

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES SPECIAL

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

Tuesday, May 31,

20

18

Chairman Andy Bushman called the meeting to order at 6:30pm, with Trustees Jim McCaskey and Irene McMullen and Fiscal Officer Judy Toth present. Mr. Bushman led the Pledge of Allegiance. The Board signed warrants 15770-15784 dated 5/31/18 totaling \$18,550.29; EFT Vouchers 193-197 for the 5/31/18 monthly payroll totaling \$7,578.85; and EFT Vouchers 203-211 for the 6/1/18 bi-weekly payroll totaling \$10,091.09.

PUBLIC COMMENT

Resident Rich Ferlin referenced a newspaper article about a neighboring township that is using a solar powered gate at its recycling site.

FIRE DEPARTMENT WORKSHOP

Fire Department Trustees Jon Sague, Brian Gray, Matt Hartman, Mike Vatty, and Rich Ferlin were present for the workshop. An agenda of discussion topics and spreadsheets of manpower comparisons, paid apparatus expenses, 5-year vehicle replacement costs, and a 2018 budget plan were emailed to the Trustees earlier that day. Mr. McCaskey emailed a list of questions, which Mr. Sague said would be addressed during the discussion. He asked Mrs. McMullen why she wanted copies of the Fire Board meeting minutes, and she told him she wanted to keep abreast of what was going on. He advised that the Board did not wish to share all of the business that takes place, and asked if an executive summary would be sufficient. Mr. Bushman pointed out that they are a private corporation. Mrs. McMullen said she would be comfortable with a redacted copy. Mr. Sague told her that in the spirit of transparency and collaboration, the Fire Board would address her request, and try to meet in the middle. Mr. McCaskey asked about vehicles used outside of Munson Township, and was concerned about vehicles and manpower used for runs to the grocery store and bank. He was assured that all of the departments do this. The station is manned by four EMT's at least two of which are paramedics. If two make a run to the grocery store, two are left on duty at the station. When there is a call, the closet vehicle responds. If the team at the station makes the call, the other team returns immediately to man the station. A side benefit is that the squads are run more frequently to avoid engine problems caused by infrequent use. Mr. McCaskey asked the Fire Board to review this practice to see if it could be made more efficient. He asked about complaint policies and procedures. Brian Gray advised this was addressed in the policy manual. Discussion followed about when the Township Trustees should be notified of an incident. Social media and contact with the public was discussed. The web site is on their "to-do" list. The department currently puts information out on Facebook several times a week. Rich Ferlin noted that marketing was one of the tasks they would be addressing. Mr. McCaskey took time out from the discussion to acknowledge and thank the Fire Board for the extra work that they have taken on during this process. The Fire Board acknowledged Interim Chief Vatty for his dedication. The Fire Board was interested in the Trustees' views on a part time or full time chief, and several options were discussed. Mr. Bushman suggested creating an ultimate staffing model for Munson Fire Department, Inc. Of primary concern was finding a process to choose and evaluate the candidates fairly in order to get the right person for Munson Township. The Ohio Fire Chief's Association will assess candidates for a cost of \$11,000-\$15,000. Mr. Bushman suggested that the Fire Board develop a candidate pool, interview the candidate pool, and then decide if further assistance is needed. The Fire Board will contact the local fire chiefs' associations to post the opening. Mr. Ferlin asked how the Board wished to be involved in the interview process. Mrs. McMullen wanted the Trustees to be included, and Mr. Ferlin suggested that the candidates be narrowed down to a smaller group, which will be scheduled to talk to the Trustees. Mrs. McMullen asked for the opportunity to give an advisory recommendation. The Boards discussed a timetable for advertising and for accepting applications. The fire contract will be extended for an additional three months at the current rate and the Fiscal Officer was directed to prepare the addendum. Mr. McCaskey thanked the Fire Department Board, and expressed the Trustees appreciation for all of their non-compensated time and efforts.

FIRE PREVENTION OFFICER

The Board reviewed the O.R.C. requirements for a Fire Prevention Officer. The Board weighed giving the responsibility to the Fire Chief position, or naming an individual.

Jim McCaskey moved and Irene McMullen seconded to appoint Interim Fire Chief Mike Vatty the Munson Township Fire Prevention Officer, with a unanimous vote. Motion carried.

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Irene McMullen moved and Jim McCaskey seconded to sign a contract with C.I.R. Inc. for pipe replacement in an amount not to exceed \$2,720, with a unanimous vote. Motion carried. Mr. Bushman signed the proposal.

ASPHALT GRINDINGS FROM HEATH ROAD

The County Engineer offered the Township the grindings from the Heath Road project; milling will begin Saturday. The Road Department has room at the yard to stockpile the materials, and the Board agreed to keep any grindings that can be stored at the yard.

RESOLUTION 2018-22/FUND TRANSFER

Resolution 2018-22 was made by Irene McMullen and seconded by Jim McCaskey for within fund transfers in the General Fund and Road and Bridge Fund in the 2018 Permanent Appropriation, with a unanimous vote. Motion carried. [Resolution is included on a separate page]

NOPEC ENERGY-SAVING GRANT

NOPEC approved the invoices to Electolite and to Willowleaf for the outdoor lighting and new sign. NOPEC's reimbursements will be delayed until mid-June, and the Township has outstanding invoices from Electolite that are more than a month old. NOPEC does not require the Township to place the grant in a separate fund. Mrs. Toth asked the Board to authorize her to use the General Fund instead of a capital projects fund, in order to pay the outstanding invoices.

Irene McMullen moved and Jim McCaskey seconded to authorize the Fiscal Officer to place the funds in the General Fund for the NOPEC grant, with a unanimous vote. Motion carried.

RECYCLING AREA

Mr. McCaskey did not recommend moving the bins to the Klatka property location. He contacted Waste Management, and they will offer curbside recycling to all of its customers if the Township decides to close the recycling site. They will offer this service to its full service customers, but not to its "orange bag" customers, and will need one month's notice to process the paperwork. The County will work with Geauga Trumbull regarding the 30-day notice if necessary. Mrs. McMullen discussed options to close the entrance driveway at Sherman Road and/or to mound the site and use plantings to hide it. The Board will write a letter to the editor regarding recycling.

FIRE DEPARTMENT REPORT

Fire Department member Matt Hartman reported insulation will be installed in the bay on the 11th and will take one week. The exhaust system is in, and the Board can stop in to see it in operation. The carpet was measured and ordered and will be covered by insurance. There was an issue of smoke in in the fire station caused by a malfunction of the motor in the old furnace. Mold is forming behind the plastic insert in the fire station shower. Both issues need to be addressed.

ROOM & PAVILION RENTALS

Irene McMullen moved and Jim McCaskey seconded to rent the community room for a Protect Geauga Parks Heroes of Conservation Reception (Partington) November 11, 2018 from 11am-5pm, for approx. 75 persons, and to waive the fees, with a unanimous vote. Motion carried.

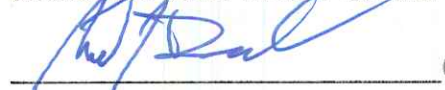
Irene McMullen moved and Jim McCaskey seconded to lease the Emmons Pavilion for a Chardon High School Track Picnic (Bartley) on June 6, 2018 from 6-9pm, for approx. 75 persons, and to waive the fees, with a unanimous vote. Motion carried.

Irene McMullen moved and Jim McCaskey seconded to lease the Scenic River Pavilion for Joy Klatka's Birthday Party (Stang) on June 10, 2018 at 1pm, for approx. 15 persons, and to waive the fees, with a unanimous vote. Motion carried. [Fees waived for the Klatka family, former owners of the property, as a courtesy.]

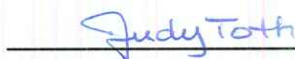
ENCUMBRANCE SHEET - Irene McMullen moved and Jim McCaskey seconded to approve the encumbrance sheet for May 31, 2018, as follows: O.T.A.R.M.A. Service Center, 2018/2019 Insurance, \$33,973.02, with a unanimous vote. Motion carried.

MEETING ADJOURNED

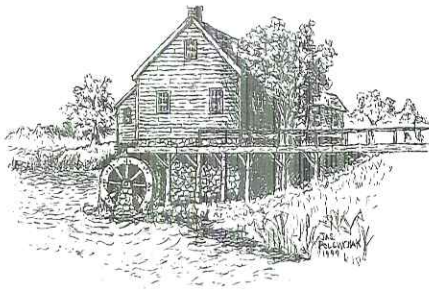
Irene McMullen moved and Jim McCaskey seconded to adjourn the meeting at 9:05pm, with a unanimous vote. Motion carried.



Chairman



Fiscal Officer



Munson Township

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

Resolution 2018-22

Be it resolved by the Trustees of Munson Township, in a special session on the 31st day of May, 2018, 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 2018 Permanent Appropriation be amended, as follows:

Transfers Within Funds

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


650.00	to 1000-760-740-0410	Machinery, Equipment, and Furniture
250.00	to 1000-610-519-0000	Other – Dues and Fees
	from 1000-110-315-0000	Election Expenses

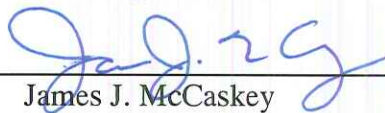
In the Road and Bridge Fund, a within fund transfer, as follows:

4,177.70	to 2031-760-740-0000	Machinery, Equipment, and Furniture
	from 2031-330-360-0002	Contracted Services – Road Improvement


Jim McCaskey seconded the motion and the roll being called, resulted as follows:

Voting

, sw
Andrew J. Bushman

, yes
James J. McCaskey

, yes t
Irene H. McMullen

Attest: , May 31, 2018
Judith Toth, Fiscal Officer