

# RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, June 12, 20 18

Chairman Andy Bushman called the meeting to order at 6:30pm, with Trustees Jim McCaskey and Irene McMullen and Fiscal Officer Judy Toth present. Several members of the Fire Department were also present. Mr. Bushman led the Pledge of Allegiance. The Board signed warrants 15785-15830 dated 6/12/18 totaling \$82,614.66; EFT Vouchers 219-227 for the 6/15/18 bi-weekly payroll totaling \$9,418.16; and Warrant 1279 dated 6/12/18 for \$6,921.67 to transfer EMS collections from the lockbox. The Trustees signed the contract to Chagrin Valley Paving for the asphalt resurfacing of various roads.

#### CEMETERY DEED

The Trustees signed a deed to Jared LeMaster for Lot 339, Graves 12 and 13, in Maple Hill III Cemetery.

#### MINUTES

Irene McMullen moved and Jim McCaskey seconded to approve the meeting minutes of May 22, 2018, with a unanimous vote. Motion carried.

Irene McMullen moved and Jim McCaskey seconded to approve the meeting minutes of May 31, 2018, with a unanimous vote. Motion carried.

#### PUBLIC COMMENT

Resident Rich Ferlin asked the Township to replace the swale in front of his home on Fowlers Mill Road. The road superintendent and Andy Bushman (if available) will meet with him on site on Thursday at 1pm.

#### RESOLUTION 2018-23/FIRE CONTRACT ADDENDUM

Resolution 2018-23 was made by Irene McMullen and seconded by Jim McCaskey for an addendum to the fire contract for compensation for services June 1, 2018 through August 31, 2018 in the amount of \$116,656.75 per month, with a unanimous vote. Motion carried.

#### FIRE DEPARTMENT REPORT/INTERIM CHIEF MIKE VATTY

Insulation of the fire station bay began this week. The fire department is moving the trucks as needed and will move some of the smaller vehicles outside during the project. He asked everyone to use caution and to avoid walking through the bay if possible. The Township will be responsible for the 5% cost share after the grant funds are received. He discussed the progress of the fire safety inspections for the Notre Dame building project. The Fire Department is training on the fire vehicles at the Notre Dame parking lot. Mr. McCaskey wanted to attend and asked to be informed of the next session. Mrs. McMullen inquired about the minutes of the Fire Department Board of Trustees meetings. Mr. Vatty said they were a private corporation, but he would take her request to the Board for a decision. Mrs. McMullen asked for their response in writing. Mr. Vatty suggested that she send any future requests via email. Mr. Bushman gave the Trustees a draft of the fire contract, and asked them to review it and give him their comments before he forwarded it to the Prosecutor and Fire Department.

#### RESOLUTION 2018-24/RESOLUTION TO ORDER KLATKA DRIVE CULVERT REPLACEMENT

Resolution 2018-24 was made by Irene McMullen and seconded by Jim McCaskey to order the improvement of Klatka Drive, with a unanimous vote. Motion carried.

Irene McMullen moved and Jim McCaskey seconded to authorize plans to be issued for bids to be received until 3pm on June 29, 2018, for bid opening at 3:05pm, with a unanimous vote. Motion carried. The Trustees signed the resolution and the cover page of the specifications. Shane Hajjar accepted the documents and said a representative from the engineer's office would be present for the bid opening.

#### ELECTOLITE PRESENTATION

Sparky [Timothy Covert] from Electolite gave a presentation for three options for lighting for the road department buildings and grounds. He reviewed the proposals for LED lighting, the fixtures to be used, the current and proposed energy use, annual energy cost, energy savings and payback for the proposals. With any of the three options, he will provide surge protection at no cost to the Township. The interior lighting proposal for the maintenance garage will provide 600% more light with a projected payback in 2.7 years.

#### ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

Mr. Teichman reported they discovered a gas line, and the Heath Road resurfacing project will be delayed until it can be capped. If there is an extra \$600 mobilization charge, the cost will be shared by Chester and Munson Township. He asked the Board to encumber funds to CIR to install the pipe on Heath Road. Interstate Towing will set the pipe on Walnut Trace.

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Held Tuesday, June 12, 2018ROAD REPORT (continued)

Irene McMullen moved and Jim McCaskey seconded to approve \$265 per hour to CIR Inc. for the Heath Road pipe up to four hours not to exceed \$2,000, with a unanimous vote. Motion carried.

Mr. Teichman reported the road department will be staining the park benches, fences, dugouts, and pavilions; they need more mulch for the Munson Township Park. He discussed heat tape for the roof and the mold issue behind the wall in the men's restroom in the fire station. He will get quotes to replace the shower wall with masonry. The road department will repair the brickwork at the Emmons pavilion in August after baseball season ends. Street signposts will be repainted. He had two quotes to refurbish the entering Munson signs and will get a third. He asked for the Board's direction on repairing the Town Hall parking lot. He suggested installing the connection pipe for the apparatus floor drain, which will run under the asphalt, before the parking lot is resurfaced. This will require a certified plumber and electrician and can't be done before community day. A tree blew over onto Township Park property from Munson Elementary, and the road department cleaned it up.

HEALTH INSURANCE RENEWAL

Health Insurance renewals came in at 4.04%.

Irene McMullen moved and Jim McCaskey seconded to renew health insurance through COSE/Medical Mutual as stated on the May 12 proposal, with a unanimous vote. Motion carried. The Board asked the Fire Department to contact COSE to see if they can get a policy under the same umbrella.

CONDON MEMORIAL TREE

The Trustees addressed a request from Josie Cremeans to plant a memorial tree at the Munson Township Park near Munson Elementary in memory of Jackson Condon who passed away a year ago in an automobile accident. Mr. McCaskey suggested responding by email to request the proposed location. Mrs. McMullen wanted it marked clearly.

FALL FLEA MARKET

Irene McMullen moved and Jim McCaskey seconded to hold the fall flea market at the Munson Township Park on Saturday, September 8, 2018, with a unanimous vote. Motion carried.

LANDSCAPING

McCaskey will have an update on the town hall landscaping at the next meeting.

RECYCLING AREA

Mrs. McMullen suggested a mound or closing off the driveway at Sherman Road. McCaskey discussed a fence and moving the collection bins west further into the woods. Geauga Trumbull will help with the cost but wants assurance that the facility will stay open. The county facility will not be ready for another two years. Mrs. McMullen will talk with juvenile court regarding clean-up crews, and asked for a plan and cost so that the Board can make a decision. A resident proposed limiting the hours.

2019 BUDGET

The Board discussed levies, renewals, and levying for a specific purpose, such as the purchase of a new squad. Currently the Township renews levies in their year of last collection, and cannot include them in the Budget. The Board will continue to look at levies and expiration dates with the intent of eventually moving the renewal schedule up one year for all of the Township levies.

The Board reviewed a capital projects worksheet. Mrs. Toth will check the appropriations for funding and revise the worksheet. The 2019 budget will be on the June 26 agenda for further discussion.

2019 BUDGET HEARING

Irene McMullen moved and Jim McCaskey seconded to hold a public hearing for the 2019 Budget on Tuesday, July 10, 2018 at 6:30pm, with the regular meeting to follow, with a unanimous vote. Motion carried.

RESOLUTION 2018-25/REAL ESTATE TAX ADVANCE

Resolution 2018-25 was made by Irene McMullen and seconded by Jim McCaskey to request an advance of real estate taxes collected for the second half collection, dates for advances July 6 and July 20, 2018, with a unanimous vote. Motion carried.

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## RESOLUTION 2018-26/REPAYMENT OF ADVANCE & NOPEC GRANT FUNDS

Resolution 2018-26 was made by Jim McCaskey and seconded by Irene McMullen to request the Budget Commission to certify \$50,000 in the Fire Operating and Apparatus Fund in order to repay the advance from the General Fund, and due to a delay in receiving the NOPEC grant funds, to close the NOPEC Grant Fund, and to place the grant in the General Fund, with a unanimous vote. Motion carried. NOPEC does not require a separate fund. [The resolution in its entirety is included on a separate page as part of the minutes.]

## RESOLUTION 2018-27/FUND TRANSFER

Resolution 2018-27 was made by Irene McMullen and seconded by Jim McCaskey for within fund transfers in the General Fund in the 2018 Permanent Appropriation, with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.]

## MONTHLY REPORT

Irene McMullen moved and Jim McCaskey seconded to accept the fiscal report for May 2018, with a unanimous vote. Motion carried.

## PHONE SYSTEM

The Fire Department is experiencing the same difficulties as the Township. The Trustees will look at a phone system for the entire complex.

## OUTSIDE MEETINGS

Mrs. McMullen attended a senior services meeting on June 11 and Mr. Bushman a Geauga Safety Council meeting on June 1.

## COMMUNITY ROOM RENTALS

Irene McMullen moved and Jim McCaskey seconded to rent the community room for a Christ Child Tea (Gant) August 28, 2018 at 6:30pm, for approx. 40 persons, and to waive the fees, with a unanimous vote. Motion carried.

## PAVILION RENTAL

Irene McMullen moved and Jim McCaskey seconded to rent the Scenic River Pavilion to Dolores Butler for the Klatka Family Reunion on July 4, 2018 at noon for approx. 50 persons, with a unanimous vote. Motion carried.

## PUBLIC COMMENT

Mr. McCaskey discussed a change in regulations for fireworks. The time capsule will be placed as soon as the flagpole is set. The Fire Department has not heard back about their carpet and Mr. McCaskey will send a text reminder to the insurance adjusters.

## ENCUMBRANCE SHEET

Irene McMullen moved and Jim McCaskey seconded to approve the encumbrance sheet for June 12, 2018, as follows:

Geauga Local Access Cable Corp.	Local Programming	37,234.94
Medicount Management	EMS Billing Fees	10,000.00
Pontem Software	Annual Support for Cemetery Software	828.25
Super Blanket	HRA – Admin.	9,284.55
Super Blanket	2018 Scholarships	6,000.00
Blanket Certificate	Other Property Services – Cemetery	500.00
Blanket Certificate	Repairs and Maintenance – Parks	2,104.85
Blanket Certificate	Operating Supplies – Town Hall	738.00
Blanket Certificate	Legal Ads – Zoning	800.00
IGM Copy Products	Copy Machine Service Plan	500.00
Blanket Certificate	Repairs and Maintenance Gas Tax	3,734.94
Blanket Certificate	Legal Ads, Subscriptions – Admin.	329.50
C.I.R. Inc.	Pipe Install	2,000.00

with a unanimous vote. Motion carried.

## EXECUTIVE SESSION/PERSONNEL COMPENSATION

Irene McMullen moved and Jim McCaskey seconded to go into executive session at 8:30pm to discuss personnel compensation, with a unanimous vote. Motion carried.

The Trustees came out of executive session at 8:51pm and resumed the meeting.

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PAY RAISES

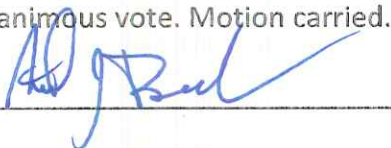
Jim McCaskey moved and Irene McMullen seconded to approve the following pay raises effective the next pay period: John Toth, \$25.70 per hour; Jason Vatty, \$21.50 per hour; Adam McKinney, \$21.25 per hour; Keith Kriynovich, \$18.50 per hour; Ross McKinstry, \$18.00 per hour retroactive to January 8, 2018, with a unanimous vote. Motion carried.

PARK TRAILS PROJECT

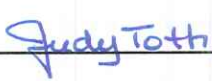
The Board discussed the park trails project. Work was undertaken at Scenic River without the full board's prior knowledge or authorization. Mrs. McMullen raised several concerns. The Scout Troop will be contacted to make sure that there is better communication in the future.

MEETING ADJOURNED

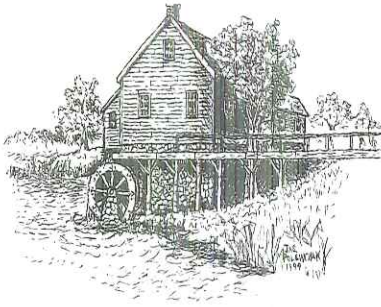
Irene McMullen moved and Jim McCaskey seconded to adjourn the meeting at 9:01pm, with a unanimous vote. Motion carried.



Chairman



Fiscal Officer



**MUNSON TOWNSHIP**  
12210 Auburn Road  
Chardon OH 44024-9454  
(440) 286-9255 Fax: (440) 286-1180

**REQUEST FOR ADVANCE OF TAXES COLLECTED**

Rev. Code Sec. 321.34

**RESOLUTION NO. 2018-25**

June 12, 2018


To the Auditor of Geauga County, Ohio:

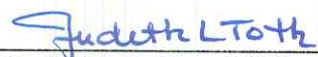
YOU ARE HEREBY REQUESTED to issue your warrant upon the County Treasurer of said County, in favor of Judith Toth as Fiscal Officer of Munson Township in said County for the

Real Estate Advance – Second Half Collection - total amount available in all funds per memo dated May 23, 2018 from the Geauga County Auditor, dates for advances July 6, 2018 and July 20, 2018

of the current collection of taxes assessed and collected for and in behalf of said Munson Township which shall be held and treated as an advance payment on the current collection of taxes due said Munson Township at the ensuing settlement, as provided by law.

Pursuant to a Resolution adopted by the Board of Township Trustees of Munson Township on Tuesday, June 12, 2018 – Resolution 2018-25.

  
\_\_\_\_\_  
Andrew J. Bushman, Chairman

  
\_\_\_\_\_  
Judith L. Toth, Fiscal Officer

cc: Geauga County Treasurer



**Auditor**  
**Charles E. Walder**

**MEMO**

TO: All Taxing Districts  
FROM: Beverly Sustar, Deputy Auditor  
RE: Real Estate Advance-Second Half Collection  
DATE: May 23, 2018

Treasurer C.P. Hitchcock has set the closing date for the second half real estate collection for July 11, 2018. Our office will continue the established practice of setting a uniform schedule for tax advances based upon this closing date.

Approximate dates of advance for this collection period are as follows:

July 6, 2018 (with payments received through 6/30/2018)

July 20, 2018

Only one advance request is necessary. Please specify the above dates as part of the request and indicate the respective fund or funds the advance is for. Should you have any questions, please do not hesitate to contact me at 440-279-1605.

Bev Sustar  
Deputy Auditor

Cc: C.P. Hitchcock, Treasurer  
Beverly Sustar, Settlement Department  
Lou Marion, Data Center  
Ron Leyde, Accounting Department  
Adrian Gorton, Commissioner's Office  
File

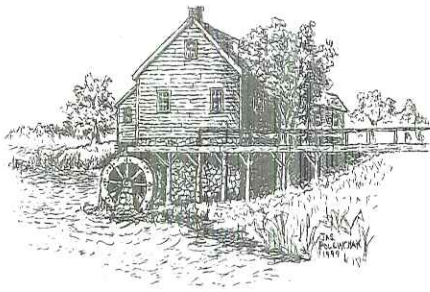
Courthouse Annex, 231 Main Street, Suite 1A, Chardon, OH 44024-1293

Direct Line: (440) 279-1600 \* FAX: Fiscal Office (440) 279-2184 \* Real Estate/ Appraisal (440) 286-4359

Web site: <http://www.auditor.co.geauga.oh.us>

Email: [auditor@co.geauga.oh.us](mailto:auditor@co.geauga.oh.us)

*Financial Responsibility Today... Economic Rewards Tomorrow*



# Munson Township

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

## Resolution 2018-26

Be it resolved by the Trustees of Munson Township, in a regular session on the 12th day of June, 2018, at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen that Mr. McCaskey moved the adoption of the following resolution:

That the 2018 Permanent Appropriation be amended, as follows:

### Repayment of Advance

Request the Budget Commission to certify funds in the amount of \$50,000 in the Fire Operating and Apparatus Fund and place them in the following line item in the Permanent Appropriation:

50,000.00 to 2192-920-920-0000 Advances Out

### Decertify Funds and Certify to a Different Fund

Whereas, the Northeast Ohio Public Energy Council [NOPEC] approved a grant to Munson Township in the amount of \$19,592 to be used for the purpose of energy efficiency projects and disbursement of these funds will be delayed, and whereas, NOPEC does not require that these funds be placed in a special fund, the Munson Township Trustees request that the Budget Commission

Decertify \$19,592 in the NOPEC Grant Fund and reduce line item 4901-760-730-0120 Improvement of Sites – Town Hall to \$0; and

Certify \$19,592 in the General Fund and place these funds in 1000-760-730-0120 Improvement of Sites – Town Hall

Mrs. McMullen seconded the motion and the roll being called, resulted as follows:

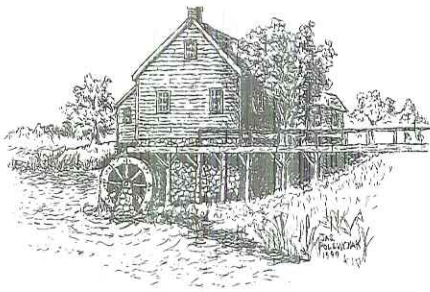
Voting

Andrew J. Bushman, yes

James J. McCaskey, yes

Irene H. McMullen, yes

Attest: Judy Toth, June 12, 2018  
Judy Toth, Fiscal Officer



# Munson Township

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

## Resolution 2018-27

Be it resolved by the Trustees of Munson Township, in a regular session on the 12th day of June, 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 Permanent Appropriation be amended, as follows:

### Transfers Within Funds

In the General Fund, within fund transfers, as follows:

6,000.00	to 1000-110-221-0008	Medical/Hospital {MED/HOSPITAL HRA}
100.00	to 1000-110-349-0000	Other – Communications, Printing & Adv.
900.00	to 1000-130-349-0000	Other – Communications, Printing & Adv.
	from 1000-760-720-0220	Buildings – Fire Department

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

	Voting
<u>Andrew J. Bushman</u>	<u>no</u>
<u>James J. McCaskey</u>	<u>yes</u>
<u>Irene H. McMullen</u>	<u>yes</u>

Attest: Judy Toth, June 12, 2018  
Judy Toth, Fiscal Officer