

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, March 26 20 19

The meeting was called to order at 6:30pm by Chairman Jim McCaskey with Trustees Irene McMullen and Andy Bushman and Fiscal Officer Judy Toth present. The Chairman led the Pledge of Allegiance. Warrants 16427-16434 and 16436-16426 dated 3/26, 3/27, and 3/29/19 totaling \$300,212.72, EFT Vouchers 96-103 for the 3/22/19 bi-weekly payroll totaling \$7,985.58, and EFT Vouchers 108-112 for the 3/29/19 monthly payroll totaling \$7,688.23 were signed.

MINUTES

Irene McMullen moved and Andy Bushman seconded to approve the minutes of March 12, 2019, with a unanimous vote. Motion carried.

FIRE DEPARTMENT REPORT/CHIEF ALAN ZWEGAT

The Chief reported on the progress of the new security system. Sievers is expected to finish the job this week. They are working with the department on the security cameras. At the last meeting, he presented a quote from Cherokee Hardwoods for \$12,610 to remodel the women's restroom. Cherokee did an adequate job on the men's restroom and are less than half the cost of the other quotes. The Fire Department agreed to cover the cost over \$10,000. Irene McMullen moved and Andy Bushman seconded to contract with Cherokee Hardwood to renovate the women's restroom in an amount not to exceed \$12,610, with the Township to pay the first \$10,000 and the Fire Department to pay the balance, with a unanimous vote. Motion carried. Fifty percent of the cost is due now, with the balance to be paid when the project is complete.

The relay switches are shot on the bay doors. The Chief submitted one quote from Geauga Door and will get a second quote from DoorWorks. Not all of the doors need to be done at once. Doors 3 and 5 should be done at a minimum. Buttons will be placed on the wall and in the vehicles to bypass the relay that is shot.

The Fire Department will have the carpets cleaned after the women's restroom is renovated. Mrs. McMullen suggested getting a quote to clean the Township carpets at the same.

ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

Mr. Teichman had quotes from three suppliers for a new truck, a Dodge, a Ford, and an International at state purchasing cost. He submitted a \$550 quote from Northcoast to install an alarm system for the water separator.

Irene McMullen moved and Andy Bushman seconded to contract with Northcoast Aeration Systems in an amount not to exceed \$550, with a unanimous vote. Motion carried.

Mr. Teichman had three estimates for a yard fence for the fueling station, all quotes for 6 ft. galvanized with 3" posts. He asked the Chief if a gate would be sufficient to secure the grounds. The Chief advised it would and suggested a sign "Munson employees only." Code requires a fence, but there is some latitude. It is in a remote area. Mr. Bushman wanted a fence because not all of the wires are in rigid conduit. McCaskey advised that the county's is entirely flexible. Mrs. McMullen will visit the county's site and speak with someone from the engineer's office. Resident Rich Ferlin suggested that the Trustees contact their insurance company. The Board had a quote from JL Taylor to turn fuel off electronically. The tanks may not need to be turned off if they are locked. Mr. Teichman will look over the quote and make a recommendation to the Board.

6:45 PM BID OPENING SPRING BIDS

Irene Mc Mullen moved and Andy Bushman seconded to waive the reading of the legal notice published in the *Geauga Maple Leaf* on Thursday, March 7, 2019, for road materials, catch basins and headwalls, and virgin asphalt concrete, with a unanimous vote. Motion carried.

Road Materials - the Township received one bid, properly sealed and labeled.

- 1) Arms Trucking, \$500 bid bond from the Merchants Bonding Company.

Virgin Asphalt Concrete – one bid, properly sealed and labeled.

- 1) Cuyahoga Asphalt Materials, \$500 bid bond from Liberty Mutual Insurance Company.

Catch Basins and Headwalls – one bid, properly sealed and labeled.

1) James L. Szuszkiewicz, \$500 cashier's check from Chase Bank. [No certificate of
Irene McMullen moved and Andy Bushman seconded to accept the bids and turn them over to the road superintendent for his review and recommendation, with a unanimous vote. Motion carried.

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ROAD REPORT (continued)

Mr. Teichman asked for the Board's decision regarding the driveway approaches for concrete driveways for the resurfacing project. Mrs. McMullen suggested a compromise, as the Board has done in the past. If the owner prefers concrete, the Township will put in a temporary sharp angle until the homeowner gets a contractor to either lift or replace the concrete. After the job is complete, the homeowner can request a credit for the cost of the asphalt that was bid into the project, but not used. Mr. McCaskey suggested that the Township draft a written policy and approve it at the next meeting. Mr. Teichman will get quotes to repair the Town Hall driveway. He estimated the cost around \$60,000. Mr. McCaskey suggested installing a concrete pad to replace the grass in front of the man door at the rear of the fire bay. Mr. Ferlin asked the Board to consider putting in a cistern for wastewater before the concrete is poured, so that the fire department can wash vehicles indoors. Mr. McCaskey wanted to know why the trucks could not be washed outdoors. The Chief advised that the department could wash the trucks outside in the interim, but that ultimately they would need a collection tank. Mr. Teichman asked to send employees Steve Grzsik and Josh Helms to an ODOT LTAP work zone safety seminar on May 15 in Garfield for a \$66 fee per attendee and travel expenses. Irene McMullen moved and Andy Bushman seconded to approve \$132 and travel expenses to send two road department employees to the seminar, with a unanimous vote. Motion carried. The cost for a 20-pound fire extinguisher with a protective cover for the fuel point emergency shut off is \$222.58 from Warren Fire Equipment. Irene McMullen moved and Andy Bushman seconded to contract with Warren Fire Equipment for an extinguisher and cover, with a unanimous vote. Motion carried.

Mr. Teichman requested \$692.55 to purchase geraniums and six flats of flowers from Burton Floral & Garden for Memorial Day. Irene McMullen moved and Andy Bushman seconded to contract with Burton Floral not to exceed \$700 for Memorial Day flowers, with a unanimous vote. Motion carried.

ROAD SUPERINTENDENT RETIREMENT

Irene McMullen moved and Andy Bushman seconded to accept Road Superintendent Jim Teichman's letter of resignation with regret and heartfelt thanks for his long service, effective June 30, 2019, with a unanimous vote. Motion carried.

NEW WELL

Mr. McCaskey contacted the well driller. If there are no delays, the project should begin in April.

NOPEC LED STREETLIGHT PROJECT

Mrs. McMullen asked for authorization to submit the form to initiate the project to change the Township's streetlights to LED. She selected the fifteen locations with the most wattage, but the application will not lock the Township into her selections. Its submission merely secures the Township a place in line. The Board will have the option to make any changes to wattage or location after the grant is awarded. Mr. Bushman asked to hold off on submitting the form as he has 24 more streetlights to check out. Mr. McCaskey suggested that the Board make a final decision at the next meeting.

STREETLIGHT REQUEST/SUTTON PLACE

Mr. Bushman will work with the office manager on sending out a notification after she returns from her vacation.

MAINTENANCE BUILDING LIGHTING

The Township will get a quote for motion activation.

MASTERGARDENERS/RAIN GARDEN GRANT

The Township was awarded the rain garden grant. The Master Gardeners will coordinate with Munson Elementary for volunteer hours. The project will be done in mid-May before school ends. The Township will approve the contractor after the Master Gardeners make their selection.

SCENIC RIVER TRAILS PROJECT

Mrs. McMullen reported on the Scenic River Trails project. The Township received two quotes; a third contractor declined to quote. Sumner Creeks at \$32,000, is substantially lower than Davey Resource Group, who quoted \$44,915. Davey quoted more boardwalks, but the Western Reserve Land Conservancy did not see the need for that many. In the event that more

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SCENIC RIVER TRAILS PROJECT (continued)

will be required, Mrs. McMullen had a quote from Sumner for the additional work. The Township will be required to get an archeological survey before work can begin, and she had three quotes. The survey will not be completed until August 2, and construction cannot begin until the Township has the results. Mr. McCaskey asked about timing. Mrs. McMullen wanted to get started as the contractor will need to get an engineer's drawings for the bridges and she was concerned about getting on their schedule. Mr. Bushman wanted the Park Board's recommendation before moving forward. The Park Board meets again on April 8. Mrs. McMullen will make sure that the Park Board has all of the quotes. Sumner is willing to mark the center of the trail all of the way around with Pete McDonald from the Western Reserve Land Conservancy. This will be necessary for the archeological survey. The Conservancy advised that both companies were good; Sumner's is the lower quote and has done all of the trails for the Metroparks. Mrs. McMullen wanted to select a contractor so that the project could begin in August. Mr. Bushman informed the Board that the Boy Scouts planned to work on the trails as an Earth Day project. Mrs. McMullen did not think this could be authorized under these circumstances. Mr. Bushman told her they would be cleaning up what is already there, as the Park Board has done for the past two years. Mrs. McMullen asked him to get permission and McCaskey suggested a letter from the Scouts outlining what they planned to do. The Park Board will also need to make a recommendation.

PORTABLE RESTROOM SERVICE

Irene McMullen moved and Andy Bushman seconded to contract with ASAP in an amount not to exceed \$968 for portable restroom service for the 2019 season, with a unanimous vote. Motion carried.

ZONING COMMISSION APPLICANTS

Both applicants attended the Zoning Commission meeting and introduced themselves to the Zoning Commission members. Mr. Bushman wanted some feedback from the Zoning Commission before making an appointment.

AGRITOURISM

The Trustees received an agritourist business proposal from Hobnobbin Farm Inc., at 13271 Bass Lake Road. Mr. McCaskey reviewed the proposal with the zoning inspector. The Board will send the proposal to the prosecutor's office and invite assistant prosecuting attorney Susan Wieland to attend the next meeting. McCaskey noted that agritourism is a hot topic that needs to be addressed.

GEAUGA-TRUMBULL SOLID WASTE PLAN UPDATE

The Board is reviewing the Geauga-Trumbull Solid Waste District plan update. The deadline to respond is May 1.

OFFICE RENOVATIONS/MAINTENANCE LIST

Mr. Bushman and Office Manager Paula Friebertshauser have prioritized some of the items on the list.

RESOLUTION 2019-09/FUND TRANSFER

Resolution 2019-09 was made by Irene McMullen and seconded by Andy Bushman for within fund transfers in the Permanent Appropriation in the General Fund and Road and Bridge Fund, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

EMS REPORT

Mrs. Toth advised she would begin the required 90 day reporting for EMS collections and expenses after she received the March bank statement. The report will be ready for the first meeting in April. After that, the Trustees and Fire Department will receive the report quarterly. She asked if any EMS funds should be held back for the new squad. The Chief suggested that \$40,000 be set aside for the first lease payment in 2019.

COMMUNICATIONS FROM PUBLIC

Mr. McCaskey noted that periodically one Trustee will receive a communication from a resident regarding a problem or issue. He suggested sharing these communications and any responses with the other two Trustees.

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COMMUNITY ROOM RENTAL

Irene McMullen moved and Andy Bushman seconded to lease the Community Room for Ravenwood Staff Training (Eisenberg) on April 16, 2019, from 8:30am-4pm, and to waive the fees, with a unanimous vote. Motion carried.

MUNSON TOWNSHIP PARK GROUNDS LEASE

Irene McMullen moved and Andy Bushman seconded to lease the Munson Township Park Grounds for Chardon Sports Camp (Hazen) June 3-7, June 17-21, July 8-12, July 22-26, and July 29-August 2, 2019 from 8:30am-12:30pm, for a \$150 fee, with a unanimous vote. Motion carried. A certificate of insurance was attached to the agreement.

PUBLIC COMMENT

Resident Rich Ferlin suggested that the Board pursue OPWC funding for Sherman Road. Residents Joe and Dawn Bastulli inquired if the Zoning Commission was considering some zoning changes. The Trustees advised that the Zoning Commission was holding a public hearing on their proposed amendments and the documents were a public record. Mr. McCaskey gave the Bastulli's his copy. The Fiscal Officer made and distributed additional copies.

EXECUTIVE SESSION FOR PERSONNEL COMPENSATION

Irene McMullen moved and Andy Bushman seconded to go into executive session at 7:40pm to discuss personnel compensation. Roll call vote: Mrs. McMullen, yes; Mr. McCaskey, yes; Mr. Bushman, yes. Motion carried.

Mr. Bushman left the meeting at 8:10pm.

Mr. McCaskey and Mrs. McMullen came out of executive session at 8:24pm and resumed the meeting.

ENCUMBRANCE SHEET


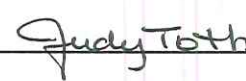
Jim McCaskey moved and Irene McMullen seconded to approve the encumbrance sheet for March 26, 2019, as presented:

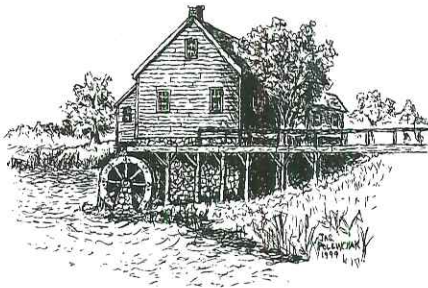
Munson Fire Department	Contract Payments	965,338.00
Natural Gas – Road Dept.	Blanket	1,465.82
Printing	Blanket (Administration)	600.00
Other – Communications	Blanket (Administration)	328.60
Veneer Tree Service	Tree Trimming & Removal	3000.00
ASAP Sanitary Services	Portable Restroom Service	896.00
Northcoast Aeration	Water Separator	550.00
DOT LTAP	Education	132.00
Warren Fire Equipment	Fire Extinguishers	222.58
Burton Floral & Garden	Memorial Day Flowers	700.00

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

MEETING ADJOURNED

Jim McCaskey moved and Irene McMullen seconded to adjourn the meeting at 8:25pm, with both Trustees voting yes on the roll call. Motion carried.

 Chairman  Fiscal Officer



Munson Township

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

Resolution 2019-09

Be it resolved by the Trustees of Munson Township, in a regular session on the 26th day of March, 2019, at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen that Irene McMullen moved the adoption of the following resolution:

That the 2019 Permanent Appropriation be amended, as follows:

Transfers Within Funds

In the General Fund, a within fund transfer, as follows:

400.00 to 1000-110-344-0000 Printing
from 1000-120-190-0000 Other – Salaries

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

2,000.00 to 2031-760-730-0000 Improvement of Sites
from 2031-330-323-0000 Repairs and Maintenance

Andy Bushman 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, March 26, 2019
Judy Toth, Fiscal Officer