

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES SPECIAL

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held

Tuesday, March 21,

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 meeting was held in the conference room as the meeting room was in the process of being repainted. Mrs. McMullen led the Pledge of Allegiance. The Trustees signed warrants 14795-14801 dated 3/21/17 totaling \$58,521.23 and EFT Vouchers 105-115 for the 3/24/17 biweekly payroll \$11,188.16.

CEMETERY DEED

The Trustees signed a deed to David C. & Bernadette Stefancin, Maple Hill III, Lot 338, Grave 9.

PUBLIC COMMENT

There was no public comment.

ROAD REPORT/ROAD SUPERINTENDENT JIM TEICHMAN

Mr. Teichman had quotes from Major Waste Disposal, PennOhio, and DeMilta for rubbish day. He recommended PennOhio for scrap metal and scrap tire collections, and Major Waste Disposal for the rubbish dumpsters.

Jim McCaskey moved and Andy Bushman seconded to encumber \$950 to PennOhio for scrap metal and tire collection, and \$2790 to Major Waste Disposal for trash, with a unanimous vote. Motion carried. Mr. Teichman asked to use the scrap metal money for equipment.

Jim McCaskey moved and Andy Bushman seconded to put the scrap metal money in the road department scrap metal fund, with a unanimous vote. Motion carried. The road department will use accumulated scrap metal funds to purchase an analyzer for repairs.

Mr. Teichman had a quote of \$1,536 for materials for 120 feet of fence panels for the recycling area. The quote did not include labor or concrete. The road department cleaned up the site and the neighbor's yard. The site has improved since the dumpsters were reconfigured, and Mr. McCaskey will check with the neighbor once again before a decision is made on the fence. Mr. Teichman submitted a quote for flags for Memorial Day, three quotes for crack sealer, and quotes to prepare the ball fields for play.

Jim McCaskey moved and Andy Bushman seconded to purchase flags from Kenneth Lee James for \$237, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to purchase 11 pallets of crack sealer, delivered, from D J L Materials and Supplies for \$10,300, with a unanimous vote. Motion carried.

The quotes for ball field preparation will be emailed to the Trustees and addressed at the next meeting.

The road department will blow out the cuts in the concrete in the concrete pads in front of the fire station bay and reseal the concrete.

Fire Station Bay Drainage - Mr. Teichman met with two contractors regarding drainage for the fire station bay. The Township will need to make additional sets of the plans, and will request an electronic copy from the Hess and Associates, who did the engineering. Mr. McCaskey asked for an email copy.

LAEPP 2017 COOPERATIVE AGREEMENT

Mr. Bushman recommended that the prosecutor review the agreement for 2017 participation in the Local Agricultural Easement Purchase Program (LAEPP).

Jim McCaskey moved and Andy Bushman seconded to enter into the agreement pending the prosecutor's blessing, with a unanimous vote. Motion carried.

CHAGRIN RIVER WATERSHED PARTNERS INVOICE

Mrs. McMullen asked for a decision on the membership in the Chagrin River Watershed Partners. The fee is \$2,274, a one percent increase. Mr. Bushman wanted to pay half of the fee and wait to see if funds were available to pay the balance. He said this was done for the City of Eastlake. Mrs. McMullen reviewed the services that the organization provides, and argued that protection of drinking water and access to funding sources through this organization are vital roles of the township and the township needs to pay the full fee. Mrs. McMullen stressed the importance of protecting our drinking water supply, prevention of erosion and being able to offer homeowners technical expertise regarding flooding concerns.

Jim McCaskey moved and Andy Bushman seconded to renew membership in the Chagrin River Watershed Partners for a total of \$2,000. Mrs. McMullen advised that most of the funding comes from members and that the agency provides substantial services to Munson Township including eligibility to apply for grants. CRWP is currently working on a grant application for

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CHAGRIN RIVER WATERSHED PARTNERS INVOICE (continued)

the park district for Beaver Creek, which feeds into Bass Lake, which the Munson Trustees earlier supported. Mr. Bushman pointed out that membership is voluntary, and the Township needs to watch what it is spending. He suggested that he might be in favor of paying the balance in September if funds are available, or paying it on a monthly basis. A roll call was taken on the motion: Mr. McCaskey, yes; Mr. Bushman, yes; Mrs. McMullen, no. Motion carried. Mrs. McMullen indicated that she would add the matter to the agenda at the next meeting so that Munson Township could remain a member in good standing.

TOWN HALL PAINTING PROPOSAL

The Trustees reviewed the proposal from M&M Painting and Remodeling to paint the meeting room, community room, office entrance wall, one zoning wall, and the restrooms. The road department will not be available to do any of the painting. Mrs. McMullen and Mr. McCaskey left the room to look at the condition of the men's restroom and returned after a few minutes. They asked Mr. Teichman to call the office manager for more information as the painting project was already underway.

MORE GRANT

Mrs. McMullen asked the Board for suggestions for the MORE grant, which may be used for safety equipment and training. The road superintendent will be consulted.

WORKER'S COMPENSATION THIRD PARTY ADMINISTRATOR

The Board had proposals from CompManagement and CareWorksComp. Mr. McCaskey agreed to compare the proposals.

PUBLIC RECORDS REQUEST REGARDING SOCIAL MEDIA

Mrs. McMullen gave the prosecutor's advice regarding a public records request for the Township's social media. The prosecutor's office has not approved any contracts for social media, and the Township does not have an authorized Facebook page.

NO ENGINE BRAKE SIGN

Mrs. McMullen asked for the addresses for the placement of two "no engine brake" signs. The information must be included in the letter to the county commissioners requesting authorization to erect the signs. Once permission is granted, the Township will purchase the signs. Mr. Bushman advised one sign will be erected on Auburn Road north of Bean Road on the east side and the second just north of Wexford on the south side of the road. The road superintendent will be asked to provide the addresses.

PAINTING PROPOSAL (continued)

Mrs. McMullen could find no evidence of water damage in the men's room.

Jim McCaskey moved and Andy Bushman seconded to do the women's restroom for \$450 and let the men's room go, with a unanimous vote. Motion carried. The quote for the men's room was \$350. Mrs. McMullen initialed the changes and signed the proposal.

TRAC PHONE MINUTES

Mrs. Toth will find out if Trustees may be reimbursed for trac phone minutes when they are used for township business. The Board briefly discussed the cost for a multi user policy for township cellular phones.

PARK TRAILS

Park Board members Jim O'Neill and Joe Herczak were present to the Scenic River trails. Mr. Herczak reworked the figures, and gave the Trustees a revised map breaking the project down into segments. The proposal outlined six areas that needed to be done to make the trails usable this year and included material costs and potential labor costs. The projected cost was \$26,000 for a 6-foot wide trail. Mr. Herczak did not want to do any more work on the project without a commitment from the Trustees. Mr. McCaskey pointed out that every type of trail was already available within a 10 or 15 minute drive and wondered if the trails would be used. Mr. Herczak said someone needed to make that decision. He pointed out that the park was named Scenic River, but that when he first started the project, it was impossible to walk back to see the river. The Park Board met with a representative from the Western Reserve Land Conservancy, which holds the conservation easement, to mark the trails, and preliminary clearing has been done. Mrs. McMullen suggested that this was an opportunity for volunteers and Eagle Projects, and also an opportunity to apply for a NatureWorks grant. Mr. Herczak asked for assistance from the road crew to remove small trees. Mr. Bushman and Mr. McCaskey will each schedule a time to walk the proposed trails with Mr. Herczak.

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FISCAL OFFICER'S MONTHLY REPORT

Jim McCaskey moved and Andy Bushman seconded to accept the Fiscal Officer's monthly report for February, as reported, with a unanimous vote. Motion carried.

MEETING ROOM RENTAL

Jim McCaskey moved and Andy Bushman seconded to lease the meeting room to the Reserve at Bass Lake Homeowners Association (Callahan) for a meeting on March 29, 2017 at 7pm, approx. 20, and to waive the fees, with a unanimous vote. Motion carried.

SOCCER FIELD LEASE

Jim McCaskey moved and Andy Bushman seconded to lease the soccer fields for Chardon High School Boys Soccer (Gehrke) Mondays beginning March 27 through May 15, 2017 from 6-70pm, with a unanimous vote. Motion carried. [\$50 fee paid; will charge \$5 per student - certificate of insurance attached.]

ENCUMBRANCE SHEET

Jim McCaskey moved and Andy Bushman seconded to approve the encumbrance sheet for March 21, 2017, as written:

Vener Tree Service	Tree Trimming and Removal	2,000.00
Repairs – Town Hall	Blanket to 12/31/2017	2,000.00
ASAP Sanitary Services	Portable Restroom Service	896.00
PennOhio	Tires and Scrap Metal	950.00
Major Waste Disposal	Trash (Rubbish Day)	2,790.00
Other Expenses (Lunch)	Blanket to 12/31/17	100.00
Kenneth Lee James	Flags	237.00
DJL Material & Supply Co.	Crack Sealer	10,300.00

with a unanimous vote. Motion carried.

PERMANENT APPROPRIATION

Mr. Teichman gave the board an estimate of \$13-\$14,000 for the fire station bay drainage system. Mrs. Toth reviewed a list of changes for the permanent appropriation worksheet. She offered to add the changes and reprint the worksheets while the Trustees were in executive session.

EXECUTIVE SESSION FOR PERSONNEL COMPENSATION AND EMPLOYMENT

Jim McCaskey moved and Andy Bushman seconded to go into executive session at 8:43pm to discuss personnel compensation and employment, with a unanimous vote. Motion carried. Jim McCaskey moved and Andy Bushman seconded to come out of executive session at 9:50pm, with a unanimous vote. Motion carried.

RESOLUTION 2017-10/PERMANENT APPROPRIATION

The Trustees reviewed the permanent appropriation worksheets and made changes and additions. Resolution 2107-10 was made by Andy Bushman and seconded by Jim McCaskey to approve the 2017 Permanent Appropriation in the amount of \$3,385,725.14, with a unanimous vote. Motion carried.

FIRE DEPARTMENT AUDIT

The fire contract will expire March 31. The Trustees asked Mrs. Toth to prepare an addendum for compensation from April 1 through June 30.

Jim McCaskey moved and Andy Bushman seconded to authorize Andy Bushman to conduct an audit of the fire department with public assistance, with a unanimous vote. Motion carried.

MEETING ADJOURNED

Jim McCaskey moved and Andy Bushman seconded to adjourn the meeting at 10:10pm, with a unanimous vote. Motion carried.

James H. McClure

Chairman

Judith Toth

Fiscal Officer