

# RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, February 9, 20 16

The meeting was called to order at 6:34pm 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 13843-13875 dated 12/9/16 totaling \$43,795.02, EFT Vouchers 68-78 for the 2/12/16 bi-weekly payroll in the amount of \$12,438.62, and warrant 1223 dated 2/9/16 in the amount of \$2,619.64 to transfer EMS collections to the primary account.

## MINUTES

Irene McMullen moved and Andy Bushman seconded to approve the January 26, 2016 minutes, as written, with a unanimous vote. Motion carried.

Irene McMullen moved and Andy Bushman seconded to approve the minutes from the January 12, 2016 special meeting for a planning session for the bicentennial, with a unanimous vote. Motion carried.

## SHERIFF DEPUTY REPORT

Deputy Steve Savor asked if the Trustees had any new issues. Three persons who broke into a car near the Munson/Newbury border were tracked and apprehended. They are over 21 and will be charged with felonies. Mrs. McMullen brought information back from the OTA conference regarding noise control. Some townships are enacting quiet hours, which are more enforceable than noise ordinances. Deputy Savor cautioned that some regulations can cause additional conflicts, when a contentious person uses them to harass his neighbors.

## FIRE REPORT/CHIEF MARK LYNN

Chief Lynn posted Engine 4023 for sale and received ten inquiries. He researched the market and listed it at \$15,000. Firefighter Matt Hartman looked into the Ohio Development Services Agency Local Government Safety Capital Grant program as a source for funding for the bucket truck. The grant is for political subdivisions, and the fire department would not be able to apply on behalf of the township. In addition, the funding is for new purchases and cannot be applied to purchases already made or in progress. Most grants are set up this way. Mrs. McMullen believed there was a different grant and will contact Senator Eklund's office for more information. She also discussed financing the additional cost for the bucket or refinancing the new engine, extending the payments up to 10 years. Two payments, this year and next, are left on the lease agreement. Hartman advised that the seat belt grant was submitted and accepted today for \$2,000-\$3,500. They will get the results in May. The Trustees signed letters to representatives in the Ohio House and Senate asking for their assistance in receiving the 2015 AFG grant for SCBA equipment for five area fire departments. As the lead agency in the grant application, the Township will be responsible for the 10 percent match, approximately \$80,000, and will be reimbursed by the other four entities. The grant application was extensive and took the Munson Fire Department a great deal of time to prepare.

## RESOLUTION 2016-02/HILLTOPPERS FARM PRESERVATION

Keith McClintock, from the Western Reserve Land Conservancy introduced Chris Szell, WRLC representative, Gary and Mary McDonald, and their son Nate. The McDonalds are seeking to preserve 60 acres of farmland in Munson Township. The WRLC is a certified local sponsor and to date has assisted in preserving over 20 properties, approximately 4,100 acres. The farmland will remain in private ownership and on the tax base, and must be farmed in perpetuity. Mrs. McMullen advised that the community is aware of and appreciates the value of this farm, and Mr. McCaskey thanked the McDonalds for preserving their land.

Resolution 2016-02 was made by Irene McMullen and seconded by Andy Bushman to support the Western Reserve Land Conservancy's application to the Ohio Department of Agriculture Easement Purchase Program (LAEPP) on behalf of Hilltoppers Farm LTD for the purpose of farmland preservation in Munson Township, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

## ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

Mr. Teichman reported the new furnaces were in. He inspected the heater in the attic of the caucus room, and found it was not hooked up correctly. The sensor is in the room above the panels. The problem will be corrected. The insulation project will begin on the 16<sup>th</sup> with the area over the chief's office. The road department will cut in the access holes and repair them after the insulation is completed. The contractor noticed that there is a lot of run-off from the apparatus roof. Insulation for the area over the apparatus bay is not in this project and Mr. Teichman will get a quote.



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ROAD PROJECTS

Road Superintendent Teichman asked the Board to approve the Resolution of Convenience and Necessity for Fowlers Mill Road to request the county engineer's office to prepare the specifications for the project. This will allow the road department to contact residents and continue to prepare the road for resurfacing. The cost is estimated at \$360,000. If Fowlers Mill Road is not resurfaced until 2017, he suggested that Rockhaven and Wye be done this year to keep the Township from falling behind. Mr. McCaskey spoke with Shane Hajjar from the county engineer's office. They are encouraging townships to request two years of projects and would be willing to prepare specifications for Fowlers Mill, Rockhaven and Wye. Their preliminary estimate for Rockhaven and Wye, 1.17 miles, without looking at the roads, was between \$250,000 and \$280,000. Mr. Hajjar also suggested that the Township would have a chance at an Issue 2 grant for 50% of the Fowlers Mill project if the Township did the deep depth repairs and widened the road to 20 feet. The Township will need the specifications to apply for Issue 2 funding. The Trustees will approve the resolution for Fowlers Mill Road and request a resolution for Rockhaven and Wye.

RESOLUTION 2016-03/CONVENIENCE AND NECESSITY/FOWLERS MILL ROAD

Resolution 2016-03 was made by Irene McMullen and seconded by Andy Bushman to request the county engineer to prepare engineering plans for the improvement of Fowlers Mill Road, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

ROAD MILEAGE CERTIFICATION

The Trustees signed the 2015 Ohio Department of Transportation Township Highway System Mileage Certification form to certify that as of December 31, 2015, the Township was responsible for maintaining 48.125 miles of public roads.

PARK RESTROOMS CLEANING CONTRACT

Irene McMullen moved and Andy Bushman seconded to contract with Custodial Services for weekly cleaning service for the park restrooms from April 4, 2016 to October 29, 2016, not to exceed \$22 per week per restroom, with a unanimous vote. Motion carried.

MORRISON RESIGNATION

Irene McMullen moved and Andy Bushman seconded to accept Larry Morrison's resignation [from the Munson Township Road Department] effective January 31, 2016, with a unanimous vote. Motion carried.

KRISTY BLUEMMEL

Irene McMullen moved and Andy Bushman seconded to accept Kristin Bluemmel to continue as Zoning Commission Secretary, with no park responsibilities, with a unanimous vote. Motion carried.

MICHAEL WACLAWSKI/BOARD OF ZONING APPEALS

The Trustees signed a letter of appreciation to Michael Wacławski for his service on the Board of Zoning Appeals as an alternate. Mr. Wacławski did not seek reappointment.

PLANT DONATION

Irene McMullen received an offer from the Master Gardeners of Geauga County to donate \$500 worth of plants to the Township if they were used to educate youth on planting.

OUTSIDE MEETINGS AND EVENTS

Irene McMullen attended an Adult Protective Services meeting on Monday. Mrs. McMullen and Mr. McCaskey attended the Ohio Township Association Conference in Columbus January 27-29.

TOPICS FROM OTA CONFERENCE

Mrs. McMullen discussed the USDA loan. Current rates are 2.78 with no prepayment penalty. The interest rate for the Leasing 2 loan was 3.23. It may be possible to extend the loan at a lower rate. She will continue to research loan options. Mrs. McMullen asked if the Board wished her to get more information about quiet hours and noise ordinances. Mr. McCaskey noted that other communities use decibel meters. He wanted to know how quiet hours were enforced and how other entities make it work. Mrs. McMullen also attended a session on five year planning for roads.

FISCAL OFFICER'S REPORT

Mrs. Toth asked who would be attending the 5 year budget seminar on February 20<sup>th</sup> at Kent Geauga, the first of a series of county seminars initiated by Geauga County fiscal officers. She will check with the prosecutor's office to see if the attendance of two or more Trustees will



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## FISCAL OFFICER'S REPORT (continued)

require a notice to the newspapers. She shared information about levy expirations, renewals and collections. In 2016, a new mill will bring in \$229,000 and cost a taxpayer \$35 per \$100,000 valuation. The Township has no levies up for renewal in 2016. She asked the Board to set a time to discuss the Permanent Appropriation.

## AUDIT COMMITTEE MEETING

Irene McMullen moved and Andy Bushman seconded to hold an Audit Committee meeting on April 12, 2016 at 5:30pm, with a unanimous vote. Motion carried. Revenue time flow will be one of the topics discussed.

## SPECIAL MEETING FOR PERMANENT APPROPRIATION

Irene McMullen moved and Andy Bushman seconded to hold a special meeting for the Permanent Appropriation on February 23, 2016 at 5:30pm, with a unanimous vote. Motion carried.

## ENCUMBRANCE SHEET

There were no encumbrances.

## ROOM RENTALS

Irene McMullen moved and Andy Bushman seconded to lease the community room to Maple Hills Church (Hobbes) for an Easter service on March 27, 2016 from 8am-1pm, approx. 50, and to waive the fees, with a unanimous vote. Motion carried.

Irene McMullen moved and Andy Bushman seconded to lease the community room for a square dance (Hooper) on April 30 and May 15, 2016 at 5:30pm, approx. 60, to waive the rental fee, and require a \$50 security deposit, with a unanimous vote. Motion carried.

Irene McMullen moved and Andy Bushman seconded to lease the community room for Girl Scout Daisy meetings (Carbone) on May 13, 17, and 31, 2016 from 6-8pm, approx. 15, and to waive the fees, with a unanimous vote. Motion carried.

## SOCCER FIELD LEASE

The Trustees addressed requests from the Geauga Y, City of Chardon Soccer Program and from the Chardon Soccer Club & TSI to lease the soccer fields. The Y will use its own field for its fall program.

Irene McMullen moved and Andy Bushman seconded to approve the YMCA British Soccer Camp July 11-15, 2016 from 9am-noon, with a unanimous vote. Motion carried.

The City of Chardon and Chardon Soccer Club are both requesting the soccer fields Monday through Thursday, but both told Mr. McCaskey that they would not need the fields all four days. The requests will be approved after both clubs have completed their signups. Certificates of insurance will also be required before the leases are approved.

## BALL FIELD LEASES

The Trustees addressed requests from Chardon High School Athletics to use the Major League Field and Fields 1 and 2 for games and practices. The requests will not be approved until the Trustees receive a certificate of insurance.

## EXECUTIVE SESSION FOR PERSONNEL COMPENSATION

Irene McMullen moved and Jim McCaskey seconded to go into executive session at 7:48pm to discuss personnel compensation, with a unanimous vote. Motion carried.

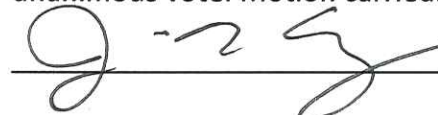
Irene McMullen moved and Jim McCaskey seconded to come out of executive session at 8:40pm, with a unanimous vote. Motion carried.

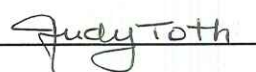
## RECYCLING CENTER

Mr. McCaskey visited the recycling center on Sunday morning and found that the bins were overflowing. He said this was not the first time this had occurred. He also wanted to know if the road department was still cleaning up the site as this was supposed to be done by the contractor. He contacted Greg Villers at Geauga Trumbull Solid Waste and was told to send pictures as they had nothing in their records to indicate there was a problem. Recycling is picked up on Mondays and Fridays. Mr. Bushman witnessed that the bins were not completely emptied on Fridays. The information will be given to Geauga Trumbull.

## MEETING ADJOURNED

Irene McMullen moved and Andy Bushman seconded to adjourn the meeting at 8:50pm, with a unanimous vote. Motion carried.

 Chairman

 Fiscal Officer



**RECORD OF PROCEEDINGS**  
**MUNSON TOWNSHIP TRUSTEES BICENTENNIAL SPECIAL**

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, February 9, 20 16

Present: Jim McCaskey, Irene McMullen, Andy Bushman and Judy Toth

Trustee Jim McCaskey called the meeting to order at 5:45pm.

There are many ideas for the celebration but the next decision must be where the event will take place. It would be nice to tie the historical district and the bicentennial party together. It can be held at Munson Township park, Alpine Valley Ski Resort, Fowlers Mill Road or at Town Hall. Parking will be the obstacle. Hiring a shuttle service would be a solution to the parking. Holding the event at Town Hall has many benefits; display relics in the lobby, a place to enter if the weather becomes inclement, set-up can be done early while everything can be locked up.

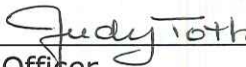
Fowlers Mill Church would like to get involved and Drew McLaughlin offered their large indoor area of the gymnasium and basement for activities. The Trustees are expecting approximately 1,000 people at the event and are concerned with their crossing Mayfield Road safely to view the historical church. To help alleviate this fear, it may be possible for event goers to park at the plaza just to the east of the church and walk over. The Geauga County Sheriff's Department can be contacted for traffic assistance. Different possibilities for the day were discussed.

Trustee Andy Bushman had an idea to raise extra funds. Julie Johnston will look into the cost of yard signs with our bicentennial logo on them. They can be sold to residents and businesses alike for a fee which is greater than our cost.

Andy Bushman made a motion which was seconded by Jim McCaskey to hold the next Special Trustees Bicentennial Meeting on Tuesday, February 16, 2016 at 6:00pm at Town Hall. Passed Unanimously. Motion carried.

The bicentennial portion of the meeting concluded at 6:30pm.

  
Chairman

  
Fiscal Officer

  
Secretary

February 16, 2016 Bicentennial Minutes are on Page 1204.


RESOLUTION 2016-02  
**Munson Township – Geauga County**  
**Board of Trustees**

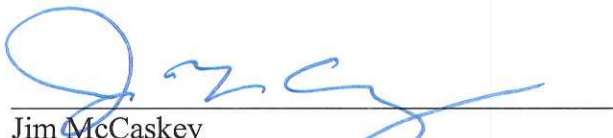
Resolution of Support for Western Reserve Land Conservancy's application to the Ohio Department of Agriculture's Local Agriculture Easement Purchase Program (LAEPP) on behalf of Hilltoppers Farm Ltd for the purpose of farmland preservation in Munson Township, Geauga County.

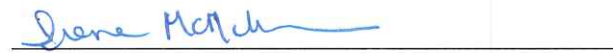
WHEREAS, Geauga County resident, Gary McDonald, and his brother Gordon McDonald desire to apply to the Clean Ohio Local Agricultural Easement Purchase Program (LAEPP) in partnership with Western Reserve Land Conservancy to preserve their 60-acre farm which lies in Munson Township, Geauga County;

THEREFORE, BE IT RESOLVED, that the Munson Township Board of Trustees supports the LAEPP application submitted by Western Reserve Land Conservancy for the Hilltoppers Farm Ltd in Munson Township, Geauga County.

Passed this 9th day of February, 2016.

  
\_\_\_\_\_  
Andrew Bushman



  
\_\_\_\_\_  
Jim McCaskey


  
\_\_\_\_\_  
Irene McMullen






Hilltoppers Farm - Aerial View with Impervious

-  Hilltoppers Farm LTD Ownership Parcels
-  Impervious Surface ~5,730 sq. ft. (~0.13 acres)



180 0 180 360 Feet



N  
W E S

Western Reserve  
Land Conservancy

OUR LAND. OUR LEGACY  
2006 Aerial Photo (OSIP)  
Map Created 12/7/2015 cs



Resolution # 2016-03

**RESOLUTION OF CONVENIENCE & NECESSITY**  
**FOR THE IMPROVEMENT OF**  
**FOWLERS MILL ROAD, (TR 108)**

**Munson Township, Geauga County, Ohio**

**WHEREAS**, the Munson Township Board of Trustees has determined that the public convenience and welfare require the improvement of Fowlers Mill Road (TR 108), and to authorize the Geauga County Engineer to prepare engineering plans in accordance with Section 5573.01 of the Ohio Revised Code.

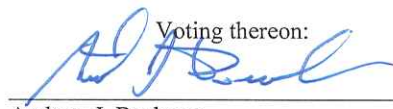


**NOW, THEREFORE, BE IT RESOLVED** by a unanimous vote of a full board of the Munson Township Board of Trustees that the public convenience and welfare requires the improvement of Fowlers Mill Road (TR 108), in the Township of Munson, County of Geauga and State of Ohio by repairing the existing pavement and embankments, replacing culverts, cement stabilization, asphalt resurfacing, stabilizing the shoulders, and related improvements, 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.

<u>Voting thereon:</u>	<u>Vote</u>
 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 9, 2016.

  
Judith Toth, Fiscal Officer