

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, September 8, 2015

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 6:33pm. The Trustees signed warrants 13482-13504 dated 9/8/15 totaling \$24,291.41, EFT vouchers 384-394 for the 9/11/15 bi-weekly payroll in the amount of \$12,113.66, and warrant 1214 dated 9/8/15 in the amount of \$12,695.91 to transfer EMS collections from the lockbox to the primary account. Correspondence was available for review. The Trustees signed the contract with Platform Cement to install a concrete slab from the front of the fire station bay to the roadway.

CEMETERY DEED

The Trustees signed a deed to Anthony and Shirley Teresi for Fowlers Mill II Cemetery, Lot 342, Graves 4, 5, 6.

MINUTES

Jim McCaskey moved and Irene McMullen seconded to approve the August 25, 2015 minutes, as written, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to approve the September 1, 2015 minutes, as written, with a unanimous vote. Motion carried.

ADDITIONAL PATROL/DEPUTY STEVE SAVOR

Deputy Savor reported that he has been a presence for the Notre Dame student drivers and in the Munson Elementary school zone. Other than that, he had no major issues to report. There have been numerous responses to the ongoing dispute on Treadway Drive. The prosecutor's office and patrol division will work together to provide guidance to the patrolmen responding to this situation.

FIRE DEPARTMENT/FIRE CHIEF MARK LYNN

The Fire Chief and several members of the fire department were present. Chief Lynn discussed the alternate option to purchase an aerial truck with a bucket as opposed to a ladder. Sutphen prepared additional specifications for a SP-70 Single Axle Aerial Platform Truck – total cost \$772,890.69, and agreed to accept \$700,000 down and the balance of the payment upon delivery. The Trustees discussed their options. The insurance settlement, \$677,750 would cover the cost to purchase and equip a SL-75 single axle aerial ladder truck. Mrs. McMullen contacted Senator John Eklund's office. They are in the process of writing the specifications for a grant and will notify her when the application is ready. The Township would receive a response in January at the latest if it qualified. Mrs. McMullen inquired of the Fire Chief whether the Fire Department wanted to wait to order the fire truck pending the opportunity for additional funding. The Fire Chief advised that the fire truck needed to be ordered immediately. Chief Lynn advised that \$22,000 would be needed to equip either truck, and he planned to take advantage of end of the year sales for this expense. Mrs. McMullen will contact Eklund's office regarding the additional equipment as it may qualify. Some road equipment may also qualify. Mr. McCaskey advised that he did the research and both are excellent trucks. He contacted Chief Gaspar regarding Chardon's bucket truck. It is a 100-footer and is 12 years old. Chardon is accruing funds to replace it in 10 years. Munson has an automatic aid agreement with Chardon. Chief Lynn explained the difference between mutual aid and automatic aid. He noted that the first response trucks are not easily moved during an incident. Aid from another community is not guaranteed, and Munson has the responsibility to protect the residents of the township. The bucket truck would be more versatile. Jim McCaskey moved and Irene McMullen seconded to purchase the SL-75 single axle aerial ladder truck from Sutphen. Roll call vote: Mr. McCaskey, yes; Mr. Bushman, no; Mrs. McMullen, yes. Motion carried.

ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

Mr. Teichman reported that a representative from the Bureau of Worker's Compensation did a safety inspection of the township's maintenance buildings last week. He was able to get more information about ventilation. A welding curtain will not be required as the work area is not in continuous use and is used for spot repairs. The overhead crane needs a rating on the hook. Everyone should be trained on every piece of equipment in the event the regular operator is not available. Ventilation is needed in the paint booth. BWC will provide training on how to use a mask properly. He was told that the overall condition of the shop was good. The rep will need a month to develop a plan from her notes. He asked for authorization to send at least two men to a trench safety training on October 23. The township contracts out any trenching over 5 feet deep. He had a quote to pretreat the infields for weeds. This needs to be done now if it is to be done. He contacted the Western Reserve Land Conservancy regarding the 50 ft. x 50 ft. easement on the Emmons property on Sherman Road required in order to install the pipe. The pipe has been delivered. He is in the process of contacting the homeowners regarding the pipe at the intersection of Fowlers Mill Road and Chippendale, a private road.

ICE DAMAGE PREVENTION

Mr. McCaskey prepared four sets of prints - one to keep and three to give out to contractors for quotes for heat cables. One set was still available. He asked the Board for a decision at the next meeting. The cables should be installed in October before the snow flies.

Held Tuesday, September 8, 20 15BASEBALL STORAGE SHED

Mr. Bushman will follow up with the baseball league regarding moving or replacing the baseball storage shed.

ROAD REPORT (continued)

Mr. Teichman updated the Board on the progress of the concrete slab in front of the fire station bay. The old hydrant has been capped so that the township can locate the lines if future repairs need to be made. The Trustees discussed concrete for sections A, B, and C behind the fire station. C is the area by the man door. The drainage from the apparatus floor goes into the septic system, which puts the township in noncompliance. There is an underground tank. The Township can either cap off the drains and pump the tank out monthly, or put in a leach field. The project will need to be engineered. The man door is the logical location to install lines from the tank to the outside of the building. Mr. McCaskey has not been able to locate the as built plans for the township septic system.

Personal Protection Equipment - As a follow up to the BWC safety audit, the road department members are requesting a list of what equipment the township provides, and what they are required to provide. The items in question are ear plugs and safety goggles. Mr. Teichman said that the workers are required to provide them to ensure that the items fit correctly, and are available and not misplaced when the workers need them. The Township gives each road employee a yearly \$300 allowance to purchase safety equipment. The Board will consider if this should be addressed in the personnel policy manual. Mr. Teichman discussed a problem with the township septic system. DeGreen Construction Services said it did not fall under their responsibility. Northcoast Aeration, which provides maintenance, showed Mr. Teichman how to disable the system to remove and clean the filters. The township will do this regularly three to four times a year to avoid future problems.

HOMEOWNER WAIVER FORM

Mr. McCaskey asked Mr. Teichman to review a waiver form, approved by the prosecutor's office, which can be signed by the homeowner before the road department goes onto private property.

APPOINTED BOARDS

The Office Manager will be asked to contact the Park and Zoning Board members whose terms are expiring at the end of the year.

RESOLUTION 2015-38/FUND TRANSFER

Resolution 2015-38 was made by Jim McCaskey and seconded by Irene McMullen for a within fund transfer in the General Fund, with a unanimous vote. Motion carried. The resolution is included on a separate page as part of the minutes.

RESOLUTION 2015-39/LUCY LONGO

Resolution 2015-39 was made by Irene McMullen and seconded by Jim McCaskey to commend Lucy Longo for her service to the township as a member of the Munson Township Board of Zoning Appeals, first as an alternate, January 2000, and then as a member from January 2001 to August 25, 2015, with a unanimous vote. Motion carried. The resolution is included on a separate page as part of the minutes.

RESOLUTION 2015-40/EAGLE SCOUT IAN PATRICK LEISURE

Resolution 2015-40 was made by Jim McCaskey and seconded by Irene McMullen to recognize Ian Patrick Leisure of Boy Scout Troop 261, for his achievement of the rank of Eagle Scout, with a unanimous vote. Motion carried. The resolution in its entirety is included on a separate page as part of the minutes.

FREE LIBRARY PROGRAM

The Trustees have not selected a location for the Free Library Program box. They will request that the structure be moveable for snow plowing purposes.

CEMETERY STONE RESTORATION

The Trustees reviewed a quote from Stonehuggers for cemetery stone repair and restoration. The Trustees agreed to set aside funds and to request that the Township be placed on their schedule for next year.

WINDSTREAM BOND

Jim McCaskey moved and Irene McMullen seconded to deny Windstream's request to cancel their bond, with a unanimous vote. Motion carried.

MEDICOUNT FINANCIAL HARDSHIP POLICY

Medicount Management, the Township's EMS billing company, submitted a financial hardship policy for patients in financial distress based on the Department of Health and Human Services Poverty Guidelines. The township has the option to establish its own policy. If it does not, the Medicount policy will go into effect.

MUNSON 2016 BICENTENNIAL

Mr. McCaskey suggested that the Trustees hold a workshop to plan next year's bicentennial celebration. Mr. Bushman wanted to meet with the township staff prior to scheduling a workshop.

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CLASS A CDL LICENSE

Mr. Teichman was concerned that three of the road department members had not yet passed their Class A CDL, which allows them to drive combination vehicles. All of the employees have Class B licenses, which are required for employment with the Township. He explained that the employee is expected to pay for the test, which can be taken during regular working hours. The Township provides the test vehicles and a driver to transport the vehicles to the test site. The Board discussed setting a deadline.

Jim McCaskey moved and Irene McMullen seconded to require all drivers to get their Class A CDL license, with the township to supply the truck and driver, and to make this happen by December 1, 2015, with a unanimous vote. Motion carried. The Trustees will consider including this requirement in the township personnel policy.

EXECUTIVE SESSION FOR EMPLOYEE DISCIPLINE

Jim McCaskey moved and Irene McMullen seconded to go into executive session for employee discipline at 8:00pm, with a unanimous vote. Motion carried.

The meeting resumed at 8:10pm.

COMMUNITY ROOM RENTALS

Jim McCaskey moved and Irene McMullen seconded to lease the community room for a birthday party (Rosipko) on October 17, 2015 at 1pm, approx. 40, for a \$125 rental fee and \$50 security deposit, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to lease the community room to the Geauga County Board of Elections for use as a polling place on November 3, 2015, 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 Baby Shower (Scott) on November 8, 2015 at 2pm, approx. 40-50, for a \$125 rental fee and \$50 security deposit, with a unanimous vote. Motion carried.

PAVILION RENTAL

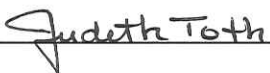
Jim McCaskey moved and Irene McMullen seconded to rent the Scenic River Pavilion for a Reveal/Baby Shower (Grubb) on September 13, 2015 at 3pm, approx. 20, for a \$25 rental fee and \$25 security deposit, with a unanimous vote. Motion carried.

MEETING ADJOURNED

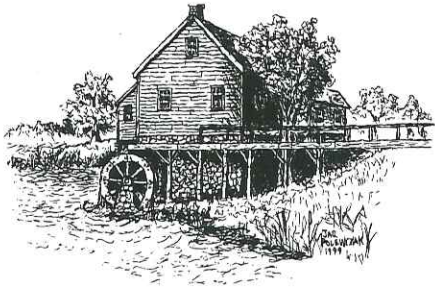
Jim McCaskey moved and Irene McMullen seconded to adjourn the meeting at 8:23pm, with a unanimous vote. Motion carried.



Chairman



Fiscal Officer



Munson Township

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

Resolution 2015-38

Be it resolved by the Trustees of Munson Township, in a regular session on the 8th day of September, 2015, at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen, that Jim McCaskey moved the adoption of the following resolution:

That the 2015 Permanent Appropriation be amended as follows:

Within Fund Transfer

In the General Fund:

3,919.31	to 1000-760-730-0220	Improvement of Sites – Fire Department
	from 1000-760-730-0120	Improvement of Sites - Township

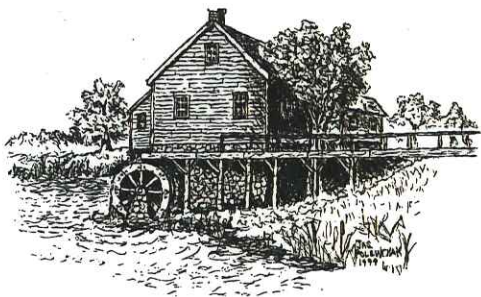
Irene McMullen seconded the motion and the roll being called resulted as follows:
Voting

Andrew J. Bushman, yes
Andrew J. Bushman

James J. McCaskey, yes
James J. McCaskey

Irene H. McMullen, yes
Irene H. McMullen

Attest: Judith Toth, September 8, 2015
Judith Toth, Fiscal Officer



**Resolution of
Commendation for
Board of Zoning Appeals
Member Lucy Longo
No. 2015-39**

WHEREAS, Lucy Longo volunteered and was first selected as an alternate member in January 2000, and then was appointed as a regular member of the Munson Township Board of Zoning Appeals in January 2001; and

WHEREAS, Lucy Longo has served the community with steadfast resolve, patience, and dedication to the preservation of our zoning; and

WHEREAS, Lucy has sat through untold numbers of meetings and contributed countless hours of thoughtful interaction and observations with her fellow Board of Zoning Appeals members; and

WHEREAS, Lucy has retired from this service in August 2015;

NOW THEREFORE, BE IT RESOLVED, on this 8th day of September, 2015, that it is the duty and the pleasure of this Board of Trustees to hereby recognize Lucy Longo for her generous service to our Township, and to thank Ken and their family for sharing Lucy, her time, and her good work, and, on behalf of all of Munson, 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 8th day of September, 2015, by the Munson Township Trustees.



Andrew J. Bushman, Trustee



James J. McCaskey, Trustee



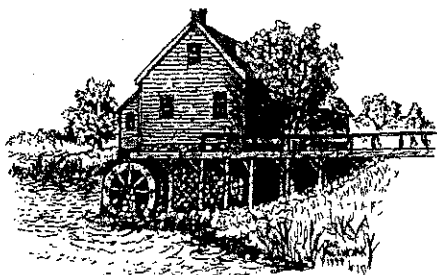
Irene H. McMullen, Trustee

Attest: _____



Judith Toth, Fiscal Officer

September 8, 2015



A Resolution of the Munson Township Trustees No. 2015-40

Munson Township recognizes

Ian Patrick Leisure

of Boy Scout Troop 261 for his achievement of the Rank of Eagle Scout, the highest rank in scouting, as he adds his name to an elite group of outstanding young citizens.

Ian is a hardworking, dedicated young man who is always willing to help others. He strives to live by the scout oath and law by helping and teaching others, and has a deep sense of community.

For Ian's Eagle Project, he designed and supervised the completion of a large fire pit. The 8-foot fire pit is made of decorative landscape bricks for the Fraternal Order of Eagles #2261 in Chardon and is surrounded by five in-ground 6-foot wooden benches. This project is a strong representation of Ian's commitment to the community. While leading a group of fellow Boy Scouts, Ian used his leadership and organizational skills, further demonstrating the qualities that will enable him to accomplish his future goals in the US Marine Corps, an organization that he has wanted to be a part of since a young age.

It is with great pride that Munson Township records Ian's exemplary accomplishment in the permanent records of the Township.

Unanimously approved, this 8th day of September, 2015 by the Board of Township Trustees of Munson Township:

Andrew J. Bushman, Chair

James J. McCaskey, Trustee

Irene H. McMullen, Trustee

Attest:

Judith Toth, Fiscal Officer

September 8, 2015