

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, November 28, 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 15365-15394 dated 11/28 and 11/30/17 totaling \$135,843.73, EFT Vouchers 462-466 for the 11/30/17 monthly payroll totaling \$10,808.89, EFT Vouchers 472-481 for the 12/1/17 bi-weekly payroll totaling \$11,253.38, and warrant 1265 dated 11/28/17 for \$2,384.75 to transfer EMS collections from the lockbox.

MINUTES

Jim McCaskey moved and Andy Bushman seconded to approve the minutes of November 14, 2017, with a unanimous vote. Motion carried.

PUBLIC COMMENT

After speaking with other residents on Fowlers Mill Road, resident Debbie Roche asked to go on record to voice disapproval of the motion to proceed with an MC70 application for the berms on Fowlers Mill Road. The MC70 will not allow plant growth, is a pollutant to soil and water, and is rarely used by the Geauga County Engineer's office. Mrs. McMullen told her that it was back on the agenda for discussion that evening.

FIRE DEPARTMENT/FIRE AND EMS ADMINISTRATOR MARK LYNN

Chief Lynn reported 1022 calls to date in 2017, an average of 92 calls per month. He updated the Board on the progress of the Notre Dame project. Squad 4054 worked well for two weeks and then experienced the same problems with starting. It will be shipped directly to the Ford plant for an evaluation. The Fire Department thanked the Trustees for allowing them to use the community room for a family dinner on Thanksgiving for the members of the fire department on duty that day. There are some houses next to Best Sand scheduled for demolition. The Trustees asked if the Fire Department planned to use the houses for training. Chief Lynn advised that they had already received approval, and will look into what they can do after the asbestos remediation is done.

FOWLERS MILL ROAD

MC70 Application

The Trustees discussed the MC70 application for the berm on Fowlers Mill Road. Mr. McCaskey pointed out that asphalt is also a chemical and that MC70 is used in probable washout areas, especially around guardrails. However, the full application may be more aggressive than is necessary. Mrs. McMullen advised that she read all of the documents and had a long discussion regarding the pros and cons with the engineer's office. She was concerned about safety with respect to washouts, and after weighing additional maintenance vs. the MC70 application, was comfortable with going that route. She reminded those present that the engineer's original recommendation was to widen the road. McCaskey noted that weather may close out the opportunity this year. He wanted MC70 to be applied around the guardrails and in washout areas. Mrs. McMullen suggested that the Board wait and see how the road holds up.

Jim McCaskey moved and Andy Bushman seconded to rescind the motion to use MC70 on the berm on Fowlers Mill Road, with a unanimous vote. Motion carried.

Pipe Invoices

Mr. Bushman had a few more residents to contact. There are approximately 12 invoices and three have been paid. Invoices will be placed on the agenda for the next meeting.

ROAD REPORT/ROAD SUPERINTENDENT JIM TEICHMAN

Mr. Teichman will continue to seek quotes for pruning or removal of the crab apple trees in the Fowlers Mill Cemetery. The project is on hold for now as the work is best done in February.

DECEMBER MEETINGS

The Board will add a special meeting on the 30th to allow the Fiscal Officer to move funds if necessary. Jim McCaskey moved and Andy Bushman seconded to hold a special meeting at the Town Hall on Saturday, December 30, 2017 at noon, with a unanimous vote. Motion carried.

GEAUGA COUNTY SHERIFF/CONTRACT FOR ADDITIONAL PATROL

The Board discussed additional funding for 2017 and the contract amount for 2018.

Jim McCaskey moved and Andy Bushman seconded to approve an additional \$1,000 for 2017, with a unanimous vote. Motion carried.

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8084 FORM NO 10148

Held Tuesday, November 28, 2017RESOLUTION 2017-43/2018 SHERIFF'S CONTRACT FOR ADDITIONAL PATROL

Resolution 2017-43 was made by Jim McCaskey and seconded by Andy Bushman to contract with the Geauga County Sheriff's Department for additional patrol in 2018, not to exceed \$10,000, with a unanimous vote. Motion carried.

SCENIC RIVER TRAILS

NatureWorks grant applications for trails from the Ohio Department of Natural Resources will become available in December and are due in February. Mrs. McMullen offered to prepare the applications.

CRWP GRANTS

The Chagrin River Watershed Partners will sponsor fifty percent cost sharing grants for heavy use pads for horses and streambank stabilization. Much of Munson qualifies and residents with erosion problems have taken advantage of this funding in the past. Maps of qualifying areas will be made available in January or February with the grant applications. The Trustees will place the applications and maps on the Township web site.

HILLTOPPER FARM LAEPP CLOSING INSTRUCTIONS

The application process for the Hilltopper Farm on Sherman Road will close on December 14th. Jim McCaskey moved and Andy Bushman seconded to authorize Irene McMullen to sign the closing instructions and closing documentation for the Hilltopper Farm LAEPP application, with a unanimous vote. Motion carried. Mr. McCaskey wanted the Board to be aware that as the sponsoring agency, the Township had monitoring responsibilities. Mrs. McMullen attended the training sessions and assured him that she was aware of the Township's obligations. She has been walking both the farm and park properties.

CHARDON TOWNSHIP SEWER TREATMENT PLANT/PETERSEN PROPOSAL

Attorney Todd Petersen and Engineer Ed Hren were present to discuss a proposed conservation development bordering the Legend Lake Golf Course on Thwing and Fowlers Mill Roads. The units will tie into Chardon Township's mandated sewer plant for the Berkshire Estates subdivision. The Trustees received his amended proposal prior to the meeting. He explained that when they worked the numbers for their original concept, they found it was not feasible. Water resources is proposing to locate the sewer treatment plant on the south side of Thwing Road in Munson Township on a 1.91-acre parcel. The location makes sense for the gravity feed for Berkshire Estates. The new proposal is for 19 density neutral units and proposes shared driveways. Smaller pump stations will pump into the common course main, as it is not cost-efficient to have a central pump station serving 8-10 homes. The system is EPA approved. The golf course property will be kept open and when it ceases to be used for a golf course, it will be dedicated to public use and will not be developed. The Trustees reviewed the map. Mr. Bushman was opposed to locating the plant in Munson Township. Mrs. McMullen asked Mr. Petersen to discuss the location with water resources. Before initiating a conversation, Mr. Petersen wanted to have some assurance that the Township was interested in the proposal. Mrs. McMullen brought up her concern that the golf course did not buffer the streams. Mr. Hren pointed out that the proposed development is nowhere near the streams. Mr. McCaskey said he was interested in the larger proposal, but was cold on a project for only 19 homes. Mr. Hren explained that the problem was the shape of the lots. There was no existing roadway to offset the cost of a larger development. Mrs. McMullen repeated her preference that the plant be located across the street on Chardon Township property and her concern that an operating golf course should be called a conservation area. From the Township's standpoint, it was important what kind of conservation would be going on while it was a golf course, and what would happen when it ceased. Mr. Petersen told her that if it got down to how they operated the golf course, they would not be able to do the project. He believed she was melding two concepts, conservation density with land conservancy. Mr. Petersen asked what difference it would make which side of the road it was located on. Mrs. McMullen pointed out that the Board did not know what the plant would look like or how it would be situated. Mr. Hren asked if aesthetics was the Board's concern. Mr. Petersen advised that screening would be part of the plan as it is next to the golf course, and they did not want the first lot to hear the noise from the plant. The Board asked about the longevity of the plant, who would pay for servicing, where it would be located, and how it would look to the residents from the road. Mrs. McMullen asked him to come to the next regular meeting to give the Trustees time to talk to others about their individual concerns.

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

Tuesday, November 28,

20

17

MEETING ROOM/OFFICE SIGNS

The Board approved \$50 for small signs to be placed on the doors in the lobby to identify the meeting rooms and offices.

NOTRE DAME PROJECT TRUCK TRAFFIC

The Board received a complaint regarding a large amount of truck traffic on Bean Road. The Board will follow up on the complaint.

AMENDMENT TO SICK LEAVE POLICY

The Board reviewed a discussion draft prepared by Mrs. McMullen for an amendment to the Township's sick leave policy, which will allow employees to use sick leave for the illness of an immediate family member, when the employee's presence is reasonably necessary. The policy will rely on the employees to be frank and can be revisited if abused. The policy addressed the definition of immediate family and restricted the number of days that can be used for family members per year. Mrs. McMullen suggested that "child" be used in its broader interpretation to include foster children, step children, etc. The current policy requires documentation from a medical professional when the employee is absent for two or more days. The Board will send the draft to the assistant prosecutor for her review.

RESOLUTION 2017-42/AMOUNTS AND RATES

Resolution 2017-42 was made by Jim McCaskey and seconded by Andy Bushman to adopt the amended amounts and rates as determined by the Budget Commission for Tax Year 2017, (2018 Collection Year), with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.]

RESOLUTION 2017-44/ADDITIONAL FUNDS CERTIFIED

Resolution 2017-44 was made by Andy Bushman and seconded by Jim McCaskey to request the Budget Commission to certify additional funds collected in the Cemetery, Zoning, Road and Bridge, Fire Operating and Apparatus, Ambulance and Emergency Medical, and Scholarship Funds; and to place additional funds in the 2017 Permanent Appropriation in the Cemetery, Zoning, Fire Operating and Apparatus, and Emergency Medical Services Funds, with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.]

RESOLUTION 2017-45/FUND TRANSFER

Resolution 2017-45 was made by Jim McCaskey and seconded by Andy Bushman for within fund transfers in the General Fund in the Permanent Appropriation, with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.]

2018 ROAD PROJECTS

The County Engineer will amend the resolutions of Convenience and Necessity which are used to initiate roadwork – Mr. Bushman had questioned some of the changes that were made to the forms.

PUBLIC COMMENT

A resident asked about a change to the sign on the Pineview Lake property on Wilson Mills Road advertising a winery. Resident Rich Ferlin commented that the proposed Petersen subdivision will change the look of the area as it will be opposite existing homes. Resident Debbie Roche asked what was being done about the mailboxes on Fowlers Mill Road. They have not been stabilized and winter is approaching. Mr. Bushman told her that he is compiling a list of locations and whether the current setbacks and heights are in compliance with postal regulations. He expected to complete the list by the weekend, and will forward it to the county engineer when it is done.

COMMUNITY ROOM

Let the record reflect the Munson Fire Department used the community room on Thursday, November 23, 2017 at 5pm for a Thanksgiving dinner with their families for approximately 10-15 persons. Jim McCaskey moved and Andy Bushman seconded to waive the fees, with a unanimous vote. Motion carried.

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, November 28, 2017

ENCUMBRANCE SHEET

Jim McCaskey moved and Andy Bushman seconded to approve the encumbrance sheet for November 28, 2017, as written:

Delta Dental	Road Department Dental Insurance	500.00
Munson Fire Department	Contract	59,300.54
Telephone	Blanket	200.00
M.V.L. Inc.	One Additional Mow – Town Hall	185.00
Union Security Insurance Co.	Road Department Life Insurance	75.00
Other – Dues and Fees	Blanket – Parks	190.00
Other – Property Services	Blanket – Cemeteries	2,000.00

with a unanimous vote. Motion carried.

EXECUTIVE SESSION/PERSONNEL DISCIPLINE AND COMPENSATION

Jim McCaskey moved and Andy Bushman seconded to go into executive session at 8:17pm to discuss personnel discipline and compensation, with a unanimous vote. Motion carried. The Trustees came out of executive session at 9:25pm and resumed the regular meeting.

MEETING ADJOURNED

Jim McCaskey moved and Andy Bushman seconded to adjourn the meeting at 9:26pm, with a unanimous vote. Motion carried.

Jane H. McNeill

Chairman

Judy Toth

Fiscal Officer

RESOLUTION 2017-42

Amended

Tax Year 2017 (2018 Collection Year)

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

(BOARD OF TOWNSHIP TRUSTEES)

Revised Code, Secs. 5705.34, 5705.35

The Board of Trustees of Munson Township, Geauga County, Ohio, met in REGULAR session on the *(Regular or Special)*

28TH day of NOVEMBER, 2017 at the office of MUNSON TOWNSHIP

with the following members present:

ANDREW J BUSHMAN

JAMES J MCCASKEY

IRENE H MCMULLEN

Mr. McCaskey moved the adoption of the following Resolution:

RESOLVED, By the Board of Trustees of Munson Township, Geauga County, Ohio, in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing on January 1st, 2018; and

WHEREAS, The Budget Commission of Geauga County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within the ten mill tax limitation; therefore, be it

RESOLVED, By the Board of Trustees of Munson Township, Geauga County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Township the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A									
SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION, AND COUNTY AUDITORS ESTIMATED TAX RATES									
FUND	Amount to Be Derived from Levies Inside 10 Mill Limitation			Amount Approved by Budget Commission Outside 10 Mill Limitation				County Auditor's Estimate of Tax Rate to Be Levied	
	Column I			Column II				Inside 10 Mill Limit	Outside 10 Mill Limit
								III	IV
General Fund	448	776	00					2.00	
Road and Bridge Levy Fund	224	388	00		598	490	00	1.00	4.85
Police Levy Fund									
Fire Levy Fund									
Fire and Emergency Levy Fund									
Fire OP & APP Fund				1	300	630	00		6.05
Fund									
Fund									
TOTAL	673	164	00	1	899	120	00	3.00	10.90

SCHEDULE B
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Maximum Rate Authorized to Be Levied	County Auditor's Estimate of Yield of Levy (Carry to Schedule A, Column II)		
General Fund: Levy authorized by voters on not to exceed _____ years				
General Fund: Levy authorized by voters on not to exceed _____ years				
General Fund: Levy authorized by voters on not to exceed _____ years				
1976 Road and Bridge Fund: Levy authorized by voters on November 4, 2014 not to exceed <u>5</u> years	2.10	124	352	00
1994 Road and Bridge Fund: Levy authorized by voters on November 5, 2013 not to exceed <u>5</u> years	2.00	306	464	00
2007 Road and Bridge Fund: Levy authorized by voters on November 7, 2017 not to exceed <u>5</u> years	0.75	167	674	00
Road and Bridge Fund: Levy authorized by voters on not to exceed _____ years				
Police Levy Fund: Levy authorized by voters on not to exceed _____ years				
Police Levy Fund: Levy authorized by voters on not to exceed _____ years				
Police Levy Fund: Levy authorized by voters on not to exceed _____ years				
2012 Fire Levy Fund: Levy authorized by voters on November 6, 2012 not to exceed <u>Continuing</u> years	1.00	223	565	00
2008 Fire Levy Fund: Levy authorized by voters on November 5, 2013 not to exceed <u>5</u> years	1.00	223	565	00
1994 Fire Levy Fund: Levy authorized by voters on November 4, 2014 not to exceed <u>5</u> years	0.65	99	601	00
Fire & Emergency Fund: Levy authorized by voters on not to exceed _____ years				
2005 Fire Fund: Levy authorized by voters on November 3, 2015 not to exceed <u>5</u> years	1.75	383	659	00
2016 Fire Fund: Levy authorized by voters on November 8, 2016 not to exceed <u>5</u> years	1.65	370	240	00

and be it further

RESOLVED, That the Fiscal Officer of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

M r. Bushman _____ seconded the Resolution and the roll being called upon its adoption

the vote resulted as follows:

M J. R. G. yes

M Jane H. McMiller yes

M Ad Bush no

Adopted the 28th day of November 2017

Judith L Toth
 Fiscal Officer of the Board of Township Trustees of
 Munson Township
 Geauga County, Ohio

**CERTIFICATE OF COPY
ORIGINAL ON FILE**

The State of Ohio Geauga County, ss.

I, _____, Fiscal Officer of the Board of Township Trustees of Munson Township in said County, and in whose custody the Files and Records of said Board are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original now on file with said Board, that the foregoing has been compared by me with said original document, and that the same is a true and correct copy thereof.

WITNESS my signature, this _____ day of _____,

Fiscal Officer of the Board of Township Trustees of
Munson Township
Gauga County, Ohio

¹ A copy of this Resolution must be certified to the County Auditor before the first day of October, or at such later date as may be approved by the Department of Taxation of Ohio.

No. _____

BOARD OF TOWNSHIP TRUSTEES,
Munson Township,
Gauga County, Ohio

**RESOLUTION
ACCEPTING THE AMOUNTS AND RATES AS
DETERMINED BY THE BUDGET COMMISSION
AND AUTHORIZING THE NECESSARY TAX
LEVIES AND CERTIFYING THEM TO THE
COUNTY AUDITOR.**

(Board of Township Trustees)

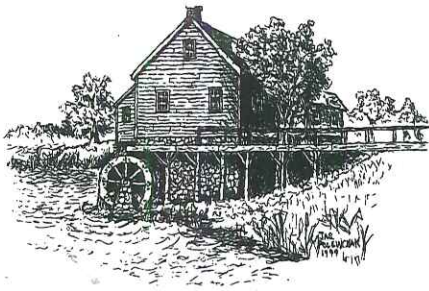
Adopted _____

Township Fiscal Officer

Filed _____

County Auditor

By _____
Deputy Auditor



Munson Township

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

Resolution 2017-44

Be it resolved by the Trustees of Munson Township, in a regular session on the 28th 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 Mr. Bushman moved the adoption of the following resolution, that the 2017 Budget be amended as follows:

Additional Revenues to be Certified

In the Cemetery Fund: To request the Budget Commission to certify additional revenues received for fees and sale of cemetery lots in the amount of \$7,500 for an increase in the Cemetery Fund of \$7,500;

In the Zoning Fund: To request the Budget Commission to certify additional revenues collected for zoning fees in the amount of \$6,000 for an increase in the Zoning Fund of \$6,000;

In the Road and Bridge Fund: To request the Budget Commission to certify additional revenues collected for taxes in the amount of \$20,000 and other additional revenues in the amount of \$10,000 for an increase in the Road and Bridge Fund of \$30,000;

In the Fire Operating and Apparatus Fund: To request the Budget Commission to certify additional revenues collected for taxes in the amount of \$34,000 and for sale of fixed assets \$3,750 for an increase in the Fire Operating and Apparatus Fund in the amount of \$37,750;

In the Ambulance and Emergency Medical Fund: To request the Budget Commission to certify additional revenues collected for ambulance and emergency medical services in the amount of \$8,900, for an increase in the Ambulance and Emergency Medical Fund of \$8,900;

In the Scholarship Fund: To request the Budget Commission to certify additional revenues in the amount of \$2,900 for an increase in the Scholarship Fund in the amount of \$2,900;

Amendments to the 2017 Permanent Appropriation

To request the Budget Commission to place additional revenues in the following line items:

In the Cemetery Fund

2,000.00 2041-410-329-0000 Other – Property Services

In the Zoning Fund

2,000.00 2181-130-190-0000 Salaries

In the Fire Operating and Apparatus Fund:

4,750.00 2192-220-323-0000 Repairs and Maintenance

33,000.00 2192-220-360-0000 Contracted Services

In the Ambulance and Emergency Medical Services Fund:

1,500.00 2281-230-319-0000 Other – Professional and Technical Services

4,000.00 2281-230-323-0000 Repairs and Maintenance

2,000.00 2281-230-360-0000 Contracted Services

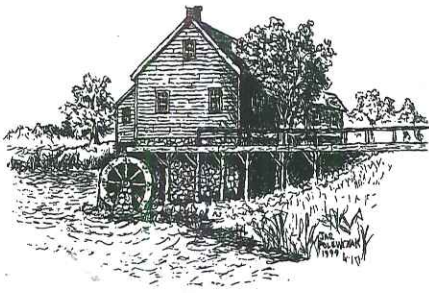
Mr. McCaskey seconded the motion and the roll being called resulted as follows: voting

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 28, 2017
Judith Toth, Fiscal Officer



Munson Township

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

Resolution 2017-45

Be it resolved by the Trustees of Munson Township, in a regular session on the 28th 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:

700.00	to 1000-110-111-0000	Salaries – Trustees
300.00	to 1000-110-121-0000	Salaries – Township Fiscal Officer
2,000.00	to 1000-110-211-0000	Ohio Public Employees Retirement System
250.00	to 1000-110-213-0000	Medicare
60.00	to 1000-120-329-0000	Other – Property Services
1,000.00	to 1000-410-323-0000	Repairs and Maintenance
	from 1000-220-360-0000	Contracted Services

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

Andrew J. Bushman, no

James J. McCaskey, yes

Irene H. McMullen, yes

Attest: Judith Toth, November 28, 2017
Judith Toth, Fiscal Officer