

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, January 22, 20 19

The meeting was called to order at 6:30pm by Chairman Jim McCaskey with Trustees Irene McMullen and Andy Bushman and Fiscal Officer Judy Toth present. The Chairman led the Pledge of Allegiance. Warrants 16321-16334 dated 1/22/19 totaling \$17,666.94, EFT vouchers 14-22 for the 1/25/19 bi-weekly payroll totaling \$11,010.85, and Warrant 1288 dated 1/22/19 for \$6,790.60 to transfer EMS collections from the lockbox, were signed.

MINUTES

Andy Bushman moved and Irene McMullen seconded to approve the minutes of January 8, 2019, with a unanimous vote. Motion carried.

PUBLIC COMMENT – none.

FOUNDATION FOR GEAUGA PARKS

Casey Forbes and Claudia Toth spoke on behalf of the Foundation for Geauga Parks. The Foundation supports all of the parks in Geauga County and is offering its resources for the Munson Township Scenic River trails project. The Foundation raises funds to augment educational programs for the parks. Some of their major projects were for the Nature Center at Westwoods and Observatory Park. Nature Scopes is a yearlong project for every 5th grade classroom in Geauga County. Nine hundred enrolled this year and approximately 7-8,000 students have participated to date. The Chip Henry Institute provides outdoor education. The Foundation looked forward to working with the Township on its project.

SCENIC RIVER TRAILS

Mrs. McMullen expected to have the quotes for the Scenic River trails by the next meeting. The trail will be a 1.1 mile loop from the pavilion to the lake and through the woods. The Park Board mapped out a jog to the river, but it will not be included in this project.

FIRE DEPARTMENT REPORT/CHIEF ALAN ZWEGAT

Chief Zwega reported the Zodiac will be picked up by the end of the month, and Heavy Rescue 4071 in March. He emailed the Trustees a final quote for the security system from Sievers Security and asked the Township to pay \$5,000 of the total \$10,624 cost. The Board encumbered \$4,000 and will encumber the balance at the next meeting.

Mr. McCaskey thanked the fire department for the timely and relevant information on their Facebook page. The page has been well received and is reaching an ever-expanding number of people.

ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

Mr. Teichman had two quotes of \$4,100 and \$4,300 for a vac truck to clean out the apparatus bay tank, but will need to do more research. The Board agreed to authorize up to \$5,000 and to allow the road superintendent to choose the best vendor. The Ohio EPA evaluated the road department for possible violations. The Township has until the 30th to give a written response to their findings. Mrs. McMullen asked to be kept updated.

Andy Bushman moved and Irene McMullen seconded to allow road superintendent Jim Teichman to prepare bid packages for spring bids, with a unanimous vote. Motion carried.

Mr. Teichman spoke to all three mowing contractors. They were interested in mowing for the same contract amount this year.

Andy Bushman moved and Irene McMullen seconded to allow Jim Teichman to contact the mowing vendors from last year to facilitate the mowing contracts for this year, with a unanimous vote. Motion carried.

Electolite will install the lighting inside the maintenance building. The outside will be done when the weather is conducive. Mr. Teichman will get a quote for lighting for additional areas. Mrs. McMullen suggested using funds from the 2019 NOPEC grant.

The Township has the materials to install a chair rail in the hallway as was done in the meeting room. A road department employee owns the equipment for the job and is requesting \$192 for the rental. The Trustees agreed the Township should pay the employee for use of his equipment, but wanted a quote from Chester Rental to compare the cost.

Mr. Teichman updated the Board on the progress of the fueling station. The engineer's blueprints will be forwarded to two contractors for quotes. He will have their quotes and the cost for the permit fees for the next meeting.

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CREDIT CARD POLICY

Andy Bushman moved and Irene McMullen seconded to approve the credit card policy as written with a \$100 limit, with a unanimous vote. Motion carried. The Trustees signed the policy. This limits expenditures not already covered under existing blanket encumbrances and purchase orders.

PARK RESTROOM CLEANING CONTRACT

Andy Bushman moved and Irene McMullen seconded to approve the contract for park restroom cleaning not to exceed \$25 per week, with a unanimous vote. Motion carried. The Trustees signed the contract.

BWC THIRD PARTY ADMINISTRATOR

Andy Bushman moved and Irene McMullen seconded to approve the CompManagement agreement for \$410, with a unanimous vote. Motion carried.

2018 TOWNSHIP HIGHWAY SYSTEM MILEAGE CERTIFICATION

Andy Bushman moved and Jim McCaskey seconded to certify the township mileage at 48.125, with a unanimous vote. Motion carried.

FIRE STATION SECURITY SYSTEM

Andy Bushman moved and Irene McMullen seconded to authorize \$5,000 for the Sievers Security System for the Munson Township Fire Department side of the building, with a unanimous vote. Motion carried.

TOWNSHIP ENTERING MUNSON SIGNS

Mr. Bushman will meet with Office Manager Paula Friebertshauser regarding the colors.

RECYCLING CENTER

Mr. McCaskey had calls in to Geauga Trumbull (mixed recycling) and Royal Oaks (paper) but had not heard back. Both are aware that March 1 is the anticipated closure date. He noted that Chardon City is considering a single hauler for curbside recycling.

WELL UPDATE

Mr. McCaskey will meet with the Ohio EPA. The new well will be located between the community room and the ball field fence. The Ohio EPA accepted Option B and the Township will continue to use the Fire Department well in the interim.

BASEBALL LEAGUE

Mr. Bushman will coordinate a meeting between the Trustees and the Baseball League.

NEW DUGOUTS

Weather permitting, the block will be laid this week.

RESOLUTION 2019-03/FUND TRANSFER

Resolution 2019-03 was made by Andy Bushman and seconded by Irene McMullen for within fund transfers in the General Fund and Road and Bridge 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.]

NOPEC GRANT

NOPEC has awarded the Township an Energized Community Grant of \$18,964. Mrs. McMullen will begin work on an application for additional lighting and research the cost to change the Township's streetlights from incandescent to LED.

OUTSIDE MEETINGS

Mr. McCaskey and Mrs. Toth attended the Geauga County Township Association Quarterly meeting January 9 in Parkman. Mrs. McMullen attended a Senior Services meeting. Mr. McCaskey praised the veterans' services in Geauga County.

ACH TRANSFERS

Mrs. Toth advised that Middlefield Bank does not charge a fee for ACH transfers between the secondary accounts and the township's primary bank account and she will no longer need to write and deposit checks to avoid these fees.

MEETING ATTENDANCE

Mr. McCaskey contacted the sheriff's deputy who provides additional patrol for the Township. He will give his report the first meeting of the month beginning in February. Mr. McCaskey suggested that the Board invite the zoning inspector to attend the last meeting of each month.

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ENCUMBRANCE SHEET

Andy Bushman moved and Irene McMullen seconded to approve the encumbrance sheet for January 22, 2019:

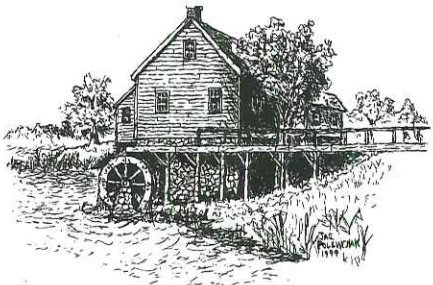
Centerra Co-op	Truck Fuel (Then and Now)	898.95
Munson Fire Department	2018 Carryover Funds	11,913.43
Munson Fire Department	2019 Contract Payments	338,000.00
Sievers Security	Fire Department Security System	4,000.00
Blanket - Other Expenses	Indigent Burials, Etc.	1,500.00
Blanket – Contracted Services	General Fund (Fire Dept.)	1,000.00
Blanket – Contracted Services	Road and Bridge Fund	4,000.00
Blanket – Machinery, Equip. Furn.	Additional Phone for Fire Dept.	200.00

with a unanimous vote. Motion carried.

MEETING ADJOURNED

Andy Bushman moved and Irene McMullen seconded to adjourn the meeting at 7:21pm, with a unanimous vote. Motion carried.

 Chairman  Fiscal Officer



Munson Township

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

Resolution 2019-03

Be it resolved by the Trustees of Munson Township, in a regular session on the 22nd day of January, 2019, at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen that Mr. Bushman moved the adoption of the following resolution:

That the 2019 Temporary Appropriation be amended, as follows:

Transfers Within Funds

In the General Fund, within fund transfers, as follows:

1,250.00	to 1000-410-599-0000	Other – Other Expenses
	from 1000-610-599-0007	Other – Other Expenses{Community Picnic}
1,000.00	to 1000-120-360-0220	Contracted Services
	from 1000-120-351-0000	Electricity
4,000.00	to 1000-760-730-0220	Improvement of Sites{Fire Department}
200.00	to 1000-760-740-0220	Machinery, Equipment and Furniture{Fire Dept.}
	from 1000-760-740-0110	Machinery, Equipment and Furniture{Admin.}

In the Road and Bridge Fund, a within fund transfer, as follows:

4,000.00	to 2031-330-360-0000	Contracted Services
	from 2031-330-190-0000	Other – Salaries

Mrs. McMullen 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: Judy Toth, January 22, 2019
Judy Toth, Fiscal Officer