

Held Tuesday, July 22, 20 14

The meeting was called to order at 6:30pm by Chair Irene McMullen with Trustees Andy Bushman and Jim McCaskey present. Office Manager Paula Frieberthauser took the minutes in the Fiscal Officer's absence. The Chairman led the Pledge of Allegiance. Warrants 12424-12458 dated 7/18, 7/22 and 7/31/14 totaling \$127,475.46, EFT Vouchers 270-280 for the 7/18/14 bi-weekly payroll in the amount of \$11,207.90, and Voucher 1185 dated 7/22/14 in the amount of \$2,334.35 to transfer EMS collections from the lockbox were signed. Correspondence was on the table.

MINUTES

Andy Bushman moved and Jim McCaskey seconded to approve the July 8, 2014 minutes as amended, with a unanimous vote. Motion carried.

PUBLIC COMMENT – There was no public comment.

ROAD REPORT

Bio-restore Equipment

Road Superintendent Jim Teichman presented an invoice in the amount of \$3,250 for equipment to apply the bio-restore product, traffic cones, road closure signs and stands. He informed the Board that the product can either be picked up or shipped. Mr. McCaskey was not in support of purchasing the equipment. Andy Bushman moved and Irene McMullen seconded to encumber \$3,250 to Advanced Materials for the purchase of the machine. Upon the roll call, Mr. Bushman voted yes, Mrs. McMullen voted yes, and Mr. McCaskey voted no. Motion carried 2-1.

Trailer

The shipment cost was confirmed for the new trailer for the price of \$1,750. Mr. Teichman is waiting for it to be built. The former lessee of Mini Mart who drives truck would pick it up for \$1,500, but Mr. Teichman is waiting to see if an order comes up that the trailer could ship with instead.

Bass Lake Community Signs

Mr. Teichman informed the Board that he had met with Nick Gorris from the Engineer's office. Mr. Gorris felt that twenty-four (24) signs would be sufficient for the Bass Lake Community area. He considers the park on Lake Road to be the main traffic area. Mr. Gorris had a map with the sign locations which Mr. Teichman will provide to the Trustees. Mr. McCaskey commented that if the Engineer's department recommends twenty-four (24) signs, he is willing to go with that recommendation. Mr. Teichman asked the Board if they were interested in talking with anyone else because the theory is people do not notice signs.

Country Oaks Drainage Issue

Mr. McCaskey informed those present that he met with Mr. Teichman and Shane Hajjar of the Engineer's office on Country Oaks. It was recommended that the Birli residence at 12355 should have a 15" HDPE pipe, and the Sekanina residence at 12365 should have a 24" HDPE pipe. Mr. Teichman asked the Trustees to send a letter to the engineer's office asking them to stake the road right-of-way from Route 44 to 12355 Country Oaks. Mr. Bushman felt they should wait until it is all scoped out before they do any pipe installation. Mr. McCaskey felt the township should provide the affected residents with the cost of the supplies. Mr. McCaskey wanted to set up a time with the homeowner (Neidenberger) at 12395 because he has been out of town. Mrs. McMullen and Mr. Bushman felt Mr. Neidenberger should come to a meeting instead. Mr. McCaskey wanted the opportunity to meet with him one on one.

Tennis Courts

Mr. Teichman informed the Board that he had a second estimate to repair the courts, but it was higher than the first. He said the first contractor is backed up and told him it would not happen this year. Mr. Teichman was advised to try to get a third estimate.

Tot-Swing Munson Park

Mr. Teichman said he has the coated chains for the swings and they should be 18 to 24 inches off the ground. He wanted to know if the township wanted to use the original cross bar frame. Mrs. McMullen asked if maybe one of the regular swings could be switched out. Mr. Bushman did not think that was a good idea because someone on the bigger swings could swing higher and pose a safety issue. It was agreed to install the original T-bar and modify the chains. Mr. Bushman will mark a proposed location.

Pipe Job

Mr. Teichman said the pipe job on Sherman Road has been set back until next Tuesday by the contractor. He explained that the branches have been trimmed off the tops of the trees and the Road Department will go back and take out the poles (trunks).

RECORD OF PROCEEDINGS

MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, July 22, 20 14

ROAD REPORT (continued)

Mulch

Mr. Teichman requested fresh mulch for the beds around the Munson Park in preparation for the Community Day Picnic. He asked for \$100 to \$200 dollars from Green Vision Materials. Andy Bushman moved and Jim McCaskey seconded to encumber \$200 to Green Vision Materials for mulch, with a unanimous vote. Motion carried.

Employee Vacation

Road Department employee Doug Cross would like to take vacation days on September 12 & 13. His one-year anniversary is October 28, 2014 but he has accrued the time. The days were verified on the request for leave form as September 11 & 12 because they differed from those on the agenda. Andy Bushman moved and Jim McCaskey seconded that Doug Cross be able to take two days of vacation as specified before his anniversary date to go against his accruals, with a unanimous vote. Motion carried.

Basketball Fence

The Trustees mentioned the bottom rail on the basketball fence that needs replacing at Munson Park. Mr. Teichman commented that the estimate had been turned in. It will be placed on the next agenda for further discussion.

Landscaped Triangle

Mr. McCaskey commented that the perennials are too high at the triangle and thought there should be a plan for next year.

Five-Year Road Plan

Mr. McCaskey asked about the status of Mr. Teichman's five-year road plan. Mr. Teichman commented that he knows what needs to be done by going through the road report. Mrs. McMullen asked Mr. McCaskey if he wanted a different format because she thought the township was good with the current road report. Mr. Bushman commented that the Engineer's office came up with a form that Auburn currently uses. Mr. McCaskey offered to obtain a copy.

Mowing Issue

Mr. Teichman mentioned that on the Klatka property adjacent to Scenic River Retreat, there is a section behind the fence that never gets weed-eated. He has spoken with the contractor and the issue should be resolved.

FIRE DEPARTMENT

Mold Remediation/Roof

Fire Chief Mark Lynn provided an estimate from Precision Environmental Co. for the mold remediation in the amount of \$3,900. He had not been able to obtain additional estimates because the contractors are busy. Ms. McMullen commented that it would be nice to have more than one estimate.

For the roof repair, he had an estimate from Boak & Sons and has left messages for others. The estimate is incomplete because of the insulator. The priority is to fix the two small roofs in the front and back. Chief Lynn felt it would be about \$3,000. There is an estimate of \$2,600 to remove old gutters and install water shields; and the insulation looks good but they would maybe add eight (8) to twelve (12) inches for \$1,200. He mentioned that not one person has said the whole roof needs to be redone. There are a lot of parts to the roof that they cannot get to due to the roof design. Chief Lynn explained that a hole was cut in the front part of the station and there was not a lot of mold. He asked for permission to cut holes inside of other areas for the contractor to see once the final estimate is received. He felt the whole project would be under \$50,000. Mrs. McMullen agreed they should get in and resolve the issue before winter.

Mr. McCaskey mentioned that he took Brian Passow over to the fire station last week and learned they do not make soffits anymore like what is currently there. They provide no air flow. He pointed out there is a cavity next to the dormers that was never designed to be there. Mr. McCaskey talked to All Construction but they just do insulation; and pointed out that Mays Consulting was a huge estimate.

Mrs. McMullen said they would wait two weeks for more estimates. Chief Lynn discussed tearing up the north side by the dining room windows where the stucco is before fall. Mr. Bushman said the Board needs all parties involved to see the order of work. Chief Lynn commented he wanted to see all the mold removed first. Mrs. McMullen asked Mr. Lynn to confirm with the contractors the order of things. Chief Lynn was given permission to drill holes to explore other damage.

Mr. Lynn notified the Board he will be leaving Thursday for the Fire Chiefs' conference and will return Wednesday.

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FIRE DEPARTMENT (continued)

Fire Truck

In regards to the lease agreement from Leasing 2 Inc., Mrs. McMullen asked Chief Lynn if the paragraph was taken out in regards to attorney fees. Mr. Lynn said the Leasing 2 agreement is on the township's end and he had no idea. The document in front of the Board was received from legal counsel and printed out by office staff that afternoon. Mr. McCaskey was uncomfortable approving the lease document if Mrs. McMullen was unsure if it was the right one, and because it was just received that afternoon. Mrs. McMullen explained that the township relies on the prosecutor's office and that the lease agreement was stamped approved that day. She phoned Susan Weiland, the township's legal counsel to confirm the paperwork was correct. Andy Bushman moved and Jim McCaskey seconded to purchase the fire truck for \$409,387 and to enter into a lease purchase agreement with Leasing 2, Inc. with \$309,987 to be financed over three years, with a unanimous vote. Motion carried.

RESOLUTION 2014-34

Andy Bushman moved and Jim McCaskey seconded to pass a resolution of governing body extract of minutes [the resolution in its entirety is attached as part of the minutes].

Mrs. McMullen asked for authority to sign all the Leasing 2 documentation. Andy Bushman moved and Jim McCaskey seconded to authorize the chair person to sign the contract for purchase and lease purchase documents on behalf of the township with a unanimous vote. Motion carried.

Mr. Lynn said he would take Sutphen's purchase agreement to conference because the contract will be there and he would bring a copy back. Mrs. McMullen pointed out that Exhibit C asked for a delivery date. Mr. Lynn said the due date would roughly be around the FDIC and Sutphen's 125th anniversary date in April. Sutphen has asked if the truck could be displayed. Mr. McCaskey said there would be no problem as long as they have a certificate of insurance.

TOWNHALL PLAYGROUND

Mrs. McMullen informed those present that the Fairmount Foundation will be giving the township money towards the playground at the town hall. It will be confirmed after the Foundation's meeting later this month.

NEW BUSINESS

The Park Board had asked Mrs. McMullen again to discuss reversing the hinge on the men's door of the E-loo. Mr. McCaskey said he would look at it.

RESOLUTION 2014-33/FUND CERTIFICATION

Andy Bushman moved and Jim McCaskey seconded to certify \$3,827.12 received for the Scholarship Fund, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

SUMMER YOUTH PROGRAM – Angela Ackerman, a 16-year-old applicant from the Summer Youth Program was interviewed and approved to work in a general office capacity with staff prior to the meeting. The paperwork was completed and she began work Friday, July 18th. Her salary will be paid by the Summer Youth Program. Andy Bushman moved and Jim McCaskey seconded to approve Angela Ackerman to work for the township as part of the Summer Youth Program at no cost to the township, with a unanimous vote. Motion carried.

ACCEPTANCE OF DONATIONS

From an article she read in the News Herald regarding Chester Township's acceptance of donations, Mrs. McMullen said donations should be noted in a meeting as a record. After some discussion, she said she would check with the prosecutor's office.

CEMETERY

The need for updating the cemetery software and upgrading the cemetery mapping system was presented by the Sexton, Paula Friebertshauser. Andy Bushman moved and Jim McCaskey seconded to upgrade the Pontem Software for \$2,475, with a unanimous vote. Motion carried.

CORDLESS PHONES

The Board discussed a memo from Julie Johnston regarding the need for cordless phones in the township office and the road department. Andy Bushman moved and Jim McCaskey seconded to authorize the office staff to purchase phones not to exceed \$100, with a unanimous vote. Motion carried.

SPECIAL MEETING

Mrs. McMullen brought up the issue that if a Trustee is holding a meeting with members of the public, and monies may be spent in the future, the meeting should be advertised. She advised there will be a meeting held on August 26 at 10am with volunteers for the October 21st event with Dr. Roizen. It was agreed to advertise it as a special meeting.

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, July 22, 2014

OUTSIDE MEETINGS & EVENTS

Mrs. McMullen, Mr. McCaskey and Ms. Toth attended the Geauga Township Association meeting. Mr. Bushman attended the Geauga Safety Council meeting on July 11th.

COMMUNITY ROOM RENTALS

Let the record reflect that the Christ Child Society held a sew-in (Matejka) on Wednesday, July 16, 2014, approx. 15.

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 rent the community room for a Company Meeting (Payne & Payne) Wednesday, July 23, 2014 from 9:30am to 1:30pm for a \$125 resident fee and \$50 security deposit, with a unanimous vote. Motion carried. Motion was later amended to waive the rental fee of \$125.

Andy Bushman moved and Jim McCaskey seconded to rent the community room for a Baby Shower (Jewell) on Sunday, August 3, 2014 at 12pm; approx. 50, for a \$125 resident fee and \$50 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to rent the community room for a Christ Child Society Sew-in (Matejka) on Wednesday, August 20, September 17, October 15, and November 19, 2014 from 9:30am to 3pm; approx. 10-15, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to rent the community room for a Wedding Shower (Lupas) on Saturday, August 30, 2014 at 4pm; approx. 20-40, for a \$125 resident fee and \$250 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to rent the community room for an 80th Birthday Party (Malone) on Sunday August 31, 2014 from 2 to 7pm, approx. 150, for a \$125 resident fee, and \$250 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to rent the community room for a Baby Shower (Bonk-Munson Firefighter & Gray-mother-in-law) on Saturday, September 13, 2014, from 10:30am to 5pm, approx. 40, and to waive the fees, with a unanimous vote. Motion carried.

PAVILION RENTALS

Andy Bushman moved and Jim McCaskey seconded to rent the Emmons Pavilion for a Graduation Party (Sarbach) August 3, 2014 from 12pm-10pm, approx. 50-70, for a \$25 resident fee and \$25 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to rent the Emmons pavilion for a Graduation Party (Davis) August 24, 2014 from 1-11pm, approx. 100, for a \$50 nonresident fee and \$25 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to rent the Emmons pavilion for a Graduation Party (Fiucci) August 10, 2014 at 3pm; approx. 75, for a \$25 resident fee and \$250 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to approve the serving of alcohol for a security deposit of \$250 for pavilion no. 2 for a Reunion (Stalker) July 26, 2014 at 1pm, approx. 40, with a unanimous vote. Motion carried. [Rental fee previously approved]

Andy Bushman moved and Jim McCaskey seconded to rent pavilion no. 2 for a Family Reunion (Muehlhauser) August 3, 2014, from 12-6pm; approx. 45, for a \$25 resident fee and \$25 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to rent the pavilion at Scenic River Retreat for a Bridal Shower (Klatka-Westhoven) August 10, 2014 from 12-6pm; approx. 45, and to waive the rental fee with a \$25 security deposit, with a unanimous vote. Motion carried.

COMMUNITY DAY-BOY SCOUTS

Andy Bushman moved and Jim McCaskey seconded to allow the Boy Scouts to collect ice cream tickets for snow cones at the current rates as done in the past. Mrs. McMullen commented that she was told by the Park Board that the Boy Scouts went around soliciting people to buy their snow cones and she already said no to them. Mr. McCaskey said as long as they do not solicit it would be alright. He is donating ice to the Scouts this year.

ENCUMBRANCE SHEET

Andy Bushman moved and Jim McCaskey seconded to approve the encumbrance sheet for July 22, 2014, as written:

2014 Scholarships (15-\$500)	Super Blanket to 12/31/2014	8,500.00
Clemson Portable Restrooms, Inc.	Damages to Portable Restroom	400.00

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ENCUMBRANCE SHEET (continued)

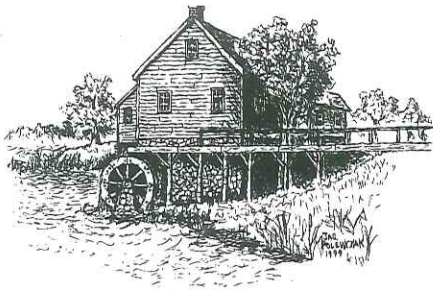
Other – Other Expenses – Parks	Blanket to 12/31/2014	500.00
Veneer Tree Services	Tree Trimming & Removal - Roads	2,000.00
Advanced Materials, LLC	Equipment	3,250.00
Green Vision Materials	Mulch	200.00
Pontem Software	Upgrade software	2,475.00
Blanket	Cordless phones	100.00

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 8:19pm, with a unanimous vote. Motion carried.

Shane H. McMiller Chairman Judith Toth Fiscal Officer



Munson Township

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

Resolution 2014-33

Be it resolved by the Trustees of Munson Township, in a regular session on the 22nd day of July, 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, that the 2014 Budget and Permanent Appropriation be amended as follows:

Additional Revenues to be Certified

To request the Budget Commission to certify additional revenues received in the amount of \$3,827.12 for scholarship purposes and to place them in the Scholarship Fund 9751.

Placement of Additional Revenues in the Permanent Appropriation

That the additional revenues received be placed in the following line item in the permanent appropriation:

Scholarship Fund

9751-990-990-0000	Other – Other Financing Uses	3,827.12
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JIM MCCASKEY 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, July 22, 2014
Judith Toth, Fiscal Officer