

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, December 13, 2016

The meeting was called to order at 6:30pm by Chairman Jim McCaskey with Trustees Andy Bushman and Irene McMullen and Fiscal Officer Judy Toth present. The Chairman led the Pledge of Allegiance. The Trustees signed warrants 14591-14619 dated 12/13/16 totaling \$37,439.83, EFT Vouchers 908-919 for the 12/16/16 biweekly payroll totaling \$13,368.80 and warrant 1241 in the amount of \$9,090.53 to transfer EMS collections from the lockbox.

CEMETERY DEED

The Trustees signed a deed to Joseph J. and Sandra L. Petsche for Fowlers Mill II Cemetery, Lot 49, Graves 5, 6, 7 and 8.

MINUTES

Andy Bushman moved and Irene McMullen seconded to approve the November 15, 2016 minutes, as written, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to approve the November 29, 2016 minutes, as written, with a unanimous vote. Motion carried.

PUBLIC COMMENT

Hillcrest Fence

Doreen Dippel, a 32-year resident of 12285 Hillcrest Drive, brought up a problem which began two years ago. Her fence, which had not been an issue, was damaged during township snow removal. She was told her fence was in the right of way and needed to be moved back. She had the fence repaired. Two days ago the fence was damaged again. The fence line has not changed in the past 30 years. The original fence was replaced and it has been a white picket fence for the past 10-15 years. McCaskey looked at the fence and took pictures. The fence is close to the road and he did not see any other place to push the snow. Ms. Dippel pointed out that there are 2-3 feet of ground before the fence and that she has been shoveling to protect the fence. She asked if the township could reverse the direction or push the snow into an open area. Mr. McCaskey will take another look at the right-of-way and the county will be asked to stake it in the spring.

Fowlers Mill Road Project

Resident Rich Ferlin asked if the specifications had been prepared for the Fowlers Mill Road project. Mr. McCaskey did not expect to have them until January. Andy Bushman talked to engineer Joe Cattell. The county may not work on them until it knows when the Township plans to do the project. Mrs. McMullen will follow up.

ROAD REPORT/ SUPERINTENDENT JIM TEICHMAN

Mr. McCaskey asked for an employee work session to be scheduled in January or February, and thanked the road crew for plowing during two-foot blizzard. One of the road department members did not pass a portion of the CDL test. The Board agreed he should wait until spring to retake the test as the weather is unpredictable. Mr. Teichman suggested the first part of May after rubbish day, and the Trustees set the deadline for the end of May. Teichman asked about 2017 road projects. The Board will make a decision in January after they receive the carryover figures. Mr. Teichman advised, that in January, the Township will be billed \$150 for septic drip field maintenance (DeGreen) and \$500 for tank and grinder maintenance (North Coast Aeration). More snow is predicted for the weekend.

FIRE REPORT/CHIEF MARK LYNN

Mr. McCaskey asked how the heat tape was working. Chief Lynn advised that thawing and freezing will be the real test, and January and February are when they've experienced problems in the past. McCaskey asked him to keep an eye on it. Chief Lynn reported that the paperwork was sent in for the SCBA grant. Statements were sent to the other participating fire departments and they were asked to make payment directly to the vendor. It was a unique weekend and the fire department was busy with 40 calls. They assisted an elderly couple stranded in the ditch when the tow trucks were delayed. The fire department will receive the equipment donation from Geauga Hospital. The administrator will attend a trustees meeting to allow the township to formally accept the donation, when his schedule allows.

RESOLUTION 2016-41/JOE ROSBORIL COMMENDATION/PARK BOARD

Resolution 2016-41 was made by Andy Bushman and seconded by Irene McMullen to recognize Joe Rosboril for his ten years of service on the Park and Recreation Board from September 2006 to December 2016, with a unanimous vote. Motion carried. Joe was present for the commendation. [The resolution in its entirety is included on a separate page as part of the minutes.]

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CHARDON BASEBALL LEAGUE

The Chardon Baseball League approached the Trustees regarding sponsored signage at various fields to raise additional funds for the league. The Trustees will ask for a more defined plan.

TOWN HALL CLEANING CONTRACT

Andy Bushman moved and Irene McMullen seconded to enter into a contract with Custodial Services for once a week cleaning of the township hall and community room at \$500 per month for year 2017, with a unanimous vote. Motion carried.

RESOLUTION 2016-45/CONTRACT FOR ADDITIONAL POLICE PROTECTION

Resolution 2016-45 was made by Andy Bushman and seconded by Irene McMullen to contract with the Geauga County Sheriff's Department for additional police protection in Munson Township for year 2017 at \$27 per hour, not to exceed \$6,000, with a unanimous vote. Motion carried.

2016 DONATIONS

Andy Bushman moved and Irene McMullen seconded to accept the 2016 donation list as written, with a unanimous vote. Motion carried.

ORGANIZATIONAL MEETING SET

Andy Bushman moved and Irene McMullen seconded to schedule the organizational meeting for Tuesday, January 3, 2016 at 6:30pm, with a unanimous vote. Motion carried

GEAUGA PARK DISTRICT/BEAVER CREEK RESTORATION PROJECT IN BASS LAKE PRESERVE

The Trustees signed a letter of support for the Geauga Park District's application for a grant from the Ohio Water Resource Restoration Sponsor program for the Beaver Creek restoration project in Bass Lake Preserve, which extends from Sherman Road to the lake.

NATIONAL SCHOOL CHOICE WEEK

The Board reviewed a request for a proclamation for National School Choice Week.

ELECTED OFFICIAL COMPENSATION

The fiscal office was asked to send the compensation chart to the Trustees. The Board will address trustee salaries at the next meeting.

BOARD APPOINTMENTS

Andy Bushman moved and Irene McMullen seconded to appoint John McCreery to the Munson Township Park and Recreation Board for a three-year term ending December 31, 2019, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Joe Herczak to the Munson Township Park and Recreation Board for a three-year term ending December 31, 2019, with a unanimous vote. Motion carried.

2017 NEW YEAR'S HOLIDAY

Andy Bushman moved and Irene McMullen seconded that the township employees be off Monday, January 2, 2017 for the New Year's holiday, with a unanimous vote. Motion carried.

SERVER

Mr. Bushman will contact Matt Moormeier regarding the township's server.

NO ENGINE BRAKE SIGNS

Mrs. McMullen is waiting for a response from the county engineer's office.

TIME CAPSULE

Items are being collected, and residents were encouraged to suggest items to be included. Mr. Bushman advised the capsule would be buried at the entrance to the town hall. Semerano Monuments donated a granite marker for the location.

OUTSIDE MEETINGS

Mrs. McMullen attended a LAEPP meeting in Reynoldsburg on December 7 and a Chagrin River Watershed Partners meeting on December 8th. Andy attended a Geauga Safety Council meeting on the 2nd.

ROOM RENTALS

Jim McCaskey asked the Board to address room rental fees for nonprofits. He attended a party in the community room over the weekend, and noticed that the building is starting to show signs of wear. The Board will look at what other communities charge, and at what maintenance needs to be done. Mr. Bushman suggested that the Board review the 2016 rental list after it is prepared.

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Held Tuesday, December 13, 20 16

RESOLUTION 2016-42/FUND TRANSFER

Resolution 2016-42 was made by Irene McMullen and seconded by Andy Bushman for within fund transfers in the General Fund, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

RESOLUTION 2016-43/FUND CERTIFICATION AND DE-CERTIFICATION

Resolution 2016-42 was made by Andy Bushman and seconded by Irene McMullen to request the Budget Commission to decertify funds in the General Fund and in the Gasoline Tax Fund, and reduce the appropriations, and to certify funds in the Road and Bridge Fund, Zoning Fund, and Fire Operating and Apparatus Fund, and to place the additional funds in various line items in the Permanent Appropriation, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

RESOLUTION 2016-44/TOWNSHIP 2017 TEMPORARY APPROPRIATION

Resolution 2016-44 was made by Andy Bushman and seconded by Irene McMullen to approve the Township Temporary Appropriation through March 31, 2017, in the amount of \$2,780,956.10, with a unanimous vote. Motion carried.

2017 ENCUMBRANCES

Andy Bushman moved and Irene McMullen seconded to approve the encumbrances, effective January 1, 2017, as written:

Repairs and Maintenance	Blanket to 12/31-General Fund-Admin.	1,000.00
Travel & Meeting Expense	Blanket to 12/31-General Fund-Admin.	1,000.00
Travel & Meeting Expense – Employees	Blanket to 12/31-General Fund-Admin.	800.00
Postage	Blanket to 12/31-General Fund-Admin.	2,900.00
Printing	Blanket to 12/31-General Fund-Admin.	2,000.00
Advertising Delinquent Taxes	Blanket to 12/31-General Fund- Admin	25.00
Advertising Delinquent Taxes	Blanket to 12/31-Road and Bridge	20.00
Advertising Delinquent Taxes	Blanket to 12/31-Fire O&A	20.00
Other-Communications, Printing & Adv.	Blanket to 12/31-General Fund-Admin.	540.00
Office Supplies-Administration	Blanket to 12/31-General Fund-Admin.	900.00
Other - Dues and Fees	Blanket to 12/31-General Fund-Admin.	500.00
Repairs and Maintenance	Blanket to 12/31-General-Town Hall	2,000.00
Other – Property Services	Blanket to 12/31-General-Town Hall	500.00
Natural Gas	Blanket to 12/31-General-Town Hall	3,300.00
Natural Gas – Fire Department	Blanket to 12/31-General-Town Hall	7,000.00
Operating Supplies	Blanket to 12/31-General-Town Hall	500.00
Other - Supplies and Materials	Blanket to 12/31-General-Town Hall	500.00
Other - Dues and Fees	Blanket to 12/31-General-Town Hall	500.00
Travel and Meeting Expense	Blanket to 12/31-General-Zoning	200.00
Postage	Blanket to 12/31-General-Zoning	500.00
Printing	Blanket to 12/31-General-Zoning	250.00
Other-Communications, Printing & Adv.	Blanket to 12/31-General-Zoning	500.00
Office Supplies	Blanket to 12/31-General-Zoning	200.00
Other – Other Expenses	Blanket to 12/31-General-Zoning	500.00
Other – Employee Fringe Benefits	Blanket to 12/31-General-Fire	600.00
Repairs and Maintenance	Blanket to 12/31-General-Cemetery	500.00
Operating Supplies	Blanket to 12/31-General-Cemetery	350.00
Other – Supplies and Materials	Blanket to 12/31-General-Cemetery	500.00
Repairs and Maintenance	Blanket to 12/31-General-Parks	1,000.00
Operating Supplies	Blanket to 12/31-General-Parks	1,000.00
Other – Other Expenses	Blanket to 12/31-General-Parks	500.00
Machinery, Equipment, and Furniture	Blanket to 12/31-General-Capital-Fire	20,000.00
Repairs and Maintenance	Blanket to 12/31-Motor Vehicle Fund	5,000.00
Training Services	Blanket to 12/31-Gasoline Tax Fund	500.00
Repairs and Maintenance	Blanket to 12/31-Gasoline Tax Fund	5,000.00
Travel and Meeting Expense	Blanket to 12/31-Gasoline Tax Fund	300.00
Operating Supplies	Blanket to 12/31-Gasoline Tax Fund	5,000.00
Small Tools & Minor Equipment	Blanket to 12/31-Gasoline Tax Fund	500.00
Other – Professional and Technical Serv.	Blanket to 12/31-Road & Bridge Fund	400.00
Repairs and Maintenance	Blanket to 12/31-Road & Bridge Fund	5,000.00
Other – Property Services	Blanket to 12/31-Road & Bridge Fund	1,000.00

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Tuesday, December 13,

20

15

16

17

18

2017 ENCUMBRANCES (continued)

Postage	Blanket to 12/31-Road & Bridge Fund	50.00
Other – Communications, Printing & Adv.	Blanket to 12/31-Road & Bridge Fund	400.00
Natural Gas	Blanket to 12/31-Road & Bridge Fund	2,500.00
Operating Supplies - SUPER BLANKET	to 12/31/2015-Road & Bridge Fund	50,000.00
Other - Supplies and Materials	Blanket to 12/31-Road & Bridge Fund	300.00
Other – Dues and Fees	Blanket to 12/31-Road & Bridge Fund	50.00
Other – Other Expenses	Blanket to 12/31-Road & Bridge Fund	100.00
Buildings	Blanket to 12/31-Road & Bridge Fund	5,000.00
Travel and Meeting Expense	Blanket to 12/31-Cemetery	50.00
Other – Other Expenses	Blanket to 12/31-Cemetery	200.00
Other – Professional & Technical Serv.	Blanket to 12/31-Zoning	640.00
Travel and Meeting Expense	Blanket to 12/31-Zoning	600.00
Other – Communications, Printing & Adv.	Blanket to 12/31-Zoning	1,300.00
Med/Hosp HRA - Admin.	Super Blanket to 12/31/2015	12,000.00
Med/Hosp HRA – Fire	Blanket to 12/31/15	3,000.00
Med/Hosp HRA -Rd & Br Fund	Super Blanket to 12/31/2015	20,000.00
IGM Copy Products, Inc.	Copy Machine Service Plan	1,500.00
COSE/Medical Mutual of Ohio	Hospitalization – Admin.	45,400.00
COSE/Medical Mutual of Ohio	Hospitalization – Fire	6,000.00
COSE/Medical Mutual of Ohio	Hospitalization – Road Dept.	69,500.00
Union Security Insurance Company	Life Insurance – Adm.	1,560.00
Union Security Insurance Company	Life Insurance – Fire	325.00
Union Security Insurance Company	Life Insurance – Road Dept.	2,000.00
Delta Dental	Dental Insurance – Admin.	3,000.00
Delta Dental	Dental Insurance – Fire	330.00
Delta Dental	Dental Insurance – Road Dept.	4,800.00
Treasurer of State	UAN Lease	3,504.00
Geauga Local Access Cable Corporation	Local Programming Contract	13,000.00
The Distillata Company	Township Bottled Water	250.00
The Distillata Company	Road Dept. Bottled Water	400.00
pairNetworks	Website/Email Hosting	360.00
Burnham & Flower of Ohio, Inc.	HRA Administrative Fees	720.00
Waste Management of Ohio-WR	Weekly Refuse Pickup (Town Hall)	5,000.00
Custodial Services and Supply Co.	Town Hall Cleaning Contract	6,000.00
Geauga County Dept. of Water Resources	Water Tests – Park	200.00
Windstream Western Reserve	Phone Service – Admin.	3,100.00
Windstream Western Reserve	Phone Service – Road Dept.	600.00
Windstream Western Reserve	Phone Service – Zoning	650.00
The Illuminating Company	Electricity town hall/fire station/septic	16,100.00
The Illuminating Company	Street Lighting	9,000.00
The Illuminating Company	Cemetery Light Pole	350.00
The Illuminating Company	Electricity – parks	1,100.00
The Illuminating Company	Electricity – Maintenance Building	6,500.00
Time Warner Cable	Cable and internet Service	840.00
Southeastern Equipment	Repairs and Maintenance	1,000.00
Aramark	Uniform Rental/Etc.	7,500.00
Aramark	Carpet Lease	400.00
Western Reserve Farm Cooperative	Supplies – Fuel	10,000.00
Western Reserve Farm Cooperative	Heating Oil	1,000.00
All-ways Flasher Service, Inc.	flashers/signs/etc.	1,000.00
Chardon Welding	Supplies	1,000.00
Lake Truck Sales & Service	Supplies	1,000.00
Concord Road Equipment	Supplies	500.00
Munson Fire Department	Fire Contract – Fire Fund	879,044.00
Munson Fire Department	Fire Contract – EMS Fund	169,500.00
Medicount Management	EMS billing service	10,000.00
Middlefield Bank	Monthly service charge-EMS lockbox	900.00
Veneer Logging	Tree Service – Cemeteries	1,000.00
Veneer Logging	Tree Service – Roads	4,000.00

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Held

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20

15

16

2017 ENCUMBRANCES (continued)

Cassidy Web Creations	Web Page Maintenance	600.00
Geauga County Maple Leaf	Legal Ads	200.00

with a unanimous vote. Motion carried. The Board signed the encumbrance sheet.

FISCAL OFFICER'S MONTHLY REPORT

Andy Bushman moved and Irene McMullen seconded to accept the Fiscal Officer's monthly financial report for November 2016, with a unanimous vote. Motion carried.

COMMUNITY ROOM RENTALS

Andy Bushman moved and Irene McMullen seconded to lease the community room for a Girl Scout meetings (Carbone) on December 21, 2016 and January 24, 2017 from 6-8pm, approx. 18, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to lease the community room for Mapletown Squares Dancing (Hooper) on April 9, 2017 at 2pm, approx. 40-50, and to waive the fees, with a unanimous vote. Motion carried.

MEETING ROOM RENTAL

Andy Bushman moved and Irene McMullen seconded to lease the meeting room to Troop 91 for a Scoutmaster conference meeting (Kanuch) on December 22, 2016, at 6:30pm, approx. 12, and to waive the fees, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET

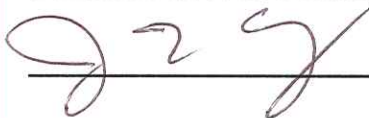
Andy Bushman moved Irene McMullen seconded to approve the encumbrances for December 13, 2016, as written:

Windstream Western Reserve	Telephone	78.00
The Illuminating Company	Town Hall/Septic Pump	200.00
Treasurer State of Ohio	Bal. for Public Water System Fees	27.00
Physio-Control	Bal. for Squad Monitors	1,503.61
Munson Fire Department	Fire Contract	26,736.41
Med/Hospital HRA	Blanket to 12/31/2016	4,629.58

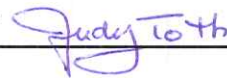
with a unanimous vote. Motion carried.

MEETING ADJOURNED

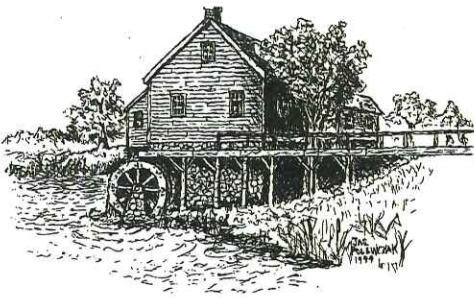
Andy Bushman moved and Irene McMullen seconded to adjourn the meeting at 7:25pm, with a unanimous vote. Motion carried.



Chairman



Fiscal Officer



A Resolution of Commendation for Park and Recreation Board Member Joe Rosboril No. 2016-41

WHEREAS, Joe Rosboril volunteered and was selected as a charter member of the Munson Township Park and Recreation Board in September 2006; and

WHEREAS, Joe has served the community with steadfast resolve, patience, and commitment; and

WHEREAS, in these 10 years Joe has served through and endured the various terms of not less than five trustees and two fiscal officers; and

WHEREAS, Joe has sat through untold numbers of meetings and contributed countless hours of thoughtful interaction, observations, suggestions, ideas, and insights with his fellow park board members, provided sweat and muscle on park project details, and has cheerfully grilled thousands of hotdogs at community day picnics; and

WHEREAS, Joe has personally made his mark on this community by instituting the Township's Breakfast with Santa & Mrs. Claus; and helping guide the development and progression of our beautiful parks we all enjoy;

NOW THEREFORE, BE IT RESOLVED, on this 13th day of December, 2016, that it is the duty and the pleasure of this Board of Trustees to hereby recognize Joe Rosboril for his generous service to our township, to thank Yvonne and their family for sharing Joe, his time, and his good work, to hold him up to his community, his friends, and his neighbors, and, on behalf of all of Munson, to express our gratitude for all that he 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 13th day of December, 2016, by the Munson Township Trustees.

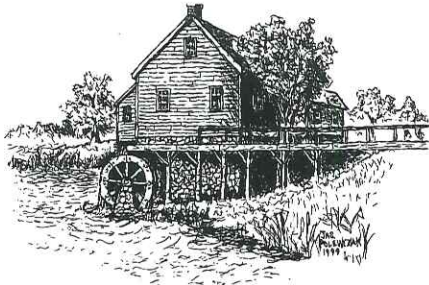
Andrew J. Bushman, Trustee

Irene H. McMullen, Trustee

James J. McCaskey, Chair

Attest:
Judith Toth, Fiscal Officer

December 13, 2016



Munson Township

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

Resolution 2016-42

Be it resolved by the Trustees of Munson Township, in a regular session on the 13th day of December, 2016, at the Munson Township office, with the following members present, Andrew J. Bushman, Irene H. McMullen, and James J. McCaskey, that Irene McMullen moved the adoption of the following resolution:

That the 2016 Permanent Appropriation be amended, as follows:

Within Fund Transfers

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

27.00	to 1000-120-519-0000	Other – Dues and Fees
	from 1000-410-190-0000	Other - Salaries
2,000.00	to 1000-230-323-0000	Repairs and Maintenance
	from 1000-220-323-0000	Repairs and Maintenance
4,000.00	to 1000-220-190-0000	Other - Salaries
560.00	to 1000-220-211-0000	Ohio Public Employees Retirement System
75.00	to 1000-220-213-0000	Medicare
2,071.25	from 1000-410-329-0000	Other – Property Services
9.73	from 1000-610-322-0000	Garbage and Trash Removal
2,276.68	from 1000-610-323-0000	Repairs and Maintenance
277.34	from 1000-610-599-0000	Other – Other Supplies
50.00	to 1000-120-341-0000	Telephone
200.00	to 1000-120-351-0000	Electricity
300.00	to 1000-130-211-0000	Ohio Public Employees Retirement System
	from 1000-110-312-0000	Auditing Services
1,500.00	to 1000-110-112-0000	Salaries – Trustees Staff
200.00	to 1000-110-211-0000	Ohio Public Employees Retirement System
25.00	to 1000-110-213-0000	Medicare
252.00	from 1000-110-312-0000	Auditing Services
376.95	from 1000-120-329-0000	Other – Property Services
318.95	from 1000-410-599-0000	Other – Other Expenses
777.10	from 1000-760-730-0120	Improvement of Sites – Township

Andy Bushman

seconded the motion and the roll being called resulted as follows:

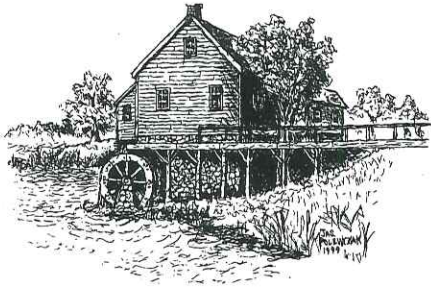
Voting

Andrew J. Bushman

James J. McCaskey

Irene H. McMullen

Attest: Judith Toth, December 13, 2016
Judith Toth, Fiscal Officer



Munson Township

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

Resolution 2016-43

Be it resolved by the Trustees of Munson Township, in a regular session on the 13th day of December, 2016, at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen, that Andy Bushman moved the adoption of the following resolution, that the 2016 Budget and Permanent Appropriation be amended as follows:

Revenues to be De-certified:

To request the Budget Commission to decertify \$10,000 in the General Fund and \$4,000 in the Gasoline Tax Fund.

Reduction in Permanent Appropriation:

That the following line item in the General Fund in the Permanent Appropriation be decreased by \$10,000 – 1000-760-740-0220. All of the funds were not appropriated in the Gasoline Tax Fund and there will be no reduction in the Permanent Appropriation in the Gasoline Tax Fund.

Additional Revenues to be Certified

To request the Budget Commission to certify additional revenues received in the Zoning Fund in the amount of \$5,000.00; in the Road and Bridge Fund in the amount of \$7,000; and in the Fire Operating and Apparatus Fund in the amount of \$5,000.00;

Placement of Additional Revenues in the Permanent Appropriation

That the additional revenues be placed in the following line items in the Permanent Appropriation:

Zoning Fund

2181-130-190-0000	Other – Salaries	4,000.00
2181-130-211-0000	Ohio Public Employees Retirement	800.00
2181-130-213-0000	Medicare	172.00
2181-130-341-0000	Telephone	28.00

Road Fund

2031-330-190-0000	Other – Salaries	5,700.00
2031-330-211-0000	Ohio Public Employees Retirement	1,000.00
2031-330-213-0000	Medicare	300.00

Fire Operating and Apparatus Fund

2192-220-360-0000	Contracted Services	5,000.00
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Irene McMullen seconded the motion and the roll being called resulted as follows: voting

Andrew J. Bushman, yes

James J. McCaskey, yes

Irene H. McMullen, yes

Attest: Judith Toth, December 13, 2016
Judith Toth, Fiscal Officer