

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, July 9, 2019

The meeting was called to order at 6:30pm 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 Board signed warrants 16689-16728 dated 7/9/19 totaling \$348,399.52 and EFT Vouchers 248-256 for the 7/12/19 bi-weekly payroll totaling \$9,464.59. Warrant 16699 was voided. Mr. McCaskey welcomed new road superintendent, Kirk Walker.

AIDEN MANN EAGLE SCOUT PROJECT

Aiden Mann from Boy Scout Troop 91 updated the board on his Eagle project to install a fishing dock at Scenic River. The Geauga County Building Department will not require a permit. They recommended cedar, but either cedar or pressure treated wood would be acceptable. Munson Zoning will require an engineer's stamp and a zoning certificate. He had the Park Board's approval. The Township and Lake Erie Boy Scout Council also need to approve the project before he can solicit funds.

Irene McMullen moved and Andy Bushman seconded that Aiden Mann's Eagle Scout project for a replacement fishing dock be approved, with a unanimous vote. Motion carried. The Trustees' approval is contingent on the engineer's stamp. Mrs. McMullen suggested the Foundation for Geauga Parks as a fundraising source. She will talk to the Foundation as soon as Aiden gets approval from Council. The Board signed his documents. Aiden will provide the Township with a copy. The project will cost approximately \$3,400. He asked if the Township had funds to allocate for the project. McCaskey asked him to do his fundraising and then come back to the Board.

MINUTES

Irene McMullen moved and Andy Bushman seconded to approve the minutes of June 25, 2019, with a unanimous vote. Motion carried.

CEMETERY DEED

The Trustees signed a deed to Bruce Lester for Maple Hill III Cemetery, Lot 338, Grave 4.

PUBLIC COMMENT – none.

FIRE DEPARTMENT/CHIEF ALAN ZWEGAT

Chief Zwegat reported that the flashing signs were up and operating. Striping will be done soon. The training at the Ravenna Road property went well. The building will be burned down at a later date. The Trustees attended the event. The earliest estimated delivery on the new squad is July 24. Bushman advised there would be no prepayment penalty.

Squad Purchase - Irene McMullen moved and Andy Bushman seconded to enter into an agreement with Geauga Credit Union, Inc. for an amount not to exceed \$238,000 for the purchase of a new squad, with a unanimous vote. Motion carried. The new squad will replace 4054. The Board signed the documents.

The check from Eagletown for the purchase of the heavy rescue vehicle was made out to the Fire Department and deposited in their account. The Fire Department will remit the funds to the Township.

Flashers - McCaskey raised objections to approving payment for the flashers. They were requested, but the Township never approved the expense. McCaskey suggested splitting the bill. Chief Zwegat explained that the Fire Department ordered the flashers with the expectation that the Fire Department would pay if the Township did not approve the project. The company moved forward without their knowledge. In addition, there was a mix-up and they did not receive the invoice. Jim McCaskey moved and Irene McMullen seconded to split the bill from K & K. Mr. McCaskey asked for discussion. Mr. Bushman wanted to pay the whole amount. The Chief agreed to split it. Roll call vote: Mrs. McMullen, yes; Mr. McCaskey, yes; Mr. Bushman, no. Motion carried.

ROAD REPORT/JIM TEICHMAN AND KIRK WALKER

Retiring road superintendent Jim Teichman discussed waste treatment for the fire station bay and a water softening system for the new town hall well. He had estimates from Servisoft and Kinetico. Road Dept. employee Adam McKinney and Jim McCaskey met with the Ohio EPA during their 5-year assessment. They will not require the Township to hire the services of a civil engineer in order to replace the softener. McCaskey recommended Servisoft as their quote was detailed and professional. A resident recommended brass parts as opposed to plastic as the unit will use less salt. Superintendent Walker will meet with Adam McKinney for a decision on a softener at the first meeting in August. Superintendent Teichman reported

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20 19

ROAD REPORT (continued)

that the storage tank for the shop floor drains was capped and emptied. He found a 1984 drawing from when the maintenance building was built, and sent a draft permit to install to the Ohio EPA. The EPA will not allow the Township to cap the tank. It must be evaluated for continued use or replacement. The Township will need a civil engineer to make a determination in order to respond to the EPA by the deadline.

Irene McMullen moved and Andy Bushman seconded to approve a blanket certificate for engineering services and to authorize Chairman McCaskey to contract with the engineer in an amount not to exceed \$2,000, with a unanimous vote. Motion carried.

Teichman reported that the Township is on the contractor's schedule to asphalt the parking lot. McCaskey asked him to coordinate with Community Day August 3. Concrete was poured a week ago and will need 28 days to cure. The Township needs to sign for tax exemption and a title for the new 5500 Dodge truck at Junction Auto. The Fiscal Officer will sign the forms. Superintendent Walker requested authorization to purchase two cabinets for the maintenance garage at \$3,500 per unit to be paid with scrap metal funds.

Irene McMullen moved and Andy Bushman seconded to approve the purchase of new age cabinets not to exceed \$7,000, with a unanimous vote. Motion carried.

Mrs. McMullen will work with the road department to come up with a plan for their space and include their priority items for the building. She suggested coordinating when possible with town hall projects. Mr. Bushman wanted to see the plan first.

DIESEL MITIGATION GRANT FOR NEW TRUCKS

Mrs. McMullen is working on a draft proposal to apply for a grant to purchase two trucks in 2020, at an approximate cost of 138,423.80, with a 75 percent township match. The Township will need to apply for two trucks to meet the \$50,000 minimum. The Board asked the Fiscal Officer to review the funds. Mrs. McMullen will continue to work on the draft as the deadline is approaching.

RESOLUTION 2019-23/RENEWAL 5 YEAR 2.1 MILL ROAD LEVY

Resolution 2019-23 was made by Irene McMullen and seconded by Andy Bushman to place a 2.1 mill 5 year renewal levy for road and bridge purposes on the November 5, 2019 ballot, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

RESOLUTION 2019-24/ RENEWAL 5 YEAR 1.75 MILL FIRE LEVY

Resolution 2019-24 was made by Andy Bushman and seconded by Irene McMullen to place a 1.75 mill 5 year renewal levy for fire purposes on the November 5, 2019 ballot, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

EMMONS CONSERVATION EASEMENT

The Emmons family discovered a typographic error when they were getting ready for a potential buyer. The Township will resign the corrected document.

Irene McMullen moved and Andy Bushman seconded the Trustees enter into an amendment to the grant of conservation easement with Emmons and the Western Reserve Land Conservancy, with a unanimous vote. Motion carried.

MAYFIELD/AUBURN INTERSECTION LIGHTING

The Township's request for lighting at the intersection of Mayfield and Auburn Road was denied.

TOWN HALL RENOVATIONS/MAINTENANCE

Office Manager Paula Friebertshauser will get quotes for flooring for the old section of the Town Hall to get a ballpark cost. McCaskey brought up the lighting that was installed in the men's restroom. The contractor installed the lighting without authorization as an example and then gave the Township a quote. Jim McCaskey moved to return the men's restroom to its original condition in the Town Hall. Irene McMullen seconded. Discussion followed. Roll call vote: Mr. McCaskey, yes; Mrs. McMullen, yes; Mr. Bushman, yes. Motion carried. Jim McCaskey made a further motion that Covert do no work on Township property without written prior approval. Mr. Bushman did not feel this motion was necessary. Mr. McCaskey agreed the contractor did great work. The motion died for lack of a second. Mr. Bushman will talk to the contractor.

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SCENIC RIVER RAIN GARDEN GRANT

The Park Board would like 10 markers for the plants. Mrs. McMullen advised that If it is done right away, it would be covered by the grant. The Chagrin River Watershed Partners will place the order and pay the invoice.
Irene McMullen moved and Andy Bushman seconded to have labels made for the plants, with a unanimous vote. Motion carried.

OUTSTANDING DRIVEWAY CULVERT INVOICES

Mr. Bushman asked for time to check the list one more time to make sure that he had contacted everyone.

FISCAL OFFICER'S MONTHLY REPORT

Irene McMullen moved and Andy Bushman seconded to approve the fiscal officer's June monthly report, with a unanimous vote. Motion carried.

QUARTERLY EMS REPORT

Irene McMullen moved and Andy Bushman seconded to approve the fiscal officer's second quarter EMS report, with a unanimous vote. Motion carried.

MEETING RECESSED

The Board recessed the meeting to allow the fiscal officer to prepare a fund transfer.
Irene McMullen moved and Andy Bushman seconded to recess the meeting at 7:50pm, with a unanimous vote. Motion carried.
The meeting resumed at 7:55pm.

RESOLUTION 2019-25/FUND TRANSFER

Resolution 2019-25 was made by Irene McMullen and seconded by Andy Bushman for within fund transfers in the General Fund, Road and Bridge Fund, and Ambulance and Emergency Medical Services Fund, with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.]

OUTSIDE MEETINGS

McCaskey attended a Planning Commission meeting at 7:30am.

PUBLIC COMMENT – none.

ENCUMBRANCE SHEET

Irene McMullen moved and Andy Bushman seconded to approve the encumbrance sheet for July 9, 2019, as written:

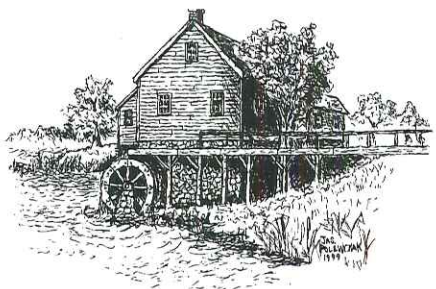
| | | |
|-------------------------------|-----------------------------------|-----------|
| American Legion Post | Contribution | 100.00 |
| VFW | Contribution | 100.00 |
| Blanket | Other – Dues & Fees – Town Hall | 500.00 |
| Greater Cleveland Partnership | COSE Renewal | 469.00 |
| Munson Fire Dept. | Contract Payments | 65,669.07 |
| Blanket | Contracted Services (Uniforms) | 2,000.00 |
| Aramark Uniform Services | Uniform Services | 2,000.00 |
| Gatozzi & Son Funeral Home | Indigent Burials | 600.00 |
| OTARMA Service Center | Township Insurance Renewal | 33,755.00 |
| Blanket | Cabinets (Road Dept.) | 7,000.00 |
| Blanket | Engineering Services (Road Dept.) | 2,000.00 |

with a unanimous vote. Motion carried.

MEETING ADJOURNED

Irene McMullen moved and Andy Bushman seconded to adjourn the meeting at 8pm, 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 2019-25

Be it resolved by the Trustees of Munson Township, in a regular session on the 9th day of July, 2019, at the Munson Township office, with the following members present, Andrew J. Bushman and James J. McCaskey, that Mrs. McMullen moved the adoption of the following resolution:

That the 2019 Permanent Appropriation be amended, as follows:

Transfers Within Funds

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

| | | |
|--------|------------------------|---------------------------------|
| 431.00 | to 1000-610-381-0000 | Property Insurance Premiums |
| 223.00 | from 1000-110-381-0000 | Property Insurance Premiums |
| 115.00 | from 1000-110-382-0000 | Liability Insurance Premiums |
| 93.00 | from 1000-110-314-0000 | Tax Collection Fees |
| 300.00 | to 1000-410-599-0000 | Other – Other Expenses |
| | from 1000-410-430-0000 | Small Tools and Minor Equipment |

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

| | | |
|----------|------------------------|---|
| 2,000.00 | to 2031-330-316-0000 | Engineering Services |
| | from 2031-330-360-0002 | Contracted Services{Road Imp. Projects} |

In the Ambulance and Emergency Medical Services Fund, a within fund transfer, as follows:

| | | |
|-----------|------------------------|---------------------|
| 35,000.00 | to 2281-760-750-0000 | Motor Vehicles |
| | from 2281-230-360-0000 | Contracted Services |

Mr. Bushman seconded the motion and the roll being called, resulted as follows:

| | |
|--------------------------|--------|
| <u>Andrew J. Bushman</u> | Voting |
| <u>James J. McCaskey</u> | yes |
| <u>Irene H. McMullen</u> | yes |

Attest: Judy Toth, July 9, 2019
Judy Toth, Fiscal Officer