

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, September 26, 20 17

The meeting was called to order at 6:30pm by Chairman Irene McMullen with Trustees Andy Bushman and Jim McCaskey and Fiscal Officer Judy Toth present. The Chairman led the Pledge of Allegiance. The Trustees signed warrants 15233-15259 dated September 26 and 29, 2017 totaling \$134,753.81, EFT Vouchers 366-376 for the 9/22/17 bi-weekly payroll totaling \$11,106.61; EFT Vouchers 380-384 for the 9/29/17 monthly payroll totaling \$6,962.79, and warrant 1261 in the amount of \$5,372.56 to transfer EMS collections from the lockbox.

CEMETERY DEEDS

The Board signed deeds to Colleen, Erin & Shannon Telling for Maple Hill III Cemetery, Lot 347, Graves 3,4,5,6,7 & 8; and to Robert J. & Randi Voelkel for Fowlers Mill II Cemetery, Lot 343, Graves 3 & 4.

MINUTES

Jim McCaskey moved and Andy Bushman seconded to approve the September 12, 2017 minutes, with a unanimous vote. Motion carried.

PUBLIC COMMENT

No public comment.

RESOLUTION 2017-34/BOBBIE NOLAN COMMENDATION

Resolution 2017-34 was made by Andy Bushman and seconded by Jim McCaskey to recognize Bobbie Nolan for her 19 years of service on the Munson Township Board of Zoning Appeals from September 1998 to September 2017, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.] The meeting was recessed for refreshments at 6:35pm and resumed at 6:48pm.

FIRE DEPARTMENT/FIRE & EMS ADMINISTRATOR MARK LYNN

Administrator Lynn reported that Engine 4033 is still out for repairs. All other units are in service. Aerial Truck 4044 will head to Columbus for warranty work after 4033 is back in service. Mr. Bushman met with Mr. Lynn and the Fire Department's Administrative Assistant Laura Marsic. Mr. Lynn distributed the fire department's statement of financial position through September 2017. Mr. Bushman reviewed the financial statement's liabilities and assets and recommended that the fire contract be extended for the month of October while discussion continues. Andy Bushman moved and Jim McCaskey seconded to extend the contract with the Munson Fire Department one month at the current dollar amount of \$116,656.75, with a unanimous vote. Motion carried. The income statement will be further broken down to give the Board a better picture of the month over month spending patterns. Administrator Lynn read a letter informing the Board that he would be retiring from his position after 30 years of service, effective December 31, 2018, to allow time for a smooth transition. In his letter he noted that he began his service as a volunteer in 1988 and was the fire department's first full time member. On behalf of the Board, Mr. McCaskey thanked him for his service and accepted his letter with regret.

ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

A Road Department truck was totaled in an accident on September 1st. Mr. Teichman had two estimates to replace the truck, from Ed Schmidt in Perrysburg, \$41,957.50, and Junction Auto, Munson Township, \$40,037.96. Both quotes are at state bid prices. The snowplow mount from Chardon Welding will cost an additional \$2,508.21. He anticipated that the truck would be ready by mid-November. Mr. McCaskey confirmed with the fiscal officer that resources would be available to make the purchase this year. Jim McCaskey moved and Andy Bushman seconded to authorize Road Superintendent Jim Teichman to purchase the 2018 GMC Sierra 3500 from Junction Auto for \$40,037.96, with a unanimous vote. Motion carried. Jim McCaskey moved and Andy Bushman seconded to contract with Chardon Welding for the hardware mount for the snow plow apparatus for \$2,508.21, with a unanimous vote. Motion carried. Teichman recommended the following road projects for 2018, Heath Road from 322 to Kim Drive, to be done as joint project with Chester Township, Stephens Way, Walnut Trace, Eastridge and Westridge Circle, and Klatka Drive. He estimated the cost to the Township for Heath Road from \$115,000 to \$120,000 depending on the full depth repairs. Because it will be a shared project, he recommended that the repairs be contracted out. Jim McCaskey moved and Andy Bushman seconded that Road Supt. Jim Teichman submit the following roads to the county engineer for estimates: Heath from 322 to Kim, Stephens Way, Walnut Trace, Eastridge Circle, Westridge Circle, and Klatka Drive, with a unanimous vote. Motion carried.

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ROAD REPORT (continued)

Mr. Teichman noted that the Township already has an estimate from the county for Stephens Way, and that Klatka can be postponed one year if funds are not available. He requested \$600 for monument risers for the Fowlers Mill Road Project as they were not included in the contract. Jim McCaskey moved and Andy Bushman seconded to purchase 10 monument risers from Ronyak Paving for the Fowlers Mill Road Project, with a unanimous vote. Motion carried. Mr. Teichman advised the surface was milled deeper at Nollwood and Fowlers Mill to keep the water from running across the road. Due to the narrowness of the road and the potential for cars to drive on the berm, he suggested that an MC-40 solution be sprayed on the berm to keep the limestone in place. Fowlers Mill Road residents raised concerns and asked if the application would still be necessary if grindings were used instead. Mr. Teichman believed that either surface would need to be fortified due to the narrowness of the road. Residents questioned why the more expensive limestone was being used as opposed to grindings. Both will grow grass. McCaskey said it was a concession to the residents as it may grow grass more quickly. Resident Rich Ferlin said he received a lot of calls regarding the berms. He spoke to the county engineer. It doesn't really matter which material is used and the residents are in favor of saving money. Residents were concerned that the MC-40 application would affect grass growth and suggested it only be used in problem areas to prevent erosion. Resident Allan Muhic believed that grindings, as a finer material, would grow grass denser and visually it would look more natural. In his experience, the aquilinity of the limestone may affect vegetation. Mrs. McMullen suggested that residents be informed via flyer of the change as not all were present for the discussion. Jim McCaskey moved and Andy Bushman seconded to request the county engineer to prepare a change order with Ronyak Paving for asphalt grindings instead of limestone, with a unanimous vote. Motion carried. The engineer will be notified tomorrow.

RENTAL POLICY

The Trustees addressed a memo from office manager Paula Friebertshauser to allow the staff to approve the rental agreements for non-profits who lease the rooms and pavilions on a regular basis. Any new groups or unusual requests would go before the Trustees for a determination on fee waivers. She also asked for a policy on fee reductions for employees to allow the staff to approve these rentals as well. Jim McCaskey moved and Andy Bushman seconded to authorize Office Manager Paula Friebertshauser to approve the rental agreements and to waive the fees for non-profits that are repetitious, and to reduce the rental fees by half for employees, with a unanimous vote. Motion carried.

ALBINO PROPERTY VARIANCE

Jim McCaskey moved and Andy Bushman seconded to waive one of the two \$300 variance fees for Michael Albino, with a unanimous vote. Motion carried.

EMAIL SERVER

The Township has reached maximum capacity on its email server. The Trustees reviewed a proposal from Geauga PC for two hours of service to change the threshold, which would reduce the monthly fee and increase the capacity. Jim McCaskey moved and Andy Bushman seconded to contract with My Pair to increase the space to either 30GB for \$9.90 per month or 60GB for \$17.00 a month, and to authorize \$170 to Geauga PC for two hours of labor for the setup, with a unanimous vote. Motion carried.

RESIDENTIAL TRANSIENT VENDOR REGISTRATION FORM

Jim McCaskey moved and Andy Bushman seconded to approve the Residential Transient Vendor Registration Form as presented, with a unanimous vote. Motion carried.

FLAGPOLE/TOWN HALL LANDSCAPING

A flag was placed on the old flagpole. Mr. McCaskey will put together a proposal to landscape the town hall this fall.

RESOLUTION 2017-35/FUND TRANSFER

Resolution 2017-35 was made by Jim McCaskey and seconded by Andy Bushman for within fund transfers in the General, Cemetery, and Road and Bridge Funds, with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.]

OUTSIDE MEETINGS

Mrs. McMullen spoke about Munson Township at the Western Reserve Land Conservancy meeting on September 21.

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ROOM RENTALS

Jim McCaskey moved and Andy Bushman seconded to lease the community room for an 8th Grade Career Awareness Event (Geauga Growth Partnership-DeSanto) on October 3, 2017 from 10am-1:45pm for approx. 150 persons, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the community room for a Cultural Competency event (Ravenwood Health) on October 26, 2017 from 8-10am for approx. 100 persons, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the community room to the Geauga County Board of Elections for use as an election day polling location on November 7, 2017 from 5:30am-9pm, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the community room for Girl Scout Troop 71189 meetings (Meyers) on December 6, 2017, from 5:30-9pm, for approx. 12 persons, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the community room for Girl Scout Troop 71189 meetings (Meyers) on January 3 & 17, 2017, from 5:30-9pm, for approx. 12 persons, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the conference room for a League of Women Voters Board Meeting (Balazs) on September 28, 2017 at 7pm for approx. 8 persons, and to waive the fees, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET

Jim McCaskey moved and Andy Bushman seconded to approve the encumbrance sheet for September 26, 2017, as written:

Travel and Meeting Expense	Blanket (Road and Bridge)	1,000.00
Rents and Leases	Blanket (Road and Bridge)	6,000.00
Other – Other Expenses	Blanket (General Fund)	300.00
Junction Buick GMC	New 2018 GMC Pickup Truck	40,037.96
Chardon Welding	Snow Plow Mount and Parts	2,508.21
Ronyak Paving, Inc.	Monument Risers	600.00
Geauga PC	Service to Change Email Platform	170.00

with a unanimous vote. Motion carried.

PUBLIC COMMENT

Bruce Oppenheim brought up the question of an MC-40 application for the berms. Mr. Teichman told him if approved by the Trustees, the county engineer would be notified, and the application would be put down by the contractor. Mr. Oppenheim asked what process would be used to identify the areas and why it was not included in the original proposal. Rich Ferlin asked to see the ISO sheet. Eleanor Semenik asked if there was any additional information from Legend Lake on the proposed sewer plant and was told that the Trustees have had no further contact. Dave Partington brought up the recent rash of break-ins and suggested that Munson invite the Sheriff's Department and hold a meeting to find out what residents can do to safeguard their properties, and to address a neighborhood watch idea. Mr. Bushman will set this up. Mr. Partington suggested an initial meeting and then a follow-up meeting if the problem continues. Debbie Roche asked if the bank of mailboxes would be restored on Fowlers Mill Road. They were built by a resident and were in good condition when they were taken down.

MEETING ADJOURNED

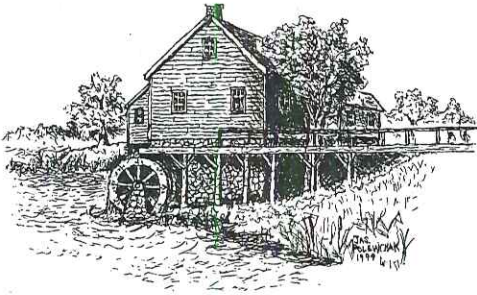
Jim McCaskey moved and Andy Bushman seconded to adjourn the meeting at 7:47pm, with a unanimous vote. Motion carried.

James McWhorter

Chairman

Judy Toth

Fiscal Officer



**Resolution 2017-34
Commendation for
Board of Zoning Appeals Member
Bobbie Nolan**

WHEREAS, Bobbie Nolan volunteered and was selected as a member of the Munson Township Board of Zoning Appeals in September 1998; and

WHEREAS, in these 19 years Bobbie has served through the various terms of not less than seven trustees, two fiscal officers and nineteen different Board of Zoning Appeals members; and

WHEREAS, Bobbie has sat through countless number of meetings with steadfast resolve, fairness, and compassion and dealt with several strong personalities with measured patience; and

WHEREAS, Bobbie has served either as Chair or Vice Chair of the Board of Zoning Appeals for the majority of her tenure lending her guidance and experience to her fellow members; and

WHEREAS, Bobbie has judged many cases in our unique Township varying from numerous height variances, early on, to golf courses, telecommunications towers, Heather Hill, YMCA, Notre Dame, signage, swimming pools, and countless accessory buildings; and

WHEREAS, Bobbie has personally made her mark on this community, helping to ensure safety and general welfare over the years for a Township that is distinctive for its diverse districts including medical, industrial and institutional; while at the same time, helping individuals realize their lifestyle needs and dreams; and


WHEREAS, Bobbie must regrettably retire from her service on the Board of Zoning Appeals because she and her husband have left Munson Township and have moved on to the next chapter of their lives this September 2017;


NOW THEREFORE, BE IT RESOLVED, that it is the duty and the pleasure of this Board of Trustees to hereby recognize Bobbie Nolan for her generous service to our Township, to hold her up to her community, friends, and neighbors, as an example of gracious leadership, and, on behalf of all of Munson Township, to express our gratitude for all that she has done to make Munson a better place.

Let this resolution be recorded and forever be a part of the permanent record of our Township from this day forward.

Unanimously approved, this 26th day of September 2017, by the Munson Township Trustees.

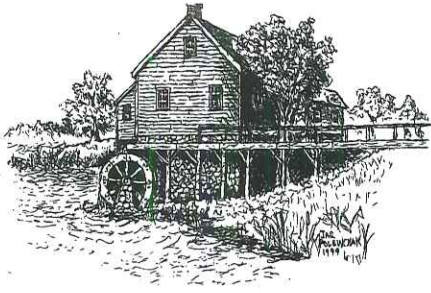

Andrew J. Bushman, Trustee


James J. McCaskey, Trustee


Irene H. McMullen, Chair

Attest: 
Judith Toth, Fiscal Officer

September 26, 2017



Munson Township

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

Resolution 2017-35

Be it resolved by the Trustees of Munson Township, in a regular session on the 26th day of September, 2017, 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 2017 Permanent Appropriation be amended, as follows:

Within Fund Transfers

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

200.00 to 1000-110-599-0000 Other – Other Expenses
from 1000-110-381-0000 Property Insurance Premiums

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


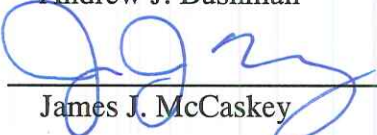
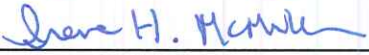
1,000.00 to 2041-410-329-0000 Other – Property Services
from 2041-410-323-0000 Repairs and Maintenance

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

1,000.00 to 2031-330-330-0000 Travel and Meeting Expense
6,000.00 to 2031-330-321-0000 Rents and Leases
from 2031-330-360-0002 Contracted Services – Road Improvement

Mr. Bushman seconded the motion and the roll being called resulted as follows:

Voting

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

Attest: Judith Toth, September 26, 2017
Judith Toth, Fiscal Officer