

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

Tuesday, April 23,

20

19

The meeting was called to order at 6:30pm by Chairman Jim McCaskey with Trustees Irene McMullen and Andy Bushman present. Mrs. McMullen took the minutes until Fiscal Officer Judy Toth joined the meeting at 7:12pm. The Chairman led the Pledge of Allegiance. The Board signed warrants 16485-16504 dated 4/23/19 totaling \$24,408.62 and EFT vouchers 133-141 for the 4/19/19 bi-weekly payroll totaling \$9,494.30.

MINUTES

Irene McMullen moved and Andy Bushman seconded to approve the minutes of April 9, 2019, with a unanimous vote. Motion carried.

PUBLIC COMMENT – none. The Trustees welcomed Baby, resident Sandi Ferlin's pug, a therapy dog in training.

FIRE DEPARTMENT REPORT/CHIEF ALAN ZWEGAT

Chief Zwega reported Sievers Security was done. He had a quote for security cameras for both floors to be able to see who is at the door. Work will begin by the end of the week on the women's bathroom. The Chief presented an estimate from Geauga Door to repair Bay Doors 3 & 5. The Eagletown Volunteer Fire Department will purchase Heavy Rescue 4071 and is waiting for authorization to pick it up. June 24, 2019 is the tentative delivery date for the new ambulance. He asked about the progress of the new well installation. Mr. McCaskey told him the well was leaking out water. Water samples were sent out for analysis. The Township will not be able to turn on the water until it gets approval back from the Ohio EPA, but we are in good shape. Jim McCaskey did dye testing with the Fire Department to identify the existing drainage. The Township will document and keep the drainage plans. Chief Zwega commented that this was helpful information. Superintendent Jim Teichman said the 4" vented cap is from gutters outside – the drain overflows in the event there is too much water. Chief Zwega agreed it should be left the way it was. The Township will work with the Fire Department on getting carpets cleaned at the Town Hall and Fire Department by the same company.

ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

New Truck

Mr. Teichman recommended that the Township purchase a Dodge 5500 from Junction Auto at the state-bid purchasing price of \$51,930.50. He had quotes for the dump body and plow, and recommended Concord Equipment for the dump body, \$28,842.15, including lights and hydraulic package, and Chardon Welding for a 9 ft. snowplow, \$5,090, installed. He had a photo of the completed truck for the Trustees to review and spoke about the positive attributes of the new truck. It will be ordered tomorrow and delivered by the end of September.

Irene McMullen moved and Andy Bushman seconded to purchase a truck from Junction Auto for \$51,930.50, with a unanimous vote. Motion carried.

Irene McMullen moved and Andy Bushman seconded to purchase the dump body for the new truck from Concord Road Equipment for \$28,742.15, with a unanimous vote. Motion carried.

Irene McMullen moved and Andy Bushman seconded to purchase a 9 ft. snowplow from Chardon Welding for \$5,090, with a unanimous vote. Motion carried.

Total cost will be \$85,762.65.

Fence for Fueling Station

The Board had previously asked Mr. Teichman to verify the estimates for the fence for the fueling station. He prepared a site plan and specifications and submitted the estimates he received from four vendors.

Irene McMullen moved and Andy Bushman seconded to contract with T & C Fence LLC for \$4,032 for a fence for the Road Department fuel station, with a unanimous vote. Motion carried. With the installation of the fence, the Board did not feel a gate was necessary at this time.

Driveway Transition Policy

The Board addressed a policy in which homeowners may opt out of an asphalt transition for their driveways during a resurfacing project, contract for a different approach, and be reimbursed this expense up to the amount it would cost the Township for the asphalt transition. The Trustees received a response from the county engineer, and will forward the draft to the prosecutor's office for advice on how to proceed.

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ROAD REPORT – continued

Parking Lot Repair

Superintendent Teichman distributed quotes from five contractors to replace the concrete. Fiucci Concrete had the lowest responsive quote. Mr. Teichman inspected their work and met with them again to clarify the job. It will take a minimum of 3 days to cure the concrete. Mr. McCaskey said the Township would be able to wait until it was fully cured. The catch basin will be taken out and they will overcut the concrete by 6 inches. The Township will stay off the finished work for 21 days.

Irene McMullen moved and Andy Bushman seconded to contract with Fiucci Concrete in an amount not to exceed \$18,600 for Fire Department concrete work, with a unanimous vote. Motion carried.

Mr. McCaskey inquired about the asphalt portion of the repair. The Trustees received two quotes at the last meeting, \$32,585 from Hazen Contracting, and \$31,548 from All Ways Construction.

Bee Spray

Mr. Teichman addressed a concern about spraying insecticide around children. Contractor Bill Horvath recommended a product to use.

Irene McMullen moved and Andy Bushman seconded to contract with Bill Horvath in an amount not to exceed \$650 for the buildings and fields with wasp spray, with a unanimous vote. Motion carried.

Mr. Horvath will be asked to post the field and to spray if no rain is expected. Saturday night would be the best time to spray, and the work will be done after the last frost.

Resurfacing Flyer

Mr. Teichman passed out a flyer to be distributed to the affected residents regarding the road resurfacing project. The Trustees reviewed the draft and agreed it was acceptable. Paving will begin on or around June 10.

Trench Box

Mr. Teichman submitted quotes for a trench box. Mr. McCaskey preferred to sub out trench box work and Mr. Bushman agreed.

ODOT ROAD PROJECT

The Trustees received an inquiry about traffic near Junction Auto at the corner of Route 322 and 44. The Trustees will discuss traffic flow with engineer’s office. Southbound traffic has been maintained.

Mrs. Toth joined the meeting at 7:12pm.

RAIN GARDEN PROJECT/HEALTH TRAIL SIGN

The sign at the end of the fitness trail is located in the planting area for the rain garden. Mr. Bushman marked the new location on Mrs. McMullen’s site map.

Irene McMullen moved and Andy Bushman seconded to allow S.A.M. Landscaping to move and reinstall the Health Trail sign at the Munson Township Park, with a unanimous vote. Motion carried. S.A.M. will call OUPS to make sure there are no underground utilities at the site.

NOPEC GRANT/STREET LIGHTS

Mr. Bushman distributed a list of 17 streetlight locations, mainly on Routes 322 and 44.

Irene McMullen moved and Andy Bushman seconded to authorize Jim McCaskey to file a streetlight request form with FirstEnergy to obtain quotes for retrofitting 17 locations to LED lights, with a unanimous vote. Motion carried.

MAINTENANCE BUILDING RENOVATION

The Board discussed renovating and reconfiguring the road department restroom, office and break areas. Mrs. McMullen suggested a plan of action in which the Trustees could look at renovating the conference and office areas and work with the road department to prepare a scope of work, in order to get a better sense of what the road department can do, what will be contracted out, and what may be eligible for a NOPEC grant. Mr. Bushman did not want to move forward until the new road superintendent was hired. Mrs. McMullen thought it prudent to start the planning process, as the road department employees had several ideas. The cleaning process can begin, but she did not recommend painting until the renovations were done. She prepared a set of drawings of the current room dimensions and layouts.

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NORTHEAST OHIO 208 WATER QUALITY MANAGEMENT PLAN

The Trustees addressed the map of two proposed changes to the Northeast Ohio 208 Water Quality Management Plan. Mr. Bushman questioned the Junction Auto parcel and believed that extending the boundaries to include all of their parcels would require a zoning change. The Board asked him to contact the Assistant Prosecutor and Steve Oluic, Director of the Geauga County Dept. of Water Resources. Mrs. McMullen and Mr. McCaskey were both comfortable with approving the map after their conversations with Mr. Oluic. Mrs. McMullen asked for their views in writing if they did not believe the Trustees had the authority to approve the document.

HIRING CONSULTANT

Mr. McCaskey recommended that the Township use the services of Jody Miller of FirstPath Consulting to advertise for and hire the new road superintendent. Mrs. McMullen and office manager Paula Friebertshauser had both spoken with her. Mrs. McMullen thought she had some good insights. Her fee was \$60 per hour to help with the ad and to place it to the Township's advantage on the internet. Her fee to screen the applicants and/or participate in the interviewing process was \$3,000. Mr. Bushman believed the Township would get a large number of responses without her assistance. Because this will most likely be a long-term appointment, Mrs. McMullen wanted to cast a net in the trade publications. Mr. McCaskey suggested that Ms. Miller whittle the applicants down to the best two or three. The Board discussed using her services to revise the ad. Resident Rich Ferlin suggested that the Trustees have the county engineer review the ad and then place it in the local papers. Mrs. McMullen pointed out that Ms. Miller's specialty is construction and paving, and the Township was already informally getting the word out. Mr. McCaskey advised that he had spoken to the county engineer and wanted to cast a larger net. He believed her services would be of more value in the early stages.

Mr. McCaskey moved and Mrs. McMullen seconded to contract with First Pass Consulting at an hourly rate to get the ad out this week not to exceed \$600. Roll call vote: Mrs. McMullen, yes; Mr. Bushman, no; Mr. McCaskey, yes. Motion carried.

2019 SCHOLARSHIPS

The Scholarship Committee recommended that scholarships be awarded to Madeline Cipolla, Morgan Danison, Sylvia Fill, Nicholas Gehrke, Madeline Karban, Grace Kilfoyle, Abigail Martin, Sam Myers, Christian Petersen, Sydnee Raines, Joseph Sweet, Grace Turk, Megan Woolf, and Claire Zakrajsek.

Andy Bushman moved and Irene McMullen seconded to award 2019 scholarships as recommended, with a unanimous vote. Motion carried.

RAIN GARDENS

Irene McMullen moved and Andy Bushman seconded that Irene McMullen be authorized to select suitable plants for the Munson Township Park rain garden, with a unanimous vote. Motion carried.

Irene McMullen moved and Andy Bushman seconded to authorize volunteer work by the Chardon Baseball Team, Munson Elementary School students (placing stepping stones and planting perennials), and Master Gardeners of Geauga County (OSU Extension) to install the rain garden at the Munson Township Park, with a unanimous vote. Motion carried.

The Board discussed which of the existing plants at the Scenic River Rain Garden to keep or transplant. Mr. Bushman said he had the original list.

Irene McMullen moved that the plants specified in the draft plan for the Scenic River Park raingarden enhancement be approved and planted, with the assistance of the Road Department. The motion died for lack of a second. Mr. Bushman wanted an inventory of the existing plants before moving forward. Some of the plants could not be identified, as they had not yet emerged. The Board had differing views on whether some of the taller ones would block the view of the lake. Mrs. McMullen asked Mr. Bushman to send her a list of the plants he had already identified. She asked the Board to approve the list of plants at the May 7 meeting so that the project could move forward.

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MAY MEETINGS

Mrs. McMullen asked the Board to change the May meeting dates as she had a family reunion on May 14.

Irene McMullen moved and Andy Bushman seconded to hold a special meeting on Tuesday, May 7, 2019 for regular business, with a unanimous vote. Motion carried. The Board will keep the May 14 meeting for any light business.

EXECUTIVE SESSION/PERSONNEL EMPLOYMENT

Irene McMullen moved and Andy Bushman seconded to go into executive session at 8:05pm for personnel employment, with a unanimous vote. Motion carried.

The Trustees came out of executive session at 8:25pm and resumed the meeting.

BAY DOOR REPAIRS

The Trustees verified with Mrs. Toth that funding was available to repair the two bay doors. Irene McMullen moved and Andy Bushman seconded to contract with Geauga Door not to exceed \$2,800 for door openers, with a unanimous vote. Motion carried.

COMMUNITY ROOM RENTAL

Irene McMullen moved and Andy Bushman seconded to lease the Community Room to the Geauga County League of Women Voters (Balazs) for a meeting on May 24, 2019 at 1pm for approximately 50 persons, and to waive the fees, with a unanimous vote. Motion carried.

BASEBALL FIELD LEASE

Irene McMullen moved and Andy Bushman seconded to lease Baseball Field #2 at the Munson Township Park to the Chardon Softball League for games and practices April 15-July 15, 2019, with a unanimous vote. Motion carried. Certificate of insurance was attached. They will work around the High School and JV schedules.

ENCUMBRANCE SHEET


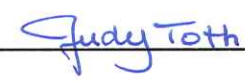
Irene McMullen moved and Andy Bushman seconded to approve the encumbrance sheet for April 23, 2019:

Citi-Cards	Cordless Combo Kit (Then & Now)	549.00
Office Supplies	Blanket (Road Dept.)	64.47
Junction Auto	New Truck	51,930.50
Concord Road Equipment	Truck Bed	28,742.15
Chardon Welding	9' Plow	5,090.00
T & C Fence LLC	Fueling Station Enclosure	4,032.00
Fiucci Concrete	Concrete	18,600.00
Bill Horvath	Wasp & Bee Spray	650.00
Gauga Door	Door Openers	2,800.00
Stewards of Historical Preservation	Scenic River Archaeological Survey	700.00

with a unanimous vote. Motion carried.

MEETING ADJOURNED

Irene McMullen moved and Andy Bushman seconded to adjourn the meeting at 8:26pm, with a unanimous vote. Motion carried.

 Chairman  Fiscal Officer
____ Vice-Chairman