

RECORD OF PROCEEDINGS  
MUNSON TOWNSHIP TRUSTEES SPECIAL

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, December 29, 20 15

The meeting was called to order at 6:30pm by Chairman Andy Bushman with Trustees Jim McCaskey and Irene McMullen and Fiscal Officer Judy Toth present. Mr. Bushman led the Pledge of Allegiance. The Trustees signed warrants 13738-13783 dated 12/17, 12/29 and 12/31/15 totaling \$20,801.33, EFT Vouchers 536-548 for the 12/18/15 bi-weekly payroll in the amount of \$11,224.10, EFT Vouchers 551-555 for the 12/31/15 monthly payroll in the amount of \$6,878.71, EFT Vouchers 13-23 for the 1/1/16 bi-weekly payroll in the amount of \$11,818.14, and warrant 1220 dated 12/29/15 in the amount of \$11,608.59 to transfer EMS collections from the lockbox to the primary account.

MINUTES

Jim McCaskey moved and Irene McMullen seconded to approve the minutes of December 8, 2015, with a unanimous vote. Motion carried.

CEMETERY DEED

The Trustees signed a cemetery deed to Ronald L. Johnson for Maple Hill III Cemetery, Lot 329, Graves 7 and 8.

ROAD REPORT/JIM TEICHMAN

Superintendent Jim Teichman submitted three quotes to replace the furnaces and air conditioning units in the old section of the town hall and went over the proposals. He recommended Northeastern Air Control. He will check the age and condition of the air conditioning units. The cost of the air conditioning units will not increase if they are replaced in the summer.

Jim McCaskey moved and Irene McMullen seconded to authorize Road Superintendent Jim Teichman to contract with Northeastern Air Control for \$6,500 for one furnace, with a unanimous vote. Motion carried. Funds will be encumbered in January.

The township leases the road department uniforms and community room rugs from Aramark. Mr. Teichman met with a service representative to negotiate a five-year contract at the current rate of \$128.35 per month for the uniforms. The assistant prosecutor was given the estimated amount and advised it would not require a bid. He has had billing issues, but no problems with the service, and recommended that the Board approve the contract. He added three additional rugs.

Jim McCaskey moved and Irene McMullen seconded to enter into a five-year contract with Aramark for road department uniforms at the set prices, with a unanimous vote. Motion carried. Mr. Bushman signed the contract agreement.

The electrical has been hooked up to the heat tapes and the breaker installed for the north end of the fire station. All three contractors recommended a 220 line, and the 110 lines for the existing heat tape will be upgraded to 220. The cost for Clarke Electric to change the breakers to 220 is \$70 per hour for an estimated 40 hours. The road department will purchase the supplies and run the cable. The contractor will make the connections.

Jim McCaskey moved and Irene McMullen seconded to authorize up to \$2,800 to Clarke Electric for the heat tape installation, with a unanimous vote. Motion carried.

Little insulation was not put in above the fire chief's office, and Mr. Teichman recommended that it be redone. He will get estimates.

The county engineer's office staked Fowlers Mill Road as far as the Oppenheimer residence and will finish the project after the holidays. After the road is staked, Mr. Teichman will set up a meeting for the Trustees to walk the road with a representative from the county engineer's office. He has not been able to contact one of the residents, who is out of town. Mr. McCaskey suggested that he wait until the road is staked.

Munson Valley raked the major league field to repair the damages from the vandalism. He asked the Trustees to approve payment. He is still seeking quotes for gates and discussed the possibility of a bolted opening in the fence. The road department purchased a used ventilation fan and is refurbishing it for installation.

FIRE DEPARTMENT/MARK LYNN

Fire Chief Lynn sent the Board a revised 5-year plan. He pushed back the purchase of a new squad and advised the larger vehicles will be good for another 10 years after the bucket truck arrives. It is possible that the squad purchase can be pushed back further when he reviews the plan again next year. The heavy rescue vehicle is being used less, as they are carrying more equipment in the engine. The fire department applied for a federal grant, in conjunction with a three other fire departments, for SCBA (breathing apparatus). If the department receives the \$150,000 grant, the township's match will be \$15-\$16,000. They will not know until second quarter of next year if they have been approved for the grant. Parts are still available for one of the monitors. He will begin to find a buyer for the old engine in January or February and was hoping to sell it to another fire department. The engine has a stainless steel body. He asked to use the proceeds from the sale to update rescue equipment, such as the air bags. He noted that Munson was the fourth busiest department in the county for 2015.

DAMAGE RESTORATION/FIRE DEPARTMENT CARPET

Mr. McCaskey met with a representative from Paul Davis. The carpet glue was not heated correctly, a manufacturer's error, and the carpet will be replaced in 2016.



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2015 DONATIONS

Jim McCaskey moved and Irene McMullen seconded to accept the donations for 2015, as listed, with a unanimous vote. Motion carried. The list will be placed in the township files. It was suggested that the Township thank the contractors that worked with the Township this year and the Board considered how this could be done.

COMPENSATION AND HEALTH INSURANCE FOR ELECTED OFFICIALS

Jim McCaskey moved and Irene McMullen seconded that for 2016, the Trustees will be compensated by the salary method and receive the maximum amount allowable by the Ohio Revised Code, equal to the maximum amount that could be received annually by a Trustee if he or she were to be paid on a per diem basis, and payable in twelve equal monthly payments, with a unanimous vote. Motion carried. Jim McCaskey moved and Irene McMullen seconded to offer health insurance, dental insurance, and the highest amount available of life insurance under the township life insurance policy up to \$50,000, for a newly elected or appointed Trustee or Fiscal Officer, with a unanimous vote. Motion carried.

BOARD APPOINTMENTS

Jim McCaskey moved and Irene McMullen seconded to reappoint Michael Wacławski as an alternate member to the Munson Township Board of Zoning Appeals for a two-year term ending December 31, 2017, with a unanimous vote. Motion carried. Jim McCaskey moved and Irene McMullen seconded to reappoint Jim Tekavec to the Munson Township Zoning Commission for a five-year term ending December 31, 2020, with a unanimous vote. Motion carried. Mr. Bushman noted that Jim Tekavec will stay on until May, but does not plan to serve the full term. Jim McCaskey moved and Irene McMullen seconded to reappoint Jim O'Neill to the Munson Township Park and Recreation Board for a three-year term ending December 31, 2018, with a unanimous vote. Motion carried.

NEW YEARS HOLIDAY

Jim McCaskey moved and Irene McMullen seconded that the township employees will be off Friday, January 1, 2016 for the New Year's holiday, with a unanimous vote. Motion carried.

MARCH FLEA MARKET

Jim McCaskey moved and Irene McMullen seconded to approve a March 19, 2016 flea market to be held at the town hall, with a unanimous vote. Motion carried.

COMMUNITY ROOM RENTAL PROCEDURE

Mr. Bushman suggested that it no longer be necessary to bring room rental agreements before the Board that do not require a board action. Rentals that follow the policy can be processed by the office staff.

RESOLUTION 2015-53/TAX ADVANCE FOR FIRST HALF COLLECTIONS

Resolution 2015-53 was made by Jim McCaskey and seconded by Irene McMullen to request an advance of first half real estate taxes collected, dates for advances January 29 and February 5, 2016, with a unanimous vote. Motion carried.

LOCAL GOVERNMENT OFFICIALS CONFERENCE

Mrs. Toth requested authorization to attend the State Auditor's Local Government Officials' Conference March 22-24 in Columbus. The mandatory requirements for investment and fiscal officer training can be met by attending the conference. The conference is also open to Trustees. Jim McCaskey moved and Irene McMullen seconded to authorize the Fiscal Officer to attend the Local Government Official's Conference in Columbus and to reimburse expenses, with a unanimous vote. Motion carried.

WAIVER FORM FOR DELIVERY OF MATERIALS ON PRIVATE PROPERTY

Jim McCaskey moved and Irene McMullen seconded to approve the waiver and release form for delivery of materials onto private property and to authorize Jim Teichman to use the new form, with a unanimous vote. Motion carried. The initiation date will be added to the form.

AUTHORIZATION TO MOVE FUNDS

Jim McCaskey moved and Irene McMullen seconded to authorize the fiscal officer to move funds up to \$500, in an emergency, for fiscal year 2015, with a unanimous vote. Motion carried.

COMMUNITY ROOM RENTALS

Let the record reflect the Fit Club leased the community room on December 10, 17, 22, and 29, 2015 from 5:30-7pm, approx. 15 persons. Jim McCaskey moved and Irene McMullen seconded to waive the fees, with a unanimous vote. Motion carried. Let the record reflect Fireman Dicorpo leased the community room for a funeral wake on December 22, 2015 at 1pm for approx. 75-100 persons. Jim McCaskey moved and Irene McMullen seconded to waive the fees, with a unanimous vote. Motion carried. Let the record reflect the Chardon Polka Band (Kouwe) leased the community room for a concert on December 20, 2015 from 6:30pm-closing, for approximately 150 persons for a \$125 rental fee and \$250 security deposit.



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COMMUNITY ROOM RENTALS (continued)

Jim McCaskey moved and Irene McMullen seconded to lease the community room for Cub Scout meetings (Tompkins) January 13, February 10, and March 9, 2016 from 6:30-8pm, approx. 20, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to lease the community room for the Red Key Annual meeting (Roediger) on January 13, 2016 from 7:30-11:30pm, approx. 40-50, and to waive the fees, with a unanimous vote. Motion carried. [The meeting was previously approved for Jan. 14.]

Jim McCaskey moved and Irene McMullen seconded to lease the community room for a Baby Shower (Hantak) on January 31, 2016 from 2-6pm, approx. 25, 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 for a Girl Scout Daisies meeting (Carbone) February 2, 16, March 1, 8, 22, and April 5, 19, 2016 from 6-8pm, approx. 15, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to lease the community room for Girl Scout meetings (Ricketts) March 15 and April 12, 2016 from 5:30-9pm, approx. 20, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to lease the community room for Rug Hooking (Gustafson) March 21 and April 18, 2016 from 9am-3pm, approx. 10, 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 Bridal Shower (Teichman) April 9, 2016 at 11am, approx. 50, 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 for a Friends of Womensafe Fundraiser (Temple) on April 17, 2016 from 10am-4pm, approx. 150, to waive the rental fee, and require a \$50 security deposit, with a unanimous vote. Motion carried.

CONFERENCE ROOM RENTAL

Jim McCaskey moved and Irene McMullen seconded to lease the conference room for Rug Hooking (Gustafson) on February 15, 2016 from 9am-3pm, approx. 8-10, and to waive the fees, with a unanimous vote. Motion carried.

MEETING ROOM RENTAL

Jim McCaskey moved and Irene McMullen seconded to lease the meeting room for a Girl Scout meeting (Ricketts) March 13 and April 10, 2016 from 3-5pm, approx. 15, and to waive the fees, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET

Jim McCaskey moved and Irene McMullen seconded to approve the encumbrance sheet for December 29, 2015, as presented:

Travel and Meeting Expense	Blanket to 12/31/2015	103.80
Munson Fire Department	Fire Contract	11,500.00
Medicount Management	December Billing Fee	2,000.00

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

ENCUMBRANCE SHEET-JANUARY 1, 2016

Jim McCaskey moved and Irene McMullen seconded to approve the encumbrance sheet effective January 1, 2016, as presented:

Machinery, Equipment & Furn.	Blanket to 12/31/2016 (Bucket Truck)	21,580.10
Chagrin River Watershed Part.	2016 Membership Dues	2,251.00
Burnham and Flower	Fiscal Officer's 4 Year Bond	767.00
Northeastern Air Control	Furnaces	6,500.00

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

MEETING ADJOURNED

Jim McCaskey moved and Irene McMullen seconded to adjourn the meeting at 7:42pm, with a unanimous vote. Motion carried.

 Chairman  Fiscal Officer