

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES ORGANIZATIONAL

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, January 3, 20 17

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 14657-14668 dated 12/30/16, 12/31/16 and 1/3/17 totaling \$10,918.48 were signed.

MINUTES

Andy Bushman moved and Irene McMullen seconded to approve the December 13, 2016 minutes, as corrected, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to approve the December 27, 2016 minutes, as written, with a unanimous vote. Motion carried.

FIRE REPORT/CHIEF MARK LYNN

Fire Chief Lynn reported that a fire department squad was involved in a minor accident at the corner of 322 and Bass Lake Road January 2nd at 4:30pm. The squad was transporting a patient. No one, including the patient, was injured, and the squad is still in service with minor damage. The incident is in the hands of the state patrol. There were 15 more calls in 2016 compared to 2015 and no incidents at Alpine Valley. The Trustees addressed a public record request for any offer of charitable donations or gifts from a hospital system. The donations are referenced in the Trustees' minutes and copies of the minutes will be provided to the requester.

ORGANIZATIONAL MOTIONS

Officers

Andy Bushman opened the nominations for Chairman. Jim McCaskey nominated Irene McMullen.

Andy Bushman moved and Irene McMullen seconded to close the nominations for Chairman, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Irene McMullen Chairman of the Munson Township Board of Trustees for 2017, with a unanimous vote. Motion carried.

Andy Bushman opened the nominations for Vice-Chairman. Jim McCaskey nominated Andy Bushman.

Andy Bushman moved and Irene McMullen seconded to close the nominations for Vice-chairman, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Andy Bushman Vice-chairman of the Munson Township Board of Trustees for 2017, with a unanimous vote. Motion carried.

Andy Bushman opened the nominations for Clerk-pro-tem. Jim McCaskey nominated himself.

Andy Bushman moved and Irene McMullen seconded to close the nominations for Clerk-pro-tem, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Jim McCaskey Clerk-pro-tem of the Munson Township Board of Trustees for 2017, with a unanimous vote. Motion carried.

Meeting Days and Times

Andy Bushman moved and Irene McMullen seconded that in 2017, the regular meeting days and times shall be the second and fourth Tuesdays of every month, and that special meeting dates and times will be called as needed, with a unanimous vote. Motion carried.

Mileage/Reimbursement/Allowances

Andy Bushman moved and Irene McMullen seconded that the Munson Township mileage reimbursement rate shall be equivalent to the current Internal Revenue Service rates when personal vehicles are used for township business outside the township for elected officials, and for township business anywhere, for appointed officials and employees, with a unanimous vote. Motion carried. Let the record reflect the current 2017 IRS rate for business is 53.5 cents per mile.

Andy Bushman moved and Irene McMullen seconded to reimburse elected officials for year 2017 when a personal cellular phone is used for township business in compliance with the IRS regulations for reimbursement calculation; no roaming charges or other charges shall be reimbursed; requests for reimbursement shall be made monthly on a reimbursement form provided by the township to which a copy of the cellular bill has been attached, with a unanimous vote. Motion carried.

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ORGANIZATIONAL MOTIONS

Allowances (continued)

Andy Bushman moved and Irene McMullen seconded to grant Munson Township Road Superintendent Jim Teichman a monthly cellular phone allowance for 2017 in the amount of \$75.00 per month to be included in his monthly paycheck; a copy of the cellular phone bill shall be submitted bi-annually to the township fiscal officer, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to grant Munson Township Fire and EMS Administrator Mark Lynn a monthly cellular phone allowance for 2017 in the amount of \$75.00 per month to be included in his bi-weekly paycheck; a copy of the cellular phone bill shall be submitted bi-annually to the township fiscal officer, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to grant Office Manager Paula Friebertshauser, Clerical Assistant Julie Johnston, Zoning Inspector Jim Herringshaw, and Zoning Secretary Kristen Bluemmel a cellular phone allowance in the amount of \$10.00 per pay period for 2017, to be included in the employee's paycheck, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to grant the road department employees, other than the Road Superintendent, a cellular phone allowance in the amount of \$10.00 per pay period for 2017, to be included in the employee's paycheck, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to approve a 2017 clothing allowance for the road department employees of \$300, paid in \$150 increments in March and September, to be included in the employee's paycheck, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to allow township funds to be used to pay up to a 20% gratuity on meal bills when the meals are paid for or reimbursed with township funds, with a unanimous vote. Motion carried.

Depositories

Andy Bushman moved and Irene McMullen seconded that the depository for Munson Township funds for Year 2017 shall be The Middlefield Banking Company; the depository for EMS collections and the HRA account shall be secondary checking accounts; deposits shall be made within three working days. Roll call vote: Mr. Bushman, yes; Mrs. McMullen, yes; Mr. McCaskey, abstain. Motion carried.

Holidays

Andy Bushman moved and Irene McMullen seconded that the ten legally recognized Year 2017 holidays will be New Years Day, Sunday, January 1, observed Monday, January 2; Martin Luther King Jr. Day; Monday, January 16; Presidents' Day, Monday, February 20; Memorial Day, Monday, May 29; Independence Day, Tuesday, July 4; Labor Day, Monday, September 4; Columbus Day, Monday, October 9; Veterans Day, Saturday, November 11, holiday taken Friday, November 24 the day after Thanksgiving; Thanksgiving Day, Thursday, November 23; and Christmas, Monday, December 25, with a unanimous vote. Motion carried.

Memberships

Andy Bushman moved and Irene McMullen seconded for Munson Township to continue membership in the Chagrin River Watershed Partners in 2017, with a unanimous vote. Motion carried. The Trustees questioned the assessed fee of \$2,274, and will ask for more information about the services provided to Munson residents.

Andy Bushman moved and Irene McMullen seconded for Munson Township to continue membership in the Western Reserve Land Conservancy in 2017. Roll call vote: Mr. Bushman, yes; Mrs. McMullen, yes; Mr. McCaskey, abstain. Motion carried.

Andy Bushman moved and Irene McMullen seconded to contribute \$250 for our continued membership, with a unanimous vote. Motion carried.

Appointments

Andy Bushman moved and Irene McMullen seconded to appoint Jim McCaskey as Munson Township's representative to the Health District Advisory Council for 2017, with a unanimous vote. Motion carried.

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Appointments (continued) –

Andy Bushman moved and Irene McMullen seconded to appoint Irene McMullen as Munson Township's alternate to the Health District Advisory Council for 2017, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Irene McMullen as Munson Township's representative to the Western Reserve Land Conservancy for 2017, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Irene McMullen as Munson Township's representative to the Chagrin River Watershed Partners for 2017, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Andy Bushman as Munson Township's alternate to the Chagrin River Watershed Partners for 2017, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Jim McCaskey as Munson Township's liaison with the Geauga County Sheriff's Department for 2017, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Irene McMullen as Munson Township's liaison with the Geauga County Engineer's office for 2017, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Andy Bushman as Munson Township's liaison with the Munson Fire Department for 2017, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Andy Bushman as Munson Township's representative to the Geauga Safety Council for 2017, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Irene McMullen as Munson Township's representative to NOPEC [Northeast Ohio Public Energy Council] for 2017, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Judy Toth as Munson Township's prevailing wage coordinator for 2017, with a unanimous vote. Motion carried.

Vice-chairman

TOWNSHIP EVENTS

Andy Bushman moved and Irene McMullen seconded to hold Munson Township's Memorial Day Service on Memorial Day at 8:30am, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to hold trick or treat in Munson Township on Tuesday, October 31, 2016 from 6-8pm, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to have rubbish week the last full week of April, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to approve the park and recreation board events, as follows: Indoor Flea Market, Saturday, March 18, \$300; Easter Egg Hunt, Saturday, April 15, \$500; Fishing Derby, Sunday, May 21, \$300; Fishing Derby, Saturday, August 26, \$300; and the Indoor/Outdoor Flea Market, Saturday, September 9, location to be determined, with a unanimous vote. Motion carried.

TOWNSHIP HALL INVENTORY

Andy Bushman moved and Irene McMullen seconded to accept the deletions from the 2016 township hall inventory, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to accept the 2017 township hall inventory, with a unanimous vote. Motion carried.

ROAD DEPARTMENT INVENTORY

Andy Bushman moved and Irene McMullen seconded to accept the deletions from the 2016 road department inventory, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to accept the 2017 road department inventory, with a unanimous vote. Motion carried.

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ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

2017 Road Report - The 2017 road report was emailed to the board prior to the meeting. Andy Bushman moved and Irene McMullen seconded to accept the township's 2017 annual road report, with a unanimous vote. Motion carried.

Spring Bids and Mowing Quotes

Mr. Teichman requested authorization to go out for spring bids and to get mowing quotes. Andy Bushman moved and Irene McMullen seconded to authorize the road superintendent to get the spring bids and prepare the mowing quotes, with a unanimous vote. Motion carried.

Septic Maintenance and Repairs

Mr. Teichman submitted a quote of \$585.29 from Northcoast Aeration Systems to replace the third aerator for the township septic system, and septic maintenance agreements from Northcoast Aeration Systems and DeGreen Construction Services.

Septic Maintenance and Repairs (continued)

Andy Bushman moved and Irene McMullen seconded to do the septic repairs as presented, to Northcoast, not to exceed \$600, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to approve the yearly maintenance service agreement for the aerator and grinder with Northcoast Aeration Systems, not to exceed \$500, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to approve the yearly maintenance service agreement with DeGreen Construction Services, Inc. for the drip system not to exceed \$150, with a unanimous vote. Motion carried. The Chairman signed the agreements.

Waterfowl Lane Sign and Snow Removal

Jim McCaskey received a request from a resident on Waterfowl Lane to replace the subdivision sign. He explained to the resident that the sign a private sign on private property, and is the responsibility of the homeowners. He received a complaint that the road was not plowed wide enough at the curves. He looked at the road and did not find a problem. He asked the road superintendent to put a couple more stakes in.

ZONING INSPECTOR APPOINTMENT

Andy Bushman moved and Irene McMullen seconded to appoint Jim Herringshaw as the Munson Township Zoning Inspector, former Assistant Zoning Inspector, at \$18.00 per hour, effective the first pay period in 2017, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to allow up to \$100 for a retirement party for Zoning Inspector Tim Kearns, with a unanimous vote. Motion carried.

RESOLUTION 2017-01/FIRST HALF ADVANCE

Resolution 2017-01 was made by Andy Bushman and seconded by Irene McMullen to request an advance of the first half real estate taxes, dates for advances, January 27, and February 3, 2017, with a unanimous vote. Motion carried.

EXECUTIVE SESSION FOR PERSONNEL DISCIPLINE

Andy Bushman moved and Irene McMullen seconded to go into executive session at 7:14pm for employee discipline, with a unanimous vote. Motion carried. The regular session resumed at 8:10pm.

SPECIAL MEETING

Andy Bushman moved and Irene McMullen seconded to hold a special meeting on Saturday, January 7, 2017 at 7:30am for an executive session for personnel discipline, with a unanimous vote. Motion carried.

2016 FINANCIAL REPORT

The Township has been preparing OCBOA reports for end of year financial reporting. Mrs. Toth asked the board to terminate the contract with Local Government Services for OCBOA reporting and approve Regulatory reports to eliminate the \$800 cost for LGS services. In her experience, there has been no purpose for the more comprehensive reports and they are time consuming to prepare. Approximately 80 percent of the townships file regulatory and receive the "adverse opinion" during audits. Mr. Bushman asked for time to consider her request.

MEETING ADJOURNED

Jim McCaskey moved and Irene McMullen seconded to adjourn the meeting at 8:23pm, with a unanimous vote. Motion carried.

Irene H. McMullen Chairman Judy Toth Fiscal Officer