

## RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, January 14, 20 14

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 11968-11984 dated 12/31/13, 1/14/14, and 1/17/14 totaling \$14,104.47, EFT Vouchers 15-24 for the 1/17/14 bi-weekly payroll in the amount of \$11,070.95, and warrant 1172 dated 1/14/14 to transfer EMS collections from the lockbox to the primary account, were signed. Warrant 11972 was voided. Correspondence and the Fiscal Officer's monthly report for December were on the table.

MINUTES

Andy Bushman moved and Irene McMullen seconded to approve the December 31, 2013 minutes as written. Roll call vote: Bushman, yes; McMullen, yes; McCaskey, abstain. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to approve the minutes as of January 2, 2014, with a unanimous vote. Motion carried.

GARLAK EAGLE PROJECT/BENCHES AND TABLE

Michael Garlak from Boy Scout Troop 91 presented his preliminary proposal for two benches and a table for the interior of the new town hall for his Eagle project. The construction will be done by Michael and the members of Troop 91 under his leadership. If approved, the project will take five weeks to complete. Oak or poplar will be used for the construction materials and there will be no cost to the township. He suggested three locations. The Trustees will have input on the final design and stain color and will determine the location.

Andy Bushman moved and Jim McCaskey seconded to approve Michael Garlak's Eagle Scout project, as described, with a unanimous vote. Motion carried. Mrs. McMullen will inform the press about the project once it is approved by the Boy Scout program.

Mrs. McMullen asked that the Board be given advance notice about upcoming proposals to give them time to consider projects before making a decision. She proposed appointing a Trustee liaison, but was advised that this would not be a good solution as the boys were responsible for the leadership of the Troop. The Trustees were invited to request an access code to the Troop's website. A resident suggested that the Board initiate a policy of requiring 7 to 10 days notice before acting on a proposal.

FIRE DEPARTMENT

Fire Chief Mark Lynn gave his report. The fire department's year-end report is complete and will be forwarded to the Trustees. They had approximately 1100 calls with \$265,000 received from soft billing. The third cot should be replaced in 2014. The heart monitors need to be replaced by the end of 2015. The current cost is \$30,000 per unit and he asked if the Board wished to stagger the expense by purchasing one monitor in 2014. The fire department is seeking a reimbursement grant for training expenses. Parts were ordered to replace the electric panel. The tile floors and ceiling tiles in the fire department should be replaced and the interior walls painted. The fire department will do as much as the work as possible. The 2014 budget is nearly complete. He asked the Trustees to renew the contract by April 1<sup>st</sup> to keep the contract year April 1 to March 31. Mr. Bushman wanted to meet with the fire department before the Trustees scheduled a workshop. Chief Lynn advised that they had a mechanic on the department, a former Countryside employee, who is able to do the minor repairs. Eighty percent of the fire contract goes for salary related expenses. The fire department is in the process of checking all driveways, road by road, to see if the fire vehicles can get onto the properties. They discovered that the mailbox location can be an issue. He recommended replacing 1990 International Engine #4022 this year or by the beginning of next year. The new engine will be a lower profile than the ladder truck and will be able to get into more areas. The new truck will be the first out which will prolong the life of the ladder truck. With the purchase of the smaller engine, the ladder truck would be used primarily for mutual aid and for commercial locations. The ladder truck and pumper/tanker were purchased at the same time. Prolonging the life of the ladder truck would stagger the replacement of these two vehicles.

FISCAL OFFICER'S MONTHLY REPORT

Andy Bushman moved and Jim McCaskey seconded to accept the Fiscal Officer's monthly report for December 2013, with a unanimous vote. Motion carried.

INTERIOR SECURITY CAMERA

Zoning Inspector Tim Kearns had an amended quote of \$972.09 from Sievers Security to add a security camera to the lobby.

Andy Bushman moved and Jim McCaskey seconded to enter into an agreement with Sievers Security not to exceed 972.09 for the new proposal, with a unanimous vote. Motion carried.



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**PUBLIC COMMENT**

There was no public comment.

**ROAD REPORT**

Road Superintendent Jim Teichman asked the board to renew the agreement with North Coast Aeration Systems for inspection and maintenance of the septic system. North Coast is certified for the inspections. The one year contract for labor is \$500. Parts would be an added charge. Inspection reports are sent to the county health department as required by the EPA.

Andy Bushman moved and Jim McCaskey seconded to enter into a contract for the septic system annual check with North Coast Aeration Systems for \$500, with a unanimous vote. Motion carried.

Mr. Teichman requested authorization to bid for road materials, road salt, virgin asphalt concrete and catch basins and headwalls and to seek quotes for mowing and spring cleanup. He will also check into state contract prices and consider the Geauga County Engineer's consortium if the materials can be delivered to the yard.

Andy Bushman moved and Jim McCaskey seconded to grant Jim Teichman road superintendent authorization to obtain spring bids and mowing quotes, with a unanimous vote. Motion carried.

Mr. Teichman advised he was seeking quotes to repaint the entering Munson signs. The Board made recommendations for vendors.

**COUNTY RESOURCE RENTAL PROGRAM**

Andy Bushman moved and Jim McCaskey seconded to participate in the county engineer's resource rental program formed by the Geauga County Township Association for 2014, with a unanimous vote. Motion carried.

**TOWN HALL PROJECT**

Mr. McCaskey brought up a drainage issue in one section of the parking lot. If left unaddressed the water and ice will cause damage to the asphalt and the icy area will be a hazard. The road superintendent will discuss solutions with the construction manager and bring a proposal to the next meeting. If no solution is found the construction manager will be asked to attend the meeting. Mr. Teichman discussed the need for insulation for the apparatus bay roof. During the freeze, all of the gutters were backed up. The heat tapes need to be reinstalled. There is heat loss in a few areas in the old section and also in the new part of the building. The construction manager and architect will be consulted for a solution. The board discussed the need for a plan and cost estimate for playground equipment for the town hall park. The Park Board will need some guidance as to rough parameters and budget. This will be placed on the agenda for the next meeting.

**FOLDING CHAIRS**

The Board addressed a request from Matt Moormeier on behalf of the Chardon Chamber of Commerce to purchase fifteen of the old brown folding chairs.

Andy Bushman moved to sell the folding chairs to the Chamber of Commerce for fifteen dollars per chair. The board was not in agreement whether the chairs were to be sold either to an outside party or at the flea market, or if there was a need to donate them to the fire department. The Board asked Chief Lynn to review his inventory. The chairs will be placed on the agenda for the next meeting.

**CORRECTION TO INVENTORY**

Andy Bushman moved and Jim McCaskey seconded to add the 2001 Leeboy asphalt paver back onto the Road Department inventory, erroneously deleted, with a unanimous vote. Motion carried.

**ANNUAL ROAD MILEAGE CERTIFICATION**

Andy Bushman moved and Jim McCaskey seconded to accept the ODOT annual road mileage certification for up to 48.125 miles, with a unanimous vote. Motion carried.

**HEALTHY COMMUNITIES INITIATIVE**

Mrs. McMullen asked for the Board's authorization to send an introductory letter to all of the businesses, churches, and schools in Munson Township informing them about the healthy communities' initiative and requesting volunteers for the committee. The Board was given a draft of the letter to review prior to the meeting. She proposed planning an event once per quarter and hoped to kick off the event in February. Mr. McCaskey asked if this would be a duplication of other programming already provided in the community. Mrs. McMullen said this would provide residents with an opportunity to be healthier and draw people out to be a part of the community at no cost to the township. The Cleveland Clinic will provide the resources for the first year. University Hospitals has also been invited to participate.



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TOWNSHIP PURCHASES

Mrs. McMullen asked for discussion on when a purchase may be made by the staff and when a purchase must come before the Board, as there had been some disagreement. Mrs. Toth said that there were blanket purchase orders to replace items as needed that had been approved by the Board in the past. Purchases of new items or larger purchases were discretionary and should come before the board. Floor mats were purchased for the lobby. Mrs. Toth suggested that this was prudent as the floors were slippery. Quotes will be submitted to the Board in a memo for a decision on additional mats for the administrative lobby and community room. Directional signs for the offices will also come before the board.

SIGN BOARD FOR MEETINGS

Quotes will be provided for a glass-enclosed bulletin board for the lobby to post meeting times and announcements. The Board discussed whether to continue posting meeting notices on the outdoor sign located at the front of the building. The door is no longer used as an entrance. Several residents present in the audience said that they still looked for information on the outdoor sign. The township will continue to keep the outdoor sign board updated.

PLACEMENT OF WOODEN SIGNS

The Township has two carved wooden signs of the Fowlers Mill that were hanging in the old trustee meeting room and community room. Mrs. McMullen asked where the Board would like to place them. A decision will be made after the renovations are completed.

TRUSTEE MEETING ROOM DOOR

The Board discussed the door from the Trustees meeting room to the old hallway. Currently the plans call for the door to be removed. Mr. Bushman suggested that the door remain. Mrs. McMullen noted that unless the Board takes action to change the plans the door will be removed.

WINDOW COVERINGS

The Trustees reviewed quotes from Sandy Royle and Cindy Bocchieri for blinds for the windows in the offices, community room and meeting rooms. The Trustees will need additional information to compare the quotes and will also request the staff's recommendations.

DAMAGE FEE

The Board addressed a request from Lisa Breier representing Boy Scout Troop 91 to waive the annual damage fee for the community room rental. The Troop is sponsored by the fire department, which holds their charter. The fire department would not be charged a fee if they reserved the room for the Troop. Mrs. Breier asked if the Board wanted a scout liaison to attend the Trustees meetings. Mrs. McMullen responded that the board did not wish to be a stumbling block or to add to the scouts' responsibilities. A week's notice for the Eagle projects will be sufficient.

EXECUTIVE SESSION FOR PERSONNEL COMPENSATION AND EMPLOYMENT

Andy Bushman moved and Jim McCaskey seconded to go into executive session to discuss personnel compensation and employment, with a unanimous vote. Motion carried. Jim Teichman was asked to remain for the executive session.

The Trustees came out of executive session at 8:50pm and the regular meeting resumed. Raises will be discussed at the next meeting.

BLUEMMEL

Andy Bushman moved and Irene McMullen seconded to place Kristen Bluemmel as a permanent part time employee at her current rate. Roll call vote: Mr. Bushman, yes; Mrs. McMullen, yes; Mr. McCaskey, abstain. Motion carried.

COMMUNITY ROOM RENTALS

Andy Bushman moved and Jim McCaskey seconded to allow Boy Scout Troop 91 to use the community room every Monday for the remainder of the year in 2014, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to approve the community room rental agreement for a children's birthday party (Koch) on January 18, 2014 from noon-4pm, \$250 rental, \$250 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to approve the community room rental agreement for Webelos Pack 91 den meetings (Kastor) January 21, February 3, February 18, 2014 at 6:45pm, approx. 13, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to approve the community room rental agreement for a Chardon Youth Cheerleading meeting (Evans) January 26, 2014 at 6pm, approx. 25, and to waive the fees, with a unanimous vote. Motion carried.

J Toth  
pkh  
at 8:10  
p.m.



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#### COMMUNITY ROOM RENTALS (continued)

Andy Bushman moved and Jim McCaskey seconded to approve the community room rental agreement for a Cub Scout pack meeting (Callahan) January 29, 2014 from 7-8:30pm, approx. 50, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to approve the community room rental agreement for a Munson Girl Scout meeting (Evans) February 7, 2014 at 5pm, approx. 40, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to approve the community room rental agreement for Geauga Engineering and Robotics 4H meetings (Taupieka) February 12, March 12, April 12, May 14, and June 11, 2014 at 6pm, approx. 40, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to approve the community room rental agreement for a baby shower (Meyer-Munson Fire Fighter) on February 16, 2014 from noon-5pm, approx. 50, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to approve the community room rental agreement for Breeders and Feeders 4H meetings (Teichman) February 23, March 23, and April 27, 2014 from 1-7pm, approx. 75, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to approve the community room rental agreement for a First Communion Party (Legan) May 3, 2014 at 11am, for a \$125 fee and \$50 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to approve the community room rental agreement for the Annual Republican Women's Dinner (Fromhercz) on February 28, 2014 at 4pm, approx. 65, for a \$125 resident fee, with a unanimous vote. Motion carried.

#### PAVILION RENTAL

Andy Bushman moved and Jim McCaskey seconded to rent Pavilion No. 2 for a reunion (Stalker) on July 26, 2014 at 1pm, approx. 40, for a \$25 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 family reunion (Wetzel) on July 26, 2014 at 10:30am, approx. 50, for a \$50 fee and \$250 security deposit, with a unanimous vote. Motion carried.

#### SCHOLARSHIP COMMITTEE/DONATIONS

Mr. McCaskey inquired about the township's scholarships and was informed that the candidates are interviewed by the scholarship committee of Frank Gliha, Jim Metzger, John Eklund, Andy Bushman, and Claudia Toth. The Scholarship committee makes its recommendations to the Trustees. In the past an anonymous donor has supplemented the scholarships so that every applicant received a full scholarship. Mr. McCaskey advised that he learned from his experience on other boards that the township should have a policy in place for accepting donations.

#### RECYCLING

The Board discussed problems over the weekend with the transition to the new company for recycling. There were not enough bins and Geauga Trumbull did not provide the help for cleanup as was promised. Mr. McCaskey and the road department members spent several hours cleaning up the overflow. Several emails passed between the Board members to try to resolve the problems. The Board was informed that there were not enough drivers and that there were limits to the number of man hours that truck drivers were allowed to drive. Mr. Bushman checked other recycling locations in the county and advised that they were all experiencing the same problems. Abitibi has two hoppers without lids. Mr. McCaskey asked what measures could be taken to keep the debris from blowing into the neighbor's yard and suggested that the Abitibi containers be moved to the south side of the parking lot. He said that if this did not resolve the problem, he would entertain erecting a fence. The Board discussed decreasing the number of paper and cardboard recycling containers as paper was now accepted with the mixed recycling, but agreed not to reduce the number until the other issues had been resolved. The Board will request six Rumpke hoppers for the mixed recycling – currently there are four. Abitibi will be asked to replace the missing lids. The paper recycling notice on the Rumpke mixed recycling hoppers will be covered to encourage residents to continue to separate out their paper and cardboard and to place it in the Abitibi containers as the township receives a rebate from Abitibi.

#### ENCUMBRANCE SHEET APPROVAL

Andy Bushman moved and Jim McCaskey seconded to approve the encumbrance sheet for January 14, 2014, as written:

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ENCUMBRANCE SHEET (continued)

N.E.O.F.P.A.	2014 Annual Dues – Mark Lynn	100.00
Bureau of Workers Comp.	Premium 1/1/13-12/31/13	9,626.14
Chris Miller	Frame Zoning Map	225.00
NFPA	Membership Dues – Mark Lynn	165.00
Treasurer, State of Ohio	Cooperative Purchasing Administrative Fee	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 9:37pm, with a unanimous vote. Motion carried.

Irene H. McKinnon Chairman Judith Toth Fiscal Officer  
J. R. C.