

# RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

Tuesday, April 9,

20 19

The meeting was called to order at 6:30pm by Chairman Jim McCaskey with Trustees Irene McMullen and Andy Bushman and Fiscal Officer Judy Toth present. The Chairman led the Pledge of Allegiance. Warrants 16455-16484 dated 4/9 and 4/10/19 totaling \$49,429.46 and EFT Vouchers 118-125 for the 4/5/19 bi-weekly payroll totaling \$8,366.77 were signed. Warrant 16435 for \$99 was signed between meetings. The Board received the Scholarship Committee's recommendations for 2019 scholarships and signed letters congratulating the recipients.

## AGRITOURISM/HOBNOBBIN FARMS PROPOSAL

The Trustees received a business proposal from Hobnobbin Farms at 13271 Bass Lake Road located near the border of Newbury Township. Assistant Prosecuting Attorney Susan Wieland and Zoning Inspector Jim Herringshaw were present to discuss evaluating proposals to determine when a proposal is agricultural and exempt from Township zoning. The Board believed that the revised proposal was still more a business venture than agritourism, but appreciated the opportunity to work with the family. The Zoning Inspector will forward them an excellent article recently published in the *Ohio Township News* regarding the agritourism exemption.

## MINUTES

Irene McMullen moved and Andy Bushman seconded to approve the minutes of March 26, 2019, with a unanimous vote. Motion carried.

## FIRE DEPARTMENT REPORT/CHIEF ALAN ZWEGAT

The Chief distributed key fobs to the Township Trustees for the new security system. Lost fobs should be reported to the department immediately so that they can be deactivated. He submitted the invoice – the Township's share is \$5,000. The system was designed to be expandable. The squad will be delivered in mid-June. Mr. Bushman was working with the department on securing the lease agreement. Work will begin on the women's restroom in mid-April. The fire department is researching security cameras.

## ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

Mr. Teichman is reviewing the quotes for a new truck and will have a recommendation for the Board at the next meeting. The Board discussed a fence for the fueling station. Mrs. McMullen recommended that the Township comply with regulations and put up a fence. Mr. McCaskey felt there was too big a spread in the quotes and asked the road superintendent to call the contractors. The Board addressed the draft of a driveway transition policy to address the driveway approaches of concrete driveways for asphalt resurfacing projects. The Board was not clear on who would pay the allowance, and will forward the draft to the county engineer. Mr. Teichman had preliminary estimates to repair the town hall driveway of \$32,585 and \$31,548. The Board discussed the area to be repaired, the existing cisterns, and drainage. Mr. Teichman was getting quotes for the concrete. He had a quote for an electrical shut-off unit for the fueling station. The Board will hold off on this as the area will already be locked and fenced. Mr. Teichman submitted the list of roads to be striped by Aero Mark and requested authorization to participate in the ODOT program to purchase road salt at state bid prices. Irene McMullen moved and Andy Bushman seconded to contract with Aero Mark in an amount not to exceed \$14,000 for striping on the roads, with a unanimous vote. Motion carried.

## Resolution 2019-10/Authorizing Participation in ODOT 2019 Road Salt Contracts

Resolution 2019-10 was made by Irene McMullen and seconded by Andy Bushman for Munson Township to participate in the ODOT road salt contracts for 2019, with a unanimous vote. Motion carried.

The cost to locate and mark the Township's sewer lines will be \$350. Mr. McCaskey asked for a blueprint for the Township files. Mr. Teichman submitted quotes for rubbish day for the rubbish, tire, and scrap metal dumpsters. The cost for the tire collection will be reimbursed through a grant. He asked for \$100 for lunch for the workers and that the scrap metal proceeds be allocated to the road department for tools and equipment.

Irene McMullen moved and Andy Bushman seconded to contract with Major Waste Disposal not to exceed \$3,150 for 2019 Township clean-up; with PennOhio for scrap tire disposal for 2019; and with PennOhio for two 80-yard containers for scrap metal relating to the 2019 clean-up, with a unanimous vote. Motion carried.



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## ROAD REPORT (continued)

Irene McMullen moved and Andy Bushman seconded to purchase lunch for the road department on cleanup day not to exceed \$100, with a unanimous vote. Motion carried.

Irene McMullen moved and Andy Bushman seconded that the proceeds from scrap steel from rubbish day be placed in a scrap money fund for specialty tools, with a unanimous vote. Motion carried.

Mr. Teichman submitted a quote to spray for bees at the township ball fields with a seasonal warranty. Resident Rich Ferlin cautioned about the impact on nearby pollinators. Mr. McCaskey asked Mr. Teichman to look into it and report to the Board. Mr. Teichman had a quote to spray the pavilions and maintenance building for wasps and bees. Last year the road department tried bee traps without success. Resident Deb Roche has had success with her bee traps and offered to confer with the road superintendent.

## BID OPENING FOR ASPHALT RESURFACING FRIDAY, APRIL 5

Let the record reflect Irene McMullen, Judy Toth, and Nick Gorris, from the county engineer's office were present for the bid opening on Friday, April 5 at 3:05pm for the asphalt resurfacing of various roads. The Township received two bids, sealed and properly labeled:

- 1) Chagrin Valley Paving, Inc. bid bond from Merchants Bonding Company, \$341,750.
- 2) Ronyak Paving, Inc. bid bond from The Guarantee Company of North America, \$370,250. The bids were turned over to the county engineer.

The Board received the county engineer's recommendations and the contract documents.

## BID AWARD

Irene McMullen moved and Andy Bushman seconded upon the county engineer's recommendations to award a contract to Chagrin Valley Paving in an amount not to exceed \$341,750, with a unanimous vote. Motion carried. There was one incident with this bidder last year regarding the berming, and Mr. McCaskey will bring it up at the preconstruction meeting.

## SPRING BID CONTRACTS

Road Materials – Irene McMullen moved and Andy Bushman seconded to award a contract to Arms Trucking for road materials from 5/1/2019 to 4/30/2020 for the quoted bid prices, with a unanimous vote. Motion carried.

Catch Basins and Headwalls – Irene McMullen moved and Andy Bushman seconded to contract with Jim Szuszkiewicz for catch basins and headwalls at the quoted bid prices for year 2019, with a unanimous vote. Motion carried.

Virgin Asphalt Concrete – Irene McMullen moved and Andy Bushman seconded that the Township award a contract to Cuyahoga Asphalt Materials for asphalt concrete for the quoted bid prices for year 2019, with a unanimous vote. Motion carried.

Mr. Teichman advised the road department has completed the pipe work for the current road project and will begin the full depth repairs.

## NORTHEAST OHIO 208 WATER QUALITY MANAGEMENT PLAN

The Trustees received the blueprint of the amended 208 water plan, with two amendments: Parcel #1 to be used for Legend Lake and for the Chardon Township Berkshire Heights subdivision, which was ordered by the Ohio EPA to tie into a sewerage system, and Parcel #2 to extend the boundaries of Junction Auto to include all of their parcels. Mr. Bushman questioned the addition of Parcel #2. The Board agreed that a two-week delay for Mr. Bushman to check into this further would not affect the Berkshire Heights project.

Mrs. McMullen wanted to designate one Trustee to make sure that the plan was ready for the Trustees to act at the next meeting.

Resident Rich Ferlin brought up the concern that a septic plant on the 1.8-acre parcel would eventually be an eyesore and suggested that Legend Lake use their influence to get it moved back further where the ground is lower.

Ms. Wieland left the meeting at 7:33pm.

## NOPEC SPONSORSHIP GRANT

The Township received a \$1,500 NOPEC sponsorship program grant for Community Day expenses. NOPEC will pay the vendors directly this year.

Irene McMullen moved and Andy Bushman seconded to accept the \$1,500 donation from NOPEC for Community Day, with a unanimous vote. Motion carried.



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NOPEC GRANT/STREET LIGHTS

Mr. Bushman looked at all 53 streetlights and will prepare a list of locations for the application. Mrs. McMullen wanted to submit the form as soon as possible.

SCENIC RIVER TRAILS

Quotes for the construction of the trails and for the archaeological survey were provided to the Park Board for their April 8 meeting. The Park Board recommended Sumner Creek and Stewards of Historical Preservation.

Irene McMullen moved and Andy Bushman seconded to contract with Stewards of Historical Preservation for the archaeological survey in an amount not to exceed \$6,525, with a unanimous vote. Motion carried.

Mr. Bushman objected to the construction quotes, as they were not apples to apples comparisons. Mr. McCaskey pointed out that the Township was relying on the contractors to make recommendations. Mrs. McMullen wanted to move forward with a decision. Sumner Creek provided a rate for additional work, although she did not believe it would be needed. Resident Rich Ferlin asked if the quoted construction materials were comparable. Zoning Inspector Jim Herringshaw, who worked with Mrs. McMullen on the project, believed either company would do a good job.

Irene McMullen moved and Jim McCaskey seconded that we contract with Sumner Creeks LLC in an amount not to exceed \$32,000 for construction of the Scenic River trails. Roll call vote: Mrs. McMullen, yes; Mr. McCaskey, yes; Mr. Bushman, no. Motion carried.

RAIN GARDEN GRANT

Mrs. McMullen reported on the progress of the rain garden grant. The Chagrin River Watershed Partners selected S.A.M. Landscaping to do the excavation and needed the Township's approval to move forward. The Chardon High School baseball team volunteered to do the planting and earth moving. Mrs. McMullen sent the Board a tentative planting diagram and a list of plants. If some plants are not available, there are other plants listed. The costs are estimates from prior planting proposals. She noted that Mr. Bushman had expressed a concern about the plant selection and the CRWP agreed that local knowledge trumps other sources. Mr. Bushman will contact his source for pricing and plant recommendations. Munson is one of five locations approved for the grant. The CRWP will pay the contractor directly. S.A.M. will be notified to contact OUPS to determine if there are any underground utilities. Mrs. McMullen asked what the Board would like to do about the sign at the end of the fitness trail, which is located in the planting area. The Board discussed options. Mr. Bushman will get prices for plants and mark a new location for the fitness sign.

Irene McMullen moved and Andy Bushman seconded to authorize the Chagrin River Watershed Partners to contract with S.A.M. Landscaping, Inc. to install the retention material and prepare the site for a rain garden at the Munson Township Park, with a unanimous vote. Motion carried.

RESOLUTION 2019-11/GEAUGA TRUMBULL SOLID WASTE MANAGEMENT DISTRICT PLAN

Mr. Bushman wanted the District to amend the plan to correct any misinformation. Mr. McCaskey spoke with the interim director of the Geauga Trumbull Solid Waste District about the Board's concerns. A consultant prepared the Plan. If 60% of the Townships do not approve the plan, the Ohio EPA will take over the district. The deadline is May 1. Resolution 2019-11 was made by Irene McMullen and seconded by Andy Bushman to approve the Solid Waste Plan of the Geauga Trumbull Solid Waste Management District, with a unanimous vote. Motion carried.

MAINTENANCE BUILDING MOTION DETECTOR

Electolite will provide a quote for motion detectors for the lights at the maintenance building. At the Board's suggestion, Mr. Teichman will look into a shield as an alternative.

SCENIC RIVER FIELDS/MOWING ALTERNATIVES

Mrs. McMullen brought up the unresolved issue of when and how often to mow the fields at Scenic River. The Board is considering what habitats to preserve. Mrs. McMullen suggested leaving the site unmowed for a year to determine what birds are using the area in order to make a determination next year. Mr. Bushman was concerned that this would change the nature of the habitat and that the weeds would grow too tall for the bird boxes. The Township's contact at the Western Reserve Land Conservancy suggested getting the Park District involved.



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The Trustees had two excellent candidates for the open position on the Zoning Commission. The Zoning Commission was split on their recommendations. Irene McMullen moved and Andy Bushman seconded to appoint Nicholas Christie to the Munson Township Zoning Commission for a term ending December 31, 2023, with a unanimous vote. Motion carried.

MEMORIAL DAY SPEAKER

The Board discussed a speaker for Memorial Day.

SHERMAN ROAD IMPROVEMENT/OPWC PROJECT

Mr. McCaskey had preliminary information from the county engineer to apply for OPWC funds for Sherman Road. Total reconstruction would cost approximately \$750,000, but the Township could reduce the cost by doing a shorter section. The Township must submit a plan and declare that it has the funds. He suggested applying in 2020 for 2021, and holding back \$200,000-\$300,000 to build up the fund.

AD FOR NEW ROAD SUPERINTENDENT

The Board reviewed a draft of an employment ad for a new road superintendent. Mr. McCaskey suggested using the services of a professional and Mr. Bushman advocated doing local advertising first. The county engineer has agreed to sit in on the interviews. The Trustees will revise the draft and approve it at their next meeting.

NEW WELL

McCaskey reported the new well was installed. It will take another month to do the pump and water tests and to cap the old well.

TOWN HALL LANDSCAPING

Mrs. McMullen asked Mr. Bushman to get cost estimates for the plants from his contact.

FISCAL OFFICER'S MONTHLY REPORT

Irene McMullen moved and Andy Bushman seconded to accept the Fiscal Officer's monthly financial report for March 2019, with a unanimous vote. Motion carried.

FISCAL OFFICER'S QUARTERLY EMS REPORT

Let the record reflect the Board reviewed the Fiscal Officer's quarterly EMS report for first quarter 2019 and recommended that she forward it to the Fire Department.

STREET LIGHT REQUEST FOR SUTTON PLACE

The Board reviewed the letter that will go out to 54 residents located within a 1,000-foot radius of the proposed streetlight.

PUBLIC COMMENT – None.COMMUNITY ROOM RENTAL

Irene McMullen moved and Andy Bushman seconded to lease the Community Room for a Reserve at Bass Lake Homeowners Association meeting (Gray) on April 15 2019, at 7pm, for approximately 10 persons, and to waive the fees, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET

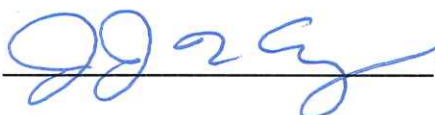
Irene McMullen moved and Andy Bushman seconded to approve the encumbrance sheet for April 9, 2019:

Medicount Management	EMS Billing Fees	14,000.00
Munson Fire Department	Contract Payments (EMS)	75,000.00
Waste Management	Park Rubbish Service	2,300.00
Time Warner Cable	Telephone/Internet	4,600.00
Aero-Mark	Road Striping	14,000.00
Major Waste	Trash Days Dumpsters	3,150.00
PennOhio	Trash Days Scrap Tire Collection	1,215.00
PennOhio	Scrap Metal Dumpsters	200.00
Blanket	Trash Days Road Dept. Lunch	100.00
Stewards of Historical Preservation	Scenic River Archaeological Survey	700.00

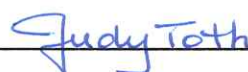
with a unanimous vote. Motion carried.

MEETING ADJOURNED

Irene McMullen moved and Andy Bushman seconded to adjourn the meeting at 8:32pm, with a unanimous vote. Motion carried.



Chairman



Fiscal Officer