

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, October 27, 20 15

The meeting was called to order at 6:30pm by Chairman Andy Bushman with Trustees Jim McCaskey and Irene McMullen present. Mr. Bushman led the Pledge of Allegiance. Fiscal Officer Judy Toth joined the meeting at 6:40pm. The Trustees signed warrants 13594-13623 dated 10/27 and 10/30/15 totaling \$364,080.79, EFT Vouchers 443-453 for the 10/23/15 bi-weekly payroll in the amount of \$11,337.44, EFT Vouchers 458-462 for the 10/30/15 monthly payroll totaling \$6,998.27, and warrant 1216 dated 10/27/15 \$12,135.47 to transfer EMS collections from the lockbox to the primary account.

MINUTES

Jim McCaskey moved and Irene McMullen seconded to approve the October 13, 2015 minutes, as presented, with a unanimous vote. Motion carried.

PUBLIC COMMENT

Resident Walter Leagan noted that the West Geauga Senior Center will move to the West Geauga Plaza. The move was approved for three years.

SHERIFF REPORT/ADDITIONAL PATROL CONTRACT/DEPUTY STEVE SAVOR

Deputy Steve Savor spoke about speeders on Fowlers Mill Road. He is concentrating on mornings and is looking for expired plates in addition to speeding.

ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

Mr. Teichman received a bill from East Ohio Gas for damages to the gas line on Glenwood Drive. The road department notified OUPS before digging in the right-of-way, and the line was not marked properly. Mr. Teichman had confirmation that he called. The matter will be referred to the Prosecutor's office.

Heat Tape – The cost for the heat tape materials will be \$2,836.42. Mr. Teichman received a response from Kennington regarding the electrical work, but was unable to open the email. He will have the figures for the next meeting. Mr. McCaskey noted that the cost for the road department to do the installation was substantially lower, and asked Mr. Teichman if he was confident that the heat tape would work. Mr. Teichman said that it would, and that the road department could do the job. Roof insulation and ventilation will require two sets of baffles due to the roof configuration to get positive air flow. More insulation will also be needed. The road department will insulate the heat trunk lines and install the first set of baffles. The following week they will install the lower baffles and the heat tape. Mr. McCaskey asked if the electric will be automatic. Mr. Teichman said it would, and the subpanel can be shut off for the summer.

Mr. McCaskey moved and Mrs. McMullen seconded to encumber up to \$2,900 to Mars Electric for the heat tape, with a unanimous vote. Motion carried.

Mr. Teichman asked if he should follow up on solar lighting for the Eloo restroom at Scenic River.

Because the park will be closing for the winter, the Board told him to hold up on the project.

John Toth, Adam McKinney and Mark Stukbauer attended the safety trench box course offered by the county. A free OUPS excavator session will be offered in Ashtabula on November 18th, and Mr.

Teichman will send Doug Cross and one other road department member. He met with BWC representative Joan McAllister and a hygienist to go over rules and policies for safety meetings, safety check lists, and record keeping. They recommended morning safety meetings to go over what will be encountered that work day, and that checklists and safety data sheets be kept in binders. Class A CDL licenses were still an issue. Mr. Teichman was disappointed that no one had his temporary yet. During the winter months, there will be fewer opportunities to practice on the equipment. The temporary is good for six months.

Mr. Teichman advised that the Ohio Department of Transportation has a 150 point inspection form. He will get a copy and implement it for the road department. He reported that the excavator needed repairs and will be down for a few days. Crack sealing and asphalt repairs were done. For the remainder of the month, the road department will work on Sherman Road, put up snow plowing stakes, and get the plows ready. Two trucks will be readied immediately in the event of an early snow. Mr. McCaskey thanked him for converting to plastic stakes for the road markers. Mr. Teichman said the township would begin supplying ear plugs and safety vests. Formerly it was the employees' responsibility to purchase these supplies from their clothing and equipment allowance.

FIRE DEPARTMENT/MARK LYNN & MATT HARTMAN

Chief Lynn advised the fire department's Halloween open house will be Saturday, October 31. Fire Department member Matt Hartman went over quotes and specifications for a new cot. If the cot is purchased in 2016, there will be new standards for the rails and locking mechanisms which would increase the cost by approximately \$2,000. The new configuration would only fit in one ambulance as the other two have the rails for the older cots. The cot with the current specifications would have to be purchased before the end of the year. The cost was \$6208.25 for the 2015 cot and \$8,608.25 for the 2016. Mr. Hartman will have a final recommendation for the Trustees for the next meeting.

Mr. Hartman discussed grants. The fire department will seek a \$5,000 grant for new air bags to complement the extrication equipment. The old bags are well past their life expectancy. The fire department is also applying for a \$140,000 grant for new air packs. If approved, the grant would

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, October 27, 20 15FIRE DEPARTMENT (continued)

require a five percent match of \$7,000. Chief Lynn visited the manufacturer today to inspect the progress of the new ladder truck.

HEATH ROAD PROJECT

The Board executed the documents for the Ohio Public Works Commission Issue 2 Project, the asphalt resurfacing of Section C and D of Heath Road, a joint project with Chester Township. The Trustees signed a change order for total additions in the amount of \$38,993.25, total deductions \$50,433.85, original contract amount \$380,714.96, for a revised contract amount of \$369,274.36. They reviewed the county engineer's recommendations to pay the local portion of \$184,637.18 to Ronyak Paving and signed check 13622 in the amount of \$184,274.36. A letter will be sent to Chester Township to request reimbursement to Munson Township for one half of the local portion, \$92,318.59. Andy Bushman and Judy Toth signed the Ohio Public Works Commission Appendix E Disbursement Request Form and Certification to release the OPWC funds for payment of the grant portion to Ronyak Paving in the amount of \$184,637.18.

BOARD APPLICANTS

The Trustees interviewed Kurtis Taylor for the Zoning Commission and Jim Herringshaw for the Board of Zoning Appeals. Appointments will be made at the next Trustees meeting.

RESOLUTION 2015-45/THOMAS SQUEGLEO INDIGENT BURIAL

Resolution 2015-45 was made by Jim McCaskey and seconded by Irene McMullen to make arrangements and pay for the cremation of Thomas Squegleo, a Munson resident, who died indigent on October 22, 2015, with a unanimous vote. Motion carried. The resolution in its entirety is included on a separate page as part of the minutes.

RESOLUTION 2015-46/FUND TRANSFER AND CERTIFICATION

Resolution 2015-46 was made by Irene McMullen and seconded by Jim McCaskey to approve a within fund transfer in the General Fund and to request the Budget Commission to certify an Ohio Public Works Commission grant in the amount of \$184,637.18, with a unanimous vote. Motion carried. The resolution in its entirety is included on a separate page as part of the minutes.

JOB DESCRIPTIONS

Mrs. McMullen reviewed her changes to the draft of the job descriptions. The Board approved her suggestions and asked her to forward them to the office manager to be typed up and distributed. The Board reviewed the "Whistleblower Policy". No decisions were made on the drafts of the vacation, sick leave, or personal protective equipment policies.

NO ENGINE BRAKES SIGN

Mrs. McMullen was contacted by residents requesting a "No Engine Brakes" sign for Auburn Road south of 322. She was advised that truck drivers are using their Jake brakes at inconvenient hours, and noted that Auburn Road has a lot of noise already. The County Commissioners will require a letter from the Trustees in order to erect the sign. She contacted the Sheriff's department and was told that other communities have found these signs to be effective. Mr. Bushman said there were other areas in the township that had similar concerns and wanted to identify these other locations before considering the request. Mr. Bushman discussed addressing this in the newsletter. Mrs. McMullen asked the Trustees to send her a list of places for which they have received complaints by the next meeting. Resident Walter Leagan wanted residents to be aware of the cost for the signs. Mrs. McMullen agreed to find out the cost.

SAM'S CLUB MEMBERSHIP

Jim McCaskey moved and Irene McMullen seconded to renew the township's membership to Sam's Club for \$45, with a unanimous vote. Motion carried.

COMMUNITY ROOM COUNTER SHUTTER

The Trustees reviewed two quotes to install a shuttered closure for the opening to the kitchen in the community room. The shutter can be closed to block the view of the kitchen and the sound of kitchen activity during events. Quotes: Commercial Services \$3,183.37; and Geauga Door \$1,840 manual, \$1,950 push-up spring. The Trustees will get more information about the type of material and color for a decision at the next meeting.

MAJOR LEAGUE FIELD IMPROVEMENT

Mr. McCaskey received a request from Chardon High School for improvements to the major league ball field. The field is the home field for the Boys Varsity Team. Mr. McCaskey had an estimate from P. Ianaro of \$5,000 for field preparation and renovation, and \$2,800-\$3,000 for drain tile installation on the grass infield. He spoke with the Baseball League and Chardon High School, who indicated their willingness to share the cost. The Chardon Board of Education cannot contribute toward capital improvements, but can contribute toward the repairs. Mr. McCaskey noted that the field will be hard to get to in the spring and that High School play begins in April. He suggested that the Township pay for the drain tile installation and allow the other two participants to pay the field preparation costs. This need is immediate. In the long term, the township will need to address gates and fencing.

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MAJOR LEAGUE FIELD IMPROVEMENT (continued)

Jim McCaskey moved and Irene McMullen seconded to allow P.Ianiro’s Lawn & Garden, Inc. to install drain tile on the grass infield of the major league ball field not to exceed \$3,000, with a unanimous vote. Motion carried.

LIBRARY BOX

The Trustees were asked for authorization to temporarily install the library box in the community room atrium while the platform is being constructed to accommodate the Trustees request for a movable structure. The atrium will not be a good location as there would be limited access.

WAIVER FORM FOR ENTRY ONTO PRIVATE PROPERTY

The Board reviewed a waiver form, which a resident will be required to sign before a representative of Munson Township enters onto private property.

BASEBALL SHED AGREEMENT

The baseball shed, located behind the town hall, was successfully moved to the Vetter field. The Trustees reviewed a sample agreement provided by the prosecutor’s office to allow private structures to be located on township property. Mr. Bushman will prepare a list of the size and location of the baseball league’s storage buildings and an agreement will be prepared for the baseball league’s signature.

EXECUTIVE SESSION/LITIGATION

Jim McCaskey moved and Irene McMullen seconded to go into executive session to discuss litigation at 8:17pm, with a unanimous vote. Motion carried.

The regular meeting resumed at 8:43pm.

The Trustees spoke with Assistant Prosecutor Susan Wieland on speaker phone regarding Todd Petersen vs. Munson Township Board of Zoning Appeals. Ms. Wieland will attend the November 10th Trustees meeting.

COMMUNITY ROOM RENTALS

The Board addressed a request for a Square Dance Open House on October 31. The event will take place at the same time as the Fire Department Open House and the Trustees were concerned about parking. They will ask the group to use the auxiliary parking areas.

Jim McCaskey moved and Irene McMullen seconded to lease the community room for a Square Dance Open House (Hooper) on October 31, 2015, from 8-10:30pm, approx. 50-100, to waive the rental fee and require a \$50 security deposit, with a unanimous vote. Motion carried. The Office Manager will be asked to contact the group to work out timing and parking.

Jim McCaskey moved and Irene McMullen seconded to lease the community room for a Youth Cheerleading Awards Banquet (Moore) on November 29, 2015, at 3pm, approx. 50, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to lease the community room for a Ravenwood Mental Health Center Holiday Party (Myers) on December 11, 2015, from 11am-4pm, approx. 80, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to lease the community room for a Birthday Party (Ciani) on December 20, 2015, at 2pm, approx. 60, for a \$250 rental fee (nonresident) and \$50 security deposit, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to lease the community room for a Red Key Network Annual Meeting (Gardner) on January 14, 2016, at 7:30am, approx. 50-60, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to lease the community room for a Girl Scout Daisy Meeting (Carbone) on January 19, 2016, from 6-8pm, approx. 20, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to lease the community room for a Women’s Outreach – Morning Star Friends Church (Rentschler) on January 22, 2016, 5:30-9:30pm, approx. 50, and to waive the fees, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET

Jim McCaskey moved and Irene McMullen seconded to approve the encumbrance sheet for October 27, 2015, as presented:

Mars Electric	Heat Tape	2,800.00
Sam’s Club	Membership Renewal	45.00
P. Ianiros	Major Field Improvements	3,000.00

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

MEETING ADJOURNED

Jim McCaskey moved and Irene McMullen seconded to adjourn the meeting at 8:55pm, with a unanimous vote. Motion carried.

 Chairman  Fiscal Officer



A Resolution of the Munson Township Trustees No. 2015-45

A Resolution providing for the cremation of the Remains of a Township Resident who has died indigent

Whereas, Thomas Squegleo was a Munson Township resident and Thomas Squegleo died on October 22, 2015; and,

Whereas, Thomas Squegleo was indigent at the time of his death; and

Whereas, Section 9.15 of the Revised Code requires townships to bury or cremate the remains of an indigent individual at the expense of the township in which the person had a legal residence at the time of death; and

Whereas, to comply with Section 9.15 of the Revised Code, the Munson Township Board of Trustees ("Board") desires to make arrangements and pay for the cremation of Thomas Squegleo;

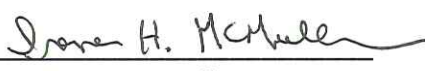
THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

1. The Board recognizes that township resident Thomas Squegleo died on October 22, 2015 and was indigent at the time of his death.
2. The Board, pursuant to Section 9.15(A) of the Revised Code, shall pay for the cremation of Thomas Squegleo. The funds to be used for this purpose shall come from the Township's General Fund and shall be monies not otherwise encumbered.
3. The Board appoints Paula Friebertshauser to make arrangements with Gattozzi Funeral Home and any other company necessary to carry out the purposes of this Resolution.
4. All formal actions of the Board concerning and relating to the passage of this Resolution were adopted in an open meeting of the Board, and all deliberations of the Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Revised Code.
6. This Resolution shall be in full force and effect immediately upon adoption.

BE IT HEREBY RESOLVED, by the Munson Township Board of Trustees, Geauga County, Ohio



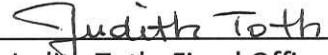
Andrew J. Bushman, Chairman

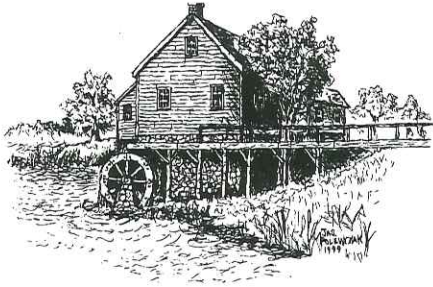


Irene H. McMullen, Trustee



James J. McCaskey, Trustee

Attest:  October 27, 2015
Judith Toth, Fiscal Officer



Munson Township

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

Resolution 2015-46

Be it resolved by the Trustees of Munson Township, in a regular session on the 27th day of October, 2015, 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 2015 Permanent Appropriation be amended as follows:

Additional Revenues to be Certified

To request the Budget Commission to certify additional revenues received from the Ohio Public Works Commission in the amount of \$184,637.18.

Placement of Additional Revenues in the Permanent Appropriation

That the additional revenues be placed in the following new fund and line item in the Permanent Appropriation:

4401 Public Works Commission Project
4401-760-700-0000 Capital Outlay \$184,637.18

Within Fund Transfers

In the General Fund:

3,250.00	to 1000-120-316-0000	Engineering Services
400.00	to 1000-130-213-0000	Medicare
	all from 1000-330-360-0002	Contracted Services – Road Improvement Projects

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

<u>Andrew J. Bushman</u>	<u>yes</u>
<u>James J. McCaskey</u>	<u>yes</u>
<u>Irene H. McMullen</u>	<u>yes</u>

Attest: Judith Toth, October 27, 2015
Judith Toth, Fiscal Officer