

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES SPECIAL

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Thursday, June 15, 20 17

The meeting was called to order at 6:00pm by Chairman Irene McMullen with Trustees Andy Bushman and Jim McCaskey and Fiscal Officer Judy Toth present. The Chairman led the Pledge of Allegiance. The Trustees signed warrants 15000-15002 dated June 15, 2017 totaling \$12,160.31.

WORKSHOP FOR 2018 BUDGET

Mrs. Toth passed out a spreadsheet of proposed fund carryovers, revenues and expenditures for the 2018 budget, which included the percentage of the general fund resources budgeted for each department. She asked the Board to add \$9,000 for street lighting, which was not included in the initial draft. The budget was out of balance by \$30,400 in the General Fund and the Board discussed ways to reduce the General Fund expenditures. Mrs. Toth compared 2016 revenue received by June 15th with current year revenues, and found they were comparable, with the exception of the EMS fund. EMS collections exceeded last year's figures by approximately \$20,000. A carryover of \$27,000 was anticipated in the Fire Fund. Mr. Bushman suggested increasing anticipated revenues in the EMS Fund, using the additional funds for the fire contract, and paying the 2018 installment of the fire engine and bucket truck leases from the Fire Fund to balance the General Fund. The Trustees reviewed a spreadsheet of proposed capital projects to be funded by the General Fund and discussed the projects that were included and which remained unfunded. The town hall parking lot needs to be repaired, and there were no additional resources for the proposed trails at Scenic River. Approximately \$9,000 remains in that expenditure line item this year. Mrs. Toth asked if board walks were necessary and Mr. Bushman said that the number could be reduced, but some areas were too wet for pipe. If adopted as an Eagle Scout Project, the labor cost could be eliminated. Mr. McCaskey raised concerns about the fire expenses that remained in the General Fund, and suggested measures to reduce costs. The fire contract will be extended for one month and a workshop with the fire department scheduled for July. The Board discussed increasing EMS, zoning and cemetery fees. Mr. Bushman will ask the fire chief and office manager to explore what other communities are charging for these services, and Mrs. McMullen suggested a cemetery levy to supplement the cost for headstone repairs. At the next meeting, the Board will initiate the renewal process for the .75 mill road levy that expires this year. They discussed whether to renew one of the levies that will expire next year.

CEMETERY FENCES

Youth from the Geauga County juvenile summer probation program are available to paint the cemetery fences. The Township will be required to provide the paint each workday, and store it overnight.

EXECUTIVE SESSION FOR PERSONNEL DISCIPLINE

Jim McCaskey moved and Andy Bushman seconded to go into executive session at 6:46pm to discuss personnel discipline, with a unanimous vote. Motion carried. The Board came out of executive session at 7:01pm, and the meeting resumed.

NUISANCE

The Board discussed an insecure, unsafe structure on the Chittle property at 11040 Mayfield Road near the northwest corner of Auburn and Mayfield Roads, a neglected century home. Records show the former zoning inspector made repeated efforts to contact the property owners. Zoning Inspector Jim Herringshaw is requesting the Trustees' authorization to take the necessary steps to clean up the property. Mr. Bushman will contact Mr. Herringshaw to go over the process.

ROAD DEPARTMENT EMPLOYEE

Jim McCaskey moved and Andy Bushman seconded to advertise for a new road department employee, with a unanimous vote. Motion carried.

ENGINE BRAKE LETTER

A letter to the County Commissioners was approved and signed to follow up on the Trustees request to install "no engine brake" signs on Auburn Road.

REPAIRS TO FOWLERS MILL ROAD

The Board discussed the pot holes on Fowlers Mill Road. The Board agreed that although the road was scheduled for resurfacing in August, the pot holes needed to be addressed. Mr. Bushman will contact the road superintendent to fill the large potholes in the main lanes with hot mix. The road superintendent has already spoken with the county engineer and has his recommendations.

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MUNSON TOWNSHIP PARK BALL FIELD NO 3

Mr. McCaskey was notified about poison ivy in the foul ball area next to Field No. 3 at the Munson Township Park. Road department member Adam McKinney is certified to spray for weeds, and Mr. Bushman will contact the road superintendent tomorrow.

ENCUMBRANCE SHEET

Jim McCaskey moved and Andy Bushman seconded to approve the encumbrance sheet for June 15, 2017, as presented:

| | | |
|-------------------------|-------------------------------|--------|
| William Horvath | Spray for Wasps and Bees | 75.00 |
| Other Property Services | Blanket to 12/31/2017 (Parks) | 250.00 |

with a unanimous vote. Motion carried.

PUBLIC COMMENT

There was no public comment.

WORKSHOP WITH FIRE DEPARTMENT

Jim McCaskey moved and Andy Bushman seconded to schedule a special meeting on Monday, July 17, 2017, at 6:30pm, for a workshop with the fire department and other regular business, with a unanimous vote. Motion carried.

PERSONNEL POLICY MANUAL

The Trustees approved a draft letter regarding the Township's personnel policy manual.

MEETING ADJOURNED

Jim McCaskey moved and Andy Bushman seconded to adjourn the meeting at 7:09pm, with a unanimous vote. Motion carried.

Steve H. McManis Chairman Judy Toth Fiscal Officer