

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, March 12 20 19

The meeting was called to order at 6:30pm by Chairman Jim McCaskey with Trustees Irene McMullen and Andy Bushman and Office Manager Paula Friebertshauser (taking the minutes in Judy Toth's absence) present. The Chairman led the Pledge of Allegiance. Warrants 16400-16426 dated 3/12/19, and totaling \$136,528.91 and EFT Vouchers 77-84 for the 3/8/19 bi-weekly payroll totaling \$9,470.87 were signed.

MINUTES

Irene McMullen moved and Andy Bushman seconded to approve the minutes of February 26, 2019, with a unanimous vote. Motion carried.

FIRE DEPARTMENT REPORT/CHIEF ALAN ZWEGAT

The Chief mentioned the annual report, which was provided to the Trustees on Monday. He notified them of a fire in Newbury where the house sustained considerable damage. He presented a quote from Cherokee Hardwoods for \$12,610 to remodel the women's restroom. Geauga Door came out to quote door openers for #2 and #5 that are original to the building, being the priority. Timers were also quoted, but the Chief did not recommend them because it would allow people to walk in or the timing of them closing could cause accidents. He will get more clarification on the quote.

SWEARING IN OF FIREFIGHTER PARAMEDICS

At the request of the Fire Chief, at 6:34pm, the Trustees moved the meeting to the community room. Chief Alan Zwegat introduced Daniel Corsillo and Adam Way. Mr. Corsillo's parents and Mr. Way's sister and girlfriend as well as several members of the Fire Department were present to see them sworn in as fulltime firefighter paramedics. Mr. McCaskey administered the oath, and the Chief presented them with their shields. Refreshments followed at the fire station and the Trustees returned to the meeting room at 6:45pm.

ZONING COMMISSION APPLICANT- COMEAU

Bill Comeau introduced himself to the Trustees. He recently moved from Connecticut and has experience as a former Chairman for the Planning & Zoning Commission in Clinton, Connecticut. He expressed a desire to contribute to the community as a volunteer. He was given the date and time of the next Zoning Commission meeting.

TODD PETERSEN/STEVE OLIUC, WATER RESOURCES DIRECTOR - 208 PLAN

Todd Petersen was present to discuss updating the 208 Plan. Previously they had discussed 19 units on the Legend Lake property; however, since the house at the northwest corner of Auburn burned, they reached an agreement with Water Resources to purchase the property for a water plant. The water plant would service parcels at the southeast corner of the intersection to include the clubhouse, two houses and outbuildings. The package plant that currently services the clubhouse and the house on the corner would be discontinued. When asked what the timetable for this venture was, Mr. Oliuc explained they have a contract to purchase the parcel by the end of next week and then will obtain the funding. They would bring the proposed update to the 208 Plan to the next meeting. They hoped to have everything in place within four to eight weeks. Mr. Bushman clarified that it is the Township's 208 Plan, which the county then approves. Mrs. McMullen asked what the capacity would be. Mr. Oliuc responded 50,000 gallons per day. She asked if there would be any excess capacity and if it could be extended. Mr. Oliuc explained it would service the Berkshire Heights Subdivision and Legend Lake only; they are not planning anything else. Mr. Petersen further explained that the capacity is based on 400 gallons per day per house, and with Legend Lake would not leave much excess. They are going through the permit process with the EPA. When asked what it would look like, Mr. Oliuc replied it would be landscaped and look modern. Mr. Petersen added it would look better than the house. Mr. Oliuc commented they originally had looked at locating the system at Henning, but it made more sense to put in at the proposed site. Mr. Ferlin mentioned he had read an article about the Chardon Township Trustees looking to tie into the plant and was concerned that the residents had to add this cost. Mr. Oliuc said Chardon could not because Berkshire Heights would have to be incorporated into Chardon city. He added there have been no permits to do improvements in Berkshire Heights; the paper was wrong. Mr. Oliuc commented they are five years behind the timeline on this project. There will be a public hearing mid to late May at 470 Center Street. Mr. Petersen mentioned they are in limbo; part of the agreement is to take down the house; they would not

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, March 12 20 19

TODD PETERSEN/STEVE OLIUC, WATER RESOURCES DIRECTOR - 208 PLAN (continued)
be inclined to do so until there is an agreement with the Township to go forward. Mr. Bushman mentioned that as a courtesy, he would like the Zoning Commission to see the proposed 208 Plan. The Zoning Commission meets on March 19.

ZONING COMMISSION APPLICANT - CHRISTIE

Nick Christie was introduced. He has been a Geauga County resident since high school and moved back to Munson five years ago. He has experience as a Project Manager for the Department of Planning, Design & Construction at Case Western Reserve University. Mr. Christie was also given the date and time of the next Zoning Commission meeting.

RESOLUTION 2019-08 TO ORDER THE RESURFACING OF VARIOUS ROADS

Shane Hajjar and Addison Wolf were present from the Engineer's office. The Resolution to Order the Resurfacing of River, Epping, Klatka, Wexford and Chelsea would be 1.77 miles of road and the cost was estimated at \$365,000. Irene McMullen moved and Andy Bushman seconded Resolution 2019-08 to order the resurfacing of various roads to include River Road, Epping Trail, Klatka Drive, Wexford Drive and Chelsea Drive as written, with a unanimous vote. Motion carried. Mr. Hajjar informed them that the bid date is April 5 at 3pm with bids to be opened at 3:05pm.

Trustee McCaskey mentioned that the Township is working on a policy for driveways and Mr. Teichman has information on asphalt versus concrete, but he wanted to know what the Engineer's policy is. Mr. Hajjar responded they overlay all driveways regardless of material. It is 99% effective. They have done partial but leave an 8 to 10 foot apron adjacent to the road so they do not have to repeat the process. Mr. Hajjar said a lot of townships vary depending on location, but 99% are asphalt. The Engineer's office will send the legal notice and the invoice will come to the Township.

EAGLE SCOUT PROJECT - AIDEN MANN

Aiden Mann explained he would like to put in a fishing dock at Scenic River Retreat for his Eagle Scout project. He attended the Park Board meeting on Monday. He said there used to be a dock, but now there are just weeds. When fishing, the line gets pulled through the weeds. A dock would allow casting in deeper waters and more fishing access. The Park Board was in support of the idea but did not approve it yet because they had questions regarding the concrete and ADA compliance. Most Geauga Parks have a rail so that the wheels on a wheelchair would not roll over the edge. He has not figured out how the concrete will go in the water. The posts will have to go in at least a 4-foot base of the pond and the dock has to be at least 2 feet over the water. Mrs. McMullen mentioned he might have to show this to the Fire Department because they expressed concern. Mr. Bushman interjected it would be okay because it is not farther back in the woods; the location would be fine. Mrs. McMullen mentioned they could share this with Zoning Inspector Jim Herringshaw because he is meeting with Pete McDonald of the Western Reserve Land Conservancy on Friday. Mr. McDonald lives in Munson and she felt he could be available to help him. Mr. Bushman commented that Aiden might want to contact the Geauga Park District because they have docks. Mr. McCaskey provided him with the contact name of Matt McCue, Director of Operations. Aiden mentioned that Home Depot might donate the decking because they received a return they need to get rid of. The Trustees were in support of Aiden's project but needed a few more answers. Once Aiden responds to the Park Board's questions, they will provide a recommendation to the Trustees for approval. Resident Barb Partington mentioned he may want to research the conservation easement on the property.

ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

Mr. Teichman had two quotes for a new truck. Valley Ford's pricing was \$85,218 and Preston's was \$48,641. The state contract pricing was not issued until Monday, March 11. He will go back and check for updated pricing. He had a quote for the electrical work for the oil/water separator from J.L. Taylor Co. for \$360. Irene McMullen moved and Andy Bushman seconded to contract with J.L. Taylor Co. Inc. for electrical work not to exceed \$360, with a unanimous vote. Motion carried. Mr. Teichman will get a price from Northcoast Aeration for the alarm. He submitted a quote from Thomas Fence for a yard gate in the amount of \$1,455 plus \$60 for delivery. It would be galvanized pipe and have a locking mechanism. Mr. Bushman thought

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

Tuesday, March 12

20

19

ROAD REPORT (continued)

they discussed just fencing in the fueling station. Mr. McCaskey commented that Chief Zwegat was fine with it. Mrs. McMullen asked Mr. Teichman to get a quote for a fence around the fueling station. Mr. Teichman presented a quote from Airgas for a welder without the accessory package in the amount of \$2,442.90. There is not state purchasing offered, but the scrap monies could pay for it. Irene McMullen moved and Andy Bushman seconded to contract with Airgas USA LLC to purchase a welder not to exceed \$2,442.90, with a unanimous vote. Motion carried.

In regards to the 2019 resurfacing project, and the finishing of driveways, Mr. McCaskey did not feel location mattered. Mr. Teichman provided the following applications and cost: replace with concrete \$2,625-\$3000 per driveway; asphalt would be \$1,200 per driveway; and overlay varies and would average \$300-\$425 per driveway and is already in the contract. Mrs. McMullen commented that Mr. Hajjar said they could make a sharp ramp; there are alternatives. Mr. Teichman explained they have done that by asking each homeowner, writing it down and having them sign it. Letters went out Thursday and estimates for a few properties on Klatka where the concrete was broken up. The Board agreed to think about it and make a written policy at the next meeting. Mr. Teichman mentioned an LTPA safety training session on May 15 in Garfield and the LEADS Supervisor Training program. Irene McMullen moved and Andy Bushman seconded for registration of up to three employees to attend the work zone, traffic control and safety seminar in Garfield Heights, with a unanimous vote. Motion carried. Mr. McCaskey mentioned that Monica from the EPA called and said the old well needs to be sealed up. Mr. Teichman had spoken with Jeff from Aces and he said it would be much easier for Southwind to do it. Ms. McMullen asked if the reflective tape had been put up on Sutton Place. Mr. McCaskey said he saw it. Rich Ferlin asked if the Township would have any road grants for this year. Mr. Teichman responded that sometimes we do not qualify because of the previous year or we do not have a road. Mr. Ferlin thought Sherman Road needed attention.

STREETLIGHT REQUEST FORM

Mrs. McMullen filled out the streetlight request form so the Township could get in line. It can be changed if the Board decides, but it would serve as a placeholder. Mr. Bushman said in driving around, he noticed lights that were not highlighted and he saw some as a safety concern. Ms. McMullen explained she went with replacements that First Energy believed were best, but the Board could request specific lumens for any particular streetlight. If a light is to be decommissioned, it has to be done for a certain amount of time. The list can be pulled up to see when lights were originally put in. Mr. Bushman felt the Board should wait two weeks to have the opportunity to review the list and locations. In regards to the streetlight on Sutton Place, Mr. Bushman and Ms. Friebertshauser will work on a list for a letter to be sent out. The property owner with the light pole does not want it in their yard.

GEAUGA-TRUMBULL SOLID WASTE PLAN UPDATE

Geauga-Trumbull Solid Waste District is looking for townships' to support their policy moving forward. Mr. Bushman pointed out that the draft from October had a lot of changes that were incorrect. Ms. McMullen mentioned they only need 60% of the townships and have until May 1st. It was agreed to ask Mr. Kovalchick for an update.

MAINTENANCE BUILDING MOTION ACTIVATION

With the new lighting at the maintenance building, Mr. Bushman felt there is a time adjustment and it may be less intrusive when the leaves fill in. He agreed to get an estimate from Electolite.

NOTRE DAME-CATHEDRAL LATIN 319 GRANT APPLICATION

Munson Township is a conduit for NDCL to receive a grant to shore up the bank by their stadium. The monies will flow through the Township. Necessary funding would come from the Sisters of Notre Dame and the high school. The process was vetted by legal counsel. Mrs. McMullen explained that the only way to obtain a 319 Grant is for the community to be a sponsor. Jim McCaskey moved and Andy Bushman seconded to authorize Irene McMullen to sign the 319 Grant on the Township's behalf, with a unanimous vote. Motion carried.

RECORD OF PROCEEDINGS

Minutes of MUNSON TOWNSHIP TRUSTEES REGULAR Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, March 12 20 19

MASTER GARDENERS RAINGARDEN GRANT

Mrs. McMullen commented that the Master Gardeners met on Monday, March 11, but she did not hear anything from them yet.

DUN & BRADSTREET REGISTRATION

It was noted that the Township does have a registration number but it needs to be updated. Irene McMullen moved and Andy Bushman seconded that Judy Toth be authorized to update the Dun & Bradstreet registration for the Township, with a unanimous vote. Motion carried.

MONTHLY FINANCIAL REPORT

Irene McMullen moved and Andy Bushman seconded to accept the fiscal officer's Monthly Financial Report from February, with a unanimous vote. Motion carried.

TOWNSHIP SIGNS

Mr. Bushman will go over the colors with Office Manager Paula Friebertshauser.

RECYCLING

Mr. McCaskey commented that the recycling site has been cleaned up and could be used for overflow parking for baseball. The sign is still there to refer people to the County's recycling center at 470 Center Street.

PARKING LOT

Mr. Teichman will get an estimate to redo the back parking area.

OFFICE RENOVATIONS/MAINTENANCE LIST

The first phase of painting by M&M was completed. Mr. Bushman and Office Manager Ms. Friebertshauser will prioritize the remainder of the list and distribute.

COMMUNITY ROOM RENTAL

Let the record reflect NDES rented the community room for 8th grade photo board construction on March 6, March 12 from 6-10pm. Irene McMullen moved, and Andy Bushman seconded to waive the fees, with a unanimous vote. Motion carried.

Irene McMullen moved and Andy Bushman seconded to approve the Community Room Rental for NDES 8th grade photo board construction for March 26 from 6 to 10pm and to waive the fees, with a unanimous vote. Motion carried.

EXECUTIVE SESSION FOR PERSONNEL COMPENSATION

Irene McMullen moved and Andy Bushman seconded to go into executive session at 8:12pm to discuss personnel compensation, with a unanimous vote. Motion carried.

The Trustees came out of executive session at 8:48pm and resumed the meeting.

PERSONNEL COMPENSATION

Jim McCaskey moved and Andy Bushman seconded to increase employee pay as follows: John Toth \$26.10; Jason Vatty \$22.25; Adam McKinney \$21.75; Ross McKinstry \$18.50; Steve Grzsik \$18.20; Josh Helms, \$18.20; Paula Friebertshauser, \$27.85 with a \$500 bonus; James Herringshaw, \$18.75; and Julie Johnston, \$16.00, effective the first pay period in April, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET

Irene McMullen moved and Andy Bushman seconded to approve the encumbrance sheet for March 12, 2019:

Other – Property Services	Blanket (Cemetery Fund)	1,000.00
Geauga Local Access Corp.	Contract Payment	14,000.00
Geauga Local Access Corp.	Contract Payment (Then & Now)	226.62
D.T.E. Incorporated	PRI Cutover for New Phones	550.00
Electolite	Additional Salt Building Fixture	650.00
Hess Pest Control	Spray for Ants (Town Hall)	200.00
J.L. Taylor	Electric	360.00
Air Gas	New Welder	2,500.00

with a unanimous vote. Motion carried.

MEETING ADJOURNED

Andy Bushman moved and Irene McMullen seconded to adjourn the meeting at 8:52pm, with a unanimous vote. Motion carried.

 Chairman  Office Manager
 Fiscal Officer