

Held Tuesday, May 13, 2014

The meeting was called to order at 6:30pm by Chairman Irene McMullen, with Trustees Andy Bushman and Jim McCaskey and Fiscal Officer Judy Toth present. The Chairman led the Pledge of Allegiance. Warrants 12191-12226 dated 5/5 and 5/9 totaling \$35,434.62 and EFT vouchers 171-181 for the 5/9 bi-weekly payroll in the amount of \$11,771.85 were signed between meetings. Warrants 12227-12255 dated 5/13/14 totaling \$20,287.53 and warrant 1180 dated 5/13/14 in the amount of \$15,028.29 to transfer EMS collections from the lockbox to the primary account were signed. Correspondence was on the table.

MINUTES

Andy Bushman moved and Jim McCaskey seconded to approve the April 22, 2014 minutes as written, with a unanimous vote. Motion carried.

FLAG DROP OFF BOX

Jeffrey Mann, representing Boy Scout Troop 91, was present with his son and daughter to ask the Trustees to remove the American flag drop off box from the recycling area. The box was donated to the township as an Eagle Scout project. The Trustees informed him it had already been moved to a new location next to the fire department. The Trustees are also considering other locations. The box needs to be repainted and Mr. Mann agreed to ask the Troop if they would take on the project.

TOWN HALL PLAYGROUND

Mr. McCaskey said he was not ready to move forward on the playground proposal. The proposal was submitted to the landscape architect. Mr. Grubb will have a landscape plan ready to post at the township open house. An open space will be left for the playground.

DEPUTY REPORT

Sheriff Deputy Steven Savor reported that two deputies stopped an ATV on Croatian Center property and cited the owner for criminal trespass. The owner, a repeat offender, also admitted to driving on the road. Deputy Savor will continue to concentrate on Woodiebrook Road until they have the speed data, and to patrol areas travelled by students. Students and adults from NDCL have been stopped for speeding. A resident advised that there were also speed issues on Fowlers Mill Road.

AIR QUALITY TESTING PROPOSALS

The Board reviewed three proposals for air quality testing for the non-insulated areas of the fire department and architect Hank Penttila's recommendations. Andy Bushman moved and Jim McCaskey seconded to approve Lawhon and Associates to do the air quality study not to exceed \$2,034 with a unanimous vote. Motion carried.

ROAD REPORT

Road Superintendent Jim Teichman is seeking additional quotes for chip and seal for Sherman Road. Pipe needs to be replaced before the chip and seal is applied. Fence repairs are in progress. He submitted a proposal from William Horvath to spray for bees and wasps at the pavilions and maintenance buildings at the same cost as last year.

Andy Bushman moved and Jim McCaskey seconded to have William Horvath spray the pavilions and maintenance buildings as we do every year not to exceed \$450, with a unanimous vote. Motion carried.

Mr. Teichman had an estimate of \$800 to fill in the saw cuts in the concrete in the new town hall. The Board asked if the road department could do the job. He is getting estimates to replace the crossover pipes on Sherman Road, and Cleveland Paint quoted \$22.75 per gallon for 30 gallons of paint for the two maintenance buildings and salt shed. He had two estimates to apply the paint and screw down the T11 for an approximate cost of \$6,500, and will evaluate if the road department has time to do the job. Mr. Teichman followed up on crack seal rental at Mr. McCaskey's request. The approximate cost for 4,000 pounds of crack seal material and machine rental would be \$3,160 from Seal Pro. Four and 3/4 dumpsters were filled for rubbish day. The township will get a rebate for the scrap metal. The scrap tire dumpster will be here until June first. One hundred twenty-two seniors were served for rubbish day. He estimated that he had approximately \$30,000 in accumulated scrap metal funds. The crossover pipe at Edgewood and Chestnutdale needs to be cleaned out to correct the flow on Edgewood.

WESTERN RESERVE LAND CONSERVANCY

Pete McDonald from the Western Reserve Land Conservancy asked for authorization to erect a sign at Scenic River. The Conservancy is in the process of erecting thirty signs throughout the region in visible locations informing the public about passive parks and farmland that have been preserved through the Conservancy. A second sign will be placed on Mayfield Road on his parents' farm property. Mr. Bushman suggested that the sign be placed in the kiosk which is

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WESTERN RESERVE LAND CONSERVANCY (continued)

located near the road, which would not require a variance. Mr. McDonald preferred the ground sign as the purpose of the sign was to gain name recognition for the Conservancy. The Board asked him to try the alternate location. If that location does not work out, they asked him to contact the Trustees to put the request back on the agenda and to seek a variance.

FIRE DEPARTMENT

Fire Chief Mark Lynn requested \$375 to attend the Ohio Fire Chiefs Conference.

Andy Bushman moved and Jim McCaskey seconded to allow Fire Chief Mark Lynn to attend the fire chiefs' conference and to reimburse expenses up to \$375, with a unanimous vote. Motion carried.

Chief Lynn advised the fire department has narrowed the seven vendors for the new fire truck down to three, possibly two, if one of the three cannot meet their specifications. He will email the information to the Trustees for a decision at the next meeting. It will take approximately seven months to build the engine. The vendors are aware that the township does not plan to take possession until next year. The approximate cost, which will include all of the necessary equipment, is \$450,000.

MEETING ROOM DESK AND TABLE

The Board reviewed quotes for a small desk for note taking and a console table for sign-in for the meeting room.

Andy Bushman moved and Jim McCaskey seconded to allow office manager Paula Friebertshauser to purchase a desk and table for the meeting room not to exceed \$330, with a unanimous vote. Motion carried.

OFFICE PLANTS

Andy Bushman brought in two donated plants from Lowes and had pictures of additional available plants.

TOWNSHIP AUDIT

Fiscal Officer Judy Toth advised the Trustees that the state auditors will be scheduling the township audit for years 2012 and 2013. They informed her that if the township plans to consider financing for the new fire truck, the bank may require a full audit. Otherwise the township is eligible for an AUP [Agreed Upon Procedures]. The Board requested the full audit.

NOPEC POWERING OUR COMMUNITIES ENERGY INCENTIVES

Mrs. McMullen had a proposal from Encenriv to fill out all necessary paperwork on behalf of the township to seek energy rebates for township projects. Their fee would be a percentage of any rebates received. The question was raised whether the township should get an estimate of the potential rebates before entering into a contract. Mrs. McMullen advised that there would be no cost to the township if the application was unsuccessful. She will fill out the rebate and incentive authorization form.

WEEKLY REFUSE CONTRACT

The Board reviewed the proposal from Waste Management for weekly refuse pickup at the town hall and parks. There is no increase in cost.

Andy Bushman moved and Jim McCaskey seconded to approve the contract with Waste Management for garbage collection, with a unanimous vote. Motion carried.

CEMETERY FEES

Sexton Paula Friebertshauser updated the schedule of fees for the cemeteries and submitted the schedule to the Trustees for their approval. There was no change to the fees.

Andy Bushman moved and Jim McCaskey seconded to approve the cemetery fee schedule as updated, with a unanimous vote. Motion carried. [The fee schedule is attached to the minutes on a separate page as part of the record.]

FLAG BOX

The flag box will be left in its location away from the building until it is repainted. It will then be placed closer to the building, turned 90 degrees, and bolted to a board for stabilization.

WESTERN RESERVE LAND CONSERVANCY MEMBERSHIP

Andy Bushman moved and Jim McCaskey seconded to pay a \$250 membership fee to the Western Reserve Land Conservancy for 2014, with a unanimous vote. Motion carried.

LAND USE AND ZONING SEMINAR

Andy Bushman moved and Jim McCaskey seconded to allow the Zoning Boards, Zoning Inspectors, and Trustees to attend the Northeast Ohio Planning and Zoning Workshop June 6 in Geneva at \$50 per person and expenses, with a unanimous vote. Motion carried.

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PARKS

Park Board members Art Hollis and Jim O'Neill were present.

Town Hall Playground – The Trustees advised that they did not have a final plan from the landscape architect and needed to push back a decision on the new playground.

Community Picnic Update – The band from last year is still available if the Park Board does not find a suitable DJ. The Trustees asked the Park Board to coordinate with the office staff when they contacted businesses to avoid duplication. After discussion, the Trustees agreed with the Park Board that the office staff should do the soliciting.

Fishing Derby - The Park Board requested \$300 to hold a second fishing derby on September 13. Andy Bushman moved and Jim McCaskey seconded to approve a fishing derby on September 13 from 9am-1pm not to exceed \$300, with a unanimous vote. Motion carried.

SEVERANCE TAX RESOLUTION

The Trustees addressed a resolution requesting that a portion of oil and gas severance taxes be returned to the local governments that are impacted by the drilling. The resolution will be forwarded to the prosecutor's office for review.

BIR DRIVEPIPE

The Trustees were advised that assistant prosecutor Becky Schlag set up a meeting on May 21 regarding the Bir drive pipe. If the Board wished to make a decision at the meeting, it would need to advertise a public meeting. Mr. McCaskey will attend the meeting on behalf of the Trustees.

FLAGPOLE RELOCATION

The old flagpole will be relocated from the old town hall entrance to the fire station front entrance. Mr. Bushman and Chief Lynn will address lighting for the flagpole.

TOWN HALL DEDICATION PLAQUE

Enzoco Homes is donating a dedication plaque for the town hall project to be unveiled at the open house. The Board discussed a location for the plaque.

OUTSIDE MEETINGS

Andy Bushman attended a Geauga Safety Council meeting on May 5. Judy Toth and Julie Johnston attended an Ohio Sunshine Public Records Training Session on May 12 in Kirtland.

EXECUTIVE SESSION FOR PERSONNEL DISCIPLINE

Andy Bushman moved and Jim McCaskey seconded to go into executive session at 8:17pm to discuss personnel discipline, with a unanimous vote. Motion carried.

The trustees came out of executive session at 9:15pm and the regular meeting resumed.

The Board briefly discussed the roof insulation, the new playground, and road department attendance for the township open house. The road department members who are available will be asked to sign up for a two-hour shift. Mr. Teichman will get a quote to recoat the tennis courts.

FISCAL OFFICER'S MONTHLY REPORT

Andy Bushman moved and Jim McCaskey seconded to accept the Fiscal Officer's Monthly Report for April 2014, with a unanimous vote. Motion carried.

RESOLUTION 2014-21/FUND TRANSFER

Resolution 2014-21 was made by Andy Bushman and seconded by Jim McCaskey for within fund transfers in the General Fund, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

COMMUNITY ROOM RENTALS

Let the record reflect Boy Scout Troop 91 held an adult meeting in the community room on April 30, 2014 at 7pm for approximately 10 persons.

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

Andy Bushman moved and Jim McCaskey seconded to approve the community room rental for a birthday party (Hollis) June 7, 2014, at 10am, approx. 25; for a reduced rental fee of \$50 and a security deposit of \$250, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the community room for a Bridal Shower (Habe) June 15, 2014 from noon-4pm, approx. 65, for a \$125 rental fee and \$50 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the community room for the Geauga County Bar Association's Secretary Day (Amico) June 25, 2014 from 11am-1:30pm, approx. 115, for a \$125 fee and \$50 security deposit, with a unanimous vote. Motion carried.

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Andy Bushman moved and Jim McCaskey seconded to lease the community room for a Baby Shower (Jewell) on August 2, 2014 at 1pm, approx. 50, for a \$125 fee and \$50 security deposit, with a unanimous vote. Motion carried.

PAVILION RENTALS

Andy Bushman moved and Jim McCaskey seconded to lease the Emmons Pavilion and Pavilion No. 2 for the Chardon High School Senior Picnic (McNaughton) on May 30, 2014 from 9am-4pm, approx. 250, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the Emmons Pavilion and Pavilion No. 2 for a Chardon Baseball Tournament (Zucker) approx. 100 for the weekend, both pavilions June 6 from 5-9pm and June 8 from 7am-8pm and Pavilion No. 2 June 7, 2014 from 6-8pm; and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the Emmons Pavilion for a Graduation Party (Miller) June 7, 2014 at 2pm, approx. 80-100, for a \$25 fee and \$25 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the Emmons Pavilion for a Missions Trip Departure (Schaffer) June 15, 2014 from 11am-2pm, approx. 80, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the Emmons Pavilion for a Graduation Party (Baierl) June 20, 2014 4-10pm, approx. 50-75, for a \$25 fee and \$25 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the Emmons Pavilion for a Graduation Party (Baldwin) June 21, 2014, all day, approx. 80-100, for a \$25 fee and \$25 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the Emmons Pavilion for a Missions Trip Review (Schaffer) June 27, 2014 from 6-11pm, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the Emmons Pavilion for a First Birthday Party (Chongris) July 6, 2014, from noon-8pm, approx. 50, for a \$50 fee and \$25 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the Emmons Pavilion for a Family Picnic (Kinter) July 12, 2014, at 9:30am, approx. 25, for a \$25 fee and \$25 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the Emmons Pavilion for a Chardon High School Class of 94 Family Day Reunion (MacCartney) August 9, 2014 from 11am-5pm, approx. 75, for a \$25 fee and \$25 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease Pavilion No. 2 for a Birthday Party (Painter) May 18, 2014, at 4pm, approx. 25, for a \$25 fee and \$25 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease Pavilion No. 2 for a Missions Trip Arrival/Return (Schaffer) on June 21, 2014, from 10am-2pm, approx. 80, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the Scenic River Pavilion for a Graduation Party (Dyck) July 19, 2014, from 10am-9pm, approx. 60, for a \$25 fee and \$25 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the Scenic River Pavilion to Maple Hills Church for a picnic (Hobbes) on September 28, 2014 from 4-9pm, approx. 40, and to waive the fees, with a unanimous vote. Motion carried.

GROUNDS LEASE

The Trustees addressed a request to use the Munson Township Park grounds for a Chardon Sports Camp (Robinson) June 16-19, July 7-10, July 14-17, and August 4-7, 2014, from 8am-1pm, and discussed charging a fee to use the township grounds as this is a for profit venture. The Board will not take action until it receives the required certificate of insurance.

ENCUMBRANCE SHEET

Andy Bushman moved and Jim McCaskey seconded to approve the encumbrance sheet for May 13, 2014, as written:

Travel and Meeting Expense	Blanket to 12/31/2014	450.00
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ENCUMBRANCE SHEET (continued)

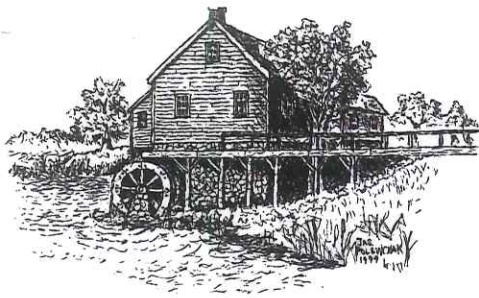
Union Security Insurance Co.	Life Insurance – Admin.	600.00
Geauga Local Access Cable Corp	Contract Payment from Franchise Fees	11,282.68
Pro Risk Solutions	One Half Fire Department Insurance	12,347.50
Lawhon & Associates	Air and Surface Testing	2,150.00
William Horvath	Spraying for Carpenter Bees	450.00
Western Reserve Land Cons.	Annual Membership	250.00
Shiffler	Additional Cost for Bleachers	285.00

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

MEETING ADJOURNED

Andy Bushman moved and Jim McCaskey seconded to adjourn the meeting at 9:51pm, with a unanimous vote. Motion carried.

Shane H. McMur Chairman Judith Toth Fiscal Officer



Munson Township

Maple Hill Cemetery – 13480 Auburn Road
Fowlers Mill Cemetery – 12399 Fowlers Mill Road

CEMETERY FEES

Single Grave fee: \$200.00 Resident \$1,000.00 Non-Resident

A Munson Township resident may purchase graves at the residential rate for their immediate family, defined as parents, spouse, spouse's parents, and children. Graves may be purchased for siblings or grandparents with the rate determined by where they reside. Additional graves that are purchased for family members that are undetermined would be assessed at the non-residential rates.

A grave is permitted to contain one full burial and one cremains or two cremains alone.

Grave opening and closing (full burial) \$250.00
Grave opening and closing (cremains) \$ 75.00

An extra \$250 will be charged for Saturday, Sunday or a holiday, or after 3pm weekdays.

The Township will put in all foundations for headstones and veteran's plaques. Foundations over 48" in length will be time and materials with the price to be set by the sexton.

Cost for a single foundation up to 24" in length \$ 60.00
Cost for a double foundation 25" to 48" in length \$120.00


Moving a headstone \$100.00 plus the cost for a new foundation

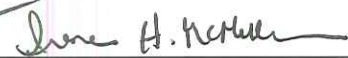
Exhuming or moving a body \$500.00

Deed transfer or reissuing of deed \$ 25.00

Copy of a deed \$ 2.00


Andrew J. Bushman


James J. McCaskey

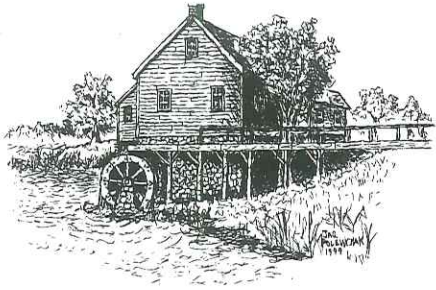

Irene H. McMullen

MUNSON TOWNSHIP TRUSTEES – May 13, 2014

Cemetery Sexton – Paula Friebertshauser Office 440.286.9255 Cell 440.313.1094

12210 Auburn Road, Chardon, Ohio 44024 ♦ Phone: 440.286.9255 ♦ Fax: 440.286.1180

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Munson Township

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Resolution 2014-21

Be it resolved by the Trustees of Munson Township, in a regular session on the 13th day of May, 2014, at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen, that Andy Bushman moved the adoption of the following resolution, that the 2014 Permanent Appropriation be amended as follows:

Transfers Within Funds

In the General Fund, a within fund transfer as follows:

4,000.00	to 1000-410-329-0000	Other Property Services
	from 1000-410-323-0000	Repairs and Maintenance
10,000.00	to 1000-120-316-0000	Engineering Services
10,000.00	to 1000-120-319-0000	Other – Professional and Technical Services
10,000.00	to 1000-760-720-0120	Buildings – Town Hall
10,000.00	to 1000-760-720-0220	Buildings – Fire Department
	all from 1000-760-720-0014	Buildings – Town Hall Project

Jim McCaskey seconded the motion and the roll being called resulted as follows: voting

<u>Andy Bushman</u>	<u>yes</u>
Andrew J. Bushman	
<u>James J. McCaskey</u>	<u>yes</u>
James J. McCaskey	
<u>Irene H. McMullen</u>	<u>yes</u>
Irene H. McMullen	

Attest: Judith Toth, May 13, 2014
Judith Toth, Fiscal Officer