

RECORD OF PROCEEDINGS

MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____ Tuesday, May 27, _____ 20 14

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 12256-12267 dated 5/21 and 5/23/14 totaling \$30,181.07 and EFT vouchers 185-195 for the 5/23/14 bi-weekly payroll in the amount of \$11,625.79 were signed between meetings. Warrants 12268-12285 dated 5/27 and 5/30/14 totaling \$113,980.44, EFT Vouchers 199-203 for the 5/30/14 monthly payroll in the amount of \$7,441.74, and warrant 1181 dated 5/27/14 in the amount of \$4,584.51 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 May 13, 2014 minutes as written, with a unanimous vote. Motion carried.

RESOLUTION 2014-22/ STORM WATER RETENTION BASIN

Resolution 2014-22 was made by Andy Bushman and seconded by Jim McCaskey to approve the Declaration of Restrictive Covenants for the Inspection and Maintenance of the Munson Town Hall storm water retention basin, with a unanimous vote. Motion carried.

FOWLERS MILL GUARDRAIL

Shane Hajjar was present from the Geauga County Engineer's office. At the Trustees request the county prepared drawings and specifications and a cost estimate for guardrails for both sides of the bridge on Fowlers Mill Road at the Voss/Wheeler property. The new bridge does not require a guardrail, but the county will allow the township to replace it. The bridge replacement will take approximately three weeks and will be completed before school starts. The road will be closed to through traffic. The Trustees will contact the affected property owners to review the drawings.

BID OPENING FOR ASPHALT RESURFACING OF VARIOUS ROADS

At 6:45pm the Trustees opened bids for the asphalt resurfacing of the entire lengths of Tall Pine Drive, Falls Road and Quartermane Circle.

Andy Bushman moved and Jim McCaskey seconded to waive the reading of the legal notice published May 8, 2014 in the Geauga Maple Leaf, with a unanimous vote. Motion carried.

There were five bids, all properly sealed and labeled:

- 1) Kokosing Construction Company, Inc., bid bond from Liberty Mutual Insurance Company, \$234,215.
- 2) Burton Scot Construction LLC, bid bond from Fidelity Deposit Company of Maryland, \$224,765.
- 3) Ronyak Paving, Inc., bid bond from International Fidelity Insurance Company, \$215,715.
- 4) Chagrin Valley Paving, Inc., bid bond from Merchants Bonding Company, \$212,740.
- 5) Karvo Paving Company, bid bond from Travelers Casualty and Security Company of America, \$216,263.75.

Andy Bushman moved and Jim McCaskey seconded to turn the bid packages over to the county engineer for his evaluation and recommendations, with a unanimous vote. Motion carried.

MILLSTONE DRIVE

Road Superintendent Jim Teichman received a request to replace the trees in the construction easement on Millstone Drive which were removed during the pipe project last summer. The township is not obligated to replace them. Mr. Teichman asked the Trustees to get the county engineer's advice regarding the legal ramifications of replacing the trees.

ROAD REPORT

Superintendent Teichman showed the Board a picture of a used trailer for \$8,500 to give them an idea of what he was looking for. The Board reviewed pictures of a damaged headstone in Maple Hill Cemetery. The family wants the township to repair the stone and is getting an estimate from the monument company. Because they visit the gravesite once a year on Memorial Day, they did not know when the damage occurred. The Trustees asked Mr. Teichman to contact the mowing contractors to see if they were aware that the damage had been done, as a first resort. The Board discussed chip and seal for Sherman Road from Heath to Rockhaven to preserve the road until it can be resurfaced. Mr. Teichman is getting estimates for chip and seal and to replace the crossover pipes. The Board discussed relocating the baseball shed at the town hall park. Bushman and McCaskey will review the site to see if it can be moved behind the ball fields. Additional gates will be needed and an access driveway. Mr. Bushman wanted to postpone a decision until the landscape plan was done. The Board discussed striping for parking spaces at the Munson Township Park and directed Mr. Teichman to place a line in the center to see if it improves the parking.

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Tuesday, May 27,

2014

PARK BOARD MEETINGS

The Park Board meets once a month on Tuesday, at the same time as the Township Trustees. At the Trustees request, they agreed to change the date for their meetings. Due to prior commitments, the Park Board will continue to meet on Tuesday for the remainder of the year and will reschedule for next year.

FIRE DEPARTMENT

Fire Chief Mark Lynn emailed the cost of the new fire truck to the Trustees and submitted a draft of the specifications. The fire department recommended that the truck be purchased from Sutphen for \$409,987 and requested an additional \$50,000 to equip the truck. They will review the specifications one more time to make sure that they are complete. He asked for authorization to notify the company. The Trustees will postpone a decision for one month to address funding. With the loss of inheritance tax revenues, the township will need to look more seriously at five-year planning for capital expenses.

LEVIES

Two levies are up for renewal, a 2.1 mill road levy and a .65 fire levy. Levies will be placed on the agenda for the next meeting.

ROAD DEPARTMENT EMPLOYEE TRAINING PROGRAM

Andy Bushman submitted a proposal for a road employee work training program to enhance the road department's ability to work as a team. The program begins with individual surveys. After the surveys are completed, team and supervisor meetings will be scheduled.

Andy Bushman moved and Jim McCaskey seconded to contract with Upward Solutions for training for the road department for \$4,725, with a unanimous vote. Motion carried. Mr. Bushman signed the agreement. The expense will be paid from the General Fund. A letter will be sent to the employees explaining the program.

HEATHER CRAWFORD RESIGNATION FROM ZONING COMMISSION

Zoning Commission member Heather Crawford is moving out of the area and resigned from her position on the Munson Zoning Commission.

Andy Bushman moved and Jim McCaskey seconded to accept the resignation of Heather Crawford from the Munson Township Zoning Commission, with regret, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to advertise for the open positions on the Zoning Commission and Park Board, with a unanimous vote. Motion carried. Applications are to be received before the June 24th meeting.

OFFICE NOTARY

Andy Bushman moved and Jim McCaskey seconded to offer Julie Johnston the opportunity to become a notary not to exceed \$93.90, and to reimburse expenses, with a unanimous vote. Motion carried.

GEAUGA COUNCIL FOR ARTS AND CULTURE MEMBERSHIP

Irene McMullen moved and Jim McCaskey seconded to renew the township's membership in the Geauga Council for County Arts and Culture for \$100. Roll call vote: Irene McMullen, yes; Jim McCaskey, yes; Andy Bushman, abstain. Motion carried. Mr. Bushman is on the Arts and Culture Council.

VFW & AMERICAN LEGION DONATIONS

VFW 6519 and American Legion Post 167 participate in the township's Memorial Day Service. Andy Bushman moved and Jim McCaskey seconded to donate \$100 to each for Memorial Day, with a unanimous vote. Motion carried.

HEALTHY MUNSON INITIATIVE

Dr. Michael Roizen has agreed to speak at the Notre Dame Provincial Center Auditorium on October 21st as part of the Healthy Munson initiative. The Sisters of Notre Dame will host the event. Screenings by the Cleveland Clinic will also be made available that evening.

Andy Bushman moved and Jim McCaskey seconded to co-host the Dr. Roizen speech at the Notre Dame Provincial Center, with a unanimous vote. Motion carried.

NERO PRESERVE

Repairs will be made to the blacktop entrance at the Nero Nature Preserve.

FLAG POLE RELOCATION

The Fire Department is finding it difficult to get quotes for lighting for the flagpole.

BLEACHERS

Mrs. Toth asked the Board to change the vendor on the April 27 and May 13 encumbrances for the new bleachers from Shiffler to American Express as the purchase will be charged on the township credit card.

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Held Tuesday, May 27, 20 14BLEACHERS (continued)

Andy Bushman moved and Jim McCaskey seconded to change the name on the encumbrances from Shiffler to American Express, with a unanimous vote. Motion carried.

STAR PLUS/CHILD SUPPORT PAYMENTS

Mrs. Toth asked for authorization to move funds from Star Plus to the township's checking account as needed.

Andy Bushman moved and Jim McCaskey seconded to allow Fiscal Officer Judy Toth to move up to \$100,000 from Star Plus as needed, with a unanimous vote. Motion carried.

Mrs. Toth was authorized to set up an electronic fund transmittal for child support payments withheld from employee paychecks. There will be a minimal set up fee.

FIRE DEPARTMENT AIR QUALITY TESTING

Lawhon tested the air in the fire department for biological growth as the first step in the insulation process. The township is waiting for the results.

SEVERANCE TAX RESOLUTION

The Board received a response from the prosecutor's office on the severance tax resolution. The prosecutor's office had no revisions.

EXECUTIVE SESSION FOR PERSONNEL DISCIPLINE

Andy Bushman moved and Jim McCaskey seconded to go into executive session at 8:30pm for personnel discipline, with a unanimous vote. Motion carried.

The regular meeting resumed at 8:50pm.

BIR DRIVEPIPE

Mr. McCaskey reported that he met with Ms. Bir, her attorney, assistant prosecutor Becky Schlag, and Road Foreman John Toth regarding her drive pipe, and the issue has been resolved. John Toth conducted himself very well in the proceedings.

TENNIS COURT REPAIRS

Superintendent Teichman will get quotes to repair, recoat and reline the tennis courts.

RESOLUTION 2014-23/TAX ADVANCE/SECOND HALF COLLECTIONS

Resolution 2014-23 was made by Andy Bushman and seconded by Jim McCaskey to request an advance of real estate taxes from second half collections, dates for advances July 3 and July 11, 2014, with a unanimous vote. Motion carried.

COMMUNITY ROOM RENTALS

Andy Bushman moved and Jim McCaskey seconded to rent the community room to the Fit Club (Scarvelli) on June 5, 12, 17, 26, 2014 from 5:30-7:30pm, approx. 20, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to amend the room rental agreement for the Graduation Party (Scarano) on June 14, 2014 to increase the security deposit to \$250, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to approve the community room rental for a fundraiser for women's scholarships – PEO Organization (Penttila) on October 5, 2014 from 9am-4pm, approx. 100-150, and to waive the fees, with a unanimous vote. Motion carried.

PAVILION RENTALS

The Board addressed a request to rent the Emmons Pavilion for a Graduation Party and to set up an inflatable. The disclaimer for the inflatable was attached to the rental agreement.

Andy Bushman moved and Jim McCaskey seconded to lease the Emmons Pavilion for a Graduation Party (Lanning) on July 19, 2014 from 3-10pm, approx. 100, for a \$50 non-resident fee and \$25 security deposit, and to make a decision on the inflatable after the township gets a legal opinion on the disclaimer attached, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the Scenic River pavilion for a 4H meeting (Ray) on July 18, 2014 at 6pm, approx. 50, and to waive the fees, with a unanimous vote. Motion carried.

GROUNDS LEASE

Andy Bushman moved and Jim McCaskey seconded to lease the Munson Township Park for a Chardon Sports Camp (Robinson) June 16-19, July 7-10, July 14-17, and August 4-7, 2014, from 8am-1pm, for a \$115 fee, certificate of insurance received, with a unanimous vote. Motion carried.

Held Tuesday, May 27, 20 14ENCUMBRANCE SHEET

Andy Bushman moved and Jim McCaskey seconded to approve the encumbrance sheet for May 27, 2014, as written:

Geauga County Twp. Assoc.	2014/2015 Dues for Elected Officials	160.00
Upward Solutions	Training	4,725.00
VFW	Donation	100.00
American Legion	Donation	100.00

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 8:54pm, with a unanimous vote. Motion carried.

Steve H. McManis

Chairman

Judith Toth

Fiscal Officer