

# RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, January 24, 20 17

Correction: meeting was conducted by Chairman Jim McCaskey and Irene McMullen.

The meeting was called to order at 6:30pm by Chairman Jim McCaskey with Trustees Andy Bushman and Irene McMullen and Fiscal Officer Judy Toth present. The Chairman led the Pledge of Allegiance. The Trustees signed warrants 14674-14691 dated 1/24 and 1/31/16 totaling \$16,896.20, EFT Vouchers 17-27 for the 1/27/17 biweekly payroll totaling \$10,301.11; Vouchers 32-36 for the 1/31/17 monthly payroll totaling \$6,900.11, and warrant 1244 dated 1/24/17 in the amount of \$4,732.51 to transfer EMS collections from the lockbox.

### MINUTES

Jim McCaskey moved and Andy Bushman seconded to approve the January 10, 2017 minutes, as written, with a unanimous vote. Motion carried.

### PUBLIC COMMENT

Donna Christley of 11458 Fowlers Mill Road asked the Board to set up a time to address the outstanding invoices for pipe installed on Fowlers Mill Road. With the proposed reduction in the road width, affected property owners wanted to know if they were responsible for work that may not have been required. The county has halted work on the plans until the Township decides when the project will be done. Mr. McCaskey asked the road superintendent to give him a list of the persons affected. Resident Bruce Oppenheim asked if the Board had made a decision on when the project would be done. Mr. McCaskey told him the Board would be working on the budget in February. Mrs. McMullen noted that restrictions on when certain trees may be removed may also affect the project schedule. Mr. Oppenheim asked the Township to cease any additional work until the plans are complete. Mr. McCaskey agreed with the exception of the two properties where the residents have asked for work to be done. Mrs. McMullen also wanted to make sure that emergency road work would not be exempted. Mr. Oppenheim said the county engineer was working on getting the speed limit reduced. McCaskey told him that the documents to request a speed study were mailed, and that the Board would sign them at the next meeting.

### CONTRACT FOR ADDITIONAL PATROL/DEPUTY STEVE SAVOR

Sheriff Deputy Steve Savor advised that a new deputy would be assigned to the Township. Mr. McCaskey asked him to brief the new person and thanked Deputy Savor for his professionalism and dedication.

### FIRE DEPARTMENT/CHIEF MARK LYNN

Chief Lynn reported that the fire department has been busy and is closing in on 100 calls for the month. He will have his 5-year plan done for the next meeting. He asked the Trustees to address replacing one squad. Its replacement has already been pushed back a couple of years. Mr. McCaskey asked about the incident at the corner of Bass Lake and 322. The Chief advised that the other driver was cited. Approximately \$450 damage was done to the squad. The cost will be for parts; the fire department can fix it in one day and will absorb the cost. The Trustees suggested pursuing restitution and asked the Chief to keep them posted.

### ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

Mr. Teichman requested authorization to send road department members Adam McKinney and Doug Cross to OSHA training for construction trades/fall protection for the prevention of health and safety hazards in the workplace in Garfield Heights on March 14 & 15. There is no cost.

Jim McCaskey moved and Andy Bushman seconded to send Doug and Adam to the OSHA training in March for fall protection, with a unanimous vote. Motion carried.

Mrs. McMullen asked about a chain saw safety seminar, and Mr. Teichman told her he was in the process of setting one up. Other townships and local contractors will be invited to attend. Some of the residents present also expressed an interest. The Trustees will check their schedules to set up a workshop with the road department to take place at 2:30pm on a work day. They reviewed the letter which the Department on Aging will mail to Munson residents regarding assistance to seniors for rubbish day.

Jim McCaskey moved and Andy Bushman seconded to approve the letter informing residents about assistance to seniors on April 24, 25, 26, 2017, for rubbish day, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to approve up to \$650 for the purchase of geraniums and three flats of flowers for Memorial Day from Burton Floral and Garden, with a unanimous vote. Motion carried.



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ROAD REPORT (continued)

Mr. Teichman had quotes from First Quality Sales and Alvord's Yard and Garden for a 14" chop saw at an approximate cost of \$950 at state purchasing price. The Board asked him to get a quote from Alvord's for the Husquevarna and asked if the quote for the Stihl was at state purchasing cost. Residents informed Mr. Teichman about pot holes on Fowlers Mill south of the bridge. He advised that the ones deep enough to hold the fill were done today.

RESOLUTION 2017-03/RETIREMENT OF BZA MEMBER RICHARD WRIGHT

Jim McCaskey moved and Andy Bushman seconded to accept Richard Wright's resignation, with regret, with a unanimous vote. Motion carried.

Resolution 2017-03 was made by Jim McCaskey and seconded by Andy Bushman to recognize Richard Wright for his 12 years of service on the Munson Township Board of Zoning Appeals, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

RESOLUTION 2017-04/AUTHORIZATION TO PARTICIPATE IN THE LAEPP

Resolution 2017-04 was made by Andy Bushman and seconded by Jim McCaskey to authorize participation in the Ohio Department of Agriculture's Local Agricultural Easement Purchase Program [LAEPP], to support the Hilltopper Farm's LAEPP application, and to authorize the Township to accept and hold or co-hold agricultural easements on farmland accepted to the LAEPP program, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

CULVERT INSTALLATION RULES AND REGULATIONS

Resident Bernadine Okonek of River Road asked the Township to restore the fill dirt removed from her ditch and her neighbor's ditch in September 2015. She believed the ditches were dug too deep and has been working with Mr. Bushman and a local contractor to enclose her ditch with pipe. Mr. Teichman advised that she would need a permit from the township for a ditch enclosure and she agreed to follow up. Mrs. McMullen told her that the Township was in the process of preparing a policy for the disposal of excess soil. She was advised by the prosecutor's office that the Township should charge a reasonable amount. Mr. Bushman said the disposal of excess soil for ditch enclosures was addressed in his draft for culvert installation rules and regulations. Mrs. McMullen did not want to go against the prosecutor's advice.

Jim McCaskey moved and Andy Bushman seconded to give back the soil needed for the project to Bernadine Okonek and her neighbor. Roll call vote: Mr. Bushman, yes; Mr. McCaskey, yes; Mrs. McMullen, abstain. Motion carried. McCaskey reminded Mrs. Okonek to get the ditch enclosure permit and warned that if the enclosure did not work properly, the Township would have to remove it.

MUNSON HOST GEAUGA COUNTY TOWNSHIP ASSOCIATION MEETING

Mrs. McMullen advised that it was Munson Township's turn to host the next Geauga Township Association meeting in April. The Township community room was available and she stopped at Guido's Restaurant for a menu. The owners are Munson residents. Mr. McCaskey suggested that Maple City TAPS also be considered as a caterer.

OHIO COOPERATIVE PURCHASING PROGRAM

Jim McCaskey moved and Andy Bushman seconded to approve the \$100 fee to continue the Township's participation in the Ohio Cooperative Purchasing Program, with a unanimous vote. Motion carried.

CHARDON BASEBALL SIGNS

The Trustees addressed a request from the Chardon Baseball League to place signs on the outfield fences as a fundraiser. Local businesses would purchase the signs. The signs would be uniform in size, and would be removed at the end of the baseball season. The Trustees discussed negotiating to receive a portion of the proceeds. Mrs. McMullen was concerned that if allowed for one group, the Township would have to extend this opportunity to all groups, and suggested that the prosecutor's office be consulted. She also wanted to know if the Township would have control over what signs were put up. Mr. McCaskey observed that these types of signs do not look good. He will be attending the Ohio Township Association Conference next week and will have an opportunity to discuss this with other townships. Resident Rich Ferlin asked about a sign policy.



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## TOWNSHIP SERVER

Mr. Bushman spoke with the township's IT advisor, Matt Moormeier. A new server was the best approach. The office staff agrees.

Jim McCaskey moved and Andy Bushman seconded to authorize up to \$2,200 to Geauga PC for the Munson Township server quote, as presented, with a unanimous vote. Motion carried.

## BICENTENNIAL TIME CAPSULE

Jim McCaskey moved and Andy Bushman seconded to authorize Julie Johnston to purchase a 4-1/2" x 20" stainless steel time capsule from Amazon not to exceed \$200, with a unanimous vote. Motion carried.

## OUTSIDE MEETINGS

Jim McCaskey, Andy Bushman, and Judy Toth attended the Geauga County Township Association meeting on January 11 at the Hambden Town Hall.

## LOCAL GOVERNMENT SERVICES CONTRACT

Mrs. Toth asked the Board to terminate its contract with Local Government Services for assistance in the preparation of the township's financial statements.

Jim McCaskey moved and Andy Bushman seconded to terminate the contract with the Local Government Services Section of the State Auditor's office, as presented, with a unanimous vote. Motion carried. The chairman signed the letter.

## RESOLUTION 2017-05/FUND TRANSFER

Resolution 2017-05 was made by Jim McCaskey and seconded by Andy Bushman to approve within fund transfers 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.]

## PERMANENT APPROPRIATION

The Board will work on the Permanent Appropriation at the February 14<sup>th</sup> meeting.

## RECORD REQUEST FOR CELL PHONE RECORDS

The Trustees addressed a public records request for the Trustees' cellular phone records. The prosecutor's office is reviewing the request and will make a determination regarding any exemptions.

## COMMUNITY ROOM RENTALS

Let the record reflect the Feathers and Fleece 4-H Group (Ray) held a meeting in the community room on January 19, 2017 at 7:30pm, approx. 50. Jim McCaskey moved and Andy Bushman seconded to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the community room to Munson Baseball (Rivera) for a team meeting on January 27, 2017 from 5-8pm approx. 22 and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to lease the community room to Dolphins-Women's Organization (Faehnle) for a meeting on February 8, 2017 at 6pm, approx. 20, and to waive the fees. Roll call vote, Mr. Bushman, yes; Mrs. McMullen, yes; Mr. McCaskey, abstain. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the community room to the Feathers and Fleece 4-H Group (Ray) on March 16, April 20, and May 18, 2017 at 7:30pm, approx. 50, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the community room for a Girl Scout meeting (Ricketts) on May 17, 2017 from 5-8pm approx. 25, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the community room for a Local Chambers and Leadership Geauga Networking Breakfast and Panel Discussion (Clawson) on March 22, 2017 from 6am-10am, approx. 60, and to waive the fees. Roll call vote: Mrs. McMullen, yes; Mr. McCaskey, yes; Mr. Bushman, abstain. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the community room to the Chardon Area Chamber of Commerce (Clawson) for member luncheon on May 10, 2017 from 11:30am-1pm, approx. 40, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the community room to Breeders and Feeders 4H (Teichman) for a meeting May 21, 2017 at 1pm approx. 80, and to waive the fees, with a unanimous vote. Motion carried.



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MEETING ROOM

Let the record reflect the Cub Scouts (Kuhl) met in the meeting room on January 15, 2017 at 7pm, approx. 15. Jim McCaskey moved and Andy Bushman seconded to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the meeting room to the Cub Scouts (Kuhl) on February 5, 2017, at 7pm, approx. 15, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the meeting room to Troop 91 (Kanuch) for a financials meeting on January 26, 2017 from 6:30-9pm, approx. 4; and to Troop 91 (Kanuch) for a Pack 91 Webelos Visit on January 30, 2017 from 7-9pm, approx. 12, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the meeting room to Troop 91 (Kanuch) for a committee meetings on February 13, March 20, April 17, May 15, and June 19, 2017 from 7-9pm, approx. 8-12, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the meeting room to the Geauga Christian Youth Mission (Schaffer) for a planning meeting on March 12, 2017 at 1pm and April 3, 2017, at 7pm, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the meeting room for a 4H Livestock Sale Committee meeting (Ray) on March 9, 2017 at 7:30pm, approx. 10, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the meeting room for a Girl Scout meeting (Ricketts) on April 5 and 19, 2017 from 3-5pm, approx. 10, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the meeting room for a Breeders and Feeders 4H meeting (Teichman) on May 21, 2017 at 1pm, approx. 20, and to waive the fees, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET

Jim McCaskey moved and Andy Bushman seconded to approve the encumbrance sheet for January 24, 2017, as written:

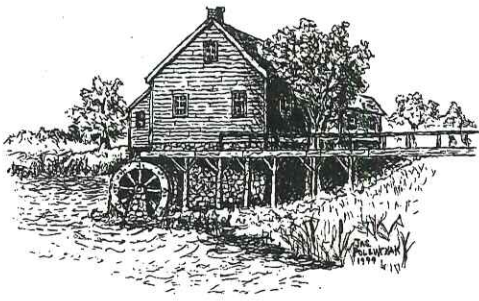
Other – Other Expenses	Blanket (Kearns Retirement)	100.00
Burton Floral and Garden	Flowers for Cemetery/Memorial Day	650.00
Geauga PC	Server and Installation	2,200.00
Amazon/Citi Cards	Time Capsule	200.00

with a unanimous vote. Motion carried.

MEETING ADJOURNED

Jim McCaskey moved and Andy Bushman seconded to adjourn the meeting at 7:53pm, with a unanimous vote. Motion carried.

Shere H. McWhorter Chairman Judy Toth Fiscal Officer



## Resolution of Commendation for Board of Zoning Appeals Member Richard Wright No. 2017-03

WHEREAS, Richard Wright volunteered and was first selected as an alternate member in August 2004, and appointed a regular member of the Munson Township Board of Zoning Appeals in September 2007; and

WHEREAS, Richard Wright has served the community for 12 years with steadfast resolve, patience, and dedication to the preservation of our zoning; and


WHEREAS, Richard has sat through untold numbers of meetings and contributed countless hours of thoughtful interaction and observations with his fellow Board of Zoning Appeals members; and


WHEREAS, Richard has retired from this service in January 2017;

NOW THEREFORE, BE IT RESOLVED, on this 24<sup>th</sup> day of January, 2017, that it is the duty and the pleasure of this Board of Trustees to hereby recognize Richard Wright for his generous service to our Township, and to thank his family for sharing Richard, his time, and his good work, and, on behalf of all of Munson, to express our gratitude for all that he has done to make Munson a better place.

Let this resolution be recorded and forever be a part of the permanent record of our Township from this day forward.

Unanimously approved, this 24<sup>th</sup> day of January, 2017, by the Munson Township Trustees.

  
\_\_\_\_\_  
Andrew J. Bushman, Trustee

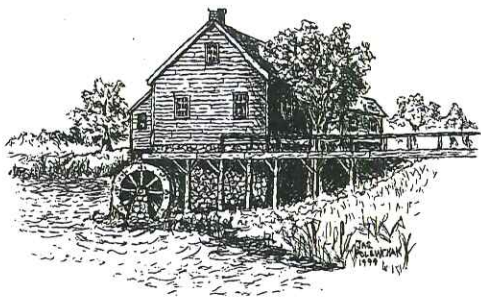
  
\_\_\_\_\_  
James L. McCaskey, Trustee

  
\_\_\_\_\_  
Irene H. McMullen, Trustee

Attest:   
\_\_\_\_\_  
Judith Toth, Fiscal Officer

January 24, 2017





**Resolution of Authorization  
to Participate in the Local  
Agricultural Easement  
Purchase Program  
No. 2017-04**

Resolution to the extent permitted by law, authorizing participation in the Ohio Department of Agriculture's Local Agricultural Easement Purchase Program (LAEPP) for the purpose of farmland preservation in Munson Township, Geauga County.

WHEREAS, Hilltoppers Farm, Ltd. (landowner) desires to apply to the Clean Ohio Local Agricultural Easement Purchase Program (LAEPP) to preserve the 60-acre farm which lies in Munson Township, Geauga County; and

WHEREAS, Munson Township Board of Trustees have applied and been accepted to act as a Certified Local Sponsor during the 2017 LAEPP funding year; and

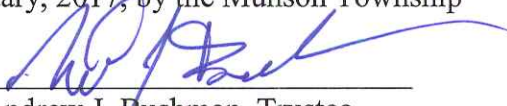
WHEREAS, Munson Township Board of Trustees is hereby authorized to serve as a local sponsor and submit applications on behalf of landowners that in the discretion of Munson Township Trustees, meet the program requirements for the 2017 LAEPP program; and

WHEREAS, the Munson Township Board of Trustees supports the Hilltoppers Farm LAEPP application in Munson Township, Geauga County; and

WHEREAS, the purchase of an agricultural easement on the Hilltoppers Farm is compatible with the long-range farmland preservation goals of Geauga County and Munson Township as outlined in the Geauga County Farmland Preservation Plan;

NOW THEREFORE BE IT RESOLVED, on this 24<sup>th</sup> day of January, 2017, that the Munson Township Board of Trustees is hereby authorized to accept and hold or co-hold agricultural easements on farmland accepted to the LAEPP program.

Unanimously approved, this 24<sup>th</sup> day of January, 2017, by the Munson Township Trustees.

  
\_\_\_\_\_  
Andrew J. Bushman, Trustee

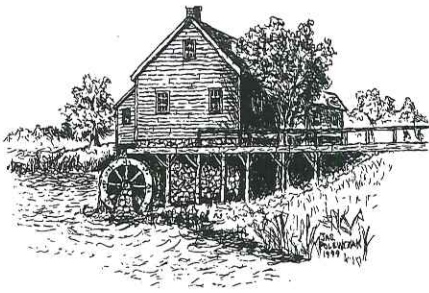
  
\_\_\_\_\_  
James J. McCaskey, Trustee

  
\_\_\_\_\_  
Irene H. McMullen, Chair

Attest: \_\_\_\_\_

  
\_\_\_\_\_  
Judith Toth, Fiscal Officer

January 24, 2017



# Munson Township

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

## Resolution 2017-05

Be it resolved by the Trustees of Munson Township, in a regular session on the 24th day of January, 2017, at the Munson Township office, with the following members present, Andrew J. Bushman, Irene H. McMullen, and James J. McCaskey, that MCCASKEY moved the adoption of the following resolution:

That the 2017 Temporary Appropriation be amended, as follows:

### Within Fund Transfers

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

30.00	to 1000-110-319-0000	Other – Professional and Technical Services
100.00	to 1000-110-599-0000	Other – Other Expenses
2,500.00	to 1000-760-740-0110	Machinery, Equipment and Furniture
	from 1000-110-230-0000	Workers Compensation

Andy Bushman seconded the motion and the roll being called resulted as follows:

Voting

<u>Andrew J. Bushman</u>	, <u>for</u>
<u>James J. McCaskey</u>	, <u>yes</u>
<u>Irene H. McMullen</u>	, <u>yes</u>

Attest: Judith Toth, January 24, 2017  
Judith Toth, Fiscal Officer