

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

Thursday, October 16,

2014

The meeting was called to order at 6:00pm by Chair Irene McMullen with Trustees Andy Bushman and Jim McCaskey and Fiscal Officer Judy Toth present. The Chairman led the Pledge of Allegiance. Warrants 12654-12672 dated 10/9/14 totaling \$11,855.65 and EFT vouchers 398-408 for the 10/10/14 bi-weekly payroll in the amount of \$10,958.31 were signed between meetings. Warrant 12670 was voided. The Trustees signed warrants 12673-12710 dated 10/16/14 totaling \$25,203.84 and Warrant 1191 dated 10/16/14 in the amount of \$14,052.50 to transfer EMS collections from the lockbox.

MINUTES

Andy Bushman moved and Jim McCaskey seconded to approve the minutes of September 23, 2014 as written, with a unanimous vote. Motion carried.

DEPARTMENT ON AGING RENEWAL LEVY

Adam Van Boxel from Geauga Senior Services passed out literature and asked for the township's support for their renewal levy which will be on the November ballot. He described the many services the levy provides for the Geauga community.

FIRE DEPARTMENT

Roof Repair/Insulation

Fire Chief Mark Lynn emailed the Trustees the final proposal to insulate the two small roofs in the fire department. The work was already approved. Pella addressed the window and did not find any problems with the insulation, and Boak will be able to give an estimate for the north side of the fire station. They will also be asked to estimate insulation for the township offices. Work is scheduled for the last week in October. The Chief will ask them to come in to quote the rest of the project before work commences. Trustees McMullen and McCaskey wanted to be present when Boak did the evaluation.

BOY SCOUT PLAQUES

The Trustees reviewed a request from Boy Scout Troop 91 to erect four pictures on the wall on the left at the entrance to the community room, two plaques listing the Eagle Scouts, a mounted picture of the original troop and a picture of the current troop.

Andy Bushman moved and Jim McCaskey seconded to allow the installation of Boy Scout plaques and pictures at the entrance to the community room as per the drawing, with a unanimous vote. Motion carried.

TIME WARNER CLAIM

The Time Warner claim for restitution for a severed cable on Country Oaks Trail has been forwarded to Assistant Prosecuting Attorney Susan Wieland. The road superintendent has also been in communication with Ms. Wieland.

NEW PLAYGROUND

Mrs. McMullen was advised by the prosecutor's office that the cost of the mulch must be included in the total cost for the project. She had a quote of \$1,650 from Ready Field Solutions. The additional cost will not put either quote over the \$50,000 maximum. The Board reviewed the proposals from Meyer Design and Park and Play Structures. Meyer included \$600 in their quote for gravel for additional drainage. Mrs. McMullen informed the Board that Fairmount Santrol would donate the materials. Park and Play Structures did not recommend the additional drainage, and Mr. McCaskey agreed that the ground was set high enough. The Board reviewed the layouts for the equipment, two proposals from each company. They agreed on neutral colors of green, brown and tan, and will ask for a color sketch before signing a contract.

Andy Bushman moved and Jim McCaskey seconded to allow Park and Play Structures to install the new playground not to exceed \$45,500, with a unanimous vote. Motion carried.

Mrs. McMullen signed the design selected by the Trustees.

SEPTIC GRINDER PUMP

Road superintendent Jim Teichman reported that he had the septic pump tested and gave the Board the cost to have it repaired.

Andy Bushman moved and Jim McCaskey seconded to authorize up to \$1,500 to finish the repairs on the grinder pumps, with a unanimous vote. Motion carried.

NEW PLAYGROUND

The road department removed the old play structures but has not bulldozed the area. Mr. Teichman raised concerns about disturbing the soil this late in the season and asked the Board to consider delaying the project until spring. October 15 is the estimated cut-off date for new grass to germinate. The Board did not want to delay the project. Mrs. McMullen will conference a call with the road superintendent and playground company to see if installation can still be scheduled for this fall.

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES SPECIAL

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Thursday, October 16, 2014

RESOLUTION 2014-41/FUND TRANSFER

Resolution 2014-41 was made by Andy Bushman moved and seconded by Jim McCaskey for within fund transfers in the General Fund, Gasoline Tax 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.]

FAIRMOUNT SANTROL [WEDRON SILICA] DONATION

Andy Bushman moved and Jim McCaskey seconded to accept a \$10,000 donation from Fairmount Santrol [Wedron Silica] for the new playground, with a unanimous vote. Motion carried. Fairmount has also offered volunteers to spread the mulch.

PUBLIC ACCEPTANCE OF DONATIONS

The prosecutor's office advised the Trustees to formally accept all donations by motion. The office manager prepared a list of donations for this year. Mr. Bushman suggested that the Trustees wait to make the motion at the end of the year.

ZONING SEMINAR

The Trustees addressed a memo requesting authorization for Zoning Commission member Jim Tekavec to attend an NBI seminar on Land Use Law: Current Issues in Subdivisions, Annexation, and Zoning December 8 in Independence. The cost for the seminar is \$359. Andy Bushman moved and Jim McCaskey seconded to allow Jim Tekavec to attend the NBI seminar on Land Use Planning in the amount of \$359 plus expenses, with a unanimous vote. Motion carried. Mr. Tekavec will be asked to attend a trustees meeting to share the information.

WRLC SIGN STOLEN AT SCENIC RIVER

The Western Reserve Land Conservancy notified the township that their sign was stolen at Scenic River, and asked the township to file a police report. Deputy Savor will be contacted.

NOVEMBER 11 MEETING

The November 11 trustees meeting will fall on Veterans Day, a township holiday. After discussion, the Trustees agreed not to change the date of the meeting. The Park Board has also agreed to keep that date for their workshop with the Trustees prior to the meeting. Andy Bushman moved and Jim McCaskey seconded change the regular meeting on Tuesday, November 11, 2014 to meet in a workshop with the Park Board at 5:30pm followed by the regular meeting, with a unanimous vote. Motion carried.

EMPLOYEE EVALUATIONS

Mrs. McMullen distributed a new form for the Board to review for employee evaluations. This year's evaluation assignments are: office staff, Mrs. McMullen; road department members, Mr. Bushman, and fire chief, Mr. McCaskey.

POLICY FOR STORAGE, USE AND DISTRIBUTION OF PERSONAL INFORMATION

At the recommendation of the state auditors, the township drafted a policy to protect the confidentiality of personal information collected and stored by the township. The policy was reviewed by the prosecutor's office.

Andy Bushman moved and Jim McCaskey seconded to accept an amendment to the township personnel policy to adopt a personal information policy effective October 16, 2014, with a unanimous vote. Motion carried. [The policy is included on a separate page as part of the minutes.]

ZONING LEGAL ACTION

The Board addressed an inquiry from assistant prosecuting attorney Susan Wieland asking if the Trustees wished to pursue court action on a zoning violation. Mr. McCaskey regretted that the Trustees were not advised about the matter before it progressed to this stage, for their possible intervention.

Andy Bushman moved and Jim McCaskey seconded that we authorize legal action on the Parent case through the court system as due diligence, with a unanimous vote. Motion carried.

FOWLERS MILL BRIDGE REPLACEMENT PROJECT

The Board discussed the progress of the Geauga County Fowlers Mill Bridge replacement project. Mr. McCaskey praised Burton Scot Contractors. It will be the responsibility of the township to select the contractor if a guardrail is installed. The county warned Mr. Teichman to be careful not to disturb the box.

SUMMER YOUTH EMPLOYMENT PROGRAM

The Trustees addressed a memo inviting the township to participate in the summer youth employment program again next year. The staff advised it was difficult to find enough work to keep the youth employees busy. Mr. McCaskey believed the township had a civic responsibility to assist with the program. Mrs. Toth noted that the township has the opportunity to interview the candidates before they are accepted.

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES SPECIAL

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Thursday, October 16, 20 14

COMMUNITY ROOM RENTALS

Andy Bushman moved and Jim McCaskey seconded to lease the community room for a funeral gathering (Pastor) on September 27, 2014 from 10am-9pm, approx. 60 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 to Boy Scout Troop 91 (Tomarch) on October 22, 2014, at 6m, approx. 20, and to waive the fees, with a unanimous vote, Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the community room for a Chardon Youth Football Cheerleading Banquet (Fisher) November 7, 2014 from 6-9pm, approx. 60, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the community room for Feathers and Fleece 4H Club meetings (Ray) on November 20, 2014, January 15, February 19, March 19, and April 16, 2015 at 6pm, approx. 50, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the community room to the Breeders and Feeders 4H Club (Teichman) on November 23, 2014, January 18, February 15, and March 15, 2015 from 2-6pm, approx. 80, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the community room for a fundraiser for Laura Zver (McCreery) November 30, 2014 from noon-4pm, approx. 200, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the community room for a Baby Shower (Boyd) on January 10, 2015, all day, approx. 50, for a \$125 fee and \$50 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to lease the community room for a birthday party (McCaskey) January 11, 2015, from noon-5pm, approx. 30, for a \$125 rental fee and \$50 security deposit, with a unanimous vote. Motion carried.

CAUCUS AND MEETING ROOM RENTAL

Andy Bushman moved and Jim McCaskey seconded to lease the caucus and small meeting rooms for Breeder and Feeders 4H meetings (Teichman) on November 23, 2014, January 18, February 15, and March 15, 2015 from 2-6pm, approx. 80, and to waive the fees, with a unanimous vote. Motion carried.

FISCAL OFFICER'S SEPTEMBER REPORT

Andy Bushman moved and Jim McCaskey seconded to approve the fiscal officer's monthly report for September 2014, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET

Andy Bushman moved and Jim McCaskey seconded to approve the encumbrance sheet for October 16, 2014, as written:

Buildings – Town Hall Project	Blanket to 12/31/2014	5,000.00
Auburn Fence Corporation	Furnish & Install Aluminum Gate	1,020.00
Delta Dental	Dental Insurance Premiums	580.00
Small Tools & Minor Equip.	Blanket to 12/31/2014	50.00
Aramark Uniform Services, Inc.	Uniform Rental	1,600.00
The Illuminating Company	Electric Utility	1,800.00

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

MEETING ADJOURNED

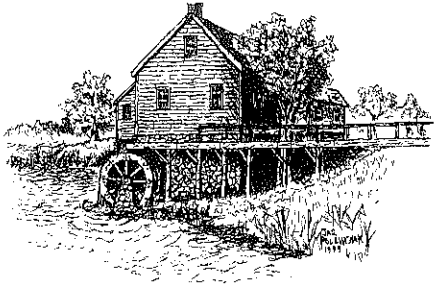
Andy Bushman moved and Jim McCaskey seconded to adjourn the meeting at 7:17pm, with a unanimous vote. Motion carried.

Love H. McCaskey

Chairman

Judith Toth

Fiscal Officer



Munson Township

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

Resolution 2014-41

Be it resolved by the Trustees of Munson Township, in a regular session on the 16th day of October, 2014, 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 2014 Permanent Appropriation be amended as follows:

Transfers Within Funds

In the General Fund, within fund transfers, as follows:

1,000.00	to 1000-120-351-0000	Electricity
500.00	to 1000-130-318-0000	Training Services
50.00	to 1000-130-430-0000	Small Tools and Minor Equipment
17,000.00	to 1000-760-730-0330	Improvement of Sites [Road and Bridge]
	all from 1000-760-710-0000	Land
20,000.00	to 1000-760-720-0220	Buildings [Fire Department]
	from 1000-760-720-0014	Buildings [Town Hall Project]

In the Gasoline Tax Fund, a within fund transfer, as follows:

1,600.00	to 2021-330-360-0000	Contracted Services
	from 2021-330-430-0000	Small Tools and Minor Equipment

In the Road and Bridge Fund, within fund transfers, as follows:

800.00	to 2031-330-351-0000	Electricity
200.00	to 2031-330-490-0000	Other – Supplies and Materials
794.00	from 2031-330-382-0000	Liability Insurance Premiums
206.00	from 2031-330-360-0002	Contracted Services – Road Imp. Projects

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

Andrew J. Bushman, yes

James J. McCaskey, yes

Irene H. McMullen, yes

Attest: Judith Toth, October 16, 2014
Judith Toth, Fiscal Officer