

## RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES SPECIAL

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, March 6, 20 18

The special meeting was called to order at 6:30pm by Chairman Andy Bushman with Trustees Irene McMullen and Jim McCaskey and Fiscal Officer Judy Toth present. Members of the fire department were also present. Mr. Bushman led the Pledge of Allegiance. The Trustees signed warrants 15569-15580 dated 3/6/18 totaling \$2,224.54 and EFT Vouchers 82-90 for the 3/9/18 bi-weekly payroll totaling \$10,632.38.

FIRE DEPARTMENT WORKSHOP

Mr. Bushman updated the Board on the progress of the transition plan. They met five times, the latest that morning. The transition plan is in place and is proceeding in a timely manner. They are working diligently to fill Mark Lynn's roles. Fire Board member Jon Sague advised that the Fire Department met with a legal group that specializes in public safety forces, Diemert & Associates, located in Mayfield Heights. One issue that needs to be addressed is if the Fire Chief will be a Township or Fire Department employee. The Fire Department preferred the Fire Chief to be an employee of the Fire Department. Mrs. McMullen brought up the roles of Fire Chief and Fire Prevention Officer. Mr. Sague told her the same person could fill both roles. Fire Prevention Officer is a title. The Fire Prevention Officer is not required to do all of the inspections. Persons who receive the training are certified as Fire Safety Inspectors. The Fire Department plans to have one fire safety inspector on each shift. The attorneys will work with them to update the bylaws. The Fire Department Board will have a draft of the by-laws ready to submit to the membership for a vote at their next quarterly meeting. Mrs. McMullen inquired about a Code of Regulations. The attorney advised them that the by-laws are sufficient because the Fire Department is a nonprofit corporation. Mr. McCaskey agreed that the Fire Chief should be an employee of the Fire Department. However, he felt a responsibility to the residents to participate in the selection. Mr. Sague told him that the Fire Department wanted to do this in collaboration with the Township. Last Saturday was the deadline for applications for the fifth board member, a resident of the community, and the Fire Department received two applications. Mr. Bushman recommended appointing the fifth Board member before progressing too much farther with planning and budgeting. The two boards will make a collaborative decision on the fifth board member. Interviews will be scheduled at 5:30pm before the March 27 Trustees meeting if the applicants are available. Mr. Bushman asked the Trustees to submit suggestions for five-year planning to him, so that he can take them to the next meeting and incorporate them in the discussion. Mr. McCaskey had questions about how voting members are determined and notified about membership meetings. Mr. Sague offered to provide an active roster and advised that the by-laws are no longer current. The next version of the by-laws will spell this out. Mr. Bushman noted that some preliminary work has begun on the budget, but other issues need to be addressed first. April 1 was set as the deadline to appoint the fifth board member, with Trustee input. The workshop ended at 6:58pm and the Trustees.

OTHER BUSINESSRESOLUTION 2018-09/HEATH ROAD IMPROVEMENT

Resolution 2018-09 was made by Irene McMullen and seconded by Jim McCaskey to cooperate with the Chester Township Trustees for the improvement of Heath Road, Section B, with Chester Township to be the lead agency for the project, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

FIRE DEPARTMENT GRANT

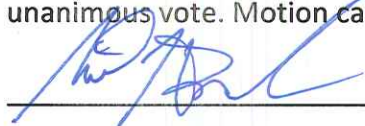
The Fire Department discussed their grant for an exhaust system for the fire station bay. The ceiling should be insulated to meet the fire rating for a commercial structure. It will be less costly to do the insulation before the rails are installed for the exhaust system. They estimated the cost around \$30,000. The Fire Department is up against a June 1 deadline to use the grant funds. The Trustees asked them to get quotes for the insulation.

PERMANENT APPROPRIATION

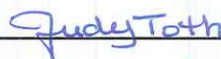
The Board reviewed the draft of the permanent appropriation and a list of capital projects. The Fiscal Officer will incorporate their changes and send out another draft.

MEETING ADJOURNED

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



Chairman



Fiscal Officer

RESOLUTION # 2018-09  
**RESOLUTION TO COOPERATE**  
**WITH THE CHESTER TOWNSHIP BOARD OF TRUSTEES**  
**FOR THE IMPROVEMENT OF SECTION B OF HEATH ROAD (TR 105)**  
Munson Township, Geauga County, Ohio

Trustee Irene McMullen moved the adoption of the following resolution, which was duly seconded by Trustee Jim McCaskey:

**WHEREAS**, the public interest demands the improvement hereinafter described; and

**WHEREAS**, Heath Road (TR 105) from Kim Drive (TR 353) to Mayfield Road (US 322) in Geauga County is in need of improvement; and

**WHEREAS**, Chester Township Board of Trustees intends to improve Heath Road; and

**WHEREAS**, Munson Township Board of Trustees has the responsibilities for general maintenance and improvement expenditures for a portion of Heath Road physically located within Munson and Chester Townships, and

**WHEREAS**, the Boards of Trustees of Munson and Chester Townships have agreed during recent discussions to fund an improvement project to Heath Road by performing drainage improvements, road base rehabilitation, asphalt repaving and reconstructing shoulders and other improvements as required and agreed to allow Chester Township to serve as the lead agency; and

**WHEREAS**, the public interest is best served by the cooperation of the Munson Township Board of Trustees and the Chester Township Board of Trustees to improve Heath Road.

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Munson Township, Geauga County, Ohio, that:

**SECTION I** – The public interest demands the improvement of Heath Road, situated in the Townships of Chester and Munson, County of Geauga, and State of Ohio.

**SECTION II** – Munson Township agrees to reimburse Chester Township for the actual cost of fifty percent (50%) for work to be performed between Kim Drive (TR 353) and Mayfield Road (US 322). The current estimated cost for fifty percent (50%) is \$95,000.00.

**SECTION III** – The funds for the reimbursement shall come from funds available to the Township to improve and repair roads and related items.

**SECTION IV** – Munson Township authorizes Chester Township to serve as the lead agency for the project.

**BE IT FURTHER RESOLVED**, that the Fiscal Officer of the Munson Township Board of Trustees is hereby instructed to transmit three original copies of this resolution to the Chester Township Board of Trustees for acceptance.

Voting thereon:

Vote:

Munson Township Trustees

  
Andrew J. Bushman

Yes

  
Jim McCaskey

Yes

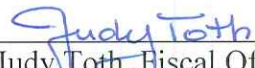
  
Irene H. McMullen

Yes

ATTEST:

I, Judy Toth, the Fiscal Officer of the Munson Township Board of Trustees certifies that the foregoing is a true and correct copy of the acceptance of the resolution adopted at a legally convened Board meeting held on

March 6, 2018.

  
Judy Toth, Fiscal Officer

**CHESTER TOWNSHIP RESOLUTION NO. 2018-130**

The foregoing is accepted as a basis for proceeding with the improvement herein described:

Voting thereon:

Vote:

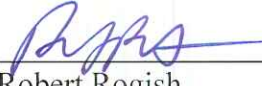
Chester Township Trustees

  
Joseph Mazzurco

3-15-18

  
Kenneth Radtke, Jr.

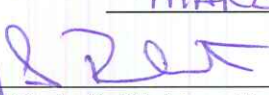
3/15/18

  
Robert Rogish

3/15/18

I, Craig S. Richter, the Fiscal Officer of the Chester Township Board of Trustees certifies that the foregoing is a true and correct copy of the acceptance of the resolution adopted at a legally convened Board meeting held on

MARCH 15, 2018.

  
Craig S. Richter, Fiscal Officer