

Held Tuesday, March 10, 20 15

The meeting was called to order at 6:30pm by Chairman Andy Bushman with Trustees Jim McCaskey and Irene McMullen and Fiscal Officer Judy Toth present. The Trustees signed warrants 12985-13019 dated 3/10 and 3/17/15 totaling \$239,452.74, EFT vouchers 113-123 for the 3/13/15 bi-weekly payroll totaling \$12,203.22, and warrant 1201 dated 3/10/15 in the amount of \$6,715.99 to transfer EMS collections from the lockbox. Warrant 13005 was voided.

MINUTES

Jim McCaskey moved and Irene McMullen seconded to approve the minutes of February 24, 2015, as written, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to approve the minutes of the special meeting February 26, 2015, as written, with a unanimous vote. Motion carried.

CEMETERY DEED

The Trustees signed a cemetery deed to Sue Pavella for Maple Hill III, Lot 329, Grave 2.

FIRSTENERGY/DAVE DILLON

Dave Dillon introduced himself as FirstEnergy's representative for local governments in Geauga County and part of Cuyahoga County. A new application is available for smart phones to report power outages and to receive text messages for follow-up. Residents should update the phone contact numbers tied to their accounts when there is a change, as these are the numbers the electric company will use to notify residents about planned outages. He passed out information on "Communication Tools for Utility Customers", "Tips for Managing through a Power Outage", "Power Outage Frequently Asked Questions", and pocket cards with contact numbers. The information is available on FirstEnergy's web site. He encouraged residents to report all outages, as FirstEnergy will not know that there is a power outage unless they are informed. The system aggregates the number of calls received and assigns priority.

SHERIFF CONTRACT REPORT/DEPUTY ROYCE REINHART

Deputy Reinhart reported that speeding is a concern on Route 44 in Munson Township at the entrance to the hospital and sheriff's office and he will be concentrating on that area. Now that the ice is gone, he will once again patrol school traffic and Woodiebrook Road. The county engineer advised him that a speed reduction was not warranted on Auburn Road from 322 to the township line.

PARK BOARD REPORT/JIM O'NEILL

Munson Park Board member Jim O'Neill asked if the Trustees were making arrangements to have the ball fields prepared for play. They advised that they were. Because the proceeds from the flea markets will go to the scholarship fund, the Park Board recommended that the fee for space reservations be increased to \$25 and that a \$1 per person admittance fee be charged. The small increases will not impact attendance and will bring in additional revenue. The Trustees agreed that this was a good idea. The weather is too cold in February to put the fire trucks and squads outside, and the fire chief asked the Trustees not to schedule the flea market before the end of March. The Park Board will look into alternate dates.

FIRE DEPARTMENT REPORT/FIRE CHIEF MARK LYNN

Accident - On March 5th, a Munson Fire Truck was involved in a major accident on Wilson Mills Road. Fire Chief Lynn reported that the three firefighters were recovering, one still in hospital. He praised the quick thinking of the driver of the fire truck for averting what could have been a tragic outcome for both the firemen and the cars involved in the crash. The fire truck sustained serious damage and was towed to a nearby facility. From there, it will go to KME, the original manufacturer in Pennsylvania, where it will be inspected by their engineers. The fire department transferred some of the equipment to another fire truck. He thanked the Trustees for their response during the incident and described the overwhelming support the Munson Fire Department received from surrounding police and fire communities. The fire department also received numerous out of state emails offering support.

New Fire Truck

The new fire truck will be ready by the end of March, but will not be put into service until it is undercoated and fully equipped. The fire department is hoping to have it ready for the Chardon Maple Festival parade.

Ice Buildup/Leaking

The fire station has major leaking issues due to ice buildup. Water also came into the fiscal office in the old section of the town hall. The township's insurance company was contacted to evaluate the damage, and Boak was called in to inspect the insulation. Both representatives came at the same time and agreed to work together. The Township should have their evaluations in the next few weeks.



RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, March 10, 20 15

ROAD REPORT/ROAD SUPERINTENDENT JIM TEICHMAN

Mr. Teichman advised that the Trustees were emailed a spreadsheet of the mowing quotes prior to the meeting, and that a copy was attached to their agendas. Fourteen companies were contacted and four submitted quotes. All but Grasshoppers have contracted with the township before. A memo will be attached to the contracts requiring workers to wear a safety vest while working in the road right-of-way, and contractors will be required to be licensed to apply herbicides. Any deficiencies in performance will be noted on the invoices when they are paid. He recommended that contracts be awarded to the companies that submitted the lowest quotes. Jim McCaskey moved and Irene McMullen seconded that the Trustees take Mr. Teichman's recommendations and award contracts to Grasshoppers Groundskeeping for the town hall and triangle, \$5,145, and Nero Nature Preserve, \$2,650; to Munson Valley Landscaping, Inc. for Maple Hill Cemetery, \$5,300, Fowlers Mill Cemetery, \$2,615, and Munson Township Park, \$11,580; and Signature Lawns & Landscaping, Inc., Scenic River, \$3,720, with a unanimous vote. Motion carried.

Mr. McCaskey advised that the Baseball League has agreed to split the cost to prepare the ball fields.

Mr. Teichman asked if the Trustees planned to have the county regulate ditch enclosures in the township road right-of-way. He did not want to take the time to prepare specifications if the township intended to give up control. Mr. McCaskey said there were still some unresolved issues with the county regulations and at this time he would be opposed. The Trustees agreed that the township needed to prepare its own set of rules and regulations. Mr. Teichman gave the Trustees copies of a letter from the Geauga County Health District regarding new sewage treatment system rules requiring that written permission be obtained from the township to allow new discharges to a township ditch. The township has the option to address the requests itself, or to give the health district blanket authority to allow discharges.

Mr. Teichman advised that three companies quoted for the clean-up day dumpsters. Painesville Recycling will provide containers for scrap metal at no cost to the township. He asked that the proceeds from the scrap metal go to the road department to be used for tools and equipment as has been done in the past. Waste Management submitted the lowest quote for scrap tire collection.

Jim McCaskey moved and Irene McMullen seconded to approve Waste Management for scrap tire collection not to exceed \$750, Major Waste Disposal for rubbish day dumpsters not to exceed \$2,500, and Painesville Recycling for scrap metal collection at no cost to the township, with proceeds from the steel collection to go the road department's special tool fund, with a unanimous vote. Motion carried.

Mr. Teichman had quotes from DJL Material, Meredith Brothers, and Brewpro for seventeen pallets of crack sealant materials. Brewpro quoted a unit cost of 50 cents, as compared to 53.9 and 54 cents. He recommended that the board encumber \$17,850 to Brewpro.

Jim McCaskey moved and Irene McMullen seconded to purchase seventeen pallets of crack seal from Brewpro not to exceed \$18,000, with a unanimous vote. Motion carried.

Mr. Teichman gave the board his copy of the recommendations from OTARMA insurance's loss control assessment visit. A few of their recommendations have already been implemented.

Mr. Teichman requested authorization to prepare a legal notice to sell the Bobcat Skid Steer Loader. The unit is 11 years old with 780 hours of use. The township paid \$34,000. Trade in value is between \$20,000 and \$23,800 and Mr. Teichman hoped to sell it for \$30,000. The cost for a new unit at state bid prices ranges between \$39,454 and \$41,000. Mr. Teichman recommended that the equipment be replaced while it still had good resale value. Mr. McCaskey asked him to have the oil tested and the pressure checked. The Board will make a decision at the next meeting.

RESOLUTION 2015-10/MUNSON ELEMENTARY 60<sup>TH</sup> ANNIVERSARY

Resolution 2015-10 was made by Irene McMullen and seconded by Jim McCaskey to congratulate Munson Elementary on the 60<sup>th</sup> anniversary of its founding, and for its 60 years of service to the children and families of the Munson community, with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.]

RESOLUTION 2015-11/FUND CERTIFICATION

Resolution 2015-11 was made by Jim McCaskey and seconded by Irene McMullen to certify inheritance tax received in the amount of \$13,308.65 and to place the additional funds in the General Fund in the Permanent Appropriation, with a unanimous vote. Motion carried. [The Resolution is included on a separate page as part of the minutes.]



Held Tuesday, March 10, 20 15

#### PARK RESTROOM CLEANING CONTRACT

Jim McCaskey moved and Irene McMullen seconded to approve custodial services for cleaning of the park restrooms for \$22 per restroom once a week from April 6, 2014 to October 31, 2014, with a unanimous vote. Motion carried.

#### OHIO COOPERATIVE PURCHASING PROGRAM

Jim McCaskey moved and Irene McMullen seconded to renew the township's membership in the Ohio Cooperative Purchasing Program through the Ohio Department of Administrative Services for a fee of \$100, with a unanimous vote. Motion carried.

#### PARK PORTABLE RESTROOM SERVICE

Jim McCaskey moved and Irene McMullen seconded to rent portable restroom services from Clemson Portable Restrooms, one unit at the Munson Township Park and one unit at Nero Nature Preserve at \$64 per unit per month, from April 1 to September 30, 2015, with a unanimous vote. Motion carried.

#### PICTURE FRAMES

The Board addressed a request from the staff to purchase an additional ten picture frames for pictures to be displayed in the town hall.

Jim McCaskey moved and Irene McMullen seconded to authorize office manager Paula Friebertshauser to purchase up to ten picture frames at \$16.99 apiece, with a unanimous vote. Motion carried.

#### SPECIAL MEETING MARCH 24

Mr. McCaskey asked the Trustees to meet earlier on March 24<sup>th</sup> to allow him to attend the Health District Advisory Council meeting at 7:30pm.

Jim McCaskey moved and Irene McMullen seconded to hold a special meeting on March 24, 2015 at 6pm for regular business, to replace the regularly scheduled meeting, with a unanimous vote. Motion carried.

#### RENTAL FORMS

Mr. Bushman met with office manager Paula Friebertshauser and completed his revisions to the room and pavilion rental forms. Copies were given to the Board to review.

#### SCHOLARSHIP AWARDS

Mr. Bushman reported that the scholarship committee interviewed eighteen applicants, and recommended that ten \$500 scholarships and eight \$250 scholarships be awarded. He submitted the list of names and scholarship amounts. The committee was very impressed with all of the applicants. The township will fund a portion of the scholarships with proceeds from last year's community picnic and flea markets, and an anonymous donor will make up the balance.

Jim McCaskey moved and Irene McMullen seconded to award eighteen scholarships as recommended by the scholarship committee of Frank Gliha, Jim Metzger, Jim O'Neill, and Andy Bushman, with a unanimous vote. Motion carried.

#### COMMUNITY ROOM RENTAL

Let the record reflect the Fit Club met in the community room on March 5, 2015 from 5:30-7pm.

Jim McCaskey moved and Irene McMullen seconded to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent the community room to the Ravenwood Mental Health Center for an all staff meeting (Clark) on March 12, 2015 from 10am-2pm, approx. 75, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent the community room to McCaskey Landscape & Design (McCaskey) on March 20, 2015, from 8am-2pm, approx. 15, for a \$125 rental fee and \$50 security deposit, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent the community room for a Baby Shower (Javorek) on April 25, 2015 from 10-5pm, approx. 75, for a \$125 rental fee and \$250 security deposit, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent the community room for a Baby Shower (Massi) on April 26, 2015 from 11am-5pm, approx. 35, for a \$125 rental fee and \$50 security deposit, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent the community room for a Baby Shower (Vatty-employee) on May 3, 2015 at 1pm, approx. 60, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent the community room for an AFS Meeting (Plishka) on August 15, 2015 from 11-4pm, approx. 30, and to waive the fees, with a unanimous vote. Motion carried.



## RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, March 10, 20 15PAVILION RENTAL

Jim McCaskey moved and Irene McMullen seconded to rent the Emmons Pavilion to the Knights of Columbus for a Group Picnic (Oleksiak) on July 19, 2015, approx. 50, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to rent Pavilion No. 2 for a Chardon Baseball Tournament (Zucker) on June 5-7<sup>th</sup> from 4pm Friday thru 8pm Sunday, approx. 100-200, and to waive the fees, with a unanimous vote. Motion carried.

BASEBALL FIELD LEASE

Jim McCaskey moved and Irene McMullen seconded to approve the lease agreement with the Munson Mudhens U-12 for games and practices beginning April 1, 2015, with a unanimous vote. Motion carried. The certificate of insurance was attached.

Jim McCaskey moved and Irene McMullen seconded to approve the lease agreement with the Chardon Blizzard 10U for practices and games beginning in April 2015, with a unanimous vote. Motion carried. The certificate of insurance was attached.

ENCUMBRANCE SHEET

Jim McCaskey moved and Irene McMullen seconded to approve the encumbrance sheet for March 10, 2015, as written:

|                                  |                       |            |
|----------------------------------|-----------------------|------------|
| Munson Fire Department           | Fire Contract         | 107,000.00 |
| Small Tools and Minor Equipment  | Blanket to 12/31/2015 | 100.00     |
| Major Waste Disposal             | Clean Up Day          | 2,500.00   |
| Waste Management                 | Tires                 | 750.00     |
| Brewpro                          | Crack Sealer          | 17,800.00  |
| Office of Cooperative Purchasing | Yearly Fee            | 100.00     |

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

BLANKET ENCUMBRANCES

Jim McCaskey moved and Irene McMullen seconded to approve the blanket encumbrances for March 10, 2015, as written:

|  |                                       |          |
|--|---------------------------------------|----------|
| Machinery, Equip, Furniture (Road Dept.) | Blanket to 12/31-General-Cap. Outlay  | 4,456.75 |
| Repairs and Maintenance                  | Blanket to 12/31-Motor Vehicle Fund   | 4,356.26 |
| Small Tools & Minor Equipment            | Blanket to 12/31-Motor Vehicle Fund   | 500.00   |
| Buildings                                | Blanket to 12/31-M.Veh.-Cap.Outlay    | 1,500.00 |
| Training Services                        | Blanket to 12/31-Gasoline Tax Fund    | 500.00   |
| Repairs and Maintenance                  | Blanket to 12/31-Gasoline Tax Fund    | 5,000.00 |
| Travel and Meeting Expense               | Blanket to 12/31-Gasoline Tax Fund    | 245.00   |
| Operating Supplies                       | Blanket to 12/31-Gasoline Tax Fund    | 5,000.00 |
| Small Tools & Minor Equipment            | Blanket to 12/31-Gasoline Tax Fund    | 500.00   |
| Buildings                                | Blanket to 12/31-Gas. Tax-Cap. Outlay | 1,000.00 |
| Other – Professional & Technical Serv.   | Blanket to 12/31-Road & Bridge Fund   | 316.00   |
| Rents and Leases                         | Blanket to 12/31-Road & Bridge Fund   | 500.00   |
| Repairs and Maintenance                  | Blanket to 12/31-Road & Bridge Fund   | 5,000.00 |
| Other – Communications, Printing & Adv.  | Blanket to 12/31-Road & Bridge Fund   | 328.00   |
| Office Supplies                          | Blanket to 12/31-Road & Bridge Fund   | 50.00    |
| Small Tools and Minor Equipment          | Blanket to 12/31-Road & Bridge Fund   | 500.00   |
| Other - Supplies and Materials           | Blanket to 12/31-Road & Bridge Fund   | 500.00   |
| Other – Other Expenses                   | Blanket to 12/31-Road & Bridge Fund   | 100.00   |
| Repairs and Maintenance                  | Blanket to 12/31-Cemetery Fund        | 1,000.00 |
| Travel and Meeting Expense               | Blanket to 12/31-Cemetery Fund        | 50.00    |
| Operating Supplies                       | Blanket to 12/31-Cemetery Fund        | 500.00   |
| Other – Supplies and Materials           | Blanket to 12/31-Cemetery Fund        | 550.00   |
| Other – Other Expenses                   | Blanket to 12/31-Cemetery Fund        | 100.00   |
| Travel and Meeting Expense               | Blanket to 12/31-Zoning Fund          | 400.00   |
| Other – Communications, Printing & Adv.  | Blanket to 12/31-Zoning Fund          | 400.00   |
| Other – Other Expenses                   | Blanket to 12/31-Zoning Fund          | 314.33   |
| Advertising – Delinquent Taxes           | Blanket to 12/31-General Fund         | 25.00    |
| Advertising – Delinquent Taxes           | Blanket to 12/31-Road Fund            | 20.00    |
| Advertising – Delinquent Taxes           | Blanket to 12/31-Fire Fund            | 20.00    |
| Natural Gas – Town Hall                  | Blanket to 12/31-General Fund         | 2,428.46 |
| Natural Gas – Fire Department            | Blanket to 12/31-General Fund         | 3,676.94 |
| Natural Gas – Road Department            | Blanket to 12/31-Road & Bridge Fund   | 1,542.61 |

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

DAYTON LEGAL BLANK, INC., FORM NO. 10148



Held Tuesday, March 10, 20 15

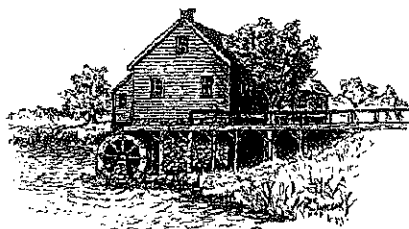
FEBRUARY FINANCIAL REPORT

Jim McCaskey moved and Irene McMullen seconded to approve the fiscal officer's monthly report for February 2015, with a unanimous vote. Motion carried.

MEETING ADJOURNED

Jim McCaskey moved and Irene McMullen seconded to adjourn the meeting at 8:01pm, with a unanimous vote. Motion carried.

 Chairman  Fiscal Officer



## A Resolution of the Munson Township Trustees No. 2015-10

### Resolution of Recognition and Congratulations Munson Elementary School 1955 - 2015

Whereas Munson Elementary School was founded in 1955, and first located at 10771 Mayfield Road and then at its current location at 12687 Bass Lake Road; and

Whereas, Munson Elementary School has nurtured the hearts and minds of countless children throughout the township by providing a high quality education; and

Whereas, Munson Elementary was designated a "Hall of Fame" school in 1984 and 2002; and

Whereas, Munson Elementary is known for its traditions of the ringing of the bell on the front lawn for the first day of school; to the school-wide clap out for fifth graders on their last day of school; and

Whereas the year 2015 marks the 60<sup>th</sup> Anniversary of the founding of this fine institution,

Now therefore, be it resolved by the Board of Township Trustees of Munson Township, during regular session on this 10<sup>th</sup> day of March, 2015,

that Munson Elementary School be recognized and honored for sixty (60) years of service to the children and families in our community; and

that this Board shall acknowledge the learning and achievement of Munson Elementary students over six decades; and

that this Board shall, therefore, on behalf of the entire Munson community, offer sincere congratulations to faculty, students, and alumni of Munson Elementary School, while extending our best wishes for the school's future endeavors.

And be it further resolved, that this recognition and congratulations shall be permanently recorded in the township records.

Unanimously approved by the Munson Township Trustees:

Andrew J. Bushman, Chair

James J. McCaskey, Trustee

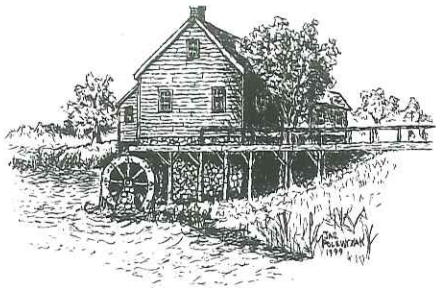
Irene H. McMullen, Trustee

Attest:

Judith Toth, Fiscal Officer

March 10, 2015





# Munson Township

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

## Resolution 2015-11

Be it resolved by the Trustees of Munson Township, in a regular session on the 10th day of March, 2015, at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen, that Mr. McCaskey moved the adoption of the following resolution, that the 2015 Budget and Permanent Appropriation be amended as follows:

### Additional Revenues to be Certified

To request the Budget Commission to certify inheritance tax received in the amount of \$13,308.65 and to place it in the General Fund.

### Placement of Additional Revenues in the Permanent Appropriation

That the additional revenues be placed in the following line items in the permanent appropriation:

#### General Fund

|                   |                                     |          |
|-------------------|-------------------------------------|----------|
| 1000-120-353-0000 | Natural Gas                         | 2,000.00 |
| 1000-120-353-0220 | Natural Gas – Fire Department       | 1,000.00 |
| 1000-120-430-1000 | Small Tools and Minor Equipment     | 100.00   |
| 1000-410-329-0000 | Other – Property Services           | 2,000.00 |
| 1000-760-740-0120 | Machinery, Equipment and Furniture  | 200.00   |
| 1000-760-730-0220 | Improvement of Sites – Fire Station | 8,008.65 |

Irene 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: Judith Toth, March 10, 2015  
Judith Toth, Fiscal Officer