

# RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, November 14, 2017

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. The Trustees signed warrants 15321-15384 dated 11/14 and 11/16/17 totaling \$176,311.79, EFT Vouchers 431-440 for the 11/3/17 bi-weekly payroll totaling \$10,808.89, EFT Vouchers 448-457 for the 11/17/17 be-weekly payroll totaling \$11,159.38, and warrant 1264 dated 11/14/17 for \$14,150.73 to transfer EMS collections from the lockbox.

### MINUTES

Jim McCaskey moved and Andy Bushman seconded to approve the October 23 2017 minutes, with a unanimous vote. Motion carried.

### CEMETERY DEEDS

The Trustees signed deeds to Diane L. Jewell for Maple Hill III Cemetery, Lot 329, Grave 5, and to Kimberly A. Fiucci for Maple Hill III Cemetery, Lot 346, Grave 7.

### PUBLIC COMMENT

No public comment.

### SHERIFF REPORT/CONTRACT FOR ADDITIONAL PATROL

Deputy Eric Pavlick warned residents to slow down and pay attention during deer season. He reported there were two car break-ins at the Geauga Y – windows were broken to gain access. He asked residents to be watchful and to report any suspicious activity.

### FIRE DEPARTMENT/FIRE AND EMS ADMINISTRATOR MARK LYNN

Chief Lynn reported that the Halloween open house was a great success. The department gave out 300 bags of candy. The squads are back in service with all problems solved. Repairs to Engine 4033 were delayed due to parts, but it should be back in service soon. Another full time fire fighter has resigned in order to pursue a new career. To fill vacancies, the department will be hiring three new full timers at the beginning of the year. The department has been busy and is running smoothly. Approximately 400 residents experienced a gas outage. Most were reinstated by evening. The new furnace is working well.

### FOWLERS MILL ROAD PROJECT

#### Invoice No. 1

Jim McCaskey moved and Andy Bushman seconded to authorize payment of the invoice for the Widening and Asphalt Resurfacing of Fowlers Mill Road to Ronyak Paving, Inc. in the amount of \$279,165.95, with the Township to pay the local match of \$139,582.98, with a unanimous vote. Motion carried. Mrs. McMullen and Mrs. Toth signed Appendix E to authorize the Ohio Public Works Commission to pay the balance, \$139,582.97.

### MC70 Application

Mr. Teichman brought up the MC70 application for the berms. Mr. Bushman pointed out that the road was wider than was promised and that the county engineer did not make this recommendation. The application may cause water to remain on the road. Mr. McCaskey said the county engineer did not make a recommendation for or against. There was some disagreement among the Board members if the cost would be included in the OPWC grant. Mr. McCaskey spoke to Nick Gorris from the engineer's office and was advised that there would be a second invoice of approximately \$30,000. Mr. McCaskey believed that the cost for the MC70 application could be included. Resident Rich Ferlin pointed out that the speed limit has been reduced, the application only lasts for a specific period of time, and was used in only two instances by the county. He was concerned that without clay to back up the berm, the application would cause it to crack. Residents want the grass to grow back over the berms. Mr. McCaskey asked the road superintendent for confirmation that this was his recommendation. Jim McCaskey moved and Irene McMullen seconded to apply MC70 to [the berm on] Fowlers Mill Road. Roll call vote: Mr. Bushman, no; Mr. McCaskey, yes; Mrs. McMullen, yes. Motion carried.

### Pipe Invoices

Mr. Teichman advised that all of the resident who had pipe work replaced in their driveways have been invoiced for the work done. They will receive a second invoice for the top asphalt. The Trustees asked for copies of the invoices. Mr. Bushman wanted to talk to the residents before the Board made a decision on whether the residents are responsible for the cost. The matter will be placed on the agenda for the next meeting.

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## ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

Mr. Teichman had quotes to remove or prune the crab apple trees at the Fowlers Mill Cemetery. The trees look shabby, but are still healthy. The Board gave some suggestions for contractors and asked Mr. Teichman to get additional quotes.

Striping was done on Bean Road and on Sherman Road from Fowlers Mill to Heath. Munson did the crack sealing on Cedar Road, and Newbury Township paid to stripe the centerline. Mr. Bushman asked to be notified ahead of time regarding a shared project.

## GIFT CERTIFICATES FOR NONCOMPENSATED BOARDS

Jim McCaskey moved and Andy Bushman seconded to encumber \$800 for the volunteer boards' end of year thank you gift certificates, with a unanimous vote. Motion carried.

## HAZEN VARIANCE

The Trustees addressed a recommendation to waive one of the two fees for the Hazen variances. One \$300 fee will cover the Township's expenses. Jim McCaskey moved and Andy Bushman seconded to waive one of the \$300 fees for the two appeals applications for Jeff Hazen, with a unanimous vote. Motion carried.

## GEAUGA COMMUNITY IMPROVEMENT CORPORATION

Jim McCaskey moved and Andy Bushman seconded to pay the Geauga CIC \$50 membership renewal fee. Roll call vote: Mr. McCaskey, yes; Mrs. McMullen, yes; Mr. Bushman abstained as a member of the CIC board. The motion carried.

## DECEMBER MEETINGS

The Board will look at their schedules and address December meetings on the next agenda. Mrs. Toth recommended that the board schedule a quick meeting at the end of the month in the event that funds need to be moved.

## EMPLOYEE SICK LEAVE

The Township's sick leave policy currently allows employees to use sick leave for illness of the employee only. The Board will review the wording of the policy and information compiled by the office staff on the policies of other communities, and address sick leave at the next meeting.

## TOWN HALL SIGNAGE

The Board discussed a sign for the town hall corner entrance and whether to refurbish or remove the meeting sign board in front of the building. Mr. McCaskey suggested that the entrance sign be worked into the 2018 budget.

## OCTOBER FINANCIAL REPORT

Jim McCaskey moved and Andy Bushman seconded to accept the Fiscal Officer's financial report for October as presented, with a unanimous vote. Motion carried.

## RESOLUTION 2017-40/FUND TRANSFER

Resolution 2017-40 was made by Jim McCaskey and seconded by Andy Bushman for within fund transfers in the General and Cemetery Funds, with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.]

## AUDIT/TEMPORARY APPROPRIATION

Mrs. Toth participated in a pre-proposal phone conference regarding the Township's audit. Munson Township will be audited by an independent accounting firm contracting with the State Auditor's office and will be bundled with five other Geauga County Townships and the Village of Andover. She will begin preparing the temporary appropriation worksheet and asked the Board if it wished to consider approving the appropriations on a more general level of control.

## RESOLUTION 2017-41/FIRE CONTRACT ADDENDUM

Resolution 2017-41 was made by Jim McCaskey and seconded by Andy Bushman for an addendum to the 2006 Fire Contract, Article 14, Compensation for Services, for the contract period November 1, 2017 through December 31, 2017 in the amount of \$233,313.50, with a unanimous vote. Motion carried.

## SOFTBALL LEAGUE PROPOSAL FOR DUGOUTS

Mr. McCaskey advised that the Softball League would like authorization to install dugouts on Fields 2 and 3 with their own funds. Mr. Bushman wanted to see a plan before considering their request. McCaskey was contacted by the Chardon Soccer League regarding use of the township soccer fields. They need additional fields for their expanding program. The Board discussed the rough condition of the fields.

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OUTSIDE MEETINGS

Mr. McCaskey attended the Geauga County Township Association Quarterly meeting at Kent Extension in Burton on November 8<sup>th</sup>. Mrs. McMullen attended a NOPEC meeting today and a Senior Services meeting. NOPEC will make a grant available to townships in 2018 calculated on a per participating household basis and also plans to reduce the price for electricity to townships. The Township building will see a reduced cost.

SHERMAN ROAD

Jim McCaskey moved and Andy Bushman seconded to request the county engineer to stake the road right-of-way at 10547 Sherman Road for road improvements, with a unanimous vote.

Motion carried.

COMMUNITY ROOM

Let the record reflect the Geauga Lions leased the community room for a football party (Peroni) on November 5, 2017 from 2-8pm for approx. 75 persons, and paid a security deposit of \$50. Jim McCaskey moved and Andy Bushman seconded to waive the rental fee, with a unanimous vote. Motion carried.

Let the record reflect the West Geauga Soccer Club (Jeunnette) leased the community room on November 10, 2017 from 6-9pm for approx. 30 persons and paid a security deposit of \$50. Jim McCaskey moved and Andy Bushman seconded to waive the rental fee, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the community room for a Community Addiction meeting (Dennison), a non-profit organization, on January 24, 2018 from 6-9pm for approx. 20 persons, to waive the rental fee and require a security deposit, with a unanimous vote. Motion carried. Mr. Bushman asked for documentation for their 501c3 status. Jim McCaskey moved and Andy Bushman seconded to lease the community room for a Cub Scout Pack 91 Blue and Gold Banquet (Mueller) on February 9, 2018 at 5pm for approx. 100 persons, and to waive the fees, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET

Jim McCaskey moved and Andy Bushman seconded to approve the encumbrance sheet for November 14, 2017, as written:

Other – Communications	Blanket (Admin.)	250.00
The Illuminating Company	Electricity – Town Hall	2,000.00
Auditing Services	Blanket	500.00
Repairs and Maintenance	Blanket (Squads)	4,768.46
Operating Supplies	Blanket (Town Hall)	747.04
Aero-Mark	Striping	8,702.56
Kokosing Materials	Millings	581.57
Chagrin Valley Nurseries	Trees for Fowlers Mill Cemetery	699.00
Aramark	Carpet Lease	50.00
Repairs and Maintenance	Blanket (Town Hall)	5,000.00
Blanket - Gift Certificates for	Non-compensated Boards	800.00

with a unanimous vote. Motion carried.

EXECUTIVE SESSION/PERSONNEL COMPENSATION

Jim McCaskey moved and Andy Bushman seconded to go into executive session at 7:25pm to discuss personnel discipline and compensation, with a unanimous vote. Motion carried. The Trustees came out of executive session at 8pm and resumed the regular meeting.

MEETING ADJOURNED

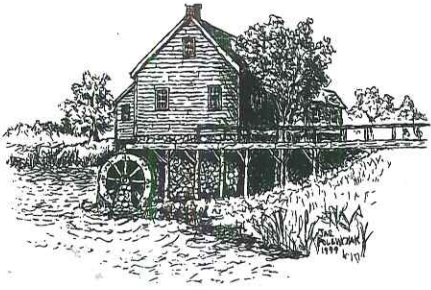
Jim McCaskey moved and Andy Bushman seconded to adjourn the meeting at 8:01pm, with a unanimous vote. Motion carried.

*Jane H. McMullen*

Chairman

*Judy Toth*

Fiscal Officer



# Munson Township

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

## Resolution 2017-40

Be it resolved by the Trustees of Munson Township, in a regular session on the 14th day of November, 2017, 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 2017 Permanent Appropriation be amended, as follows:

### Transfers Within Funds

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

250.00	to 1000-110-349-0000	Other – Communications, Printing & Adv.
133.61	from 1000-110-381-0000	Property Insurance Premiums
116.39	from 1000-110-382-0000	Liability Insurance Premiums
500.00	to 1000-110- <sup>312 3<sup>rd</sup> time</sup> <del>311</del> -0000	Auditing Services
50.00	to 1000-120-321-0000	Rentals and Leases
2,000.00	to 1000-120-351-0000	Electricity
600.00	to 1000-120-420-0000	Operating Supplies
265.00	from 1000-110-382-0000	Liability Insurance Premiums
2,885.00	from 1000-220-360-0000	Contracted Services
150.00	to 1000-760-730-0410	Improvement of Sites – Cemetery
	from 1000-760-730-0610	Improvement of Sites – Parks

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

550.00	to 2041-760-730-0000	Improvement of Sites
350.00	from 2041-410-323-0000	Repairs and Maintenance
200.00	from 2041-410-599-0000	Other – Other Expenses

Andy Bushman seconded the motion and the roll being called resulted as follows:

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

Attest: Judith Toth, November 14, 2017  
Judith Toth, Fiscal Officer

