

## RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, February 13, 2018

The meeting was called to order at 6:30pm by Chairman Andy Bushman with Trustees Irene McMullen and Jim McCaskey and Fiscal Officer Judy Toth present. Fire department members were also present. Mr. Bushman led the Pledge of Allegiance. The Board signed warrants 15512-15541 dated 2/13/18 totaling \$14,080.14 and 1271 dated 2/13/18 for \$10,776.35 to transfer EMS collections from the lockbox.

MINUTES

Irene McMullen moved and Jim McCaskey seconded to approve the minutes of January 30, 2018, with a unanimous vote. Motion carried.

PUBLIC COMMENT – none.

FIRE DEPARTMENT REPORT/FIRE AND EMS ADMINISTRATOR MARK LYNN

Chief Lynn reported the fire department preventative maintenance has begun on the vehicles. The Brown Barn restaurant will open soon. The fire department supports the Munson Elementary fundraiser and hosts a pizza party at the fire station for the winning child, funded by the Parent Teacher Organization. He asked for the Board's blessing to transport the child to the fire station in a fire truck. Mrs. McMullen thought it an excellent idea. The Fire Station Halloween open house will be October 31 from 6-8:30pm.

FIRE DEPARTMENT TRANSITION

Mr. Bushman asked to meet with Mark Lynn and the new Fire Department Board of Trustees to develop a transition plan for the next four months. Fire Department Trustee Jon Sague read a prepared letter. At the Township's admission, Mark Lynn is an employee of the Township and holds the title of Fire and EMS Administrator. The Fire Department Board of Trustees believed it necessary to appoint an interim Fire Chief. On February 10, 2018, the Fire Department Board of Trustees held an emergency meeting and appointed Mike Vatty as an interim and acting Fire Chief, with three of the Trustees voting yes and one member abstaining. Mrs. McMullen noted for the record that she did not say anything nor did she hear anything at the last workshop that would lead her to believe that Mark Lynn was not the Fire Chief. Mr. Lynn asked if they intended to strip him of his responsibilities, and Mr. Sague said they would work alongside him. Mr. Bushman felt it imperative to meet as soon as possible to establish a transition plan. Mrs. McMullen asked the fire department to email three preference dates for the next workshop, and to work together to have something ready for the February 27 meeting.

ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

Mr. Teichman asked the Trustees to approve the letter that will go out from the Department on Aging for senior assistance for rubbish day. The Department on Aging will hold a meeting on February 14 to discuss the program, and Mr. McCaskey and a member of the road department will attend. Irene McMullen moved and Jim McCaskey seconded to approve the senior trash pickup letter for April 23, 24, and 25, with a unanimous vote. Motion carried. The Board initialed the letter.

The county passed their annual load limit reduction legislation reducing the load limit by 33% effective February 15. The limits must be posted to be enforced. With the recent heavy traffic on Bean Road, Mr. Teichman suggested that the Township post these signs on the major through roads in Munson Township. Irene McMullen moved and Jim McCaskey seconded to post load limit signs the entire lengths of Sherman, Bean, Heath, Rockhaven, Wye, Cedar, and Fowlers Mill Roads, in Munson Township, with a unanimous vote. Motion carried.

Mr. Teichman had quotes from Kenneth Lee James & Associates for flags for the cemeteries and parks, and from S.A.M. Landscaping to prune the trees in Fowlers Mill Cemetery. Last year, S.A.M. recommended that the work be done in February. Irene McMullen moved and Jim McCaskey seconded to approve an amount not to exceed \$850 to S.A.M. Landscaping for pruning and trimming trees in Fowlers Mill Cemetery, with a unanimous vote. Motion carried. Irene McMullen moved and Jim McCaskey seconded to approve \$354 to Kenneth Lee James for flags, with a unanimous vote. Motion carried.

Three sections of fence were damaged at Maple Hill Cemetery when a car went off the road. The Township will meet with the state patrol tomorrow.

NOPEC GRANT/ELECTRICAL ENERGY-SAVING PROGRAMS

Mrs. McMullen will forward the contract to NOPEC with the prosecutor's recommended changes. The paperwork should be ready for the next meeting. She advised that there is also a \$1,500 grant for community events. The Board asked her to follow-up on both grants.

# RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, February 13, \_\_\_\_\_ 2018

## DUGOUTS

Stewart Landies asked for the Board's approval to construct dugouts at Fields 2 and 3 at the Munson Township Park. The Chardon High School Girls' Softball Teams use these fields, and are the only represented school that does not have dugouts to protect the girls from the weather. He gave the Board pictures of the proposed dugouts and of the existing wooden dugouts on the major league field. He proposed masonry block, which is what the schools have now. He had donations for two sets of dugouts and hoped to have them done by April 9th before the beginning of the softball season. Because the dugouts will be public buildings, Mr. Bushman advised that the plans must have an architect's stamp. Discussion followed about using existing plans from other communities, but Mr. Bushman cautioned that the architect's stamp must be current. Mr. Landies hoped to continue the project on the remaining fields. He asked the Board to approve Chardon High School's red and black colors for the paint, and Mr. Bushman asked for time to consider his request. Mr. McCaskey advised that any damage to the grounds during construction would be Mr. Landies' responsibility.

## DAVID DILLON/THE ILLUMINATING COMPANY

David Dillon, External Affairs Manager for FirstEnergy, distributed materials to educate the public on how to manage during storms and electrical power outages, and provided a list of contact numbers. An "ap" is available for Smart Phones to notify FirstEnergy about outages. He described a new program at Tri C to educate the next generation of overhead linemen, a two-year associate degree. FirstEnergy will provide the books and a stipend. He thanked the road and fire departments for their assistance during storms. Mrs. McMullen inquired about decommissioning streetlights. There is a charge to deactivate the lights. They leave the lights and poles up for two years to ensure that they are not needed, and then there is a second charge for their removal.

## NEWSLETTER

The Board discussed the March newsletter.

## RESOLUTION 2018-05/FUND TRANSFER

Resolution 2018-05 was made by Irene McMullen and seconded by Jim McCaskey for a within fund transfer in the General Fund in the Temporary Appropriation, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

## TOWN HALL EXTERIOR LIGHTING

Mr. Bushman submitted a proposal from Electolite for exterior lighting for the town hall and fire station to remove the old style lights and replace them with LED wall and floodlights. The fire department asked about improved lighting for a dark corner at the rear of the fire station. Electolite will install two temporary wall lights on the north side and west side of the building at no cost to the Township. Mrs. McMullen said the project would qualify for a NOPEC grant.

## STREAMBANK PRESERVATION

Mrs. McMullen advised that the Chagrin River Watershed Partners is providing a 50% match for streambank preservation. Munson residents took advantage of this opportunity last year, and Mrs. McMullen wanted to include the information in the township newsletter again and to provide a link on the township website.

## OUTSIDE MEETINGS

Mrs. McMullen attended a Senior Services meeting and Mr. Bushman, a Geauga Safety Council meeting. Mr. McCaskey attended the Ohio Township Association Conference and discussed new and proposed legislation for commercial advertising on a township website, transient vendors, consumer fireworks, and estimating road projects.

## PUBLIC COMMENT

An inquiry was made about the park survey. There have been 67 responses. The survey will remain on the township website until March 19. The Trustees will place another notice about the survey in the local newspaper. Mr. Landies received a positive response from the Park Board when he presented them with his proposal for dugouts.

## COMMUNITY ROOM RENTAL

Irene McMullen moved and Jim McCaskey seconded to rent the community room for a Ravenwood Staff Training (Eisenberg) on March 22, 2018 from 8:30am-4pm, for approx. 60 persons, and to waive the fees, with a unanimous vote. Motion carried.

# RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, February 13, 2018

### PAVILION LEASES

Irene McMullen moved and Jim McCaskey seconded to lease the Munson Township Park pavilions to Chardon High School (Tekavec) for a Senior Class Picnic on May 25, 2018 from 11am-4pm, for approximately 250 persons, and to waive the fees, with a unanimous vote.

### ENCUMBRANCE SHEET

Irene McMullen moved and Jim McCaskey seconded to approve the encumbrance sheet for February 13, 2018, as follows:

|                            |                                   |        |
|----------------------------|-----------------------------------|--------|
| LDC, Inc.                  | Update Zoning Map, Copies         | 500.00 |
| S.A.M. Landscaping         | Prune Trees Fowlers Mill Cemetery | 850.00 |
| Kenneth Lee James & Assoc. | Flags                             | 354.00 |

with a unanimous vote. Motion carried.

### EXECUTIVE SESSION/PERSONNEL COMPENSATION

Irene McMullen moved and Jim McCaskey seconded to go into executive session at 7:35pm to discuss personnel compensation, with a unanimous vote. Motion carried.

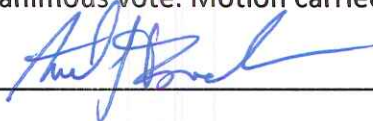
The Board came out of executive session at 8pm and resumed the regular meeting.

### RESOLUTION 2018-06/FIRE CONTRACT ADDENDUM

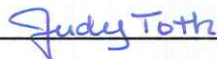
Resolution 2018-06 was made by Irene McMullen and seconded by Jim McCaskey for an addendum to the 2006 Fire Contract, Compensation for Services, for a two-month contract period from February 1, 2018 through March 31, 2018, for a contract amount of \$233,313.50; \$116,656.75 to be paid on or before the end of each month, with a unanimous vote. Motion carried.

### MEETING ADJOURNED

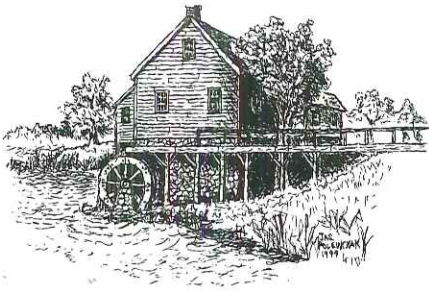
Irene McMullen moved and Andy Bushman seconded to adjourn the meeting at 8:04pm, with a unanimous vote. Motion carried.



\_\_\_\_\_  
Chairman



\_\_\_\_\_  
Fiscal Officer



# Munson Township

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

## Resolution 2018-05

Be it resolved by the Trustees of Munson Township, in a regular session on the 13th day of February, 2018, at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen that Mrs. McMullen moved the adoption of the following resolution:

That the 2018 Temporary Appropriation be amended, as follows:

### Transfers Within Funds

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

|          |                        |   |
|----------|------------------------|---|
| 2,000.00 | to 1000-110-315-0000   | Election Expenses                           |
| 500.00   | to 1000-130-319-0000   | Other – Professional and Technical Services |
|          | from 1000-110-312-0000 | Auditing Services                           |

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

Voting

|                          |                |
|--------------------------|----------------|
| <u>Andrew J. Bushman</u> | , <u>yes</u>   |
| <u>James J. McCaskey</u> | , <u>yes</u>   |
| <u>Irene H. McMullen</u> | , <u>yes</u> t |

Attest: Judith Toth, February 13, 2018  
Judith Toth, Fiscal Officer