

Held \_\_\_\_\_ Tuesday, May 12, \_\_\_\_\_ 20 15

The meeting was called to order at 6:30pm by Chairman Andy Bushman with Trustees Jim McCaskey and Irene McMullen and Fiscal Officer Judy Toth present. The Trustees signed warrants 13135-13183 dated 5/12/15 totaling \$51,035.24, EFT vouchers 197-207 for the 5/8/15 bi-weekly payroll in the amount of \$11,816.24, and warrant 1205 dated 5/12/15 in the amount of \$9,699.61 to transfer EMS collections from the lockbox to the primary account.

#### MINUTES

Jim McCaskey moved and Irene McMullen seconded to approve the minutes of April 23 and April 28, 2015, as written, with a unanimous vote. Motion carried.

#### REQUEST TO WAIVE ZONING FEES

Resident Carol Vlack was present to ask the Trustees to waive her zoning fees for an accessory building and for replacement of the stairs porch for the front entrance to her home. The accessory building is being donated by a friend. She will purchase the materials, and the labor to construct the ADA adaptations to her home entrance will be provided by a local agency. She submitted a confirmation letter. The zoning fees will be a hardship. Mr. Bushman offered to make phone calls to get the money donated.

#### CONTRACT FOR ADDITIONAL PATROL/DEPUTY STEVE SAVOR

Deputy Savor reported he spent a lot of extra time at Fowlers Mill and Allen, at all times of the day, and found no significant speed violations. He will continue to provide a presence at that location until school is out. The Trustees also asked him to concentrate on the Munson Elementary school zone.

#### FIRE DEPARTMENT REPORT/FIRE CHIEF MARK LYNN

Fire Chief Mark Lynn and several members of the Fire Department were present. The Chief asked the Trustees for a decision on the fire contract. Mr. McCaskey said he was not prepared to vote, and asked for additional time to look at the numbers and to ask questions. Mrs. McMullen needed more information about the disposition of the ladder truck and its effect on the ISO rating as these may affect the overall budget of the Township. Chief Lynn advised that the Township will either get full replacement value for the ladder truck, or replace it with an engine if awarded a lesser amount. He expected that there would be no out of pocket expense. He will attend an ISO seminar in July. From what he has been able to learn so far, the ladder truck will not affect the ISO rating. Mrs. McMullen noted that the most important part of the budget was the increase in manpower to 5 for one 12-hour shift per day, and asked when the fire department planned to implement this. Chief Lynn and the fire department members explained the need for a fifth person, how the calls are manned, and how mutual aid is provided. The Chief asked the Trustees not to delay a decision in order to provide for the fire department members and to maintain services. He expected the cost for insurance and workers comp to increase. Mr. Bushman suggested that a special meeting be scheduled for next week.

Jim McCaskey moved and Irene McMullen seconded to hold a special meeting for the fire budget and other regular business on Wednesday, May 20, 2015 at 6pm, with a unanimous vote. Motion carried.

#### WATER DAMAGE REPAIRS

Fire Chief Lynn informed the Trustees that BOAK declined to quote on the repairs as they would have to subcontract some of the work.

#### BID OPENINGS

Nick Gorris from the county engineer's office was present for the bid openings for Heath Road and for the Asphalt Resurfacing of Various Roads.

#### Asphalt Resurfacing Sections C & D Heath Road (Issue 2)

Jim McCaskey moved and Irene McMullen seconded to waive the reading of the legal notice published April 23, 2015 in the *Geauga County Maple Leaf*, with a unanimous vote. Motion carried.

The Township received five bids, properly sealed and labeled:

- 1) Karvo Paving Company, bid bond from Travelers Casualty & Surety Company of America, \$387,790
- 2) Burton Scot Contractors LLC, bid bond from Fidelity & Deposit Company of Maryland, \$456,960
- 3) Chagrin Valley Paving, Inc., bid bond from Merchants Bonding Company, \$472,030
- 4) Barbicas Construction Company, Inc., bid bond from Travelers Casualty and Surety Company of America, \$457,715.75
- 5) Ronyak Paving, Inc., bid bond from The Guaranty Company of North America, \$380,714.96

Jim McCaskey moved and Irene McMullen seconded to accept the bids and turn them over to the county engineer for his review and recommendation, with a unanimous vote. Motion carried.

#### Asphalt Resurfacing of Various Roads

Jim McCaskey moved and Andy Bushman seconded to waive the reading of the legal notice published April 23, 2015 in the *Geauga County Maple Leaf*, with a unanimous vote. Motion carried.

The Township received five bids, properly sealed and labeled:

- 1) Karvo Paving Company, bid bond from Travelers Casualty & Surety Company of America, \$213,440
- 2) Burton Scot Contractors LLC, bid bond from Fidelity & Deposit Company of Maryland, \$254,220



## RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held \_\_\_\_\_ Tuesday, May 12, \_\_\_\_\_ 20\_\_ 15\_\_

BID OPENING - Asphalt Resurfacing of Various Roads (continued)

- 3) Chagrin Valley Paving, Inc. bid bond from Merchants Bonding Company, \$205,475
- 4) Barbicas Construction Company, Inc., bid bond from Travelers Casualty and Surety Company of America, \$232,400
- 5) Ronyak Paving, Inc., bid bond from The Guaranty Company of North America, \$197,090

Jim McCaskey moved and Irene McMullen seconded to accept the bids and turn them over to the county engineer for his review and recommendation, with a unanimous vote. Motion carried.

The Trustees turned the bids over to Mr. Gorris.

ROAD REPORT/ROAD SUPERINTENDENT JIM TEICHMAN

Mr. Teichman recommended that the Trustees enter into a winter salt contract through the ODOT cooperative purchasing program. The Township will be required to purchase at least 90 percent of the required minimum of 400 tons. The Trustees approved the contract.

Teichman advised that the Township has until May 29<sup>th</sup> to submit a request for Issue 2 funding for 2016. If the County Engineer's office prepares the specifications, the Township will be expected to move forward with the project, whether or not the grant money is awarded. Fowlers Mill Road between Wilson Mills and Mulberry needs to be resurfaced and will not require widening. The Trustees authorized Mr. Teichman to submit that section of Fowlers Mill Road. He noted that the county engineer prepared specifications this year for River Road, Epping Trail, and Stephens Way, and they should also be included in next year's projects.

While mulching, the road department removed several dead plants at the Emmons Pavilion and landscaped entrance to the Munson Township Park. Mr. McCaskey and road department member Mark Stukbauer prepared a preliminary estimate of \$1,200 to replace the plants. If the expenditure is approved, the plants should be replaced in May or September. The Trustees agreed to replace the plants with the timing to be at the discretion of the road superintendent.

The Trustees reviewed three quotes for playground mulch. Garick will be able to deliver the mulch in the next few days, but none of the contractors are available to spread the mulch in a timely manner. Jim McCaskey moved and Irene McMullen seconded to purchase 100 yards of certified kids carpet from Garick for \$2,085, with a unanimous vote. Motion carried. The road department will spread the mulch. Meyer will give a \$790 credit for the playground ramp. The ramp will not be needed because the entrance is level to the ground.

Mr. Teichman requested funds to rent a smooth drum roller for the soccer fields. The soccer fields also need topsoil, which will be a fall project.

Jim McCaskey moved and Irene McMullen seconded to authorize Road Superintendent Jim Teichman to rent a smooth drum roller from Leppo Rents at \$375 for a one-day rental, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to authorize Road Superintendent Jim Teichman up to \$1,300 for various plants at the Bass Lake Road Park, with a unanimous vote. Motion carried.

Mr. Teichman explained how the oil will be replaced in the loader to establish a baseline, and requested \$405 to replace a damaged chain saw.

The crossover pipes were replaced on Heath Road. The specifications were changed for one of the crossover pipes and two of the half headwalls will no longer be needed. They can either be returned or kept for other jobs. Two risers will be required at a cost of \$184.

Jim McCaskey moved and Irene McMullen seconded to authorize \$184 to purchase two risers from McGill Septic Tank Company, with a unanimous vote. Motion carried.

Mr. Teichman gave the Trustees a sample letter to be sent to residents on Heath Road with concrete driveways, notifying them about the resurfacing project and asking them to contact the road department about their driveway approaches.

Mr. Teichman discussed problems with the town hall mowing contract. The assistant prosecutor ruled that the contractor is not required to comply with the edging requirement because of the way the contract was prepared. Mr. Teichman is also experiencing other difficulties. Mr. Bushman and Mr. Teichman will meet with the contractor to see if the issues can be resolved by May 20th. If they are not resolved, the Township will terminate the contract.

To assist them in planning, the Trustees asked Mr. Teichman to prepare a five-year plan with projections for resurfacing and major equipment replacement.

RESOLUTION 2015-19/FUND TRANSFER

Resolution 2015-19 was made by Jim McCaskey and seconded by Irene McMullen to approve a within fund transfer in the General Fund in the Permanent Appropriation, with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.]

ADMINISTRATIVE EQUIPMENT REPLACEMENT

Mr. Bushman advised the township computers are ten years old. The copy machine and telephones also need to be replaced.



DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, May 12, 20 15ZONING SEMINAR

Jim McCaskey moved and Irene McMullen seconded to authorize \$60 for Zoning Commission member Gabe Kezdi to attend the NE Ohio Planning and Zoning Workshop on June 5th in Youngstown, with a unanimous vote. Motion carried.

PARK CHECKLISTS

Jim McCaskey moved and Irene McMullen seconded to approve the park maintenance checklist forms, with a unanimous vote. Motion carried.

OUTSIDE MEETINGS

Andy Bushman attended the Geauga Safety Council meeting and received an Ohio BWC Certificate presented to Munson Township for its efforts in preventing accidents and injuries in the workplace 100% for 2014.

COMMUNITY ROOM RENTALS

Jim McCaskey moved and Irene McMullen seconded to rent the community room to the Fit Club (Scarvelli) May 7, 14, 19, 28, June 4, 11, 18, 25, and July 9, 15, 23, 30, 2015, from 6-7pm, approx. 20, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent the community room to the Geauga County Bar Association for a Secretary Picnic on June 24, 2015 from 11am-2pm, approx. 125, for a \$125 rental fee and \$50 security deposit, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent the community room for a Sisters of Notre Dame Red Cross Blood Drive (Rea) on July 2, 2015 from noon-6pm, approx. 30-40, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent the community room for a Graduation Party (Backos) July 5, 2015 from 2-6pm, approx. 75-100, for a \$250 non-resident fee and \$50 security deposit, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent the community room for a PEO Women's Organization Pastry and Purses Event (Penttila) on August 9, 2015 from 9am-5pm, approx. 100-120, and to waive the fees, with a unanimous vote. Motion carried. [Event previously approved for May 17]

Jim McCaskey moved and Irene McMullen seconded to rent the community room for a Line Dance/Square Dance Fun Night (Newton) on August 22 & September 11, 2015 at 5pm, approx. 100, to waive the rental fees, and require a \$50 security deposit, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent the community room for a Baby Shower (Sesnowitz) on July 4, 2015 from noon-7pm, approx. 75, for a \$125 rental fee, and \$50 security deposit, with a unanimous vote. Motion carried.

PAVILION RENTALS

Let the record reflect that the Emmons Pavilion and Pavilion No. 2 were rented for a Chagrin Falls Middle School Lunch (Aranavage) on May 8, 2015 from 12:15-1:15pm, approx. 170.

Jim McCaskey moved and Irene McMullen seconded to waive the fees, with a unanimous vote. Motion carried.

Let the record reflect that the Emmons Pavilion was rented for a family picnic (Sesnowicz) on May 10, 2015 at 2pm. The \$25 rental fee and \$25 security deposit were paid.

Irene McMullen moved and Andy Bushman seconded to rent the Emmons Pavilion for Munson Elementary School Picnics (Henry) June 8 & 9, 2015, from 11am-2pm, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent the Emmons Pavilion for a Missions Trip Send-off (Schaffer) on June 14, 2015 from 12:30-1:30pm, approx. 80, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent the Emmons Pavilion for a Missions Trip Return (Schaffer) on June 20, 2015 from 11am-2pm, approx. 80, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent the Emmons Pavilion for a Missions Trip Review (Schaffer) on June 27, 2015 from 6-9pm, approx. 50, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent the Emmons Pavilion for a Payne & Payne Trade Partner Picnic on August 12, 2015 from noon-5pm, approx. 200, for a \$25 rental fee and \$250 security deposit, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent the Emmons Pavilion for a Child's Birthday Party (Lanese-Turkish) on June 13, 2015 from 10am-3pm, approx. 40, for a \$50 nonresident fee and \$25 security deposit, with a unanimous vote. Motion carried.

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MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, May 12, 2015

PARK GROUNDS LEASE

Jim McCaskey moved and Irene McMullen seconded to lease the Munson Township Park Grounds to the Chardon Sports Camp (Hazen-Robinson) June 22-26, July 6-10, July 27-31, and August 3-7, 2015 from 8am-1pm, certificate of insurance attached, with a unanimous vote. Motion carried. [The Sports Camp paid a rental fee of \$120 (\$5 per participant)].

TENNIS COURT LEASE

Let the record reflect the Chardon Middle School Boy Club Tennis (Parker) leased two tennis courts on May 7, 2015 from 3-6pm.

ENCUMBRANCE SHEET

Jim McCaskey moved and Irene McMullen seconded to approve the encumbrance sheet for May 12, 2015, as written:

Geauga Local Access Cable Corp.	Contract Payments	13,000.00
Improvement of Sites – Parks	Blanket to 12/31/2015	5,000.00
Western Reserve Land Conservancy	Membership Contribution	250.00
Other – Dues and Fees (Admin.)	Blanket to 12/31/2015	500.00
Western Reserve Farm Cooperative	Road Fuel	8,000.00
Garick	Playground Mulch	2,085.00
Leppo Rental	Drum Roller	375.00
R & B Mower	Chain Saw	405.00
McGill Septic	2 x 2 Risers	184.00

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

FISCAL OFFICER’S MONTHLY REPORT

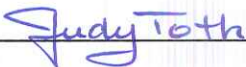
Jim McCaskey moved and Irene McMullen seconded to accept the Fiscal Officer’s monthly report for April 2015, with a unanimous vote. Motion carried.

MEETING ADJOURNED

Jim McCaskey moved and Irene McMullen seconded to adjourn the meeting at 8:17pm, with a unanimous vote. Motion carried.

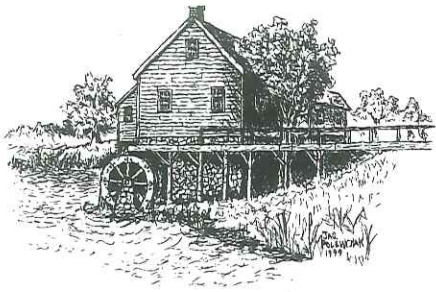


Chairman



Fiscal Officer





# Munson Township

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

## Resolution 2015-19

Be it resolved by the Trustees of Munson Township, in a regular session on the 14th day of May, 2015, at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen, that JAMES McCaskey moved the adoption of the following resolution for within fund transfers in the 2015 Permanent Appropriation, as follows:

In the General Fund:

10,000.00	to 1000-760-730-0610	Improvement of Sites {Parks}
	from 1000-760-730-0220	Improvement of Sites {Fire Department}

Irene McMullen 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: Judith Toth, May 12, 2015  
Judith Toth, Fiscal Officer