

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, June 13, 20 17

The meeting was called to order at 6:30pm by Chairman Irene McMullen with Trustees Andy Bushman and Jim McCaskey and Fiscal Officer Judy Toth present. The Chairman led the Pledge of Allegiance. Warrants 14945-14949 dated 5/26 and 5/31/17 totaling \$9,756.45 and EFT Vouchers 208-212 for the 5/31/17 monthly payroll in the amount of \$6,962.79 were signed between meetings. The Trustees signed warrants 14950-14999 dated June 13, 2017 totaling \$90,860.65, EFT Vouchers 218-227 for the 6/2/17 bi-weekly payroll totaling \$9,900.19, EFT Vouchers 235-244 for the 6/16/17 bi-weekly payroll totaling \$9,870.82, and warrant 1255 dated 6/13/17 in the amount of \$8,008.70 to transfer EMS collections from the lockbox.

MEMORIAL

The Trustees observed a moment of silence to mourn the deaths of three youths involved in two motor vehicle accidents, Jackson Condon, Dominic Ricci, and Zachary St. Jean, and Munson notable and former Zoning Commission member Betty Koelliker.

CEMETERY DEEDS

The Trustees signed deeds to William E. Truesdell for Maple Hill III, Lot 343, Grave 1, and Mark and Coral Langer for Maple Hill III, Lot 331, Grave 13.

MINUTES

Jim McCaskey moved and Andy Bushman seconded to approve the minutes of May 23, 2017, with a unanimous vote. Motion carried.

PUBLIC COMMENT – FOWLERS MILL ROAD PROJECT

Resident Agnes Stewart, a resident since 1968, questioned the need for a culvert pipe in her driveway. Mrs. McMullen told her that the engineer's office was in agreement. Resident Rich Ferlin praised the road crew's department and the quality of the work they had done at the Kirchner, Semenik and Ray properties. He clarified the concerns he had raised at the last meeting regarding an accurate annual road report, with priorities, to assure that the Trustees were making the decisions about road work. He asked the Trustees to address the notes compiled by the engineer's office from the engineer's meetings with the individual homeowners. Mrs. McMullen advised that this segment of the agenda was for residents' comments because Fowlers Mill Road was not on the agenda. Resident Bruce Oppenheim said he hired his own contractor to remove the trees from his property to assure a clear line of responsibility between the homeowner and contractor. He asked the Township to remove the stumps and to put the barn stones back in position from a job done a few years ago. The four stumps, including his large maple, are all in the road right-of-way. Mr. Teichman agreed to look at the stones. Resident Marilyn Kirchner discussed the work done at her property, and thanked the road crew for their polite behavior and exemplary work. She elected to have the pine trees outside of her fence removed as they were dying, and had her juniper shrub moved to a new location. With the removal of the pine trees, a ditch enclosure will no longer be necessary.

FIRE DEPARTMENT REPORT/FIRE CHIEF MARK LYNN

Chief Lynn reported the fire department had an offer of \$1,750 for the 2004 trail blazer, with 75,000 miles, within three hours of setting it out. Jim McCaskey moved and Andy Bushman seconded to authorize Mark Lynn to sell the 2004 trail blazer for \$1,750, with a unanimous vote. Motion carried. He asked to keep the funds and use them for new air bags. He had an offer of \$2,000 for the old SCBA equipment. A company in Lorain will refurbish them and sell them to the mines. He asked to retain these funds and to use them for rescue bags. The fire department was still running the demo for the new computers for the vehicles. The \$1,500 cost per computer will be paid out of the fire department's budget. His projection was to run the old computers as long as possible, and to replace them all by the end of the year. No large purchases were planned for this year. He adjusted the replacement values of the vehicles for the insurance renewal.

The Township has the title for the trail blazer. Jim McCaskey moved and Andy Bushman seconded to authorize fiscal officer Judy Toth to sign the title to the 2004 trail blazer for the fire department, with a unanimous vote. Motion carried.

Chief Lynn reported that one squad is in repair leaving two in operation. The department is up 54 calls from last year, and is running well. In reference to the proposed park trails, Mr. McCaskey asked if the department owned a four wheeler. Mr. Lynn responded that a "mule" was better. Munson is surrounded by departments with bigger trail systems, who own mules and jeeps. He did not see the need to own a vehicle at this time.

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ROAD REPORT/ROAD SUPERINTENDENT JIM TEICHMAN

Mr. Teichman discussed recycling. Mr. McCaskey asked him to place parking blocks at the Vetter field parking lot. Teichman will get two estimates to replace the leaking sky lights in the maintenance building, and estimates to replace the fire department furnace. The pick-up truck, still under warranty, is losing oil, as is another of the road department vehicles. If the Trustees give him the green light on the remainder of the Fowlers Mill drive pipes, the road department will finish the job this week.

RESOLUTION 2017-20/HILLTOPPER FARM LAEPP

Resolution 2017-20 was made by Andy Bushman and seconded by Jim McCaskey to participate in the Ohio LAEPP [Local Agricultural Easement Purchase Program], to act as local sponsor, and to co-hold and monitor the easement for the preservation of the 60-acre Hilltopper Farm in Munson Township, Geauga County, compatible with the long-range farmland preservation goals of Geauga County and Munson Township as outlined in the Geauga County Farmland Preservation Plan, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.] Mrs. McMullen will send a letter of congratulations on behalf of the Township. The Trustees received a request to sponsor the Emmons Farm on Sherman Road. The next round of applications begins in January. Mrs. McMullen will notify the owners that the Township is willing to sponsor their application, and advise them how to proceed.

HEALTH INSURANCE RENEWAL

Jim McCaskey moved and Andy Bushman seconded to continue the Township's Medical Mutual insurance through COSE, with a unanimous vote. Motion carried.

FALL FLEA MARKET

The Board addressed a request from the Park Board to move the fall flea market to the Town Hall and charge an admission fee of \$1 to \$2 per person. The town hall and fire station will be utilized with the overflow in an outdoor tent. This will eliminate the risk of inclement weather, which has been a problem at the township park location. The Trustees suggested that children under 12 be admitted free. The Park Board will be notified to schedule the event.

ALTERNATE DER

Jim McCaskey moved and Andy Bushman seconded to appoint Julie Johnston Alternate DER for Munson Township for the drug and alcohol random testing program, with a unanimous vote. Motion carried.

COUNTRY OAKS DRAINAGE ISSUE

Mr. McCaskey took pictures the Sunday after Memorial Day of the ongoing drainage issues on Country Oaks near the intersection of Route 44. The culvert pipe on Country Oaks is 24 inches and the culvert under Route 44 is 18 inches, which affects 4-5 properties down each side of the road. ODOT plans to upsize and replace the pipe in 2020 as part of their road project. Mr. McCaskey will write a letter to ODOT to request that the pipe be replaced sooner.

TRANSIENT VENDOR FORM

The Trustees reviewed a draft of a form to be completed by transient vendors who wish to solicit in Munson Township. The Board discussed implementation and enforcement, and if fees should be reduced for Munson residents. Other communities have implemented the form and Mrs. McMullen will contact the Sheriff's office for more information.

TRUSTEE ROAD LIAISON

The Trustees discussed appointing a road liaison to address small issues that may come up between meetings. Mr. Bushman suggested appointing the Vice-chairman. Mrs. McMullen supported this action as long as communication was maintained, the actions did not require additional funds, and the other two Trustees were kept informed by email of any decisions made.

Jim McCaskey moved and Andy Bushman seconded to appoint the Vice-chairman as the road liaison, with a unanimous vote. Motion carried. The office manager will be asked to add this appointment to the yearly organizational motions.

NO ENGINE BRAKE SIGNS

Mrs. McMullen asked if anyone had a response from the County Commissioners regarding the Township's request for "no engine brake" signs on Auburn Road. Mrs. McMullen will draft another letter, and Mr. McCaskey will contact the Commissioners to expedite a response.

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TIME CAPSULE

The time capsule will be buried on July 15th during the Community Day picnic. The Board needs to finalize the list and find a location.

TREE PROGRAM

The Trustees received a request from resident Carol Vlack for the Township to implement a management plan and mission for tree planting and clean water practices. Mrs. McMullen will contact her for more information.

WASTE MANAGEMENT SURVEY

Mr. McCaskey will fill out the survey on behalf of the Board.

LEGEND CREEK SPEED LIMIT

Chester Township reduced the speed limit on Legend Creek Drive, a platted subdivision. A portion of the road is in Munson Township and signs have been erected. Mrs. McMullen will contact Chester Township.

UNITED WAY EVENT

The United Way asked to borrow the Township's large tent for the United Way Day of Caring event to be located at their headquarters. Jim McCaskey moved and Andy Bushman seconded to authorize the loan of the tent to the United Way for their Day of Caring on June 22nd, with a unanimous vote. Motion carried. The tent will be signed out and Andy Bushman will inspect the contents when it is returned.

RESOLUTION 2017-21/FUND TRANSFER

Resolution 2017-21 was made by Jim McCaskey and seconded by Andy Bushman for within fund transfers in the General and Road and Bridge Funds, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

MAY FINANCIAL REPORT

Jim McCaskey moved and Andy Bushman seconded to accept the Fiscal Officer's Financial Report for May 2017, with a unanimous vote. Motion carried.

EXECUTIVE SESSION FOR PERSONNEL DISCIPLINE AND PERSONNEL COMPENSATION

Jim McCaskey moved and Andy Bushman seconded to go into executive session at 7:30pm to discuss personnel discipline and personnel compensation, with a unanimous vote. Motion carried.

The Trustees came out of executive session at 8:43pm. Jim McCaskey moved and Andy Bushman seconded to resume the regular meeting at 8:43pm, with a unanimous vote. Motion carried.

WAGE INCREASES

Jim McCaskey moved and Andy Bushman seconded to authorize the following wage increases effective June 12, 2017: John Toth \$25.20 per hour; Jason Vatty, \$21.25 and \$500 bonus; Adam McKinney \$20.75 per hour; Keith Kriynovich \$18.00 per hour and \$1 per hour bonus November 8, 2016 to present; Paula Friebertshauser \$500 bonus; and Julie Johnston \$15.25 per hour, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET

Jim McCaskey moved and Andy Bushman seconded to approve the encumbrance sheet for June 13, 2017, as written:

Workers Compensation	Blanket	4,500.00
Geauga Local Access Cable Corp.	Local Programming Contract	9,437.63
Other – Property Services	Blanket (Road and Bridge)	3,000.00
Pontem Software (Cemetery)	Annual Support and Maintenance	828.25
OTARMA Service Center	Township Property & Liability Ins.	33,674.00
VFW 6519	Memorial Day Contribution	100.00
American Legion Post 167	Memorial Day Contribution	100.00
Operating Supplies	Blanket (Cemetery)	574.70
Operating Supplies	Blanket (Town Hall)	500.00
ProRisk Solutions	One Half Fire Department Insurance	15,116.00

with a unanimous vote. Motion carried.

Jim McCaskey left the meeting at 8:47pm for a family emergency.

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OUTSIDE MEETINGS

Andy Bushman attended Geauga Safety Council meeting on June 7th regarding bomb evacuation training.

COMMUNITY ROOM RENTALS

Andy Bushman moved and Irene McMullen seconded to rent the community room for a 4H meeting (Ray) on June 15, 2017 at 6:30pm, approx. 35, and to waive the fees, with both trustees voting yes on the roll call. Motion carried.

Andy Bushman moved and Irene McMullen seconded to rent the community room for Chardon Youth Cheerleading registration (Evans) on June 28, and July 12, 2017 from 5-9pm, approx. 20, and to waive the fees, with both trustees voting yes on the roll call. Motion carried.

Andy Bushman moved and Irene McMullen seconded to rent the community room for Ravenwood Health Staff Training (Polikoff) on June 29, 2017 from 8am-4:30pm, approx. 50, and to waive the fees, with both trustees voting yes on the roll call. Motion carried.

Andy Bushman moved and Irene McMullen seconded to rent the community room for a Birthday Party and Celebration – 60 Years Ministry (Word of Grace Church-Pfeifer) on July 7, 2017 from noon-9pm, approx. 50-75, and to waive the rental fee and require the security deposit, with both trustees voting yes on the roll call. Motion carried.

Andy Bushman moved and Irene McMullen seconded to rent the community room for a Birthday Party (Munson Firefighter-Swanker) on July 29, 2017 from 4-10pm, approx. 50, to reduce the fee to \$62.50 and require the \$250 security deposit, with both trustees voting yes on the roll call. Motion carried.

Andy Bushman moved and Irene McMullen seconded to rent the community room for a 4H Breeders and Feeders meeting (Munn) on August 10, 2017 at 6pm, approx. 70, and to waive the fees, with both trustees voting yes on the roll call. Motion carried.

Andy Bushman moved and Irene McMullen seconded to rent the community room for AFS Orientation (Plishka) on August 13, 2017 from noon-5pm, approx. 50, and to waive the fees, with both trustees voting yes on the roll call. Motion carried.

Andy Bushman moved and Irene McMullen seconded to rent the community room for Girl Scout Troop 71189 meetings (Meyers) September 6 & 20, 2017 from 5:30-9pm, approx. 15-20, and to waive the fees, with both trustees voting yes on the roll call. Motion carried.

MEETING ROOM RENTAL

Andy Bushman moved and Irene McMullen seconded to lease the meeting room for a 4H Breeders and Feeders meeting (Munn) on August 10, 2017 at 6pm, approx. 15, and to waive the fees, with both trustees voting yes on the roll call. Motion carried.

GROUND LEASE/EMMONS PAVILION

Let the record reflect Chardon High School used the Munson Township Park Grounds and Emmons Pavilion and Volley Ball Court for Track and Field Awards (Shafer) on June 6, 2017 from 5:30-9:30pm, approx. 100. Andy Bushman moved and Irene McMullen seconded to waive the fees, with both trustees voting yes on the roll call. Motion carried.

FOWLERS MILL ROAD PROJECT

County Engineer Joe Cattell and county staff member Nick Gorris met individually with the property owners on Fowlers Mill Road to go over their concerns. The Board of Trustees received a summary of the engineer's notations on the residents' comments and requests. Some residents requested a ditch enclosure for their property to be included as part of the project. Mrs. McMullen advised that because this is a resident-driven request and not a recommendation of the county engineer, and beyond the scope of the road liaison's authority, residents requesting a ditch enclosure should submit their requests to the Township Trustees by July 11th to allow the enclosures to be addressed before the road is paved in August. The Board of Trustees will vote on the requests. Any requests determined to be outside of the scope of the project, will be permitted at the homeowner's expense. As road liaison, Mr. Bushman offered to share the views of those who could not be present at the meeting. Mr. Ferlin discussed ditching, and pointed out that ditch locations impact other properties down the line. There was some disagreement whether the engineer's document was purely notetaking or the engineer's recommendations. There were also some discrepancies on

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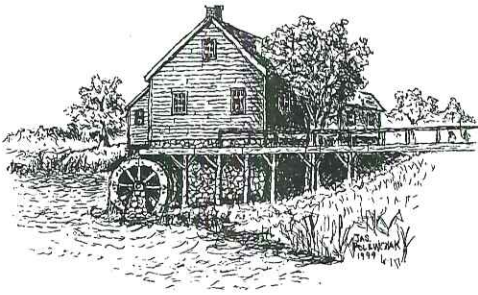
FOWLERS MILL ROAD PROJECT (continued)

property locations and owners' names. Mr. Bushman as road liaison offered to meet with the residents along with the road superintendent to get their wishes. Mrs. McMullen pointed out that if Township money was to be spent, the Board of Trustees would need to vote on it. Mr. Oppenheim asked about his stump removal. The liaison has the authority to set the schedule with the road superintendent. Mrs. McMullen cautioned that this may not be a priority. Mr. Oppenheim asked the Board to address the potholes on the road as they are becoming a hazard. The Board will make a decision on the potholes at their special meeting on Thursday.

MEETING ADJOURNED

Andy Bushman moved and Irene McMullen seconded to adjourn the meeting at 9:20pm, with both Trustees voting yes on the roll call. Motion carried.

John H. McMullen Chairman Judy Toth Fiscal Officer



**Resolution of Authorization
to Participate in the Local
Agricultural Easement
Purchase Program
No. 2017-20**

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, Munson Township Board of Trustees agrees to co-hold the easements, monitor the easements, and assist with enforcement of the terms of the easement; and

WHEREAS, Munson Township Board of Trustees finds that the requests for the agricultural easements are acceptable, and per LAEPP requirements, each landowner commits to donate at least 25% of the agricultural easement value; 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 13th day of June, 2017, that the Munson Township Board of Trustees hereby agrees to co-hold the easements, monitor the easements, supervise and enforce, with the Ohio Department of Agriculture, the terms of the easements in perpetuity. And, hereby acknowledges that each landowner, per LAEPP requirements, commits to donate at least 25% local match of the agricultural easement value.

Unanimously approved, this 13th day of June, 2017, by the Munson Township Trustees.



Andrew J. Bushman, Trustee



James J. McCaskey, Trustee

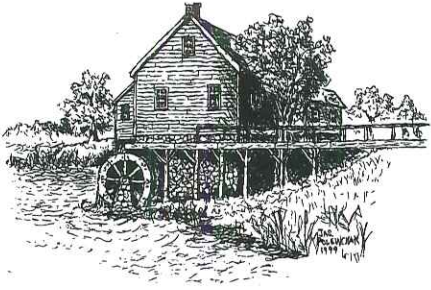


Irene H. McMullen, Chair

Attest: 

Judith Toth, Fiscal Officer

June 13, 2017



Munson Township

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

Resolution 2017-21

Be it resolved by the Trustees of Munson Township, in a regular session on the 13th day of June, 2017, 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 2017 Permanent Appropriation be amended, as follows:

Within Fund Transfers

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

1,200.00	to 1000-760-730-0120	Improvement of Sites (Town Hall)
50.00	to 1000-610-381-0000	Property Insurance Premiums (Parks)
	from 1000-760-730-0610	Improvement of Sites (Parks)

In the Road and Bridge Fund, within fund transfers, as follows:

3,000.00	to 2031-330-329-0000	Other – Property Services
250.00	to 2031-330-319-0000	Other – Professional and Technical Services
4,000.00	to 2031-760-720-0000	Buildings
7,000.00	to 2031-760-730-0000	Improvement of Sites
	from 2031-330-360-0002	Road Improvement Projects

Mr. Bushman 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>

Attest: Judith Toth, June 13, 2017
Judith Toth, Fiscal Officer