

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, March 8, 20 16

The meeting was called to order at 6:30pm by Chairman Jim McCaskey with Trustees Andy Bushman and Irene McMullen and Fiscal Officer Judy Toth present. The Chairman led the Pledge of Allegiance. The Trustees signed warrants 13907-13917 dated 3/8/16 totaling \$13,772.31, EFT Vouchers 109-118 for the 3/11/16 bi-weekly payroll in the amount of \$11,907.27, and warrant 1226 dated 3/8/16 in the amount of \$3,170.77 to transfer EMS collections to the primary account. The Trustees signed mowing contracts with Fiore's Group and Signature Lawns and Landscaping and a letter of appreciation for a \$500 donation to the scholarship fund [donors asked to remain anonymous].

ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

Mr. Teichman received a positive response from three of the property owners regarding tree removal for the Rockhaven/Wye resurfacing project. The property owners signed a waiver and were given the option to keep the wood. Mr. McCaskey cautioned that trees in which brown bats are nesting cannot be cut down between April 1 and November 1. After April 1, the engineer's office must be contacted to determine if a tree may be cut down. Cinders and salt stores will be replenished before the end of April.

RUBBISH CONTRACT

Andy Bushman reviewed new rates for weekly refuse pickup at the town hall and parks, \$74.88 for a 6 yard dumpster and \$12.48 per cart.

Andy Bushman moved and Irene McMullen seconded to approve the contract with Waste Management at those rates, with a unanimous vote. Motion carried.

SHERIFF DEPUTY REPORT

Deputy Steve Savor reported his availability was limited during February. The Sheriff's Department hired three additional part time deputies, which should give Munson more coverage. Mr. McCaskey advised him that the Township would need their assistance during the bicentennial celebration July 16th.

COPY MACHINE

Toshiba provided a demo copy machine for a one-week trial. The current copy machine is eight years old and parts are becoming obsolete. A three-year lease/purchase agreement would cost the township approximately \$70 per month more than what it is currently paying for maintenance on the old machine. Mr. McCaskey noted that the phone system should also be addressed at some point in the future.

OUTSIDE MEETINGS AND EVENTS

Mr. Bushman attended a Geauga Safety Council meeting on March 4th. Mr. McCaskey advised that the upcoming Health District Advisory Council meeting is on the same day as the Trustees meeting. The Trustees will have a shortened meeting to allow him to attend.

SOCCER FIELD LEASE

The Chardon Soccer Club and City of Chardon Soccer leagues will coordinate their games and practices. The field leases will be approved after they have had their signups, worked out their schedules, and provided certificates of insurance.

BASEBALL

Doug Snyder from the Chardon School District requested a meeting with the Trustees and the baseball league. The Chardon boosters had the same issue as the Township with authorizing work after the fact on last year's major field improvement. Mr. Bushman will meet with Mr. Snyder to go over his "wish list" before a meeting is scheduled.

RESOLUTION 2016-07/PERMANENT APPROPRIATION

Mrs. Toth reviewed the changes to the draft of the permanent appropriation and passed out an updated capital projects list. Projects that were included in the appropriations were noted on the list. Additional funds will be needed to meet the G-TV contract.

Resolution 2016-07 was made by Andy Bushman and seconded by Irene McMullen to approve the Township's 2016 Permanent Appropriation in the amount of \$3,096,585.79, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET

Irene McMullen moved and Andy Bushman seconded to approve the encumbrance sheet for March 8, 2016, as written:

Postage – Administration	Blanket to 12/31/2016	1,551.58
Printing – Administration	Blanket to 12/31/2016	2,000.00

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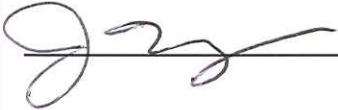
ENCUMBRANCE SHEET (continued)

Other – Supplies (Admin.)	Blanket to 12/31/2016	250.00
Natural Gas	Blanket to 12/31/2016	2,582.37
Natural Gas – Fire Department	Blanket to 12/31/2016	4,293.15
Other – Communications	Blanket to 12/31/2016	200.00
Geauga County Sheriff	Contract for Additional Patrol	7,862.50
Union Security Ins Co	Admin – Blanket to 12/31/2016	1,300.00
Union Security Ins Co	Fire – Blanket to 12/31/2016	273.00
Union Security Ins Co	Road Dept – Blanket to 12/31/2016	1,688.87
Other – Dues and Fees	Blanket to 12/31/2016	265.00
Operating Supplies (Parks)	Blanket to 12/31/2016	2,500.00
Med/Hosp HRA – Road Dept.	Blanket to 12/31/2016	17,703.65

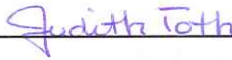
with a unanimous vote. Motion carried. The Board signed the encumbrance sheet.

MEETING ADJOURNED

Andy Bushman moved and Irene McMullen seconded to adjourn the meeting at 6:57pm, with a unanimous vote. Motion carried.



Chairman



Fiscal Officer

**MUNSON TOWNSHIP PERMANENT APPROPRIATION
RESOLUTION 2016-07
EFFECTIVE MARCH 8, 2016**

1 GENERAL FUND 1000

That there be appropriated from the General Fund for MISCELLANEOUS PURPOSES:

Administrative

1000 110 111 0000	Salaries - Trustees.....	\$	34,520.00	
1000 110 112 0000	Salaries - Trustees' Staff.....	\$	61,300.00	
1000 110 121 0000	Salary - Fiscal Officer.....	\$	20,548.50	
1000 110 211 0000	Ohio Public Employees Retirement System.....	\$	16,300.00	
1000 110 213 0000	Medicare.....	\$	1,720.00	
1000 110 221 0000	Medical/Hospitalization.....	\$	35,000.00	
1000 110 221 0008	Medical/Hospitalization MED/HOSPITAL HRA	\$	12,000.00	
1000 110 222 0000	Life Insurance.....	\$	1,560.00	
1000 110 223 0000	Dental Insurance	\$	3,000.00	
1000 110 230 0000	Workers' Compensation.....	\$	11,000.00	
1000 110 311 0000	Accounting and Legal Fees	\$	800.00	
1000 110 312 0000	Auditing Services.....	\$	4,000.00	
1000 110 313 0000	Uniform Accounting Network Fees.....	\$	3,504.00	
1000 110 314 0000	Property Tax Collection Fees.....	\$	7,500.00	
1000 110 315 0000	Election Expenses.....	\$	4,000.00	
1000 110 319 0000	Other - Professional and Technical Services.....	\$	630.00	
1000 110 323 0000	Repairs and Maintenance.....	\$	2,500.00	
1000 110 330 0000	Travel and Meeting Expense	\$	1,200.00	
1000 110 330 0001	Travel and Meeting Expense Employee.....	\$	900.00	
1000 110 342 0000	Postage.....	\$	2,900.00	
1000 110 344 0000	Printing.....	\$	2,000.00	
1000 110 345 0000	Advertising - Delinquent Taxes	\$	25.00	
1000 110 349 0000	Other - Communications, Printing and Advertising.....	\$	900.00	
1000 110 360 0000	Contracted Services	\$	37,826.09	
1000 110 381 0000	Property Insurance Premiums.....	\$	7,800.00	
1000 110 382 0000	Liability Insurance Premiums.....	\$	9,300.00	
1000 110 383 0000	Fidelity Bond Premiums.....	\$	767.00	
1000 110 410 0000	Office Supplies.....	\$	850.00	
1000 110 490 0000	Other - Supplies and Materials.....	\$	250.00	
1000 110 519 0000	Other - Dues and Fees.....	\$	6,000.00	
1000 110 591 0000	Contributions to Other Organizations.....	\$	200.00	
1000 110 599 1003	Other - Other Expenses {Bicentennial}.....	\$	15,000.00	
Total Administrative Purposes:.....				\$ 305,800.59

That there be appropriated from the GENERAL FUND for
TOWN HALLS, MEMORIAL BUILDINGS and GROUNDS PURPOSES:

Town Hall, Memorial Buildings and Grounds

1000 120 316 0000	Engineering Services	\$	-	
1000 120 321 0000	Rents and Leases.....	\$	300.00	
1000 120 322 0000	Garbage and Trash Removal.....	\$	4,500.00	
1000 120 323 0000	Repairs and Maintenance.....	\$	11,000.00	
1000 120 329 0000	Other - Property Services.....	\$	5,600.00	
1000 120 341 0000	Telephone.....	\$	3,100.00	
1000 120 351 0000	Electricity.....	\$	16,000.00	
1000 120 353 0000	Natural Gas.....	\$	3,200.00	
1000 120 353 0220	Natural Gas Fire Department	\$	6,000.00	
1000 120 359 0000	Other Utilities	\$	840.00	
1000 120 420 0000	Operating Supplies.....	\$	1,000.00	
1000 120 490 0000	Other - Supplies and Materials.....	\$	500.00	
1000 120 519 0000	Other - Dues and Fees.....	\$	250.00	
Total Town Hall, Memorial Buildings and Grounds:.....				\$ 52,290.00

That there be appropriated from the General Fund for ZONING PURPOSES:

Zoning

1000 130 190 0000	Other - Salaries.....	\$	12,500.00	
1000 130 211 0000	Ohio Public Employees Retirement System.....	\$	1,750.00	
1000 130 213 0000	Medicare.....	\$	182.00	
1000 130 341 0000	Telephone	\$	650.00	
1000 130 342 0000	Postage	\$	167.00	
1000 130 344 0000	Printing	\$	200.00	
1000 130 349 0000	Other-Communications, Printing & Advertising.....	\$	400.00	
1000 130 410 0000	Office Supplies	\$	12.30	
1000 130 599 0000	Other - Other Expenses.....	\$	500.00	
Total Zoning:.....				\$ 16,361.30

**MUNSON TOWNSHIP PERMANENT APPROPRIATION
RESOLUTION 2016-07
EFFECTIVE MARCH 8, 2016**

That there be appropriated from the General Fund for POLICE PROTECTION PURPOSES:

Police Protection

1000 210 370 0000	Payment to Another Political Subdivision.....	\$	8,000.00
Total Police Protection:.....			\$ 8,000.00

That there be appropriated from the General Fund for FIRE PROTECTION PURPOSES:

Fire Protection

1000 220 190 0000	Other - Salaries	\$	73,680.30
1000 220 211 0000	Ohio Public Employees Retirement System	\$	10,315.00
1000 220 213 0000	Medicare	\$	1,069.00
1000 220 221 0000	Medical/Hospitalization	\$	5,740.00
1000 220 221 0008	Medical/Hospitalization (MED/HOSPITAL HRA)	\$	3,000.00
1000 220 222 0000	Life Insurance	\$	325.00
1000 220 223 0000	Dental Insurance	\$	320.00
1000 220 290 0000	Other - Employee Fringe Benefits	\$	600.00
1000 220 318 0000	Training Services	\$	100.00
1000 220 323 0000	Repairs and Maintenance.....	\$	20,000.00
1000 220 330 0000	Travel and Meeting Expense	\$	400.00
1000 220 360 0000	Contracted Services	\$	273,630.00
1000 220 519 0000	Other - Dues and Fees	\$	265.00
Total Fire Protection:.....			\$ 389,444.30

That there be appropriated from the General Fund for AMBULANCE AND EMERGENCY MEDICAL PURPOSES:

Ambulance and Emergency Medical

1000 230 323 0000	Repairs and Maintenance.....	\$	15,000.00
Total Ambulance and Emergency Medical:.....			\$ 15,000.00

That there be appropriated from the General Fund for LIGHTING PURPOSES:

Lighting

1000 310 360 0000	Contracted Services.....	\$	9,000.00
Total Lighting:.....			\$ 9,000.00

That there be appropriated from the General Fund for HIGHWAYS:

Highways

1000 330 323 0000	Repairs and Maintenance	\$	-
1000 330 360 0002	Contracted Services ROAD IMPROVEMENT	\$	-
Total Highways			\$ -

That there be appropriated from the General Fund for CEMETERY PURPOSES:

Cemeteries

1000 410 190 0000	Other - Salaries	\$	1,111.22
1000 410 211 0000	Ohio Public Employees Retirement System	\$	169.05
1000 410 213 0000	Medicare	\$	16.38
1000 410 323 0000	Repairs and Maintenance	\$	800.00
1000 410 329 0000	Other - Property Services.....	\$	4,103.35
1000 410 351 0000	Electricity	\$	350.00
1000 410 420 0000	Operating Supplies.....	\$	700.00
1000 410 490 0000	Other - Supplies and Materials.....	\$	500.00
Total Cemeteries:.....			\$ 7,750.00

That there be appropriated from the General Fund for PARKS & RECREATION PURPOSES:

Parks and Recreation

1000 610 322 0000	Garbage and Trash Removal.....	\$	1,600.00
1000 610 323 0000	Repairs and Maintenance.....	\$	8,000.00
1000 610 329 0000	Other - Property Services.....	\$	18,700.00
1000 610 351 0000	Electricity.....	\$	1,100.00
1000 610 381 0000	Property Insurance Premiums.....	\$	850.00
1000 610 420 0000	Operating Supplies.....	\$	2,500.00
1000 610 490 0000	Other - Supplies and Materials.....	\$	250.00
1000 610 519 0000	Other - Dues and Fees	\$	250.00
1000 610 599 0000	Other - Other Expenses.....	\$	750.00
1000 610 599 0004	Other - Other Expenses - Santa Breakfast.....	\$	800.00
1000 610 599 0007	Other - Other Expenses - Fishing Derby.....	\$	600.00
Total Parks and Recreation:.....			\$ 35,400.00

That there be appropriated from the General Fund for CAPITAL OUTLAY PURPOSES:

Capital Outlay

1000 760 720 0220	Buildings Fire Department.....	\$	-
Total Capital Outlay for Buildings:.....			\$ -
1000 760 730 0120	Improvement of Sites Township.....	\$	16,000.00
Total Capital Outlay for Improvement of Sites:.....			\$ 16,000.00

**MUNSON TOWNSHIP PERMANENT APPROPRIATION
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1000 760 740 0009	Machinery, Equipment & Furniture SCRAP METAL.....	\$	4,456.75	
1000 760 740 0120	Machinery, Equipment & Furniture Township.....	\$	499.00	
Total Capital Outlay for Machinery, Equipment and Furniture:.....			\$	4,955.75
1000 760 750 0220	Motor Vehicles Fire Department	\$	34,006.47	
Total Capital Outlay for Motor Vehicles:.....			\$	34,006.47
Total Capital Outlay:.....			\$	54,962.22
Total General Fund:			\$	894,008.41

2 MOTOR VEHICLE LICENSE TAX FUND 2011

That there be appropriated from the MOTOR VEHICLE LICENSE TAX FUND:

2011 330 323 0000	Repairs and Maintenance.....	\$	5,000.00	
2011 330 360 0002	Contracted Services Road Improvement Projects	\$	15,000.00	
2011 330 430 0000	Small Tools and Minor Equipment.....	\$	500.00	
Total Motor Vehicle License Tax Fund:.....			\$	20,500.00

3 GASOLINE TAX FUND 2021

That there be appropriated from the GASOLINE TAX FUND:

2021 330 318 0000	Training Services.....	\$	500.00	
2021 330 323 0000	Repairs and Maintenance.....	\$	10,000.00	
2021 330 330 0000	Travel and Meeting Expense.....	\$	500.00	
2021 330 360 0000	Contracted Services.....	\$	7,500.00	
2021 330 360 0002	Contracted Services Road Improvement Projects.....	\$	45,000.00	
2021 330 420 0000	Operating Supplies.....	\$	30,000.00	
2021 330 430 0000	Small Tools and Minor Equipment.....	\$	500.00	
Total Gasoline Tax Fund:.....			\$	94,000.00

4 ROAD AND BRIDGE FUND 2031

That there be appropriated from the ROAD AND BRIDGE FUND:

2031 330 190 0000	Other - Salaries.....	\$	310,000.00	
2031 330 211 0000	Ohio Public Employees Retirement System.....	\$	43,500.00	
2031 330 213 0000	Medicare.....	\$	4,500.00	
2031 330 221 0000	Medical/Hospitalization.....	\$	63,700.00	
2031 330 221 0008	Medical/Hospitalization MED/HOSPITAL HRA	\$	18,000.00	
2031 330 222 0000	Life Insurance.....	\$	2,000.00	
2031 330 223 0000	Dental Insurance.....	\$	4,800.00	
2031 330 259 0000	Other - Employee Reimbursements.....	\$	1,600.00	
2031 330 314 0000	Property Tax Collection Fees.....	\$	13,000.00	
2031 330 319 0000	Other - Professional and Technical Services.....	\$	400.00	
2031 330 323 0000	Repairs and Maintenance.....	\$	20,000.00	
2031 330 329 0000	Other - Property Services.....	\$	7,000.00	
2031 330 341 0000	Telephone.....	\$	600.00	
2031 330 342 0000	Postage.....	\$	50.00	
2031 330 345 0000	Advertising	\$	20.00	
2031 330 349 0000	Other-Communications, Printing and Advertising.....	\$	400.00	
2031 330 351 0000	Electricity.....	\$	6,000.00	
2031 330 353 0000	Natural Gas.....	\$	2,500.00	
2031 330 354 0000	Heating Oil.....	\$	1,000.00	
2031 330 360 0000	Contracted Services.....	\$	25,000.00	
2031 330 360 0002	Contracted Services Road Improvement Projects.....	\$	170,000.00	
2031 330 381 0000	Property Insurance Premiums.....	\$	11,500.00	
2031 330 382 0000	Liability Insurance Premiums.....	\$	5,700.00	
2031 330 410 0000	Office Supplies.....	\$	50.00	
2031 330 420 0000	Operating Supplies.....	\$	105,000.00	
2031 330 490 0000	Other - Supplies and Materials.....	\$	700.00	
2031 330 519 0000	Other - Dues and Fees	\$	50.00	
2031 330 599 0000	Other - Other Expenses.....	\$	100.00	
2031 760 720 0000	Buildings	\$	2,500.00	
2031 760 730 0000	Improvement of Sites.....	\$	50.00	
2031 760 740 0000	Machinery, Equipment and Furniture.....	\$	29,629.48	
2031 760 790 0000	Other - Capital Outlay.....	\$	500.00	
Total Road and Bridge Fund:.....			\$	849,849.48

**MUNSON TOWNSHIP PERMANENT APPROPRIATION
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5 CEMETERY FUND 2041

That there be appropriated from the CEMETERY FUND:

2041 410 190 0000	Other - Salaries.....	\$	4,800.00	
2041 410 211 0000	Ohio Public Employees Retirement System.....	\$	672.00	
2041 410 213 0000	Medicare.....	\$	70.00	
2041 410 323 0000	Repairs and Maintenance.....	\$	600.00	
2041 410 329 0000	Other - Property Services.....	\$	3,900.00	
2041 410 330 0000	Travel and Meeting Expense.....	\$	50.00	
2041 410 420 0000	Operating Supplies.....	\$	-	
2041 410 490 0000	Other - Supplies and Materials.....	\$	-	
2041 410 519 0000	Other - Dues and Fees	\$	850.00	
2041 410 599 0000	Other - Other Expenses	\$	400.00	
Total Cemetery Fund:.....			\$	11,342.00

6 ZONING FUND 2181

That there be appropriated from the ZONING FUND:

2181 130 190 0000	Other - Salaries.....	\$	16,500.00	
2181 130 211 0000	Ohio Public Employees Retirement System.....	\$	2,310.00	
2181 130 213 0000	Medicare.....	\$	240.00	
2181 130 319 0000	Other - Professional and Technical Services.....	\$	1,200.00	
2181 130 330 0000	Travel and Meeting Expense.....	\$	600.00	
2181 130 342 0000	Postage.....	\$	600.00	
2181 130 344 0000	Printing	\$	50.00	
2181 130 349 0000	Other-Communications, Printing & Advertising.....	\$	900.00	
2181 130 410 0000	Office Supplies.....	\$	150.00	
2181 130 599 0000	Other - Other Expenses	\$	95.08	
Total Zoning Fund:.....			\$	22,645.08

7 FIRE OPERATING & APPARATUS FUND 2192

That there be appropriated from the FIRE OPERATING & APPARATUS FUND:

2192 220 314 0000	Property Tax Collection Fees.....	\$	15,000.00	
2192 220 345 0000	Advertising	\$	20.00	
2192 220 360 0000	Contracted Services.....	\$	919,631.29	
2192 220 381 0000	Property Insurance Premiums.....	\$	8,000.00	
2192 220 382 0000	Liability Insurance Premiums.....	\$	6,400.00	
2192 760 740 0000	Machinery, Equipment and Furniture.....	\$	21,580.10	
Total Fire Operating & Apparatus Fund:.....			\$	970,631.39

8 AMBULANCE & EMERGENCY MEDICAL FUND 2281

That there be appropriated from the AMBULANCE & EMERGENCY MEDICAL FUND:

2281 230 319 0000	Other - Professional and Technical Services.....	\$	20,000.00	
2281 230 360 0000	Contracted Services.....	\$	206,621.73	
Total Ambulance & Emergency Medical Fund:.....			\$	226,621.73

10 SCHOLARSHIP FUND 9751

That there be appropriated from the SCHOLARSHIP FUND:

9751 190 599 0005	Other - Other Expenses {FLEA MARKET}.....	\$	600.00	
9751 990 990 0000	Other - Other Financing Uses.....	\$	6,387.70	
Total Scholarship Fund:.....			\$	6,987.70

RECAPITULATION OF FUNDS:

1 GENERAL FUND

Administrative.....	\$	305,800.59
Town Hall Purposes.	\$	52,290.00
Zoning Purposes.....	\$	16,361.30
Police Protection Purposes.....	\$	8,000.00
Fire Protection Purposes.....	\$	389,444.30
Ambulance and Emergency Medical Purposes.....	\$	15,000.00
Lighting Purposes.....	\$	9,000.00
Highways.....	\$	-
Cemeteries.....	\$	7,750.00
Parks and Recreation.....	\$	35,400.00
Capital Outlay.....	\$	54,962.22

1 GENERAL FUND (TOTAL)	\$	894,008.41
2 MOTOR VEHICLE LICENSE TAX FUND.....	\$	20,500.00
3 GASOLINE TAX FUND.....	\$	94,000.00
4 ROAD & BRIDGE FUND.....	\$	849,849.48
5 CEMETERY FUND.....	\$	11,342.00
6 ZONING FUND.....	\$	22,645.08
7 FIRE OPERATING & APPARATUS FUND.....	\$	970,631.39
8 AMBULANCE & EMERGENCY MEDICAL FUND	\$	226,621.73
10 SCHOLARSHIP FUND	\$	6,987.70

GRAND TOTAL OF ALL FUNDS:..... \$ 3,096,585.79