

# RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, September 11, 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 16027-16069 dated 9/11 & 9/12/18 totaling \$106,817.61; EFT Vouchers 329-335 for the 9/5/18 bi-weekly payroll totaling \$7,387.11; and warrant 1282 dated 9/12/18 for \$10,390.80 to transfer EMS collections from the lockbox.

#### 9-1-1 REMEMBRANCE

Mr. Bushman asked for a moment of silence to remember the victims and patriots of September 11, 2001.

#### FIRE DEPARTMENT MEMBERS SWORN IN/FERLIN RECOGNITION

Full time fire department member Jeremy Sustar and acting Captain Brian Gray were sworn in in the presence of their families and members of the fire department. Fire Chief Alan Zwegat made the introductions and Chairman Bushman administered the oath. Chief Zwegat presented Fire Department Board member Rich Ferlin with a framed honorary member certificate and a helmet in appreciation for his service to the fire department. At the conclusion of the ceremony, refreshments were served at the fire station.

#### MINUTES

Irene McMullen moved and Jim McCaskey seconded the approval of the August 28, 2018 minutes, with a unanimous vote. Motion carried.

#### FIRE DEPARTMENT REPORT/FIRE CHIEF ALAN ZWEGAT

The fire department attended a multijurisdictional training session at Best Sand to practice technical rescues. Several fire departments, the sheriff's office, and the Geauga County Department of Emergency Services were represented. Three contractors were contacted for quotes for the restroom, and for the carpeting, two measured and one quote came in. The ladder truck will go out to Sutphen for repairs in mid-October at an estimated cost of \$6,064.60. \$2,550 will be paid from insurance money already received. Sale of the Zodiac is close to completion, and the trailer will be converted to a water rescue trailer. The fire department is preparing specifications for a new squad and may combine this purchase with another community to reduce the cost. They do not anticipate receiving donations for the new phones. Mr. McCaskey thanked the fire department for their presence at the Geauga County fair and for the pictures posted on Facebook. Chief Zwegat believed a presence in the community was beneficial for both the residents and the Fire Department.

#### ROAD REPORT/ROAD SUPERINTENDENT JIM TEICHMAN

The Board reviewed two quotes for heat tape. McCaskey questioned the need for a tin overlay, which one contractor quoted, and requested one additional quote. The Trustees reviewed quotes to replace the fire station furnaces and discussed whether to replace the air conditioning unit at the same time. The contractors advised Mr. Teichman that the existing units are of a better quality than the newer ones. Mr. Teichman will get more information for a better comparison of the quotes. The Board reviewed three estimates for weed control for five ball fields and authorized Mr. Teichman to attend a force account seminar Wednesday, September 5 from 8-9am at the county engineer's office.

Irene McMullen moved and Jim McCaskey seconded to contract with MVL, Inc. for weed control on the ball fields for an amount not to exceed \$450. Roll call vote: Mrs. McMullen, yes; Mr. Bushman, yes; Mr. McCaskey, abstain. Motion carried.

Mr. Teichman's recommendations for 2019 road projects and a five-year plan for road resurfacing were attached to the Trustees' agendas. The county engineer's estimate to resurface one mile of township road is \$220 to \$250 thousand. For 2019, Mr. Teichman recommended Klatka Drive, Lower Chelsea, Upper Chelsea, and Wexford, 1.25 miles. He budgeted \$300,000, which will leave some carryover for the following year.

Irene McMullen moved and Jim McCaskey seconded to approve the 2019 road project list and forward it to the engineer's office, with a unanimous vote. Motion carried.

Mr. Teichman reviewed the five-year plan, approximately \$275,000 to \$300,000 per year, and submitted the list of roads to receive an application of Biorestor, an asphalt rejuvenator. If there are any materials left over, Keystone will be included. The application must remain undisturbed for an hour and fifteen minutes, and flyers will be distributed to notify the residents. Mr. Teichman asked for authorization to send the three newest service department members to a LTAP Snow and Ice seminar on September 26 at a cost of \$40 per person.



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ROAD REPORT (continued)

They will drive a township vehicle or carpool. Irene McMullen moved and Jim McCaskey seconded to approve three road crewmembers to attend the Snow and Ice LTAP seminar for \$40 each and mileage, with a unanimous vote. Motion carried.

KLATKA DRIVE CULVERT REPLACEMENT PROJECT

Irene McMullen moved and Jim McCaskey seconded to approve the invoice for the replacement of the Klatka Drive culvert to Grade Line, Inc. for \$58,071, with a unanimous vote. Motion carried.

COUNTY ENGINEER'S MENTORING PROGRAM

Mr. McCaskey discussed the county engineer's mentoring program for new county service department employees. They offered to conduct a four-hour traffic control safety class for the Munson service department as a pilot program.

SAFETY GRANT

Mrs. McMullen will ask the county engineer's office for recommendations for the safety grant. One consideration is traffic control equipment. Resident Deb Roche affirmed that flags or stop/slow signs are easier for residents to follow than hand gestures.

FLAGPOLE REPAIR

Mrs. McMullen will talk to Electolite to find out if the repair was authorized.

ASPHALT RESURFACING PROJECT

The Trustees will follow up with the engineer's department regarding an issue that came up with school bus access during the paving project.

CONTRACT FOR ADDITIONAL PATROL

The Sheriff's office may have a deputy available. He will attend the next meeting for a short introduction.

GEAUGA GROWTH PARTNERSHIP WORKFORCE TRAINING PROGRAM

Mrs. McMullen discussed for supervisors, sponsored by Geauga Growth Partnership. The road superintendent selected three course offerings for the L.E.A.D. workforce training opportunity. Irene McMullen moved and Jim McCaskey seconded to authorize the road superintendent to attend three Geauga Growth Partnership training sessions for an amount not to exceed \$300, with a unanimous vote. Motion carried.

NEW PHONE SYSTEM

Irene McMullen moved and Jim McCaskey seconded to proceed with the installation of the fiber/PRI bundle, with a unanimous vote. Motion carried.

MAINTENANCE LIGHTING

Mr. Bushman will forward the adapted specifications to the office staff tomorrow to be used to get additional quotes.

RECYCLING/ONE HAULER CONTRACT

McCaskey contacted two additional haulers. They are willing to present if the Board wishes, but were not concerned about it. Resident Rich Ferlin saw no need for additional information. Mrs. McMullen noted that a one-hauler contract would have to be a substantial savings for the Township to consider it.

EPA TANK

The Fire Department drainage tank will be postponed until next spring.

CONTRACT FOR FINANCIAL NOTES PREPARATION

Mrs. Toth submitted a contract from Charles E Harris to prepare the Notes to the Financial Statements for 2018 and 2019 at a total cost of \$800. The State Auditor's Local Government Services, with whom the Township has contracted in the past, is booked for the upcoming cycle and declined to quote.

Irene McMullen moved and Jim McCaskey seconded to contract with Charles E. Harris and Associates, Inc. to prepare the Notes to the Financial Statements for Munson Township for years ending December 31, 2018 and December 31, 2019 for an amount not to exceed \$800, with a unanimous vote. Motion carried.

MONTHLY FINANCIAL REPORT

Irene McMullen moved and Jim McCaskey seconded to accept the Fiscal Officer's monthly report for August 2018, with a unanimous vote. Motion carried.



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RESOLUTION 2018-41/FUND TRANSFER

Resolution 2018-41 was made by Irene McMullen and seconded by Jim McCaskey to approve within fund transfers in the General Fund, Gasoline Tax Fund, and Road and Bridge Fund, with a unanimous vote. Motion carried. [The resolution is included as part of the minutes.]

CREDIT CARD POLICY

The Township received a "Best Practices" newsletter from the State Auditor's office regarding credit card abuse. Mrs. McMullen will forward the Township's current policy and a copy of the newsletter to the prosecutor's office.

GEAUGA PARKS GRANT

Mrs. McMullen asked for feedback on the draft she sent out. Mr. Bushman wanted a couple more weeks to review it.

PARK BOARD WORKSHOP/TRAILS

The Park Board has requested a workshop with the Trustees to discuss park trails.

OUTSIDE MEETINGS

Irene McMullen attended a Senior Services meeting yesterday and Mr. Bushman attended a Geauga Safety Council meeting.

FIRE CONTRACT

Mrs. McMullen asked for the draft of the fire contract. Mr. Bushman and Mr. Ferlin were in the final stages of reviewing. It. The Fire Department will also provide a capital needs analysis.

EXECUTIVE SESSION FOR PERSONNEL DISCIPLINE

Jim McCaskey moved and Irene McMullen seconded to go into executive session at 7:59pm to discuss personnel discipline, with a unanimous vote. Motion carried.

The Trustees came out of executive session at 8:19pm and resumed the meeting.

PUBLIC COMMENT - None

ENCUMBRANCE SHEET

Irene McMullen moved and Jim McCaskey seconded to approve the encumbrance sheet for September 11, 2018, as follows:

Chester Township	Heath Road OPWC Project	100,000.00
Geauga Local Access Cable	Local Programming Contract	2,000.00
Blanket (Admin.)	Office Supplies	492.91
Blanket (Admin.)	Other – Supplies and Materials	179.39
Blanket (Town Hall)	Other – Supplies and Materials	300.00
Blanket (Zoning-General Fund)	Travel and Meeting Expenses	250.00
Blanket (Parks)	Garbage and Trash Removal	200.00
Blanket (Road and Bridge)	Other – Professional Services	450.00
Blanket (Road and Bridge)	Other – Property Services	3,500.00
Geauga Growth Partnership	Road Dept. LEAD Training	300.00
Charles E Harris & Associates	2019/2020 Financial Reports (Notes)	800.00

with a unanimous vote. Motion carried.

[Fiscal Officer's note: Charles E. Harris encumbrances will be approved for January 1.]

MEETING ADJOURNED

Irene McMullen moved and Jim McCaskey seconded to adjourn the meeting at 8:20pm, 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 2018-41

Be it resolved by the Trustees of Munson Township, in a regular session on the 11th day of September, 2018, at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen that Mrs. McMullen moved the adoption of the following resolution:

That the 2018 Permanent Appropriation be amended, as follows:

### Transfers Within Funds

In the General Fund, within fund transfers, as follows:

2,000.00	to 1000-110-360-0000	Contracted Services
100.00	to 1000-110-490-0000	Other – Supplies and Materials
250.00	to 1000-120-490-0000	Other – Supplies and Materials
300.00	to 1000-130-318-0000	Training Services (Zoning)
250.00	to 1000-130-330-0000	Travel and Meeting Expense (Zoning)
200.00	to 1000-610-322-0000	Garbage and Trash Removal
300.00	from 1000-110-381-0000	Property Insurance Premiums
2,800.00	from 1000-210-370-0000	Payment to Another Political Subdivision

In the Gasoline Tax Fund, a within fund transfer, as follows:

300.00	to 2021-330-318-0000	Training Services
	from 2021-330-420-0000	Operating Supplies

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

300.00	to 2031-330-319-0000	Other – Professional and Technical Services
3,000.00	to 2031-330-329-0000	Other – Property Services
1,300.00	from 2031-330-314-0000	Tax Collection Fees
1,000.00	from 2031-330-381-0000	Property Insurance Premiums
1,000.00	from 2031-330-382-0000	Liability Insurance Premiums

Mr. 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: Judy Toth, September 11, 2018  
Judy Toth, Fiscal Officer