

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, February 14, 20 17

The meeting was called to order at 6:30pm by Chairman Irene McMullen with Trustees Andy Bushman and Jim McCaskey and Fiscal Officer Judy Toth present. The Chairman led the Pledge of Allegiance. Warrants 14692-14695 dated 1/31/17 totaling \$106,171.21, EFT Vouchers 43-53 for the 2/10/17 biweekly payroll in the amount of \$11,518.70, and warrant 1245 dated 2/5/17 for \$1,688.08 to transfer EMS collections from the lockbox were signed between meetings. The Trustees signed warrants 14696-14738 dated 2/14/17 totaling \$92,077.55 and warrant 1246 dated 2/14/17 in the amount of \$7,290.66 to transfer EMS collections from the lockbox.

MINUTES

Jim McCaskey moved and Andy Bushman seconded to approve the January 24, 2017 minutes, with a unanimous vote. Motion carried.

PUBLIC COMMENT

There was no public comment. Mrs. McMullen considered if public comment should be placed later in the agenda.

FIRE DEPARTMENT/CHIEF MARK LYNN

Chief Lynn sent the Trustees copies of the fire department's five-year plan. The plan gives a rough estimate of when trucks need to be replaced and their replacement value. There were no major purchases planned for 2017. The Trustees will schedule a workshop with the fire department to discuss the fire department budget and contract. The Chief sent the Trustees a draft proposal of the budget requesting a 4 percent increase primarily needed to offset increases in workers compensation and health care costs. The fire department will continue to work on the budget and look for ways to cut costs. Chief Lynn discussed reducing the number of squads from three to two. He will check with a manufacturer to find out what the trade-in value would be for two of the squads. The fire department asked the Trustees to consider purchasing power cots which reduce the strain on the men's backs. The cost is \$36,000. The Ohio BWC has a 50/50 grant. If a power cot is incorporated into the purchase of a new squad, the township would only need to purchase one. Mrs. McMullen inquired about the state grant and was told it was closed. The fire department is currently working on four grants, for the balance of funds available for additional SCBA equipment, an exhaust system for the trucks, air bags (current air bags are 25 years old), and an EMS grant from seat belt violation revenues. He updated the Trustees on the status of the incident involving the township's squad at the corner of 322 and Bass Lake Road. The insurance company has allowed compensation for one half of the damages. Mr. McCaskey advised the fire department not to cash the check and to continue to press for additional compensation. Repairs are estimated at \$875 and one half will pay for parts. Mr. Bushman asked the Chief to send the Trustees a copy of the repair estimate. The Chief advised that January was the second busiest month in ten years.

Jim McCaskey moved and Andy Bushman seconded to hold a special meeting on April 11, 2017 at 5:30pm for a workshop with the fire department, with a unanimous vote. Motion carried.

ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

Mr. Teichman contacted the other vendors regarding the power saw as the Trustees requested and gave his recommendations. Jim McCaskey moved and Andy Bushman seconded to purchase a Husquevarna power cut-off saw from First Quality Sales, not to exceed \$925, with a unanimous vote. Motion carried.

The Road Department would like to host a chain saw safety seminar on April 6 and open it up to other townships and local contractors to attend. They asked for funding for refreshments. Jim McCaskey moved and Andy Bushman seconded to authorize the road superintendent to organize a chain saw safety class with others, with a unanimous vote. Motion carried. Mr. Teichman will give the Trustees an estimate for refreshments.

Mowing Contracts - A copy of the spreadsheet with the results of the mowing quotes and the road superintendent's recommendations was sent to the Trustees. Five contractors submitted quotes. Jim McCaskey moved and Andy Bushman seconded to enter into mowing contracts with Munson Valley Landscaping for the town hall, triangle, and small park on Auburn Road for \$5,460; Signature Lawns and Landscaping for Maple Hill Cemetery, \$5,310 and Fowlers Mill Cemetery \$2,650; S.A.M. Landscaping, Inc. for the Munson Township Park \$11,500; and MRH Landscaping and Snowplowing for Scenic River \$3,445 and Nero Nature Preserve \$2,640, with a unanimous vote. Motion carried.

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ROAD REPORT (continued)

Road Department Workshop – Jim McCaskey moved and Andy Bushman seconded to set up a workshop with the road department on Friday, March 3, 2017 at 2:30pm, with a unanimous vote. Motion carried.

Mrs. McMullen gave the road superintendent information about leadership effectiveness classes through the Geauga Growth Partnership Workforce Development Training Program at a cost of \$99 per class and \$25 for the assessment. She also gave him information about a pavement preservation workshop in Akron on March 23rd.

Jim McCaskey moved and Andy Bushman seconded to authorize Jim Teichman to attend three supervisor series classes for a total not to exceed \$325, with a unanimous vote. Motion carried.

RESOLUTION 2017-06/REQUEST FOR SPEED REDUCTION ON FOWLERS MILL ROAD FROM SHERMAN TO WILSON MILLS

Resolution 2017-06 was made by Jim McCaskey and seconded by Andy Bushman to request a reduction of the speed limit on Fowlers Mill Road between Sherman and Wilson Mills, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

RESOLUTION 2017-07/REQUEST FOR SPEED REDUCTION ON FOWLERS MILL ROAD FROM WILSON MILLS TO MULBERRY

Resolution 2017-07 was made by Andy Bushman and seconded by Jim McCaskey to request a reduction of the speed limit on Fowlers Mill Road between Wilson Mills and Mulberry, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

Mr. McCaskey will follow up with the engineer on the paperwork for a speed reduction on Sherman Road.

MEETING ROOM AND COMMUNITY ROOM

Mrs. McMullen discussed a chair rail for the meeting room to avoid marks from chairs rubbing against the wall. The Board agreed that the meeting room and the chair rail and lower portion of the community room need to be touched up or repainted. The road department is available to do the work. The restroom walls also need repainting from the water damage. Mr. Teichman advised the road department identified and repaired the source of the leak. Resident Rich Ferlin suggested that a small fee be charged to nonprofits that use the community room, to serve the dual purpose of making them more conscientious and contributing to the upkeep of the rental facilities. The Board is looking at what fees other communities and organizations charge nonprofits. Mr. Teichman estimated the cost for the chair rail at \$350. Lumber and paint will be purchased from an existing blanket for repairs.

OHIO SUPER LAWYERS

The Trustees signed a letter of congratulations to Dennis Pilawa and Kimberly Brennan, named Ohio Super Lawyers for 2017. This is the ninth consecutive year that Mr. Pilawa has received this award.

MEETINGS/HOST GCTA MEETING

The Trustees will shorten the business portion of the meeting on March 28th to allow Mr. McCaskey to attend the annual Health District Advisory Council meeting at 7:30pm. Munson is the host township for the April Geauga County Township Association meeting on April 12th. The date conflicts with the State Auditor's annual conference in Columbus and primarily affects the fiscal officers. Mr. McCaskey reviewed the meeting schedules for the other townships and could not find an alternative date. The Trustees agreed not to change the date. The Board selected the menu from Guido's restaurant in Chesterland. The owners are Munson residents.

NEWSLETTERS

The Trustees discussed the township newsletters. Many people have access to the internet. A community-wide email list would be difficult to keep current. As a cost saving measure, newsletters will be placed on the website. The township will continue to mail the newsletter to anyone who would prefer to be placed on a mailing list. The Trustees agreed the March newsletter should be mailed to every resident and include information about the changes.

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NEWSLETTERS (continued)

Resident Walter Leagan informed the Trustees that the county commissioners are in the preliminary discussion stage of publishing a county-wide tourism booklet, to be updated quarterly. Townships would be asked to contribute information.

COMMUNITY SCHOLARSHIP EVENT/COMMUNITY PICNIC

Mrs. McMullen asked the Board to consider an annual community event to serve as a scholarship fundraiser. Mr. Bushman wanted to continue with the community picnic as it served as a way to thank the residents for their support. He believed he could find corporate sponsors to offset the cost. Mr. McCaskey thought there might be other ways to reduce the cost, and Mr. Bushman suggested a workshop. The Board agreed to incorporate this discussion in the agenda at the next meeting.

ZONING FEE WAIVER

The Trustees addressed an email from Zoning Inspector Jim Herringshaw to waive the \$50 zoning certificate fee for a pool at 11173 Nicoles Way. The email explained why the new owners should not be held accountable for the existing structure.

Andy Bushman moved and Irene McMullen seconded to waive the \$50 zoning certificate fee for one of the violations. Roll call vote: Mr. Bushman, yes; Mrs. McMullen, yes; Mr. McCaskey, abstain. Motion carried. Mr. McCaskey was a former contractor for the property owner.

OHIO SUNSHINE LAW SEMINARS

Mrs. McMullen discussed the obligation for each elected official to attend or send a designee to the Ohio Attorney Generals Sunshine Law seminar once per term. The seminar can be accessed on the website. The Board will ask Secretary Julie Johnston to listen to the seminar.

PARK RESTROOM CLEANING CONTRACT

Jim McCaskey moved and Andy Bushman seconded to enter into a cleaning contract with Custodial Services and Supply for once a week cleaning of the township park restrooms from April 3 through October 30, 2017 at \$24 per week per restroom, with a unanimous vote. Motion carried.

NEW BUSINESS

Mr. McCaskey advised that Hambden Township closed its recycling facility. Chester Township reopened theirs, but is having it monitored by their police department. Licking County was a recent victim of ransom malware, but fortunately had most of their records backed up. The office staff will be warned to be vigilant.

NO ENGINE BRAKE SIGNS

The Board discussed locations to erect two "no engine brake" signs. The Township will pay for the signs and posts and the county will erect the signs. Mr. McCaskey will contact the residents who made the requests to find out if engine brakes are still an issue. Mr. Bushman will select the two locations, and the matter will be put back on the agenda for the first March meeting.

OUTSIDE MEETINGS

Mrs. McMullen attended a Senior Services meeting yesterday.

PERMANENT APPROPRIATION WORKSHEET

The Board received a draft copy of the Permanent Appropriation. Mrs. McMullen went over a list of improvements that were not included in the draft. The copy machine is getting old and may need to be replaced without warning. The office phones are also wearing out. The office staff will be asked to look at alternatives for a new phone system. No provision has been made for the town hall back parking lot or for zoning training. The back parking lot and the lights on the north side of the building cannot be done until the fire station drainage project is done. The Board asked Mr. Teichman for an estimate for the drainage, parking lot, and lighting. The park pavilions are due to be re-stained and the driveways need grindings. The road department can do the staining. Mr. Bushman asked the road superintendent for a replacement schedule for road department vehicles and equipment. The last new truck was purchased in 2011. Mr. Teichman advised the department could keep on going for 1-2 more years without a major purchase. The Board is reviewing the cemetery fees.

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FISCAL OFFICER'S FINANCIAL REPORT

Mrs. Toth advised that the GNMA bond has matured and the Township received the final payment. The OCBOA financial report was filed with the state auditor on February 6th.

Jim McCaskey moved and Andy Bushman seconded to accept the Fiscal Officer's monthly report for January 2017, with a unanimous vote. Motion carried.

RESOLUTION 2017-08/FUND TRANSFER

Resolution 2017-08 was made by Jim McCaskey and seconded by Andy Bushman to approve a within fund transfer in the Cemetery Fund in the Temporary Appropriation, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

FOWLERS MILL ROAD

Mr. McCaskey noted that resident Jack Schinness called in to inform the Township that he pulled cars from the ditch near the cemetery on Fowlers Mill Road on two separate incidents during the last storm. The police were not called for either incident. The engineer's office will not draw up plans for the Fowlers Mill Road paving project until the Trustees decide what year the project will be done. Mr. Bushman suggested that the workshop come first. The Board will discuss a workshop at the next Trustees meeting. \$360,000 is a ballpark cost estimate for the project.

COMMUNITY ROOM RENTALS

Let the record reflect the Fit Club (Scarvelli) met in the community room on February 2 and 9, 2017 from 5:40-7pm, approx. 10. Jim McCaskey moved and Andy Bushman seconded to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the community room to the Fit Club (Scarvelli) on February 16, 23, March 2, 8, 15, 23, 30, and April 6, 13, 20, 27, 2017 from 5:40-7pm, approx. 10, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the community room for Girl Scout Troop 71189 meetings (Meyers) on April 5, May 3, and May, 2017 from 5-9pm, approx. 20, and to waive the fees, with a unanimous vote. Motion carried.

MEETING ROOM

Let the record reflect the Cub Scouts (Mosher) met in the meeting room on February 8, 2017 from 7-8pm, approx. 8. Jim McCaskey moved and Andy Bushman seconded to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the meeting room to Geauga Christian Youth Missions (Schaffer) for a planning meeting on June 6, 2017, at 7pm, approx. 30, and to waive the fees, with a unanimous vote. Motion carried.

CONFERENCE ROOM

Jim McCaskey moved and Andy Bushman seconded to lease the conference room for a Cub Scout leaders' meeting (Baldwin) on February 26, 2017, at 7pm, approx. 30, and to waive the fees, with a unanimous vote. Motion carried.

PAVILION RENTALS

Jim McCaskey moved and Andy Bushman seconded to lease the Emmons Pavilion and Pavilion No. 2 for a Chardon High School Senior Class Picnic (Tekavec) on May 26, 2017 from noon-4pm, approx. 250, and to waive the fees, with a unanimous vote. Motion carried. The Trustees will require a certificate of insurance for the event.

ENCUMBRANCE SHEET

Jim McCaskey moved and Andy Bushman seconded to approve the encumbrance sheet for February 14, 2017, as written:

The Middlefield Banking Co.	Safe Deposit Box Fee	30.00
COSE/Medical Mutual	Medical/Hospitalization	102,411.14
Travel & Mtg Expn Employees	Blanket to 12/31/2017	657.20
Postage	Blanket to 12/31/2017	2,400.00
Printing	Blanket to 12/31/2017	1,800.00
The Illuminating Company	Electric/Street Lights	26,970.48
Natural Gas	Blanket to 12/31/2017	2,129.84
Natural Gas (Fire Dept.)	Blanket to 12/31/2017	3,766.51

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ENCUMBRANCES (continued)

Printing (Zoning)	Blanket to 12/31/2017	100.00
Other – Communications (Zon.)	Blanket to 12/31/2017	110.00
Training Services (Rd. Dept.)	Blanket to 12/31/2017	300.00
Western Reserve Farm Coop	Truck Fuel, Supplies	10,000.00
Western Reserve Farm Coop	Heating Oil	750.00
Buildings (Rod Dept.)	Blanket to 12/31/2017	3,000.00
Other – Communications (Rd.)	Blanket to 12/31/2017	300.00
Other – Communications (Zon.)	Blanket to 12/31/2017	840.00
James A. Teichman	Medicare Premium Reimbursements	1,700.00
First Quality Power Place	14" Chop Saw	925.00
Training (Geauga Growth Part.)	Blanket to 12/31/2017	322.00

with a unanimous vote. Motion carried.

EXECUTIVE SESSION FOR PERSONNEL COMPENSATION

Jim McCaskey moved and Andy Bushman seconded to go into executive session at 8:27pm to discuss personnel compensation, with a unanimous vote. Motion carried.

The regular meeting resumed at 9:20pm.

MERIT RAISES

The Trustees discussed how to determine merit raises and bonuses. Mr. Bushman will look at the figures.

FOWLERS MILL ROAD PROJECT

The Trustees touched on the issues that will need to be addressed for the Fowlers Mill Road project. Andy Bushman will contact the county engineer regarding the clear zone and if trees need to be removed before the road is paved. Mrs. Toth asked for clarification on the Issue 2 money. Mr. Bushman explained that Issue 2 will pay 50 percent up to \$175,000.

MEETING ADJOURNED

Jim McCaskey moved and Andy Bushman seconded to adjourn the meeting at 9:45pm, with a unanimous vote. Motion carried.

_____ Chairman Judy Toth Fiscal Officer

Andy Bushman Vice-Chairman

RESOLUTION NO. 2017-06
Munson Township, Geauga County

WHEREAS, a request has been made to this Board that the Statutory vehicular speed limit established by Sec. 4511.21, Revised Code of Ohio is greater than that considered reasonable and safe on Fowlers Mill Road (TR 108) from Sherman Road (TR 97) to Wilson Mills road (CH 8), and

WHEREAS, this board has caused to be made an engineering and traffic investigation upon the section described above, and

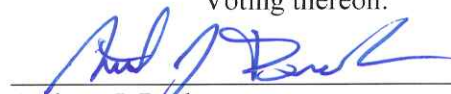

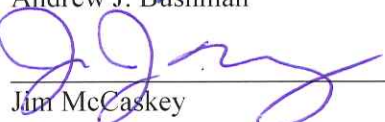
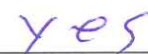
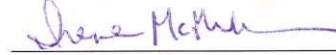

WHEREAS, it is the belief of this Board that such investigation confirms the allegation that the statutory speed limit of 45 m.p.h. is unrealistic.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Munson Township, Geauga County, Ohio that:

Section 1. By the virtue of the provisions of Sec. 4511.21, Revised Code of Ohio the Director of Transportation is hereby requested to review the engineering and traffic investigation and to determine and declare a reasonable and safe prima facie speed limit of 35 m.p.h. on Fowlers Mill Road (TR 108) from Sherman Road (TR 97) to Wilson Mills Road (CH 8).

Section 2. That when this Board is advised that the Director of Transportation has determined and declared reasonable and safe speed limits on the sections of road described in section 1 hereof, standard signs, properly posted and giving notice thereof will be erected.

Passed this 14 day of FEBRUARY 2017.

Voting thereon:	Vote
 _____ Andrew J. Bushman	 _____
 _____ Jim McCaskey	 _____
 _____ Irene McMullen	 _____

I, Judith 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

FEBRUARY 14, 2017.



Judith Toth, Fiscal Officer

RESOLUTION NO. 2017-07
Munson Township, Geauga County

WHEREAS, a request has been made to this Board that the Statutory vehicular speed limit established by Sec. 4511.21, Revised Code of Ohio is greater than that considered reasonable and safe on Fowlers Mill Road (TR 108) from Wilson Mills Road (CH 8) to Mulberry Road (CH 39), and

WHEREAS, this board has caused to be made an engineering and traffic investigation upon the section described above, and


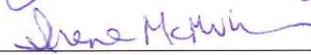
WHEREAS, it is the belief of this Board that such investigation confirms the allegation that the statutory speed limit of 45 m.p.h. is unrealistic.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Munson Township, Geauga County, Ohio that:

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Section 2. That when this Board is advised that the Director of Transportation has determined and declared reasonable and safe speed limits on the sections of road described in section 1 hereof, standard signs, properly posted and giving notice thereof will be erected.

Passed this 14 day of FEBRUARY 2017.

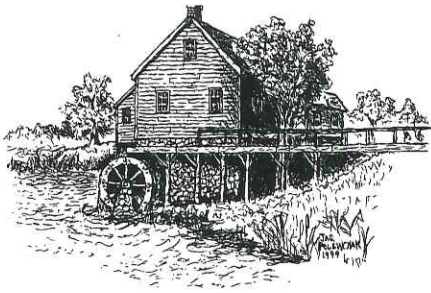
Voting thereon:	Vote
 _____ Andrew J. Bushman	 _____
 _____ Jim McCaskey	 _____ YES
 _____ Irene McMullen	 _____ yes

I, Judith 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

FEBRUARY 14, 2017.



Judith Toth, Fiscal Officer



Munson Township

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

Resolution 2017-08

Be it resolved by the Trustees of Munson Township, in a regular session on the 14th day of February, 2017, at the Munson Township office, with the following members present, Andrew J. Bushman, Irene H. McMullen, and James J. McCaskey, that Jim McCaskey moved the adoption of the following resolution:

That the 2017 Temporary Appropriation be amended, as follows:

Within Fund Transfers

In the Cemetery Fund, a within fund transfer, as follows:

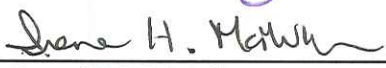

350.00 to 2041-410-490-0000 Other – Supplies and Materials
from 2041-410-519-0000 Other – Dues and Fees

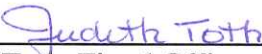
Andy Bushman seconded the motion and the roll being called resulted as follows:

Voting

, 
Andrew J. Bushman

, 
James J. McCaskey

, 
Irene H. McMullen

Attest: , February 14, 2017
Judith Toth, Fiscal Officer