

# RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES SPECIAL

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, January 30, 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. Several fire department members were also present. Mr. Bushman led the Pledge of Allegiance. Warrants 15481-15484 dated 1/17/18 totaling \$1,701.30 were signed between meetings. The Trustees signed warrants 15485-15507 dated 1/30 and 1/31/18 totaling \$107,149.65; EFT Vouchers 15-24 for the 1/26/18 bi-weekly payroll totaling \$11,820.78; EFT Vouchers 29-33 for the 1/31/18 monthly payroll for \$7,251.32, and warrant 1270 dated 1/30/18 for \$13,279.86 to transfer EMS collections from the lockbox.

## MINUTES

Irene McMullen moved and Jim McCaskey seconded to approve the minutes of January 7, 2018, with a unanimous vote. Motion carried.

Irene McMullen moved and Jim McCaskey seconded to approve the minutes of January 8, 2018, with a unanimous vote. Motion carried.

Irene McMullen moved and Jim McCaskey seconded to approve the minutes of January 9, 2018, with a unanimous vote. Motion carried.

## PUBLIC COMMENT

### NEW FIRE DEPARTMENT BOARD OF TRUSTEES

Assistant Chief Mike Vatty, representing the Munson Fire Department, advised that the fire department held a meeting on January 10, 2018. Trustee Andy Bushman and Attorney Todd Petersen were present. At this meeting, the membership elected a new Board of Trustees, as follows: one of the highest ranking fire department officers, who is not a Munson Township employee, Assistant Chief Mike Vatty; an additional officer of the fire department, Captain Matt Hartman; a full time firefighter, Brian Gray; a part time firefighter, Jonathan Sague; the fifth position, to be filled by a Munson resident, was vacant. Mr. Vatty asked the Township to post the application and the requirements for the open position on the Township website, and to recognize the new Board of Trustees retroactive to January 10, 2018. Mr. McCaskey said it appeared that the fire department was heading in the right direction. The staff will post the position on the website. It can also be placed on the Township bulletin board. Mr. Bushman suggested a workshop with the fire department.

### FIRE DEPARTMENT REPORT/FIRE AND EMS ADMINISTRATOR MARK LYNN

Chief Lynn reported that all of the vehicles were in service. He completed the hiring process for two full time firefighters to decrease the amount of overtime generated by the three vacant positions. Interviews for the third position will be held next week, and Captain Matt Hartman will be invited to sit in on the interviews. Countryside, which does the vehicle repairs for the department, is working with CFS to coordinate ladder inspections with pump tests to cut down on the number of tests that will need to be scheduled. Testing is done in the early fall. Captain Hartman reported on the progress of a federal AFG grant for three power cots, one for each squad, at an estimated cost of \$142,659, a 95-5% grant with the township's estimated cost to be \$6,793. Grant applications are due now and are expected to be awarded in the summer or early fall. The Township's match will be a 2018 expenditure. The load system included with the new cots will reduce back strain for the department. Mr. McCaskey asked about the vehicle exhaust system and was told what remained to be done to prepare the fire station for its installation. Fire department member Doug Riedel referenced letters he had written to the Trustees, which have gone unanswered.

### FIRE DEPARTMENT WORKSHOP

The Trustees discussed dates and times for a workshop with the fire department. The difficulty will be in coordinating with the fire department members, who work different shifts and have commitments to other part time and full time employment. The fire department asked about a new contract. Mr. Bushman advised that the fire department's bylaws should to be completed first in order to incorporate them into the new contract. Mr. McCaskey asked for the minutes of the fire department's January 10<sup>th</sup> meeting and was told they would be provided.

Irene McMullen moved and Jim McCaskey seconded to hold a special meeting for a workshop with the fire department and other regular business on February 6, 2018 at 6:30pm, with a unanimous vote. Motion carried.

The issue of fire safety inspector was raised, who holds the position and if the position is required.

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## RESOLUTION 2018-03/FIRE CONTRACT ADDENDUM

Resolution 2018-03 was made by Irene McMullen and seconded by Jim McCaskey for an addendum to the 2006 Fire Contract, Compensation for Services, for a January contract payment of \$116,656.75; with \$90,000 to be paid on or before January 31, 2018, and the balance to be paid on or before February 13, 2018, with a unanimous vote. Motion carried.

## ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

Mr. Teichman advised that the mowing contracts have been prepared. All of last year's contractors agreed to accept last year's rates and submitted confirmation letters.

Irene McMullen moved and Jim McCaskey seconded to enter into a mowing maintenance contract with MVL, Inc. for the Munson Town Hall and Fire Station grounds, the small park on Auburn Road, and Scenic River Retreat, in the amount of \$9,123.00, with a unanimous vote. Motion carried.

Irene McMullen moved and Jim McCaskey seconded to enter into a mowing maintenance contract with Signature Lawns and Landscaping Inc. for Maple Hill and Fowlers Mill Cemeteries, and Nero Nature Preserve, in the amount of \$10,687, with a unanimous vote. Motion carried.

Irene McMullen moved and Jim McCaskey seconded to enter into a mowing maintenance contract with S.A.M. Landscaping, Inc. for the Munson Township Park, in the amount of \$11,500, with a unanimous vote. Motion carried.

The Trustees signed the contracts.

Irene McMullen moved and Jim McCaskey seconded to authorize Road Superintendent Jim Teichman to obtain estimates for cemetery flowers, flags and supplies, with a unanimous vote. Motion carried.

Irene McMullen moved and Jim McCaskey seconded to authorize Road Superintendent Jim Teichman to obtain crack sealing material quotes, with a unanimous vote. Motion carried.

Irene McMullen moved and Jim McCaskey seconded that Road Superintendent Jim Teichman be authorized to obtain clean-up quotes for township clean-up day, with a unanimous vote. Motion carried. Quotes will include scrap tires and scrap metal.

## ROAD MILEAGE

Irene McMullen moved and Jim McCaskey seconded to sign the Annual Township Highway System Mileage Report for 48.125 miles of township roads, with a unanimous vote. Motion carried.

## BWC GROUP RATING QUOTE

The Township received a renewal quote from CompManagement for workers compensation group rating enrollment for the contract period beginning 9/1/18, and a request from CareWorksComp to submit a quote.

Irene McMullen moved and Jim McCaskey seconded to authorize CareWorksComp to quote, with a unanimous vote. Motion carried.

## ZONING MAP UPDATE

The Trustees received a quote from LDC, Inc. for \$450 to update the zoning map with street and lot layout changes, which have occurred since 2008, and to provide one digital and two paper copies and additional copies at \$5 per sheet.

Irene McMullen moved and Jim McCaskey seconded to encumber up to \$500 to LDC, Inc, with a unanimous vote. Motion carried.

## CANAWINERY LIQUOR PERMIT

The Board received a notice from the Ohio Division of Liquor Control regarding an application from Canawinery at 10036 Wilson Mills Road for a liquor permit. Irene McMullen moved and Jim McCaskey seconded that the Trustees do not request a hearing on the liquor permit application for Canawinery, with a unanimous vote. Motion carried.

## PUBLIC HEARING FOR ZONING AMENDMENT 2017-02

Irene McMullen moved and Jim McCaskey seconded to set the date for a public hearing for Zoning Amendment 2017-02 for Tuesday, February 27, 2018 at 6:30pm, with the regular meeting to immediately follow, with a unanimous vote. Motion carried.

## MUNSON TOWNSHIP PARK COMPLAINT

The Trustees received a complaint about after-hours activities at the Munson Township Park. The Township does not currently have a deputy assigned for additional patrol, but will ask the deputies on duty to give the park extra attention.

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Mrs. McMullen researched the cost to change the streetlights to LED. The lights will vary in cost depending on head size and brightness. The amount of the grant will be calculated based on the number of participating members in the community. Mrs. McMullen will inquire if there are any cost sharing programs for lights located on state routes. Residents questioned if NOPEC was providing the best rates for electric, and Mrs. McMullen suggested that they go to the "Apples to Apples" comparison chart available on the internet. The grant will not reduce the Township's utility rates. Mrs. McMullen will prepare the paperwork for the grant for the next meeting.

SET DATE FOR COMMUNITY DAY

Irene McMullen moved and Jim McCaskey seconded to set the Community Day Picnic for Saturday, August 4, 2018, with a unanimous vote. Motion carried.

PARK RESTROOM CLEANING CONTRACT

Irene McMullen moved and Jim McCaskey seconded to enter into an agreement for park restroom cleaning at \$24 per park location for Scenic River and the Munson Township Park from April 2, 2018 through October 31, 2018, with a unanimous vote. Motion carried.

NEWSLETTER

The Trustees discussed whether to mail the Township newsletter or provide it electronically on the Township web page. If placed on the web site, residents may still request a mailed copy. It is not possible to determine how many "hits" the newsletter gets, but the Trustees can find out how many hits the website receives.

RESOLUTION 2018-04/FUND ADVANCE

Resolution 2018-04 was made by Irene McMullen and seconded by Jim McCaskey to advance \$50,000 from the General Fund to the Fire Fund for the fire contract, with funds to be repaid to the General Fund in 2018, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

OHIO CHECKBOOK

Mrs. Toth asked for the Board's decision regarding the State Treasurer's Ohio Checkbook Program to upload participating entities' check registers on their site. Mr. McCaskey pointed out that more and more communities were participating and asked the fiscal officer if it would be difficult to implement. She said it would not be an issue. Resident Rich Ferlin said he would appreciate access to figures in an excel format. Mr. Bushman did not feel that the program had value, as it was not a full disclosure of the Township's activities.

FISCAL OFFICE

Mrs. Toth requested up to \$250 to repair the lock on a fireproof file cabinet. The cost in 2015 to repair the other file cabinet was \$200. The cabinets are in good shape and do not need to be replaced. She advised that she would like to attend the State Auditor's Conference in late March or early April. This will be an opportunity to meet the training requirements for her current term. She will begin preparing the worksheets for the permanent appropriation. After reviewing the worksheets, the Trustees can decide if they need a workshop.

OTA CONFERENCE

Irene McMullen moved and Jim McCaskey seconded that Jim McCaskey be reimbursed for registration fees and hotel expenses to attend the Ohio Township Association Conference, with a unanimous vote. Motion carried.

COMMUNITY ROOM RENTAL

Irene McMullen moved and Jim McCaskey seconded to rent the community room for a Geauga CIC meeting (Conrad) on February 22, 2018 from 8-10am, for approx. 35-50 persons, and to waive the fees. Roll call vote: Mr. McCaskey, yes; Mrs. McMullen, yes; Mr. Bushman, a member of the Board, abstained. Motion carried.

Irene McMullen moved and Jim McCaskey seconded to rent the community room for an Aqua Doc Annual Kick-off meeting (Farkas) on March 13 and 14, 2018 at 11am, and to waive the fee for the second day, with a unanimous vote. Motion carried.

CONFERENCE ROOM RENTAL

Irene McMullen moved and Jim McCaskey seconded to rent the conference room for United Way Community Impact Committee Reviews (Toth) on February 23, and March 23, 2018 from 10am-noon, for approximately 8 persons, and to waive the fees, with a unanimous vote.

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ENCUMBRANCE SHEET

Irene McMullen moved and Jim McCaskey seconded to approve the encumbrance sheet for January 30, 2018, as follows:

Chagrin River Watershed Partners	2018 Member Dues	2,296.00
Treasurer, State of Ohio	Cooperative Purchasing Program	100.00
The Middlefield Banking Co.	Safety Deposit Box Fee	30.00
The Middlefield Banking Co.	Positive Pay Monthly Fees	600.00

with a unanimous vote. Motion carried.

PUBLIC COMMENT

The fire contract period was discussed, and it was noted that in the past, the contract year was from March 31 to April 1. Fire department members brought up the Fire Chief's recent hiring of two new full time members, and asked that this decision be postponed. One of the new hires advised that he had already resigned from his other job.

EXECUTIVE SESSION


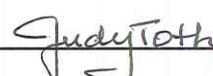
Irene McMullen moved and Jim McCaskey seconded to go into executive session at 7:47pm for personnel employment and personnel compensation, with a unanimous vote. Motion carried. The Board came out of executive session at 9:28pm and resumed the regular meeting.

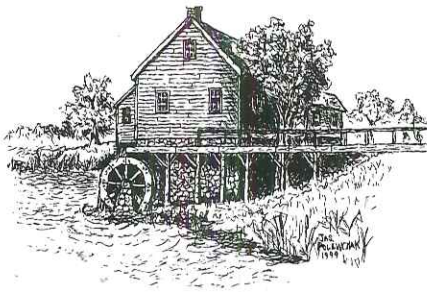
FIRE DEPARTMENT

Jim McCaskey moved and Irene McMullen seconded that Mark Lynn honor his commitment to offer full time employment to two new employees, and that Andy Bushman call Mark Lynn to inform him no further hirings until the new fire department board is established, with a unanimous vote. Motion carried.

MEETING ADJOURNED

Irene McMullen moved and Andy Bushman seconded to adjourn the meeting at 9:35pm, 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 2018-04

Be it resolved by the Trustees of Munson Township, in a special session on the 30th day of January, 2018, at the Munson Township office, with the following members present, Andrew J. Bushman, Irene H. McMullen, and James J. McCaskey, that Mrs. McMullen moved the adoption of the following resolution:

### Advance

To request the Budget Commission to approve an advance from the General Fund to the Fire Fund for fire contract payments, as follows:

50,000.00 from 1000-920-920-0000 Advances - Out  
To 2192-941-0000 Advances - In

Mr. McCaskey 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, January 30, 2018  
Judith Toth, Fiscal Officer