

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES SPECIAL & REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, August 14, 20 18

SPECIAL MEETING FOR ROAD DEPARTMENT INTERVIEWS

Chairman Andy Bushman called the special meeting to order at 6:02pm, with Trustees Jim McCaskey and Irene McMullen and Fiscal Officer Judy Toth present. Mr. Bushman led the Pledge of Allegiance.

EXECUTIVE SESSION/PERSONNEL

Jim McCaskey moved and Irene McMullen seconded to go into executive session at 6:02pm for personnel-consideration of the employment of a public employee, with a unanimous vote. Motion carried. The Board came out of executive session at 6:37pm, and closed the special meeting.

REGULAR MEETING

Chairman Andy Bushman called the meeting to order at 6:37pm, with Trustees Jim McCaskey and Irene McMullen and Fiscal Officer Judy Toth present. Mr. Bushman led the Pledge of Allegiance. The Board signed warrants 15967-15998 dated 8/14/18 totaling \$23,242.72; EFT Vouchers 294-300 for the 8/10/18 bi-weekly payroll totaling \$7,507.25, and warrant 1281 dated 8/14/18 for \$13,478.04 to transfer EMS collections from the lockbox. Warrants 15938-15966 dated 8/1/18 totaling \$15,460.32 were signed between meetings.

CEMETERY DEEDS

The Board signed deeds to Bruce W. Lester for Maple Hill III Cemetery, Lot 338, Grave 5; Barbara E. Grajzl, Maple Hill III, Lot 338, Grave 1; and Margit Grajzl, Maple Hill III Cemetery, Lot 338, Grave 2.

MINUTES

Irene McMullen moved and Jim McCaskey seconded to approve the minutes of July 24, 2018, with a unanimous vote. Motion carried.

PUBLIC COMMENT

The Partingtons expressed their enjoyment of the Community Day picnic and their hope that the tradition would continue, and thanked those who participated and made it happen. Chief Zwegat echoed their sentiments.

FIRE DEPARTMENT/FIRE CHIEF ALAN ZWEGAT

Chief Zwegat reported they have been busy implementing policies and making a capital needs analysis. It is time to dispose of a few vehicles and purchase a new squad. Engine 4033 has issues. A squad takes 6-9 months before delivery and an engine/tanker 8 months to one year. They are researching lease to purchase options. He recommended eliminating two squads and donating the heavy rescue vehicle to another community, as it was purchased with grant money. If needed, it would be available in another location. The Zodiac is too heavy to be useful; he recommended selling it and using the funds to purchase a smaller boat for local rescues.

SPECIAL MEETING FOR FIRE CONTRACT

Mr. Bushman asked for dates for a special meeting to discuss the fire contract and budget. Mrs. McMullen inquired when the draft of the fire contract would be ready and was told September 1.

Irene McMullen moved and Jim McCaskey seconded to hold a special meeting for regular business and other matters on Tuesday, September 18 at 6:30pm, with a unanimous vote. Motion carried.

ROAD REPORT/ROAD SUPERINTENDENT JIM TEICHMAN

Mr. Teichman had two quotes for a garage door opener. Irene McMullen moved and Jim McCaskey seconded to contract with Durham Door & Construction, Inc. for one garage door opener for an amount not to exceed \$1,100, with a unanimous vote. Motion carried. The invoice from First Energy for the repair to damaged cable on East Ridge Circle was forwarded to Dave Dillon, the Township's liaison. He gave Mr. Teichman a contact at the claims department, who is looking into the matter. Mr. Teichman had a quote from Northeastern Air Control for a furnace and air conditioning unit for the fire department, which included a ten-year warranty for parts. The Board asked for at least one additional quote and more information on the size of the unit proposed, for a decision at the next meeting. Mr. Teichman asked about parking lot repairs. Chip and seal will not hold up. Mr. Bushman did not want to proceed with repairs until the fire department drainage system was installed. Mr. McCaskey will get estimates for heat tape for the Township building. The Board reviewed a quote to spray for weeds on the baseball fields in the fall, and asked for two additional quotes.

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KIRCHNER PIPE

Mr. Bushman discussed drainage issues at the Kirchner property at 11520 Fowlers Mill Road. Ninety-nine percent of the pipe is located outside of the road right-of-way. Mr. McCaskey read the county engineer's recommendations. The Township will need a work agreement signed by the property owner before work can commence. The Board asked Mr. Teichman to contact Shane at the engineer's office to provide the location. McCaskey recommended that the work be done in September, and advised that the Board will act on the project when the work agreement is signed.

FERLIN DITCH/FOWLERS MILL ROAD

Resident Rich Ferlin asked the Board to restore the ditch that was removed from his property during the Fowlers Mill Road resurfacing project. The reconstruction has caused water issues for his and his neighbors' properties that did not exist before. He passed out a map that showed the original ditch and discussed the location of the high point and the direction of the water flow. He asked the Board to put the ditch back so that the water would flow in the right direction. Mr. Bushman will give the information to the county engineer and ask for his response in writing. Resident Deb Roche asked why it was such a hassle to put the ditch back. The mailboxes also remain unresolved. She has lost gravel and has flooding in her barn, which she never had before. Mrs. McMullen wanted the engineer's response in the event there was a better solution. McCaskey asked her to call him to view the problem the next time it occurred.

OPWC DISTRICT 7 BALLOT

The Trustees completed the ballot, selecting three pairs of candidates.

PHONE SYSTEM

The Trustees reviewed the quote for a combined phone system for the fire department and town hall. The Fire Department is seeking donations to offset the cost of installation, but will still have to buy the phones. They will have an answer by the 28th.

RECYCLING

Nearby residents were disturbed when a pickup was made at 6:30am, and Mr. McCaskey followed up on the complaint. He advised that Chardon City is considering bids for a single hauler that will provide curbside recycling. The issue does not have to go before the voters. Residents can opt out of the program or use the less expensive orange bag option, but cannot contract with another hauler. The Board will set up a presentation for an upcoming meeting. If this looks like a possible solution, the Board will schedule a public meeting.

RESOLUTION 2018-38/FUND TRANSFER

Resolution 2018-38 was made by Irene McMullen and seconded by Jim McCaskey for a within fund transfer in the General Fund and Road and Bridge Fund in the Permanent Appropriation, with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.]

RESOLUTION 2018-39/AMOUNTS AND RATES

Resolution 2018-39 was made by Jim McCaskey and seconded by Irene McMullen to accept the amounts and rates as set by the County Budget Commission, with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.]

BUDGET HEARING FOR 2019 BUDGET

Mrs. Toth attended the Budget Hearing at the County Auditor's office at 1:30pm. She reviewed the Budget Commission's recommendations.

FISCAL OFFICER'S REPORT

Irene McMullen moved and Jim McCaskey seconded to approve the Fiscal Officer's monthly report for July, with a unanimous vote. Motion carried.

COMMUNITY ROOM RENTALS

Let the record reflect ODOT held a public meeting in the community room on August 7, 2018 at 7pm regarding the proposed widening of the intersection at Route 322 and Auburn Road.

Irene McMullen moved and Jim McCaskey seconded to waive the fees, with a unanimous vote. Motion carried.

Irene McMullen moved and Jim McCaskey seconded to rent the community room to Geauga County CIC (Lane) for a Business Leaders Breakfast on September 27, 2018 from 7:30-10am, for approx. 40 persons, and to waive the fees. Roll call vote: Mr. Bushman, abstain (Board member); Mr. McCaskey, yes; Mrs. McMullen, yes. Motion carried.

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SOCCKER FIELD LEASE

Irene McMullen moved and Jim McCaskey seconded to lease the Soccer Fields at the Munson Township Park to the City of Chardon (Rodriquez) weekday evenings and Saturday mornings from August 6 through October 26, 2018, with a unanimous vote. Motion carried. A Certificate of Insurance was attached. Mr. Bushman noted that if they are charging a fee, the Township should get something back.

GROUNDS LEASE

Irene McMullen moved and Jim McCaskey seconded to lease the Munson Township Park grounds to Chardon Middle School (Snyder) for a Cross Country Meet September 4, 2018 at 4:15pm, with a unanimous vote. Motion carried. A certificate of insurance was attached.

TENNIS COURTS

Irene McMullen moved and Jim McCaskey seconded to lease the Munson Township Park tennis courts to Hilltopper Tennis LLC (Robertson) for Fall 2018, Monday, Wednesday, and Friday from 3-5pm beginning August 13 through October 10, 2018, with a unanimous vote. Motion carried. The Board discussed a \$5 per participant fee to go toward maintenance.

EXECUTIVE SESSION FOR PERSONNEL EMPLOYMENT

Irene McMullen moved and Jim McCaskey seconded to go into executive session at 8:01pm to discuss personnel employment, with a unanimous vote. Motion carried.

The Trustees came out of executive session and resumed the meeting at 9:10pm.

ENCUMBRANCE SHEET

Irene McMullen moved and Jim McCaskey seconded to approve the encumbrance sheet for August 14, 2018, as follows:

Blanket (General Fund-Admin.)	Other – Communications, Print. & Adv.	220.00
Blanket (Road & Bridge Fund)	Other – Communications, Print. & Adv.	155.00
Blanket (Road & Bridge)	Operating Supplies	46,721.28
Blanket (Road & Bridge)	Other – Dues and Fees	115.00
Blanket (Ambulance Fund)	Repairs	8,078.45
Blanket (General-Town Hall)	Other – Supplies and Materials	200.00
Blanket (General Fund)	Community Picnic	6,000.00

with a unanimous vote. Motion carried.

WARRANTS

The Board signed warrants 15999-16001 dated 8/15/18 totaling \$4,141.40.

PARK TRAILS

Ms. McMullen advised the Foundation for Geauga Parks would be offering grants. The grants are not due until October, but she requested authorization to begin preparing the paperwork. Mr. Bushman wanted to wait to hear the results of the NatureWorks grant. Mrs. McMullen proposed that the grant be used to offset the \$7,000 local match. Mr. McCaskey agreed she should begin the draft.

WORKERS COMP SAFETY GRANT

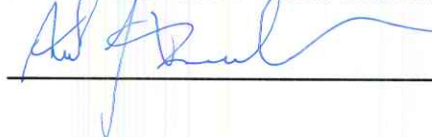
Mrs. McMullen advised the Township has until the end of the year to apply for the Workers Comp safety grant. The application process is more involved and must be certified by a local rep. She asked if the fire department had a list of eligible equipment. Mr. Bushman will talk to the BWC representative at the next safety council meeting.

OUTSIDE MEETINGS

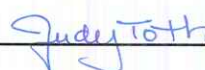
The Trustees and Fiscal Officer attended ODOT's public meeting regarding the proposed widening of the intersection at Route 322 and Auburn Road in the community room August 7. Mr. Bushman attended a Geauga Safety Council meeting on August 3, and Mrs. McMullen attended a Senior Services meeting.

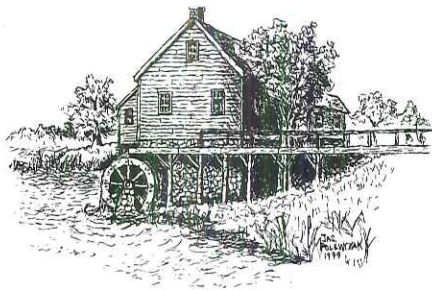
MEETING ADJOURNED

Irene McMullen moved and Jim McCaskey seconded to adjourn the meeting at 9:20pm, with a unanimous vote. Motion carried.



Chairman


Fiscal Officer
Office Manager



Munson Township

12210 Auburn Road, Chardon OH 44024-9454

Phone: (440) 286-9255 Fax: (440) 286-1180

Resolution 2018-38

Be it resolved by the Trustees of Munson Township, in a regular session on the 14th day of August, 2018, at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen that Irene McMullen moved the adoption of the following resolution:

That the 2018 Permanent Appropriation be amended, as follows:

Transfers Within Funds

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

✓ 2,800.00	to 1000-610-599-0007	Other - Other Expenses {COMMUNITY PICNIC}
5,000.00	to 1000-760-730-0220	Improvement of Sites (Fire Department)
4,500.00	to 1000-760-740-0110	Machinery, Equipment and Furniture {Adm.}
4,500.00	to 1000-760-740-0220	Machinery, Equipment and Furniture {Fire Dept.}
	from 1000-760-720-0220	Buildings {Fire Department}

In the Road and Bridge Fund, a within fund transfer, as follows:

✓ 150.00	to 2031-330-349-0000	Other - Communications, Printing & Adv.
✓ 100.00	to 2031-330-519-0000	Other - Dues and Fees
	from 2031-330-360-0000	Contracted Services

Mr. McCaskey seconded the motion and the roll being called, resulted as follows:
Voting

Andrew J. Bushman, for

James J. McCaskey, yes

Irene H. McMullen, yes

Attest: Judy Toth, August 14, 2018
Judy Toth, Fiscal Officer

RESOLUTION 2018-39

Tax Year 2018 (2019 Collection Year)

**'RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE
BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND
CERTIFYING THEM TO THE COUNTY AUDITOR**

(BOARD OF TOWNSHIP TRUSTEES)

Revised Code, Secs. 5705.34, 5705.35

The Board of Trustees of Munson Township, Geauga County, Ohio, met in REGULAR session on the
(Regular or Special)

14TH day of AUGUST, _____ at the office of THE MUNSON TOWNSHIP TRUSTEES

with the following members present:

ANDREW J BUSHMAN

JAMES J MCCASKEY

IRENE H MCMULLEN

MR. MCCASKEY moved the adoption of the following Resolution:

*RESOLVED, By the Board of Trustees of Munson Township, Geauga County, Ohio, in accordance with
the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year
commencing on January 1st, 2019; and*

*WHEREAS, The Budget Commission of Geauga County, Ohio, has certified its action thereon to this
Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by
this Board, and what part thereof is without, and what part within the ten mill tax limitation; therefore,
be it*

*RESOLVED, By the Board of Trustees of Munson Township, Geauga County, Ohio, that the amounts
and rates, as determined by the Budget Commission in its certification, be and the same are hereby
accepted; and be it further*

*RESOLVED, That there be and is hereby levied on the tax duplicate of said Township the rate of each
tax necessary to be levied within and without the ten mill limitation as follows:*

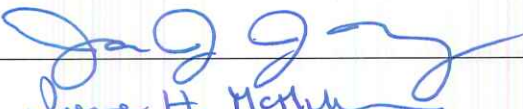
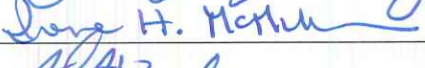

SCHEDULE A SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION, AND COUNTY AUDITORS ESTIMATED TAX RATES										
FUND	Amount to Be Derived from Levies Inside 10 Mill Limitation				Amount Approved by Budget Commission Outside 10 Mill Limitation				County Auditor's Estimate of Tax Rate to Be Levied	
									Inside 10 Mill Limit	Outside 10 Mill Limit
	Column I				Column II				III	IV
General Fund		474	423	00					2.00	
Road and Bridge Levy Fund		237	211	00		295	059	00	1.00	2.85
Police Levy Fund										
Fire Levy Fund										
Fire and Emergency Levy Fund										
Fire OP & APP Fund					1	087	230	00		5.05
Fund										
Fund										
TOTAL		711	634	00	1	382	289	00	3.00	7.90

SCHEDULE B					
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES					
FUND	Maximum Rate Authorized to Be Levied	County Auditor's Estimate of Yield of Levy <small>(Carry to Schedule A, Column II)</small>			
General Fund: Levy authorized by voters on not to exceed _____ years					
General Fund: Levy authorized by voters on not to exceed _____ years					
General Fund: Levy authorized by voters on not to exceed _____ years					
1976 Road and Bridge Fund: Levy authorized by voters on November 4, 2014 not to exceed 5 years	2.10		125	807	00
1994 Road and Bridge Fund: Levy authorized by voters on November 5, 2013 not to exceed Expired years	0.00			0	00
2007 Road and Bridge Fund: Levy authorized by voters on November 7, 2017 not to exceed 5 years	0.75		169	252	00
Road and Bridge Fund: Levy authorized by voters on not to exceed _____ years					
Police Levy Fund: Levy authorized by voters on not to exceed _____ years					
Police Levy Fund: Levy authorized by voters on not to exceed _____ years					
Police Levy Fund: Levy authorized by voters on not to exceed _____ years					
2012 Fire Levy Fund: Levy authorized by voters on November 6, 2012 not to exceed Continuing years	1.00		225	669	00
2008 Fire Levy Fund: Levy authorized by voters on November 5, 2013 not to exceed Expired years	0.00			0	00
1994 Fire Levy Fund: Levy authorized by voters on November 4, 2014 not to exceed 5 years	0.65		100	566	00
2016 Fire & Emergency Fund: Levy authorized by voters on November 8, 2016 not to exceed 5 years	1.65		373	721	00
2005 Fire Fund: Levy authorized by voters on November 3, 2015 not to exceed 5 years	1.75		387	274	00
Fund: Levy authorized by voters on not to exceed _____ years					

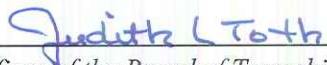
and be it further

RESOLVED, That the Fiscal Officer of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

MRS. MCMULLEN seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

M		yes
M		yes
M		for

Adopted the 14TH day of AUGUST, 2018.


Fiscal Officer of the Board of Township Trustees of
Munson Township
Geauga County, Ohio

CERTIFICATE OF COPY
ORIGINAL ON FILE

The State of Ohio Geauga County, ss.

I, _____, Fiscal Officer of the Board of Township Trustees of
Munson Township in said County, and in whose custody the Files and Records of said Board are required by the
Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original
now on file with said Board, that the foregoing has been compared by me with said original document, and that
the same is a true and correct copy thereof.

WITNESS my signature, this _____ day of _____, _____.

Fiscal Officer of the Board of Township Trustees of
Munson Township
Gauga County, Ohio

¹ A copy of this Resolution must be certified to the County Auditor before the first day of October, or at such later date as may be approved by the Department of Taxation of Ohio.

No. _____

BOARD OF TOWNSHIP TRUSTEES,
Munson Township,
Gauga County, Ohio

RESOLUTION
ACCEPTING THE AMOUNTS AND RATES AS
DETERMINED BY THE BUDGET COMMISSION
AND AUTHORIZING THE NECESSARY TAX
LEVIES AND CERTIFYING THEM TO THE
COUNTY AUTITOR.

(Board of Township Trustees)

Adopted _____

Township Fiscal Officer

Filed _____

County Auditor

By _____
Deputy Auditor