

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held \_\_\_\_\_ Tuesday, June 14, \_\_\_\_\_ 20 \_\_\_\_\_ 16

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 Trustees signed warrants 14137-14152 dated 6/14/16 and 6/15/16 totaling \$20,433.34; EFT Vouchers 644-653 the 6/17/16 biweekly payroll totaling \$9,950.62; and warrant 1231 dated 6/14/16 in the amount of \$2,855.97 to transfer EMS collections from the lockbox.

CEMETERY DEEDS

The Trustee signed cemetery deeds to Joseph A. & Georgia Brown Maple Hill III Cemetery, Lot 329, Grave 10; and Molly Francis, Maple Hill III Cemetery, Lot 320, Grave 10.

VARIANCE FEES

Zoning Inspector Tim Kearns addressed a request from the Chairman of the Board of Zoning Appeals to refund a variance fee to Dianne Cooke for Case 16-07. The appeal required two variances, for which the appellant was charged two fees. After the variance was approved, the Chairman asked that one of the fees be refunded. Mr. Kearns noted that the request did not come from the appellant. Mr. Bushman will contact the BZA Chairman. Multiple variances will be required for the Sisters of Notre Dame project, and Mr. Kearns was advised by the assistant prosecutor to charge a fee for each variance. Mr. Bushman will contact the Sisters of Notre Dame.

MINUTES

Andy Bushman moved and Irene McMullen seconded to approve the minutes of May 17, 2016, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to approve the minutes of May 31, 2016, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to approve the minutes of June 7, 2016, with a unanimous vote. Motion carried.

CONTRACT FOR ADDITIONAL PATROL

Sheriff Deputy Steve Savor had no disputes or ATV activity to report. Mr. Teichman advised that the Munson Township Park restroom was vandalized. A sink was torn up, a gutter was hanging off and a downspout smashed. The Deputy said he would patrol the parks and inform the other deputies. Mr. McCaskey asked that no more warnings be given regarding ATV activity on Burlington Glen and Burlington Ridge, and that action be taken.

FIRE REPORT/FIRE CHIEF MARK LYNN

Chief Lynn reported that the bucket truck arrived and two days of training were held on Monday and Tuesday. The fire department members are trying out the truck at various locations. The compartments will be installed and the radio communication equipment has been ordered. The truck should be in service by the Bicentennial. The department is working out the best configuration for parking the vehicles in the bay. The fire department purchased a convex mirror to install at the rear of the building. Although signs are posted to prohibit parking behind the fire station, some vehicles ignore the signs and drive around the building, where there is a blind spot.

ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

Jim Teichman updated the Board on the progress of Rockhaven and Wye Roads. One more pipe will be installed. He asked to send the road crew home early on Friday if they complete all of the grinding. He requested funds to order pipe for Fowlers Mill Road in preparation for next year's resurfacing project. McCaskey met with Shane Hajjar from the county engineer's office and with the Oppenheim family regarding Fowlers Mill Road, and asked Teichman to hold up on the north end of the project until negotiations were complete. Bushman noted that he had not seen the plans yet and McCaskey advised him that Shane took the plans back until all of the final decisions were made. Tree removal, guardrails, and the location of concrete pipe and catch basins were discussed. Mr. Teichman will need the plans for placement of the pipe. The Board authorized \$5,300 to purchase pipe from Rinker Materials. He will have quotes for the catch basins at the next meeting. The pipe will be installed by CIR. McCaskey was concerned that trench boxes be used due to the recent tragedy in Mentor. Mr. Teichman requested \$500 for mulch for the town hall. He reported that the fire department air conditioning unit has a leak somewhere in the system. It was recharged last year and worked for the summer. He will have it recharged and see how long it lasts. A new unit will cost approximately \$4,500.

OLD FLAGPOLE

The Trustees discussed moving the old flagpole from the front of the old section of the town hall to the fire station entrance. The Fire Department will measure the height of the flagpole.

OUTSIDE MEETINGS AND EVENTS

Mrs. McMullen attended a meeting at Notre Dame last Thursday regarding their proposed zoning project.



# RECORD OF PROCEEDINGS

## MUNSON TOWNSHIP TRUSTEES

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Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, June 14, 20 16ZONING APPEAL REFUND

Andy Bushman contacted BZA Chairman Bobbe Nolan regarding the Dianne Cooke variances. It was her recommendation to refund one of the two variance fees. The Trustees discussed refunding all or part of one \$300 fee.

Andy Bushman moved and Irene McMullen seconded to refund \$150 to Dianne Cooke for BZA Case 16-07, with a unanimous vote. Motion carried.

MAY FINANCIAL REPORT

Andy Bushman moved and Irene McMullen seconded to accept the Fiscal Officer's May financial report as prepared, with a unanimous vote. Motion carried.

RESOLUTION 2016-20/FUND TRANSFER

Resolution 2016-20 was made by Andy Bushman and seconded by Irene McMullen for within fund transfers in the General, Road and Bridge, and Fire Operating and Apparatus Funds in the Permanent Appropriation, with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the record.]

2017 BUDGET

Mrs. Toth distributed drafts of the 2017 Budget and discussed the Township's financial state. The Township will experience a shortfall in 2017 if the new fire levy does not pass in November. She recommended that the Board schedule a workshop to go over current appropriations and the proposed Budget before holding the Public Hearing. The Fire Department members present at the meeting discussed ways to promote the new levy.

Andy Bushman moved and Irene McMullen seconded to hold a special meeting on Tuesday, June 21, 2016 at 6:30pm to discuss the 2017 Budget and for other regular business, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to hold a public hearing for the 2017 Budget on Tuesday, June 28, 2016 at 6:30pm, with the regular meeting to immediately follow, with a unanimous vote. Motion carried.

GAS AND ELECTRIC RATES

Mrs. Toth contacted NOPEC regarding electric aggregation and was informed that as part of the agreement for the \$50,000 Powering Our Communities Grant, received in 2014, the Township agreed to remain with NOPEC until December 2019, or repay the grant. She is negotiating gas rates with Orwell Gas.

ENCUMBRANCE SHEET

Irene McMullen moved and Andy Bushman seconded to approve the encumbrance sheet,

Repairs and Maintenance (Cemetery)	Blanket to 12/31/2016	500.00
Principal Payments-Notes	Blanket to 12/31/2016	26,807.35
Interest Payments	Blanket to 12/31/2016	7,199.12
Repairs and Maintenance (Rd & Br)	Blanket to 12/31/2016	6,448.96
Pro Risk Solutions	½ Insurance	13,816.00
Operating Supplies (Cemetery)	Blanket to 12/3/2016	223.01
Rinker Materials	Concrete Pipe	5,300.00
TRC	Mulch	500.00

with a unanimous vote. Motion carried. The Board signed the encumbrance sheet.

EXECUTIVE SESSION FOR PERSONNEL COMPENSATION

Andy Bushman moved and Irene McMullen seconded to go into executive session at 8:14pm to discuss personnel compensation, with a unanimous vote. Motion carried.

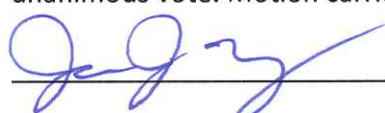
The Trustees came out of executive session at 8:25pm and resumed the regular meeting.

JOHN TOTH SALARY

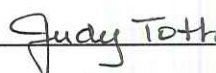
Andy Bushman moved and Irene McMullen seconded to increase John Toth's hourly rate to 24.95 per hour effective June 13, 2016, with a unanimous vote. Motion carried.

MEETING ADJOURNED

Andy Bushman moved and Irene McMullen seconded to adjourn the meeting at 8:29pm, with a unanimous vote. Motion carried.

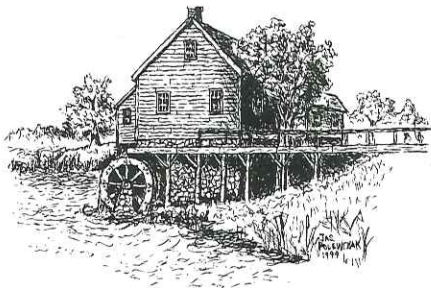


Chairman



Fiscal Officer





# Munson Township

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

## Resolution 2016-20

Be it resolved by the Trustees of Munson Township, in a special session on the 14th of June, 2016, at the Munson Township office, with the following members present, Andrew J. Bushman, Irene H. McMullen, and James J. McCaskey, that Andy Bushman moved the adoption of the following resolution:

That the 2016 Permanent Appropriation be amended, as follows:

### Within Fund Transfer

#### In the General Fund:

2,200.00	to 1000-110-314-0000	Tax Collection Fees
10,000.00	to 1000-410-323-0000	Repairs and Maintenance (Cemetery)
80,000.00	to 1000-760-740-0220	Machinery, Equipment, and Furniture (Fire)
	from 1000-760-750-0220	Motor Vehicles [Fire]

#### In the Road and Bridge Fund:

15,000.00	to 2031-330-323-0000	Repairs and Maintenance
	from 2031-330-360-0000	Contracted Services
2,000.00	to 2031-330-314-0000	Tax Collection Fees
	from 2031-330-360-0002	Contracted Services {Road Improvement Projects}

#### In the Fire Operating and Apparatus Fund:

1,500.00	to 2192-220-314-0000	Tax Collection Fees
1,000.00	from 2192-220-360-0000	Contracted Services
400.00	from 2192-220-381-0000	Property Insurance Premiums
100.00	from 2192-220-382-0000	Liability Insurance Premiums

Irene McMullen seconded the motion and the roll being called resulted as follows:

Voting

Andrew J. Bushman

James J. McCaskey

Irene H. McMullen

Attest: Judith Toth, June 14, 2016  
Judith Toth, Fiscal Officer