

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, May 8, 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. Several members of the Fire Department were also present. Mr. Bushman led the Pledge of Allegiance. The Board signed warrants 15708-15736 dated 5/8 and 5/9/18 totaling \$62,636.43; EFT Vouchers 164-172 for the 5/4/18 bi-weekly payroll totaling \$10,904.78; and warrant 1277 dated 5/8/18 for \$4,164.87 to transfer EMS collections from the lockbox.

CEMETERY DEEDS

The Board signed deeds to William E Truesdell and Toni J Stahl for Lot 343 Grave 1 in Maple Hill III Cemetery and to Tom Holden for Lot 349 Grave 14 in Fowlers Mill II Cemetery.

MINUTES

Irene McMullen moved and Jim McCaskey seconded to approve the April 24, 2018 minutes, with a unanimous vote. Motion carried.

PUBLIC COMMENT – None.

FIRE DEPARTMENT REPORT/FIRE AND EMS ADMININSTRATOR MARK LYNN

The State reimbursed the Fire Department \$450 for the cost of an instructor. Mr. Lynn had more information about the ODOT bridge replacement project on Route 44 near Junction, which is expected to be completed in 2020 or 2021, and will take 6 months. Traffic will be maintained south. The Fire Department will request opticom units for the main intersections. Nick Meros and Matt Hartman attended leadership classes and Brian Gray a training for Blue Card command systems. Acting Chief Vatty was at a training that evening. Installation of the exhaust system will begin on Monday in order to meet the grant deadlines. The rails will be positioned for the current configuration of the vehicles. Insulation will be put in at a later date. Mr. McCaskey reviewed the two quotes for insulation and recommended the lower quote from Grand River Insulation.

Irene McMullen moved and Jim McCaskey seconded to appropriate \$24,150 to Grand River Insulation for spray foam insulation for the fire station bays, with a unanimous vote. Motion carried. Mr. Bushman signed the proposal.

Mrs. McMullen asked how the fire department was progressing with the transition plan, and was informed that the draft of the by-laws was in the hands of the lawyers. The acting and former chief are working together with the fire department's administrative assistant. Mr. Bushman suggested a workshop to interview for a fire chief. Mr. Gray said decisions needed to be made regarding the position and pay. Mrs. McMullen asked if they had a draft of the fire contract. Mr. Bushman was also working on a draft, but needed the by-laws in order to incorporate them. A tentative date will be set to review the bylaws, budget, and the contract, if it is ready.

Irene McMullen moved and Jim McCaskey seconded to schedule a special meeting for Thursday, May 31, 2018 at 6:30pm for a workshop with the fire department and other regular business, with a unanimous vote. Motion carried. Mrs. McMullen asked for copies of the draft documents ahead of time.

Mr. McCaskey enjoyed the pictures of the fire truck ride for the elementary school students that was posted on Facebook. Brian Gray remarked it was a challenging day as they also had a preschool visit, and responded to two grass fires and an emergency call. Matt Hartman reported a temporary ban on burn permits due to the dry conditions.

ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

Mr. Teichman reviewed the Ohio Department of Transportation winter contract for road salt.

RESOLUTION 2018-18/ROAD SALT

Resolution 2018-18 was made by Jim McCaskey and seconded by Irene McMullen to participate in the ODOT winter contract (018-19) for road salt, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

ROAD PROJECTS

Mr. Teichman will get three estimates to set the pipe for the Heath Road resurfacing project. Chester Township will provide the materials and the cost for the project will be shared by Chester and Munson Townships. Drive pipes will be replaced as needed for the Walnut Trace resurfacing project and the customers billed. The Township received the signed resolution from Newbury Township for the improvement of Newbury's section of Walnut Trace, Resolution 2018-0425-02.

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RESOLUTION 2018-19/WALNUT TRACE

Resolution 2018-19 was made by Irene McMullen and seconded by Jim McCaskey to proceed with the improvement as herein described, with a unanimous vote. Motion carried. [The resolutions in their entirety are included as part of the minutes.]

The road department is working on spring cleanup and restoration at the Town Hall, cemeteries and parks. The beds will be mulched. Mr. Teichman asked for direction on where to stop mulching. He reported the trainings filled up quickly, and the road department missed out on the opportunity before they could receive authorization to attend. Ninety-six seniors were served for rubbish day, a low number compared to previous years.

ZONING CONFERENCE

Jim McCaskey moved and Irene McMullen seconded to authorize Zoning Inspector Jim Herringshaw to attend the Northeast Ohio Planning and Zoning Workshop on June 8 in Conneaut and to reimburse expenses, with a unanimous vote. Motion carried.

TOWN HALL LIGHTING

Irene McMullen moved and Jim McCaskey seconded to approve the invoice from ELeCtolite for \$2,250 for lighting at the Town Hall, with a unanimous vote. Motion carried. Mr. Bushman will work with the road superintendent to improve the lighting in the maintenance yard. Mrs. McMullen asked to see estimates before any lights are installed.

LOCATION FOR COMMUNITY DAY

Jim McCaskey moved and Irene McMullen seconded to hold the community day picnic at the Munson Town Hall, with a unanimous vote. Motion carried. The Board needs to respond to Lake Health, which has requested permission to set up an information table at the community picnic about services provided to Geauga County residents. Mr. McCaskey was concerned about allowing outside groups to distribute information, as the Township has no policy. Mrs. McMullen will discuss his concerns with the prosecutor's office.

LANDSCAPE PLAN

Mr. McCaskey distributed a preliminary plan for landscaping at the Town Hall front entrance area.

RECYCLING

Mr. McCaskey reported that the Geauga Trumbull Solid Waste District will build a satellite facility in Geauga County within a year, as soon as a location is found, a 10,000 square foot building with a loading dock. The facility will have some recycling cans. Mr. McCaskey is researching alternative locations for the Township's recycling area. Two considerations are Township property next to the Scenic River Park and a second location at the Town Hall, neither a perfect solution. Curbside recycling is not an option as it is not available to all residents.

HEAT TAPE

Mr. McCaskey will get quotes for heat tape to reduce the ice buildup on the town hall/fire station building. Mr. Bushman thought the road superintendent should take on the project and Mrs. McMullen suggested that they work together.

FIRE STATION CARPET

The Fire Department advised that the carpet in the fire station was never replaced as part of the ice damage settlement two years ago and is in poor condition. McCaskey will look into it.

UNSAFE STRUCTURE 11040 MAYFIELD ROAD

Mr. Bushman updated the Board on the procedure to remove the unsafe structure at 11040 Mayfield Road. The Prosecutor's office advised that the Township will need an updated letter from one of the departments. The Munson Fire Department will provide the letter. The Township will send one final certified letter to the property owner and to the lien holder on the property. Pictures can be included.

NEW PHONES

The Board has three quotes for a new phone system and the recommendations of the Township's IT consultants. The office staff will get one final quote from the Township's current provider for the Board's decision on June 12.

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RESOLUTION 2018-20/FUND CERTIFICATION

Resolution 2018-20 was made by Jim McCaskey and seconded by Irene McMullen to request the Budget Commission to certify additional revenues to be received from NOPEC in the amount of \$19,592 and to place these funds in the 2018 Permanent Appropriation, with a unanimous vote. Motion carried. [The resolution is included on a separate page.]

APRIL FINANCIAL REPORT

Irene McMullen moved and Jim McCaskey seconded to approve the Fiscal Officer’s financial report for the month of April, with a unanimous vote. Motion carried.

2019 BUDGET

Two levies will expire and are up for renewal. The Township must hold its public hearing, approve the budget by July 15, and submit it to the County Auditor by July 20. The Public Hearing with the County Budget Commission is Tuesday, August 14 at 1:30pm. Mrs. Toth will prepare the draft of the Budget, and Mr. Bushman will contact the department heads.

PUBLIC COMMENT – none.

OUTSIDE MEETINGS

Fire Administrator Lynn attended a Geauga Safety Council meeting May 4.

COMMUNITY ROOM RENTALS

Irene McMullen moved and Andy Bushman seconded to rent the community room for a Plantmasters and Geauga Engineering & Robotics 4H Clubs Agricultural and Engineering Fair (LaFavre) on September 22, 2018, all day, for approx. 80 persons, and to waive the fees, with a unanimous vote. Motion carried.

PAVILION RENTALS

Irene McMullen moved and Andy Bushman seconded to rent the Emmons Pavilion for the Geauga County Retired Teachers Association Annual Picnic (Paine) on August 7, 2018 from 9:30am-2pm, for approx. 80-100 persons, and to waive the fees, with a unanimous vote. Motion carried.

Irene McMullen moved and Andy Bushman seconded to rent the Emmons Pavilion to the Notre Dame Elementary School Parent Association (Miller) on August 20, 2018 from 10am-2pm, for approx. 100 persons, and to waive the fees, with a unanimous vote. Motion carried.

FOWLERS MILL MAILBOXES

The county engineer has the list of mailboxes. Mr. Bushman will follow up again tomorrow.

ENCUMBRANCE SHEET

Irene McMullen moved and Jim McCaskey seconded to approve the encumbrance sheet for May 8, 2018, as follows:

ProRisk Solutions, Inc.	Half Fire Dept. Insurance Policy	15,431.00
Centerra Co-op	Fuel and Supplies	5,000.00
Electolite	Outdoor Lighting	10,060.00
Willowleaf Studios	Town Hall Entry Sign	4,855.00
Electolite	Outdoor Lighting Proposal 56464	2,250.00

with a unanimous vote. Motion carried.

The Board signed warrant 15736 to ProRisk Solutions.

EXECUTIVE SESSION FOR PERSONNEL COMPENSATION AND EMPLOYMENT

Irene McMullen moved and Jim McCaskey seconded to go into executive session at 8:36pm to discuss personnel compensation and employment, with a unanimous vote. Motion carried.

The Trustees came out of executive session at 7:58pm and resumed the meeting.

BASKETBALL COURTS

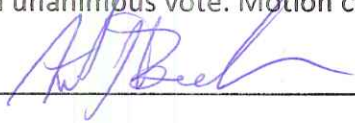
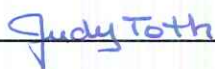
Mr. Bushman received a request to use the Munson Township Park basketball courts for an organized youth league beginning in June. They will need to provide a certificate of insurance.

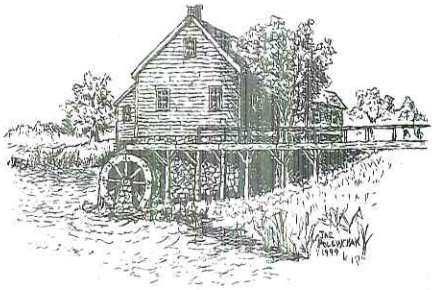
NANTUCKET BLOCK PARTY

The residents on Nantucket Drive requested permission to hold a block party on one of the cul-de-sacs off Nantucket Drive. The Fire Department advised that they are usually notified when these events take place and sometimes invited to attend.

MEETING ADJOURNED

Irene McMullen moved and Andy Bushman seconded to adjourn the meeting at 8:02pm, 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 2018-20

Be it resolved by the Trustees of Munson Township, in a regular session on the 8th 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 Mr. McCaskey moved the adoption of the following resolution, that the 2018 Budget and Permanent Appropriation be amended as follows:

Revenues to be Certified and Placed in Appropriations

To request the Budget Commission to certify additional revenues to be received from NOPEC for the purpose of energy efficiency projects in the amount of \$19,592, and to place the funds in the following line item in the NOPEC Grant Fund in the Permanent Appropriation:

4901-760-730-0120 Improvement of Sites - Town Hall \$19,592

Mrs. 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 8, 2018
Judith Toth, Fiscal Officer