

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES SPECIAL

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, December 30, 2014

The special meeting was called to order at 6:30pm by Chair Irene McMullen with Trustees Andy Bushman and Jim McCaskey and Fiscal Officer Judy Toth present. The Chairman led the Pledge of Allegiance. The Trustees signed warrants 12829-12880 dated December 30, 2014 totaling \$51,649.71, EFT vouchers 496-505 for the 12/19 bi-weekly payroll totaling \$10,987.68, 511-515 for the 12/31 monthly payroll totaling \$7,432.39, 1-11 for the 1/2/15 bi-weekly payroll totaling \$10,957.28, and Warrant 1196 dated 12/30/14 to transfer \$7,000 from the EMS lockbox to the primary account.

MINUTES

Andy Bushman moved and Jim McCaskey seconded to approve the minutes of December 9, 2014, as written, with a unanimous vote. Motion carried.

PUBLIC COMMENT

There was no public comment.

DEPUTY CONTRACT

Deputy Gary Gibbons introduced Deputy Evan Reinhart who will be the township's assigned deputy beginning January 1. Deputy Gibbons will brief him on Munson's areas of concerns. Deputy Reinhart gave the Trustees his contact information. One Trustee will be assigned as the liaison with the Sheriff's Department at the organizational meeting. Mrs. McMullen advised that any Trustee may call if the situation warrants it. Deputy Reinhart will attend the first meeting of every month.

FIRE DEPARTMENT/FIRE CHIEF MARK LYNN

Chief Lynn reported that the roof was insulated over the weekend. The fire department is painting the interior of the fire station. The new fire truck is expected to be completed the second or third week in February. The Chief will have pictures of the progress in the next few days. He inquired about purchasing equipment for the new truck. He was advised that the township budgeted \$50,000 for the expense. The funds will be placed on a blanket certificate and can be used to reimburse the fire department or to pay the vendors directly. Chief Lynn asked to use the proceeds from the sale of the old fire truck to purchase rescue tools. The light bars need to be replaced on the older trucks and the fire department is looking into options to save money. To expedite the sale of the old truck, the Chief suggested that the township sell it to the fire department for \$1.

COUNTY HIGHWAY USE MANUAL

A resolution to cooperate with the county engineer for work in the township road right-of-way was before the Board for consideration. Mr. McCaskey reviewed the county engineer's highway use manual and found a few areas of concern. The manual makes no provision for township regulations if they differ. For example, township zoning requires a 40 foot driveway entrance, while the county requires 30 feet. The provision was put in for snow removal and accessibility for emergency vehicles. The county also requires a bond for work in the right-of-way, which the township currently does not require of its residents. The county is in the process of revising its manual. The Trustees agreed to wait until the county has completed its revisions and the township's issues have been addressed.

FOWLERS MILL GUARDRAIL

Mr. Teichman advised that the description caused the confusion, and the linear footage for a guardrail on both sides of the road was the same. The quotes were \$13,312, which included mobilization, and \$16,000. Mr. McCaskey was concerned about going against the county engineer's recommendations and guidelines. Mrs. McMullen wanted the guardrail for the protection of the residents, especially the students driving to school. The design was based on people not exceeding the speed limit. She said that it was the purpose of local government to be able to look at each case on its own merits. The township has the authority to put up the guardrail if it chooses. She wanted to contact the Painters, who live on the other side of the bridge, for their opinion. Mr. Teichman read the notes aloud from the preliminary discussion between the county engineer and homeowners regarding the guardrail. Resident Bob Voss joined the meeting. Mrs. McMullen recapped the quotes and the township's position. Mr. Voss asked if the issue was liability or cost and suggested that the township check the slope rating to make sure that it was the required 3-1. The Board discussed the hump in the bridge. Mrs. McMullen will contact the engineer's office and the Painters. The guardrail will be placed on the agenda for further discussion at the January 13<sup>th</sup> meeting. Mr. McCaskey thanked everyone who was part of the decision-making process for their professionalism and candor.

POINT OF CONTACT FOR ENGINEER'S OFFICE

The point of contact for the engineer's office will be designated at the organizational meeting. Woodiebrook Road will be placed on the January 13 agenda.



Held \_\_\_\_\_ Tuesday, December 30, \_\_\_\_\_ 20\_\_\_\_ 14\_\_\_\_

MILLSTONE SNOW PLOW ISSUE

Mr. Teichman advised that the snow plow contractor has been cooperative and that the stone was cleaned up on Millstone Drive.

ROSETTA DRIVE CULVERT

Mr. Beard was contacted regarding the Rosetta Drive culvert and understands the situation.

RUBBISH DAY

The Department on Aging would like to set their schedule for senior assistance for rubbish day. The township will continue to have rubbish day the last weekend in April and assist seniors the weekdays prior.

NORTHCOAST AERATION

The cost to continue monitoring of the township drip system with Northcoast Aeration is \$500 and will be encumbered in 2015.

VAN HANDICAP PARKING

Mr. McCaskey addressed the slope at the van accessible parking space at the entrance to the town hall. The township put in the additional parking space at the request of the election officials. The access can be moved to the other side if the van backs into the space. Mr. Teichman will change the markings. The township needs to determine how many handicap parking spaces are required.

NERO PARK SPRUCE TREES

The spruce trees were not moved at Nero Park as the ground was too wet. Mr. Teichman suggested that the township save the \$500 expense and cut down one of the trees next year and donate it for Christmas.

RESOLUTION 2014-50/COMMENDATION NDCL VOLLEYBALL TEAM

Resolution 2014-50 was made by Andy Bushman and seconded by Jim McCaskey to commend the Notre Dame Cathedral Latin girls' volleyball team for their first state championship, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

RESOLUTION 2014-51/CONVENIENCE AND NECESSITY

Resolution 2014-51 was made by Jim McCaskey and seconded by Andy Bushman to request the county engineer to prepare specifications for the improvement of Beechnut Lane, River Road, Epping Trail, Waterfowl Lane and Stephens Way, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

RESOLUTION 2014-52/JACOB HAMBLÉN/EAGLE SCOUT

Resolution 2014-52 was made by Andy Bushman and seconded by Jim McCaskey to recognize Jacob Harrison Hamblén 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.] Jacob erected bat boxes at the township's Scenic River Park as his Eagle project.

RESOLUTION 2014-53/FUND TRANSFER

Resolution 2014-53 was made by Andy Bushman moved and seconded by Jim McCaskey to approve within fund transfers in the 2014 Permanent Appropriation in the General and Road and Bridge Funds, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

ORGANIZATIONAL MEETING

Andy Bushman moved and Jim McCaskey seconded to hold the organizational meeting on Monday, January 5, 2015 at 6:30pm with regular business to follow, with a unanimous vote. Motion carried.

SPEAKERS/SHELVING FOR SERVER

The Trustees addressed a request from the office staff for speakers for the projector to be used by the road department to watch safety DVDs and for a smaller shelving unit for the server and monitor. The larger unit is needed in the storage closet. Mr. Bushman said he may have speakers he can donate and the staff will be offered the option of purchasing a second larger shelf.

ZONING AMENDMENT 2014-01

The Trustees received the submission from the Zoning Commission of an amendment to the Township Zoning Resolution.

Andy Bushman moved and Jim McCaskey seconded to hold a public hearing on the proposal to amend the Munson Township Zoning Resolution on Tuesday, January 13, 2015 at 6:30pm, with the regular meeting to follow, with a unanimous vote. Motion carried. The proposed amendment will be available for inspection weekdays from 9am-3pm from January 1 – January 13, 2015. Mr. McCaskey wanted to know if outdoor fires were addressed in the resolution.



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STAFF EVALUATIONS

Staff evaluations will be placed in the employees' personnel folders for the Trustees to review. Raises will be addressed at the January 13<sup>th</sup> meeting.

LANDSCAPE PLAN

Mr. McCaskey will meet with Mike Grubb to review the landscape plan for the town hall. The landscape plan will be on the agenda for the January 27<sup>th</sup> meeting.

END OF YEAR FUNDS

Andy Bushman moved and Jim McCaskey seconded to allow the fiscal officer to move funds in an amount not to exceed \$500 if necessary, with a unanimous vote. Motion carried. Mrs. Toth reviewed carryover purchase orders. The purchase orders to Hi Lite Maintenance to move the flagpole and SJ Electric to replace the fire department electric box will be closed and re-encumbered in January as no work will be done in 2014. The Meyer Design purchase order will be reduced to remove the encumbrance for the benches.

ANNUAL LOCAL GOVERNMENT OFFICIALS CONFERENCE APRIL 1-2

Andy Bushman moved and Jim McCaskey seconded to allow the elected officials to attend the State Auditor's Annual Local Government Officials Conference April 1-2 in Columbus and to reimburse expenses, with a unanimous vote. Motion carried.

COMMUNITY ROOM RENTALS

Let the record reflect the Girl Scouts held a dinner in the community room on December 12, 2014 at 6pm, approx. 30.

Andy Bushman moved and Jim McCaskey seconded to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the community room for an Eagle Scout Court of Honor (Wiesner) January 3, 2015 from 11:30am-7pm, approx. 80-100, and to waive the fees, with a unanimous vote, Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the community room for the Leadership Geauga Health and Safety Day (Harris) January 23, 2015, from 7am-10am, approx. 50, and to waive the fees. Roll call vote: Mrs. McMullen, yes; Mr. McCaskey, yes; Mr. Bushman, abstain (member of the Leadership Geauga Board). Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the community room for a Chardon Hilltoppers Baseball 12U poker night fundraising event (Tyminski) January 23, 2015, at 7pm, approx. 40, to waive the rental fee and require a \$250 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the community room for Rug Hooking (Gustafson) January 19, February 16, and March 16, 2015 at 10am, approx. 10-12, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the community room for a Munson Mudhens Night at the Races (Toth) on February 20, 2015 at 2pm, approx. 200, to waive the rental fee, and require a security deposit, with a unanimous vote. Motion carried. [Request was resubmitted to change the date.]

Andy Bushman moved and Jim McCaskey seconded to lease the community room for a baby shower (Haines) on March 8, 2015 from 11am-6pm, approx. 75-100, for a \$125 rental fee and \$50 security deposit, with a unanimous vote. Motion carried.

FIELD LEASE

The Trustees addressed a request from the Chardon High School Athletic Department to lease Field #2 for high school games and practices in the event that the fields at Mel Harder Park are unplayable. Mr. Bushman was told that they would not be using the Mel Harder Field this year. The Athletic Department will be asked to submit a new request form.

ENCUMBRANCE SHEET

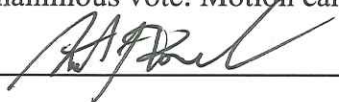
Andy Bushman moved and Jim McCaskey seconded to approve the encumbrance sheet for December 30, 2014, as written:

Boak & Sons, Inc.	Insulation	1,276.00
R.M. Construction	Balance Due for Town Hall Project	3,291.27

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

MEETING ADJOURNED

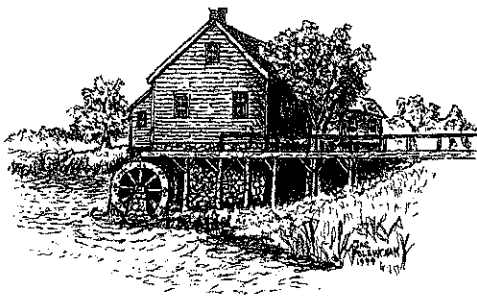
Andy Bushman moved and Jim McCaskey seconded to adjourn the meeting at 8:31pm, with a unanimous vote. Motion carried.



Chairman



Fiscal Officer



## A Resolution of the Munson Township Trustees No. 2014-50

### A RESOLUTION COMMENDING NOTRE DAME CATHEDRAL LATIN'S GIRLS' VOLLEYBALL TEAM

Whereas, on Saturday, November 8, 2014, Notre Dame Cathedral Latin's Girls' Volleyball team won their first state championship in school history; and

Whereas, with a regular season record of 25-4, Coach Tom Ray and the Lions were calm and confident for their first trip to State; and

Whereas, with mental toughness and focus, fifth ranked NDCL defeated second ranked Bishop Hartley, 3-1, persevering by taking it one play at a time.

Now therefore, be it resolved by the Board of Township Trustees of Munson Township, during regular session on this 30th day of December, 2014, that Notre Dame Cathedral Latin's Girls' Volleyball team be recognized and commended for their first state championship;

And be it further resolved, that their exemplary performance be permanently recorded in the township records to serve as an inspiration to all, what talent, combined with true commitment and teamwork can achieve.

Unanimously approved by the Munson Township Trustees.

Andrew J. Bushman, Trustee

James J. McCaskey, Trustee

Irene H. McMullen, Chair

Attest: Judith Toth  
Judith Toth, Fiscal Officer

December 30, 2014

Resolution # 2014-51

**RESOLUTION OF CONVENIENCE & NECESSITY**  
**FOR THE IMPROVEMENT OF**  
**BEECHNUT LANE (TR 891), RIVER ROAD (TR 922), EPPING TRAIL (TR 923),**  
**WATERFOWL LANE (TR 926), AND STEVENS WAY (TR 1000)**  
**Munson Township, Geauga County, Ohio**

**WHEREAS**, the Munson Township Board of Trustees has determined that the public convenience and welfare require the improvement of Beechnut Lane (TR 891), River Road (TR 922), Epping Trail (TR 923), Waterfowl Lane (TR 926), and Stevens Way (TR 1000) and to authorize the Geauga County Engineer to prepare engineering plans in accordance with Section 5573.01 of the Ohio Revised Code.

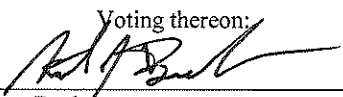
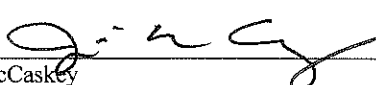
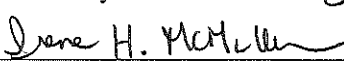
**NOW, THEREFORE, BE IT RESOLVED** by a unanimous vote of a full board of the Munson Township Board of Trustees that the public convenience and welfare requires the improvement of Beechnut Lane (TR 891), River Road (TR 922), Epping Trail (TR 923), Waterfowl Lane (TR 926), and Stevens Way (TR 1000) in the Township of Munson, County of Geauga and State of Ohio by repairing the existing pavement and embankments, replacing culverts, cement stabilization, asphalt resurfacing and stabilizing the shoulders, as necessary.

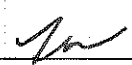

**BE IT FURTHER RESOLVED** that the Geauga County Engineer is hereby directed to make such surveys, plans, profiles, cross sections, estimates and specifications as are required for the improvement and to transmit copies of the same to this board.

**BE IT FURTHER RESOLVED** that the costs and expenses of said improvement shall be apportioned as follows:

The right of way costs, if any, and the construction costs for the project shall be paid from local funding sources. The engineering will be provided by the Geauga County Engineer at no cost to the Township.

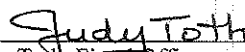
**BE IT FURTHER RESOLVED** that the Fiscal Officer of the Munson Township Board of Trustees is hereby instructed to transmit a certified copy of this resolution to the Geauga County Engineer.

Voting thereon:
 _____ Andrew Bushman
 _____ Jim McCaskey
 _____ Irene H. McMullen

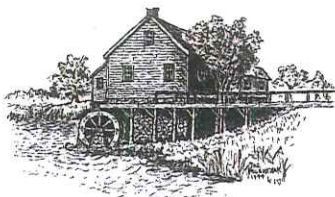
Vote
 _____ YES
 _____ yes

I, Judy Toth, Fiscal Officer of the Munson Township Board of Trustees, Geauga County, Ohio certify that the foregoing is a true and correct copy of a resolution adopted at a legally convened Board meeting held on

December 30, 2014.

  
\_\_\_\_\_  
Judy Toth, Fiscal Officer





## A Resolution of the Munson Township Trustees No. 2014-52

*Munson Township recognizes*

*Jacob Harrison Hamblen*

*of Boy Scout Troop 91 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.*

*Jacob has shown himself to be a compassionate young man who is willing to lead others with a positive, patient attitude towards a successful outcome. In addition to his scouting achievements, Jacob has lent his leadership and strong musicianship skills to his high school and Cleveland-based symphony orchestras, bands and theater groups. His intelligence and creativity have allowed him to motivate others who may be struggling to accomplish difficult tasks and to overcome their challenges.*

*Jacob's Eagle Project, to design and build four bat box nurseries for the Scenic River Retreat park in Munson Township, Ohio, stands as a representation of his commitment to his community and his desire to support the environment in an ongoing, proactive manner. The leadership and organizational skills Jacob displayed during the completion of this project demonstrate qualities that will enable him to accomplish his future life goals.*

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

*Unanimously approved, this 30<sup>th</sup> day of December, 2014 by the Board of Township Trustees of Munson Township:*

*Andrew J. Bushman, Trustee*

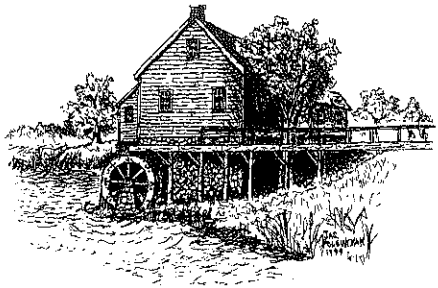
*James J. McCaskey, Trustee*

*Irene H. McMullen, Chair*

*Attest:*

*Judith Toth, Fiscal Officer*

*December 30, 2014*



# Munson Township

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

## Resolution 2014- 53

Be it resolved by the Trustees of Munson Township, in a regular session on the 30th day of December, 2014, 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, for within fund transfers in the 2014 Permanent Appropriation, as follows:

In the General Fund:

1,000.00	to 1000-310-360-0000	Contracted Services [Street Lighting]
	from 1000-120-316-0000	Engineering Services

In the Road and Bridge Fund:

1,000.00	to 2031-330-353-0000	Natural Gas
	from 2031-330-360-0000	Contracted Services

Jim McCaskey seconded the motion and the roll being called resulted as follows: voting

Andy Bushman, yes  
Andrew J. Bushman

James J. McCaskey, yes  
James J. McCaskey

Irene H. McMullen, yes  
Irene H. McMullen

Attest: Judith Toth, December 30, 2014  
Judith Toth, Fiscal Officer