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Held Tuesday, April 24, 20 18

ROAD REPORT (continued)

Mr. Teichman is pricing a hood for Building 2. He reported the Township lost a new saw – the casing cracked when it lodged in a falling tree. He will get estimates for its repair or replacement. The insurance company approved a \$4,200 estimate to replace the stolen radios, less the \$250 deductible. In conjunction with the Department on Aging, to date the road department picked up rubbish from sixty-eight seniors for clean-up day.

NOPEC GRANT/TOWN HALL LIGHTING

The Township has approximately \$19,000 in grant funds, for 2018, available through NOPEC for energy related projects.

The Trustees reviewed a proposal from Willowleaf Studios for a double face sign for the Sherman Road main entrance to the town hall and a proposal for lighting for the sign from Electolite. The county engineer will stake the right-of-way. Mrs. McMullen contacted NOPEC and received approval to use the funds for the sign and lighting.

Irene McMullen moved and Jim McCaskey seconded to authorize NOPEC to pay Willowleaf Studios \$4,855 for a new sign for the entrance of the Munson Town Hall out of the Munson Township NOPEC grant, with a unanimous vote. Motion carried.

Irene McMullen moved and Jim McCaskey seconded that NOPEC pay \$1,665 for lighting of the sign in accord with Electolite's estimate of February 18, 2018 out of Munson Township's allocation for the NOPEC grant, with a unanimous vote. Motion carried.

The Board approved three additional proposals from Electolite for LED lighting for the side and rear of the fire station building.

Irene McMullen moved and Jim McCaskey seconded that Munson Township authorize NOPEC to pay out of the money \$4,210 to Electolite for proposal 56460, with a unanimous vote. Motion carried.

Irene McMullen moved and Jim McCaskey seconded to approve NOPEC paying proposals 56463 and 56465 to Electolite from the Munson Township grant \$2,820.00 and \$1,365.00, with a unanimous vote. Motion carried.

RESOLUTION 2018-17/ODNR NATUREWORKS GRANT FOR PARK TRAILS

Resolution 2018-17 was made by Irene McMullen and seconded by Jim McCaskey to authorize Irene McMullen to prepare and file an application with the Ohio Department of Natural Resources for a NatureWorks reimbursement grant for Scenic River trails, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.] Mr. Bushman asked to see a copy of the application before it was submitted.

COMMUNITY DAY

The Board will need to select a location for the Community Day picnic. Geauga Safe Communities requested a table at the picnic to pass out information. Mr. McCaskey asked for time to consider their request.

DRONES

Mrs. McMullen has not been able to find any information in the State of Ohio for regulating drones. Mr. McCaskey said he would also look into it.

MEMORIAL DAY SPEAKER

Retiring Judge Forrest Burt has agreed to speak at the Munson Township Memorial Day service.

RESOLUTION 2018-15/FUND CERTIFICATION AND TRANSFER

Resolution 2018-15 was made by Jim McCaskey and seconded by Irene McMullen to request the Budget Commission to certify an additional \$10,000 received from the Cleveland Foundation for the purpose of constructing dugouts at the Munson Township Park, and to place it in the General Fund in the permanent appropriation, and for within fund transfers in the General and Road and Bridge Funds, with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.]

TOWNSHIP PARK RESTROOM

The Board discussed vandalism in the girls' restroom at the Munson Township Park. The water was shut off until it could be repaired. The Board will follow up.

VATTY TREE SERVICE DONATION

Mr. Teichman asked the Board to acknowledge Craig Vatty of Vatty Tree Service, who removed a tree next to the new dugouts at no cost to the Township.

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MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, April 24, 2018RECYCLING CENTER

The Sheriff received a complaint that the company that services the dumpsters emptied the bins at 5:30am. Mr. McCaskey will follow up. So far, he had not able to set up a time to review the proposed park location with resident Tom Norton. Mrs. McMullen advised that Aaron Koehler, who lives in close proximity to the recycling area, was also willing to meet with him. Mr. McCaskey discussed a recent Rotary meeting, during which a representative from Waste Management spoke about recycling. Approximately 25 per cent of the items placed in the bins are not recyclable and must be taken to the landfill. Plastic bags are an issue with the machinery, and should no longer be recycled in the bins or used to bag the recycled items. Styrofoam and dirty items are contaminants. The Board discussed how to get this information out to the public.

OLD BUSINESS

The Trustees touched base on the outstanding invoices for Fowlers Mill culverts, road department evaluations, and landscaping.

PRAISE FOR FIRE DEPARTMENT

Mr. McCaskey passed on the praise that he received for the members of the Munson Fire Department, who remained at the scene of an incident involving a telephone pole in Newbury Township, for the duration of the incident.

OUTSIDE MEETINGS

Jim McCaskey attended the Health District Advisory Council meeting on March 27. The county needs to pass the levy that will be on the November ballot. Geauga is the only county that does not assess townships for health services. Mrs. McMullen and Mrs. Toth attended the Geauga County Township Association meeting on April 11.

COMMUNITY ROOM RENTALS

Irene McMullen moved and Andy Bushman seconded to rent the community room for a Leadership Geauga Youth Day meeting (Miller) on May 3, 2018 from 7:30am-4pm, for approx. 50 persons, and to waive the fees. Roll call vote: Mrs. McMullen, yes; Mr. McCaskey, yes; Mr. Bushman, abstain. Motion carried.

Irene McMullen moved and Andy Bushman seconded to rent the community room to the Munson Community Dancers (Jennings) on May 3, 10, 24, 31, and June 7, 14, 21, 28, 2018, from 4:30-7:30pm, for approx. 12 persons, and to waive the fees, with a unanimous vote. Motion carried.

Irene McMullen moved and Andy Bushman seconded to rent the community room for CYO Cheerleading (Chabot) on August 2, 9, 16, 23, 30 and September 6, 13, 18, 27, 2018 from 6-8pm, for approx. 20 persons, and to waive the fees, with a unanimous vote. Motion carried.

Irene McMullen moved and Andy Bushman seconded to rent the community room for a PEO fundraiser for Scholarship (Penttila) on August 12, 2018 from 8am-4:30pm, for approx. 80 persons, and to waive the fees, with a unanimous vote. Motion carried.

Irene McMullen moved and Andy Bushman seconded to rent the community room for CYO Cheerleading (Chabot) on October 2, 11, 18, 2018 from 6-8pm, for approximately 20 persons, and to waive the fees, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET

Irene McMullen moved and Jim Andy Bushman seconded to approve the encumbrance sheet for April 24, 2018, as follows:

Other – Dues and Fees	Blanket – General Fund Admin.	500.00
Coljohn Masonry LLC	Park Dugouts	10,000.00
Workers Compensation	Blanket	5,000.00
Machinery, Equipment & Furn.	Blanket-General Fund Town Hall	48.49
P. Ianiro's Lawn & Garden Inc.	Ball Field Preparation	7,500.00
Repairs and Maintenance	Blanket – Cemetery Fund	5,000.00
Bennett Trailer	Moritz Trailer	7,430.00

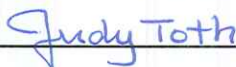
with a unanimous vote. Motion carried.

Mrs. Toth briefly left the meeting to process two warrants for the Board to sign.

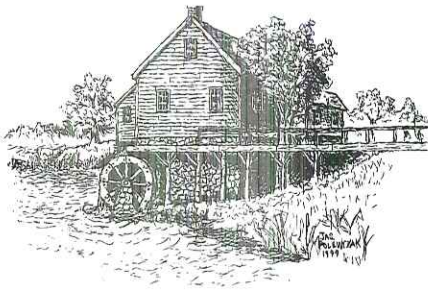
MEETING ADJOURNED - Irene McMullen moved and Andy Bushman seconded to adjourn the meeting at 8:03pm, with a unanimous vote. Motion carried.



Chairman



Fiscal Officer



Munson Township

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

Resolution 2018-15

Be it resolved by the Trustees of Munson Township, in a regular session on the 24th day of April, 2018, 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, that the 2018 Budget and Permanent Appropriation be amended as follows:

Revenues to be Certified and Placed in Appropriations

To request the Budget Commission to certify an additional \$10,000 in the General Fund, received from the Cleveland Foundation for the purpose of constructing dugouts at the Munson Township Park, 12641 Bass Lake Road, and to place the additional funds in the following line item in the Permanent Appropriation:

1000-760-730-0611 Improvement of Sites – Park Dugouts 10,000.00

Transfers Within Funds

In the General Fund, a within fund transfer totaling \$48.49 as follows:

48.49 to 1000-760-740-0120 Machinery, Equipment and Furniture – Town Hall
from 1000-760-740-0110 Machinery, Equipment and Furniture – Admin.

In the Road and Bridge Fund, a within fund transfer totaling \$3,500.00 as follows:

2,000.00 to 2031-330-329-0000 Other – Property Services ^{2,000.00}
from 2031-330-420-0000 ~~Repairs and Maintenance~~ ^{1,500.00} Road Materials ^{gjs} ^{stjmc}

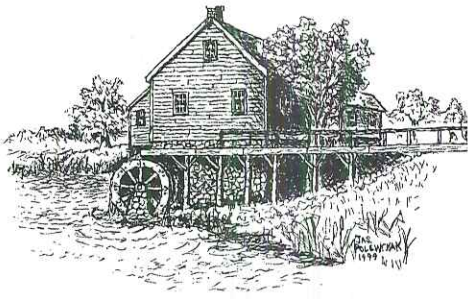
Mrs. McMullen seconded the motion and the roll being called resulted as follows: voting

, fb
Andrew J. Bushman

, yes
James J. McCaskey

, yes
Irene H. McMullen

Attest: Judith Toth, April 24, 2018
Judith Toth, Fiscal Officer



MUNSON TOWNSHIP
Resolution 2018-17
Authorization to Participate in the
NatureWorks Grant Program

WHEREAS, the State of Ohio through the Ohio Department of Natural Resources, administers financial assistance for public recreation purposes, through the State of Ohio NatureWorks grant program; and

WHEREAS, Munson Township desires financial assistance under the NatureWorks Grant Program,

NOW, THEREFORE, BE IT RESOLVED, by Munson Township

That the Board of Trustees of Munson Township approves filing this application for financial assistance.

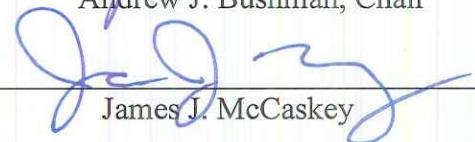
That Irene McMullen, Township Trustee, is hereby authorized and directed to execute and file an application with the Ohio Department of Natural Resources and to provide all information and documentation required to become eligible for possible funding assistance.

That Munson Township does agree to obligate the funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms of the **NatureWorks Grant Program**.

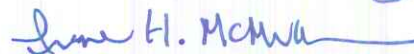
MUNSON TOWNSHIP TRUSTEES



Andrew J. Bushman, Chair



James J. McCaskey




Irene H. McMullen

Adopted this 24th day of April, 2018

REQUIRED CERTIFICATE OF RECORDING OFFICER

I, the undersigned, hereby certify, that the foregoing is a true and correct copy of a resolution adopted by the Board of Trustees of Munson Township held on the 24th day in the month of April, 2018, and that I am duly authorized to execute this certificate.



Judith L. Toth, Fiscal Officer

April 24, 2018

Resolution No. 2018-16

RESOLUTION TO ORDER
THE ASPHALT RESURFACING OF VARIOUS ROADS

Munson Township, Geauga County

WHEREAS, the Munson Township Board of Trustees (Board), Geauga County, has determined by unanimous vote in Resolution # **2017-52** that the public convenience and welfare require the improvements of Walnut Trace, TR 580, Westridge Circle, TR 581, Eastridge, TR 582, and Stephens Way, TR 1000, 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, and has filed the specifications with the Board; and

WHEREAS, the Board 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 Board is satisfied that the public convenience and welfare require the proposed improvement.

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

BE IT FURTHER RESOLVED that the Board 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 Board 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 18, 2018. Bids received will be publicly opened and read aloud at 3:05 P.M. the same day.

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

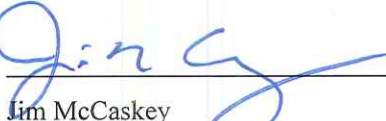
Voting thereon:



Andrew J. Bushman


Vote

Yes



Jim McCaskey

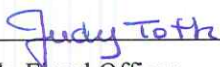
yes



Irene McMullen

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 24, 2018.



Judy Toth, Fiscal Officer