

Held Tuesday, November 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. Mr. Bushman led the Pledge of Allegiance. The Trustees signed warrants 13624-13661 dated 11/10/15 totaling \$42,012.38, EFT Vouchers 468-478 for the 11/6/15 bi-weekly payroll in the amount of \$11,093.60, and warrant 1217 dated 11/10/15 in the amount of \$6,635.74 to transfer EMS collections from the lockbox to the primary account.

CEMETERY DEEDS

The Trustees signed deeds for cemetery lots to Joan R. Haines for Maple Hill III Cemetery, Lot 329, Grave 13, Deed No. 244; Stephen K. and Janice A. Gipson for Maple Hill II Cemetery, Lot 10, Grave 4, Deed No. 245; and to Kimberly Fiucci for Maple Hill III Cemetery, Lot 346, Grave 2, Deed No. 246.

MINUTES

Jim McCaskey moved and Irene McMullen seconded to approve the October 27, 2015 minutes, as presented, with a unanimous vote. Motion carried.

ADDITIONAL PATROL/SHERIFF DEPUTY STEVE SAVOR

Deputy Savor reported he patrolled the requested addresses on Sherman and Fowlers Mill Road and the normal "hot spots", and monitored student drivers. He had no updates on the Treadway situation.

PARK BOARD/CLAUDIA TOTH

Park Board member Claudia Toth gave the Board options for lighting for the restrooms at Scenic River. She showed the Board a battery operated light, which was motion activated, at a cost of \$10 per light. The batteries would have to be replaced periodically. The second option was a bracket mounted solar operated light at a cost of \$130 per unit. Three lights will be required, one for each stall and one to be mounted outside. Park Board members and road employee Adam McKinney met with Pete McDonald from The Western Reserve Land Conservancy to review the trails at Scenic River. Mr. McDonald will work up a different loop to take the trails out of the boggy area so that fewer bridges will be needed. He will meet with Mr. McKinney to finalize plans after all of the leaves are down.

ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

Mr. Teichman submitted an estimate from Pete Ianiro to renovate and clean up the deck area at the major league field. The old astroturf from the high school football field was used for the deck area, and is not in good shape. The astroturf will be replaced with crushed red brick. Mr. Teichman suggested that the work be done now so that the field would be ready for play in the spring. The high school and baseball league approved the project, and agreed to split the cost with the township. The township's share is \$860. Mrs. McMullen said she was not informed about the project and was not given an opportunity to view the area. She asked for a more complete quote as the quote did not state the quantities for the job, and asked if the project could be delayed for a decision at the next meeting. She also wanted to know if the school board was aware of the expense.

Mr. Teichman addressed a quote submitted at a prior meeting from Elliott's Lawn Care for core aeration of six ball fields for \$900, and advised it was now too late in the year for the work to be done. He reported a semi went off the road at the corner of Bean Road and Route 44. The Township will seek restitution for the damaged sign from the insurance company. The road department installed the heat cable. There was a problem with the gutter on the corner and it may need to be replaced. He had three estimates for the electric work, S J Electric, \$1400 to run pipe and wire from the panel to the outside receptacles, and to install receptacles and GFI breakers as needed; Clark Electric, labor only, \$650; and Kennington Electric, material and labor \$2,434. Mr. McCaskey said it was not possible to compare the quotes and suggested that the township throw out the Clark Electric quote as it was for labor only. Jim McCaskey moved and Irene McMullen seconded to authorize S J Electric to finish the electrical conduit on the north side of the Fire Station for up to \$1,400, with a unanimous vote. Motion carried. The road department will install zig zag cable over the radio room, tool room and fiscal office as these areas do not get much sun, and will keep an eye on the area over the fire chief's office to see if the gutter and valley are sufficient.

Strawser will hold a seminar at the town hall community room regarding pavement surfaces and rejuvenators. All of the road department members will attend. Teichman asked to attend a damage prevention and accountability lecture in Brecksville on December 4th with one additional road department member. There will be no cost to the township. The pad was installed for the baseball shed. Auburn Fence has not responded regarding fence repairs. Concrete parking blocks were donated to the township and need to be picked up. He requested \$2,000 to remove trees from the right-of-way on Fowlers Mill Road. The property owners were in agreement.

FIRE DEPARTMENT/FIRE CHIEF MARK LYNN

Bucket Truck

Fire Chief Lynn and several members of the fire department were present. The Chief gave the Board copies of a change order to switch out the SL75 ladder truck for a SP70 platform (bucket) truck. The additional cost would be \$95,463.69, the same price that was quoted in September. He asked for a decision from the Trustees that evening. The additional payment will not be due until the new truck is delivered in June 2016. Chardon City's bucket truck was in the parking lot. Assistant Chief Mike Vatty



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Bucket Truck (continued)  
said the ladder truck, totaled in the accident, was 10-12 years old. The life expectancy for a fire vehicle is 25 years. The insurance company paid full replacement value for the vehicle and this was an opportunity for the Township to upgrade the truck. The safety of the residents and firefighters outweighs the additional cost. At 7:08pm, the Trustees went outside to look at the bucket truck; they returned to the meeting room at 7:30pm. The merits of the bucket truck were discussed. Mr. McCaskey asked who would be authorized to run the truck. Mrs. McMullen noted that the state funding, discussed at a previous meeting, was now in place and felt it important that the Trustees be on the same page as to how they wished to proceed. Mr. McCaskey felt blindsided. He was not informed that a decision had to be made that evening, or that the bucket truck would be in the parking lot. Mrs. McMullen said that since the initial decision was made, she has had an opportunity to look at a bucket truck and to learn more about roof pitches. The firefighter and resident safety factors were not as apparent to her until she had a chance to view the truck. Mr. McCaskey wanted time to consider. He was not sure how the township would pay the additional cost. Mr. Bushman said he was approached by five or six persons who, unsolicited, offered to donate toward the purchase of the bucket. Mrs. McMullen received a personal letter from the fire department and reminded the Board that the state funding was now in place. The firefighters pointed out that what could have been a tragedy provided the Township with an opportunity. They asked the Trustees to find a way to make it work. Resident Alan Moore advised that he has worked with law enforcement and pointed out that companies that do aerial work use bucket trucks, not ladders. Mrs. Moore said she could not be induced to get onto a ladder. Mr. McCaskey agreed that Mr. Moore made a good point. He asked if there would be an additional cost to outfit the bucket. The Chief told him that the funds set aside would be sufficient for either vehicle. All of the usable equipment was removed from the ladder truck.  
Mr. McCaskey moved and Mrs. McMullen seconded to approve the change order to Sutphen for the bucket truck, not to exceed \$95,463.69, for a new contract amount of \$772,890.69, with a unanimous vote. Motion carried.  
Mr. McCaskey moved and Mrs. McMullen seconded to authorize Fire Chief Mark Lynn to do all of the paperwork for the bucket truck, with a unanimous vote. Motion carried.

Training Area  
Chief Lynn requested a spot mirror for the telephone pole at the rear corner of the fire station. The fire department conducts training behind the fire station. Because it is a blind corner, cars driving to the rear entrance of the community room to drop off supplies, create a safety hazard to the firefighters. Jim McCaskey moved and Irene McMullen seconded to allow the fire department to construct a mirror and to investigate other safety related improvements, with a unanimous vote. Motion carried.

EXECUTIVE SESSION/LITIGATION  
Jim McCaskey moved and Irene McMullen seconded to go into executive session at 7:56pm to discuss litigation, and to invite Assistant Prosecuting Attorney Susan Wieland and resident Todd Petersen to attend, with a unanimous vote. Motion carried.  
The Trustees came out of the executive session at 8:30pm.

DOOR INTERCOM/SIEVERS SECURITY  
The Board received a quote of \$1,248.05 from Sievers Security to install a door buzzer and intercom for the township office lobby entrance. This was recommended by the BWC representative currently meeting with the road department. The Trustees will review the quote for a decision next month.

PERSONNEL POLICY AMENDMENTS  
Jim McCaskey moved and Irene McMullen seconded to approve amendments to the Munson Township Personnel Policy for Personal Protective Equipment, Vacation, Sick and Holiday Leave, and Job Descriptions for Zoning Inspector, Zoning Secretary, Service Department Part Time/Seasonal, Service Department Member, Service Department Foreman, Road/Service Superintendent, Office Manager, office Assistant, Park and Event Assistant, Cemetery Sexton, and Fire Chief/EMS Administrator, effective November 10, 2015, with a unanimous vote. Motion carried. The Board signed the amended policies.

OUTSIDE MEETINGS  
Mrs. McMullen attended the annual NOPEC meeting. She discussed a smart thermostat pilot program and passed out handouts from the meeting. Mr. Bushman attended a Geauga Safety Council meeting on November 6<sup>th</sup>.

ACADEMIC ACHIEVEMENT SIGNS  
Mrs. McMullen received a request from Notre Dame to update one of the academic achievement signs with a recent award and offered to review all of the signs. Mr. Bushman suggested that this be coordinated with the Bicentennial.



DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, November 10, 20 15INVESTMENT – STAR PLUS

Mrs. Toth advised she may need to move funds from the Star Plus investment into the checking account and asked for authorization to move funds as needed.

Mr. McCaskey moved and Mrs. McMullen seconded to authorize the fiscal officer to move funds from Star Plus as needed, with a unanimous vote. Motion carried.

VOLUNTEER BOARDS GIFT CERTIFICATES

Jim McCaskey moved and Irene McMullen seconded to encumber \$750 for \$50 gift certificates for the volunteer board members, with a unanimous vote. Motion carried. The volunteer board members will be given a list of local vendors from which to make their selections.

COMMUNITY ROOM SHUTTERED CLOSURE FOR KITCHEN

The quotes for a shuttered closure for the community room kitchen are for painted stainless steel. Jim McCaskey moved and Irene McMullen seconded to approve the installation of white stainless steel roll down shuttered door for the community room kitchen from Geauga Door Sales and Service, not to exceed \$1,840, with a unanimous vote. Motion carried.

CLEANING CONTRACT

Jim McCaskey moved and Irene McMullen seconded to approve a cleaning contract for the community room with Custodial Services at \$500 per month from January 1, 2016 through December 31, 2016, with a unanimous vote. Motion carried. The Trustees signed the service contract.

BOARD APPOINTMENTS

Jim McCaskey moved and Irene McMullen seconded to appoint Kurtis Taylor to the Zoning Commission for a five year term commencing January 1, 2016 through December 31, 2020, with a unanimous vote. Motion carried.

Mr. Bushman asked the Board to appoint Mr. Taylor for an unexpired term to the end of 2015 so that he could begin immediately.

Jim McCaskey moved and Irene McMullen seconded to appoint Kurtis Taylor to the Zoning Commission to fill an unexpired term through December 31, 2015, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to appoint Jim Herringshaw to the Munson Township Board of Zoning Appeals, as an alternate, to fill the unexpired term of Danielle Pitcock through December 31, 2016, with a unanimous vote. Motion carried.

EMPLOYEE EVALUATIONS

The Trustees will conduct employee evaluations as follows, Chair Andy Bushman, the office staff, Vice-Chair Jim McCaskey, the road department, and Clerk-pro-tem Irene McMullen, the fire chief and zoning inspector.

RESOLUTION 2015-47/FUND TRANSFER

Resolution 2015-47 was made by Jim McCaskey and seconded by Irene McMullen to approve within fund transfers in the General Fund and Road and Bridge Fund, with a unanimous vote. Motion carried. The resolution in its entirety is included on a separate page as part of the minutes.

JANUARY 1<sup>ST</sup> PAYROLL

Mrs. Toth advised that the first paycheck in 2016 will fall on Friday, January 1<sup>st</sup>, a holiday. She asked the Board to consider three options, to issue the checks December 31<sup>st</sup>, which will add an additional pay to 2015; to issue the checks Monday, January 3<sup>rd</sup>, 2016; or to issue manual checks on December 31<sup>st</sup>, dated January 1, 2016, that the employees will be able to cash on Saturday, January 2<sup>nd</sup>. She suggested that the employees be made aware of the situation.

FILE CABINET LOCK REPAIR

Mrs. Toth advised that the lock on her file cabinet will need to be repaired at some time in the future. The Board authorized her to schedule the repair when needed.

DECEMBER MEETINGS

The Trustees discussed the December meetings. The Trustees traditionally hold a meeting at the end of the year to accommodate last minute fund transfers.

Jim McCaskey moved and Irene McMullen seconded to move the December 22 meeting to December 29, 2015, with a unanimous vote. Motion carried. Mr. Bushman noted that this will be advertised as a special meeting.

COMMUNITY ROOM RENTALS

Let the record reflect Chardon Youth Football rented the community room for a banquet on November 5 from 6-8pm for approximately 100 persons. A \$50 security deposit fee was paid.

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

Jim McCaskey moved and Irene McMullen seconded to lease the community room to the Fit Club (Scarvelli) on November 6, 13, and 17, 2015, from 5:30-7pm, approx. 15, and to waive the fees, with a unanimous vote. Motion carried.



RECORD OF PROCEEDINGS

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, November 10, 2015

ROOM RENTALS (continued)

Jim McCaskey moved and Irene McMullen seconded to lease the community room for a CYO 6<sup>th</sup> Grade Football Banquet (Zucker) on November 14, 2015, at 5pm, approx. 75, to waive the rental fee and to require the \$50 security deposit, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to lease the community room for 4H Feathers and Fleece meetings (Ray) November 19, 2015, and January 21 and February 18, 2016, at 6:30 or 7:30pm (after the Red Cross), approx. 50, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to lease the community room for a Girl Scout meeting (Ricketts) on December 1, 2016, at 6pm, approx. 15, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to lease the community room for a Christmas Day party (George) on December 25, 2015, all day, approx. 50-60, for a \$125 rental fee and \$50 security deposit, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to lease the community room for Square Dancing (Hooper) on January 30, 2016, from 5pm to closing, approx. 60, to waive the fees, and require a \$50 security deposit, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to lease the community room for Girl Scout overnight (Ricketts) February 14-15, 2016, from 6pm (Friday) to 3pm (Saturday), approx. 30, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to lease the community room for a Munson Elementary PTO Fundraiser (Fullerman) on February 20, 2016, day/night, approx. 75, to waive the rental fee, and require a \$250 security deposit, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to lease the community room for an Impact Church Daddy-Daughter Date Night (Wilson) on February 27, 2016, at 6pm, approx. 75, to waive the fees, and require a \$50 security deposit, with a unanimous vote. Motion carried.

MEETING ROOM RENTAL

Jim McCaskey moved and Irene McMullen seconded to rent the meeting room for a Girl Scout meeting (Ricketts) on February 7, 2016 from 3-5pm, approx. 10, and to waive the fees, with a unanimous vote. Motion carried.

OCTOBER FINANCIAL REPORT

Mr. McCaskey moved and Mrs. McMullen seconded to accept the fiscal report for October 2016, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET

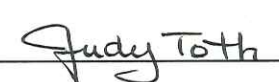
Jim McCaskey moved and Irene McMullen seconded to approve the encumbrance sheet for November 10, 2015, as presented:

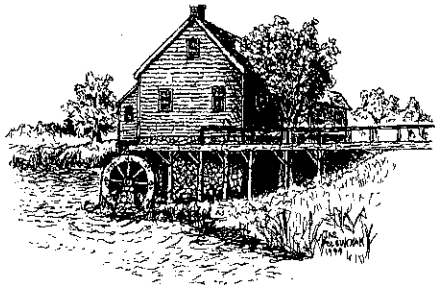
The Illuminating Company	Electric – Maintenance Buildings	1,000.00
Engineering Services	Blanket to 12/31/2015 (Reimbursements)	500.00
Repairs and Maintenance	Super Blanket to 12/31/2015 (Squads)	6,989.08
Veneer Tree Service	Tree Service – Roads	2,000.00
Improvement of Sites – Twp.	Blanket to 12/31/2015	5,000.00
Other Expenses – Parks	Blanket to 12/31/2015	400.00
Repairs and Maintenance-Admin	Blanket to 12/31/2015	1,500.00
S J Electric	Electric (Ice Control)	1,400.00
Geauga Door	Shuttered Door for Kitchen – White	1,840.00

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

MEETING ADJOURNED

Jim McCaskey moved and Irene McMullen seconded to adjourn the meeting at 9pm, with a unanimous vote. Motion carried.

 Chairman  Fiscal Officer



# Munson Township

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

## Resolution 2015-47

Be it resolved by the Trustees of Munson Township, in a regular session on the 10th day of November, 2015, at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen, that Jim McCaskey moved the adoption of the following resolution:

That the 2015 Permanent Appropriation be amended as follows:

### Within Fund Transfers

#### In the General Fund:

500.00	to 1000-110-323-0000	Repairs and Maintenance
500.00	to 1000-120-316-0000	Engineering Services
3,000.00	to 1000-130-211-0000	Ohio Public Employees Retirement System
500.00	to 1000-130-599-0000	Other – Other Expenses
1,200.00	to 1000-410-190-0000	Other – Salaries - Cemetery
200.00	to 1000-410-211-0000	Ohio Public Employees Retirement System
50.00	to 1000-410-213-0000	Medicare
5,000.00	to 1000-220-323-0000	Repairs and Maintenance
600.00	to 1000-760-740-0110	Machinery, Equipment and Furniture
9,000.00	to 1000-760-740-0220	Machinery, Equipment and Furniture
	from 1000-330-360-0002	Contracted Services – Road Improvement Projects

#### In the Road and Bridge Fund:

2,000.00	to 2031-330-329-0000	Other – Property Services
	from 2031-330-360-0002	Contracted Services – Road Improvement Projects

Irene McMullen seconded the motion and the roll being called resulted as follows:

Voting

Andrew J. Bushman, yes  
Andrew J. Bushman

James J. McCaskey, yes  
James J. McCaskey

Irene H. McMullen, yes  
Irene H. McMullen

Attest: Judith Toth, November 10, 2015  
Judith Toth, Fiscal Officer