

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, January 9, 2018

The meeting was called to order at 6:30pm by Chairman Andy Bushman with Trustee Irene McMullen and Fiscal Officer Judy Toth present. Trustee Jim McCaskey was absent. Mr. Bushman led the Pledge of Allegiance. The Trustees signed warrants 15474-15480 dated 1/9/18 totaling \$14,690.65, EFT Vouchers 1-10 for the 1/12/18 bi-weekly payroll totaling \$12,476.85, and warrant 1269 dated 1/9/18 for \$1,798.43 to transfer EMS collections from the lockbox.

MINUTES

Irene McMullen moved and Andy Bushman seconded to approve the minutes of December 12, 2017, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to approve the minutes of December 26, 2017, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to approve the minutes of January 2, 2018, as corrected, with both Trustees voting yes on the roll call. Motion carried.

CEMETERY DEED

The Board signed a cemetery deed to Kimberly A. Fiucci for Maple Hill III Cemetery, Lot 346, Grave 8.

PUBLIC COMMENT

No public comment.

FIRE DEPARTMENT/FIRE AND EMS ADMINISTRATOR MARK LYNN

Chief Lynn reported that in 2017, the fire department put 74,000 road miles on the vehicles. There were 1,069 calls in 2016 and 1,152 calls in 2017. All vehicles are in service and the department is working on a grant for the cots. The fire department received a spreadsheet from Medicount, the EMS billing company, of accounts billed and payments received, which were approximately \$19,000 per month.

ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

Mr. Teichman requested \$150 to DeGreen Construction Services for the maintenance policy for the town hall septic system's annual fall inspection, and \$500 to North Coast Aeration Systems for the multi-flo service contract.

Irene McMullen moved and Andy Bushman seconded to approve the 2018 maintenance agreement with DeGreen Construction Services, and authorize Chairman Bushman to sign the contract, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to enter into an agreement with North Coast Aeration Systems for the grinder, pump, and septic tank filter maintenance, and to authorize Chairman Bushman to sign on behalf of the Township, with both Trustees voting yes on the roll call. Motion carried.

Mr. Teichman asked the Board to encumber \$410.35 to Hess and Associates for consultation services during construction, referenced in item 4 of the 2015 contract for the fire station drainage system.

Irene McMullen moved and Andy Bushman seconded to approve an encumbrance of \$410.35 to Hess and Associates for engineering and consultation, with both Trustees voting yes on the roll call. Motion carried.

Mr. Teichman requested authorization to obtain spring bids and mowing quotes.

Mr. Bushman suggested that last year's contractors be contacted to see if they would honor the same prices.

Irene McMullen moved and Andy Bushman seconded that Jim Teichman be authorized to seek bids for road materials, road salt, virgin asphalt concrete, and catch basins and headwalls, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded that the office manager or road superintendent follow up with last year's vendors regarding prices for mowing and related work this year, with both Trustees voting yes on the roll call. Motion carried.

Mr. Teichman advised that the upper set of furnaces need to be replaced at the fire station. They are approximately the same age as the furnaces replaced last year.

Irene McMullen moved and Andy Bushman seconded to request the road superintendent to obtain estimates for replacement of the fire department furnaces, with both Trustees voting yes on the roll call. Motion carried.

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GRANT/SCENIC RIVER TRAILS

Mrs. McMullen advised that the Board would very much like to receive public comment on the proposed trails for Scenic River and on any other improvements. The Park Board has a survey on the township web site and she encouraged residents to respond. She is working to get letters of support for the trails and Mr. Bushman is coordinating with the Boy Scouts.

RESOLUTION 2018-02/FINANCIAL ASSISTANCE UNDER THE RECREATIONAL TRAILS PROGRAM

Resolution 2018-02 was made by Irene McMullen and seconded by Andy Bushman to request financial assistance for public recreation purposes through the Recreational Trails Program (RTP), and to authorize Irene McMullen to provide all information and documentation required to become eligible for possible funding assistance, with both Trustees voting yes on the roll call. Motion carried. This is a reimbursement grant. [The resolution in its entirety is included on a separate page as part of the minutes.] Mr. Bushman asked that the other Board members have an opportunity to see the final application before it goes out.

WORKERS COMP THIRD PARTY ADMINISTRATOR

CareWorksComp requested an opportunity to quote for the 2019 worker's compensation policy year. The Board will address the request when there is a full board present.

RESOLUTION 2018-01/TAX ADVANCE FOR FIRST HALF COLLECTIONS

Resolution 2018-01 was made by Irene McMullen and seconded by Andy Bushman to request an advance of real estate taxes collected, dates for advances, February 2 and February 16, 2018, with both Trustees voting yes on the roll call. Motion carried.

FISCAL OFFICER'S MONTHLY REPORT

Irene McMullen moved and Andy Bushman seconded to approve the December 2017 Fiscal Officer's Monthly Report, with both Trustees voting yes on the roll call. Motion carried.

JANUARY FIRE CONTRACT

Mrs. Toth advised that with the first half collections falling in February, there will be a shortfall of funds for the January fire contract payment. There may be enough carryover in the General Fund to advance money to the Fire Fund for all or most of the January payment, the balance, if any, to be paid in February. Chief Lynn asked Mrs. Toth to contact the fire department's administrative assistant. Mrs. Toth will prepare an addendum for the January payment at the current contract amount, and a resolution to advance funds, to be approved at the January 30th meeting.

STUKBAUER RESIGNATION

Employee Mark Stukbauer gave his two-week notice. He told the Board that he had worked for the road department for fourteen years, and explained why he could no longer continue working for the department.

OUTSIDE MEETINGS

None.

MEETING ROOM RENTAL

Irene McMullen moved and Andy Bushman seconded to rent the community room for a Dolphins meeting (Rogish) on Wednesday, January 10, 2018 from 5:30-9:30pm, for approx. 32 persons, to waive the rental fees, and require a \$250 security deposit, with both Trustees voting yes on the roll call. Motion carried.

ENCUMBRANCE SHEET

Irene McMullen moved and Andy Bushman seconded to approve the encumbrance sheet for January 9, 2018:

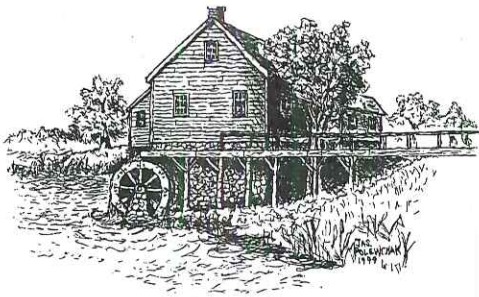
DeGreen Construction Services	Maintenance	150.00
Hess & Associates	Floor Drain	410.35

with both Trustees voting yes on the roll call. Motion carried.

MEETING ADJOURNED

Irene McMullen moved and Andy Bushman seconded to adjourn the meeting at 6:52pm, with both Trustees voting yes on the roll call. Motion carried.

Andy Bushman Chairman Judy Toth Fiscal Officer



**Resolution of Request for
Financial Assistance under
the Recreational Trails
Program
No. 2018-02**

WHEREAS, the State of Ohio, through the Ohio Department of Natural Resources, administers financial assistance for public recreation purposes, through Recreational Trails Program (RTP), and

WHEREAS, Munson Township desires financial assistance under the Recreational Trails Program,

NOW, THEREFORE, be it resolved by the Board of Township Trustees of Munson Township as follows:

1. That the Board of Township Trustees of Munson Township approves filing an application for the Recreational Trails Grant Program financial assistance; and
2. That Irene McMullen 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; and
3. That the Board of Township Trustees of Munson Township does agree to obligate the funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms and conditions of the Recreational Trails Program.

Unanimously approved, this 9th day of January, 2018, by the Munson Township Trustees.

Andrew J. Bushman, Chair

Irene H. McMullen, Trustee

CERTIFICATE OF RECORDING OFFICER

I, the undersigned, hereby certify, that the foregoing is a true and correct copy of the resolution adopted by the Board of Township Trustees of Munson Township held on the 9th day of January 2018, and that I am duly authorized to execute this certificate.

Judith Toth, Fiscal Officer

January 9, 2018