

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES WORKSHOP & REGULAR

Meeting

BEAR GRAPHICS 800-325-8084 FORM NO 10148

Held Tuesday, September 12, 20 17FIRE CONTRACT WORKSHOP

The workshop was called to order at 6:00pm by Chairman Irene McMullen with Trustees Andy Bushman and Jim McCaskey and Fiscal Officer Judy Toth present. The Chairman led the Pledge of Allegiance. Fire and EMS Administrator Mark Lynn and several members of the fire department were present. Mr. Bushman will meet with Mr. Lynn to review the fire contract, and another workshop will be scheduled. The addendum for compensation expires September 30th. The Board discussed reducing the contract to offset the Fire and EMS Administrator's salary, which was not taken out of the contract when he was initially brought on. Mr. Bushman will ask the fire department's administrative assistant for a balance sheet to ensure that the fire department has enough reserves before a decision is made. Mr. Lynn advised that the fire department runs its books January to December and not April 1 – March 31 as was done in the past.

Jim McCaskey moved and Andy Bushman seconded to close the workshop and open the regular meeting at 6:15pm, with a unanimous vote. Motion carried.

REGULAR MEETING

The Trustees signed warrants 15180-15232 dated August 31 and September 12, 2017 totaling \$52,075.42, EFT Vouchers 340-344 for the 8/31/17 monthly payroll totaling \$6,962.79; EFT Vouchers 350-358 for the 9/8/17 bi-weekly payroll totaling \$10,577.81, and warrant 1260 in the amount of \$7,505.23 to transfer EMS collections from the lockbox. Warrant 15179 in the amount of \$356.35 was signed between meetings.

CEMETERY DEED

The Board signed a deed to Colleen, Erin & Shannon Telling for Maple Hill III Cemetery, Lot 347, Graves 1 & 2.

MINUTES

Jim McCaskey moved and Andy Bushman seconded to approve the August 22, 2017 minutes, with a unanimous vote. Motion carried.

PUBLIC COMMENT

Resident Dave Partington inquired when the Koelliker tree dedication would take place, and was told it was on the agenda for approval for October 24th. Because all three Trustees will be present, the Board will incorporate the dedication as part of the regular Trustees meeting. Jim McCaskey moved and Andy Bushman seconded to schedule the dedication for Tuesday, October 24, 2017 at 6pm at the Town Hall, followed by the regular meeting, with a unanimous vote. Motion carried.

FIRE DEPARTMENT/FIRE & EMS ADMINISTRATOR MARK LYNN

Administrator Lynn informed that Board that a copy of a resolution of commendation from the Geauga County Commissioners for all first responders was posted on the bulletin board. He reviewed the schedule of repairs for the squads and fire vehicles. After Engine 4033 is back in service, the ladder truck will be sent out for warranty work. The department is seeking a FEMA grant for new cots. The call volume is still up.

LOCAL AGRICULTURAL EASEMENT PURCHASE PROGRAM [LAEP]

Jim McCaskey moved and Andy Bushman seconded to authorize Irene McMullen to sign the Ohio Department of Agriculture Office of Farmland Preservation LAEPP 2017 Cooperative Agreement – Amendment 1, with a unanimous vote. Motion carried. The document updates the expiration date and available funds.

Jim McCaskey moved and Andy Bushman seconded to authorize Irene McMullen to sign the Local Sponsor Certification Application for LAEPP 2018, with a unanimous vote. Motion carried.

BZA NOLAN RESIGNATION/ALEXANDER APPOINTMENT

Jim McCaskey moved and Andy Bushman seconded to accept Bobbie Nolan's resignation from the Munson Township Board of Zoning Appeals with double regret, with a unanimous vote. Motion carried. [Bobbie Nolan served from 1998-2017.]

Jim McCaskey moved and Andy Bushman seconded to appoint Don Alexander as a regular member to fill out the unexpired term of Bobbie Nolan through December 31, 2017, with a unanimous vote. Motion carried. The Township will advertise for an alternate.

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ZONING WORKSHOP

Jim McCaskey moved and Andy Bushman seconded to authorize Dennis Pilawa and Lenore Pikus to attend the APA Planning and Zoning Workshop on October 27 in Mayfield Village at \$110 per person and to reimburse travel expenses, with a unanimous vote. Motion carried.

OLD FLAGPOLE

The fire department planned to work with the road department next week to take down the old flagpole in front of the town hall, and asked if it should be relocated or stored. Passing motorists are concerned when they see the empty flag pole. Mr. Bushman wanted to wait and coordinate this with the parking lot repair to avoid moving it twice. It was suggested that a flag be placed on the pole until it was ready to be moved.

CARR VS EMMONS PRETRIAL

Mrs. McMullen advised that the Township was named as a defendant in the Carr vs Emmons pretrial because it holds an easement on the affected property. The litigation is to clear the title as there are several owners. The prosecutor's office requested that a Trustee be designated to attend the pretrial on behalf of the Township. Jim McCaskey moved and Andy Bushman seconded to authorize Irene McMullen to be the representative for Munson Township in the Carr vs Emmons pretrial, with a unanimous vote. Motion carried.

KOELLIKER DEDICATION

A tree will be dedicated to the memory of Joe and Betty Koelliker and a plaque erected at the Munson Town Hall on October 24, 2017 prior to the Trustees meeting.

TRANSIENT VENDOR FORM

The draft was reviewed and one change made. It will be forwarded in its final form to the prosecutor's office, for approval at the next meeting.

TOWN HALL LANDSCAPING

Mr. McCaskey will meet with road department member Mark Stukbauer to put together a general plan to move plants from Scenic River to the Town Hall. He advised that this was a good time of the year to split the plants.

AUGUST FINANCIAL REPORT

Jim McCaskey moved and Andy Bushman seconded to accept the August monthly financial report from the Fiscal Officer as presented, with a unanimous vote. Motion carried.

RESOLUTION 2017-33/FUND CERTIFICATION AND TRANSFER

Resolution 2017-33 was made by Jim McCaskey and seconded by Andy Bushman to request the Budget Commission to certify \$1,100 received from Geauga County to improve the recycling site and \$175,000 from the Ohio Public Works Commission to improve Fowlers Mill Road and to place these funds in the permanent appropriation, and for within fund transfers in the General and Fire Operating and Apparatus Funds, with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.]

BULK MAILING PERMIT FEE

Mrs. Toth advised that the Township may keep its bulk mailing permit at no cost. The post office has an on line mailing tool for small businesses. The Township must use the tool one time in the next two years to retain the permit number.

DEPUTY REPORT

Sheriff Deputy Erik Pavlick reported on traffic stops and citations from August 9th to present. Fowlers Mill and Bass Lake Roads are the busiest locations. Stop sign violations, especially for young drivers, was an issue for him as there was potential for serious consequences. He advised he may respond to other calls in Munson while on duty for the Township. He warned that there was an increase in burglaries in the general area and told residents to take basic crime prevention precautions. He also warned residents to check their bank accounts for fraudulent Equifax transactions.

ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

Superintendent Teichman had two estimates to install a gate at the Zambory Field.

Jim McCaskey moved and Andy Bushman seconded to authorize up to \$2,000 to T & C Fence LLC to install a gate at the Zambory Field, with a unanimous vote. Motion carried.

Mr. Teichman's township truck was damaged in a motor vehicle accident and he requested authorization to rent a truck from Enterprise until the insurance company makes a determination on its repair or replacement. The rental will be paid by the insurance company.

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ROAD REPORT (continued)

Jim McCaskey moved and Andy Bushman seconded to authorize road superintendent Jim Teichman \$69.70 per day for a truck rental for as long as it was needed, with a unanimous vote. Motion carried.

New employee Ross McKinstry has no accrued leave and is requesting a day off. Jim McCaskey moved and Andy Bushman seconded to authorize the road superintendent to allow employee Ross McKinstry to take October 6th off without pay, with a unanimous vote. Motion carried.

Mr. Teichman had estimates to remove trees at the cemetery and at the small pavilion. Vatty Tree Service will remove all but the cherry tree, which will require a bucket truck. Jim McCaskey moved and Andy Bushman seconded to authorize \$1,000 to Craig Vatty for tree removal at the cemetery and \$150 for tree removal at the town hall park, with a unanimous vote. Motion carried.

The road department striped the parking lot, completed the new recycling site, and repaired the roadside mower. The Trustees discussed screening along Sherman Road for the new recycling area.

ROOM RENTALS

Jim McCaskey moved and Andy Bushman seconded to lease the community room for Girl Scout meetings (Skedel) on September 12, 26, October 10, 24, November 21, and December 5, 19, 2017 from 6-8pm for approx. 10 persons, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the community room for a birthday party on November 17, 2017 all day for approx. 40 persons, for a reduced fee of \$62.50 and a \$250 security deposit, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the community room for a Breeders and Feeders 4H meeting (Teichman) on November 19, 2017 at noon for approx. 80 persons, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the community room for a Chardon Rotary Christmas Party (Royle) on December 10, 2017, all day, for approx. 70 persons, to waive the rental fee and require the \$250 security deposit. Roll call vote: Mr. Bushman, yes; Mrs. McMullen, yes; Mr. McCaskey, abstain. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the community room for Chardon Rotary Free Harmony (Royle) on December 4, 2017, from 11am-2pm, for approx. 60 persons, and to waive the fees. Roll call vote: Mr. Bushman, yes; Mrs. McMullen, yes; Mr. McCaskey, abstain. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the community room for a Square Dance-Mapletown (Hooper) on December 31, 2017 at 10am for approx. 40 persons, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the community room for Firefighter Bonk's Nothing Better to Do New Year's Eve Party on December 31, 2017 from 4pm to closing for approx. 50 persons, for a reduced fee of \$62.50 and \$250 security deposit, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the conference room for Girl Scout meetings (Skedel) on September 12, 26, October 10, 24, and November 21, 2017 from 6-8pm for approx. 10 persons, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the meeting room for a Livestock Sale Meeting (Ray) on September 14, 2017 at 7:30pm for approx. 10 persons, and to waive the fees, with a unanimous vote. Motion carried.

PAVILION RENTALS

Jim McCaskey moved and Andy Bushman seconded to lease the Emmons Pavilion for a Cub Scout Meeting (Baldwin) on September 13, 2017 at 6:30pm for approx. 25 persons, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to lease the Emmons Pavilion for a Breeders and Feeders 4H meeting (Teichman) on September 24, 2017 at 1pm for approx. 80 persons, and to waive the fees, with a unanimous vote. Motion carried.

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ENCUMBRANCE SHEET

Jim McCaskey moved and Andy Bushman seconded to approve the encumbrance sheet for September 12, 2017, as written:

| | | |
|----------------------------------|---------------------------------|------------|
| Repairs and Maintenance | Blanket (Parks) | 500.00 |
| Operating Supplies | Blanket (Parks) | 500.00 |
| Fishing Derby Expenses | Blanket | 100.00 |
| Improvement of Sites | Blanket (Town Hall/Recycling) | 1,397.58 |
| Training Services | Blanket (Zoning) | 500.00 |
| Repairs and Maintenance | Blanket (Gasoline Tax Fund) | 3,691.26 |
| Other Professional & Tech. Serv. | Blanket (DOT Tests/Physicals) | 386.00 |
| Repairs and Maintenance | Blanket (Road and Bridge) | 5,000.00 |
| Contracted Services | Blanket (Road and Bridge) | 2,500.00 |
| Operating Supplies | Super Blanket (Road and Bridge) | 46,280.10 |
| Ronyak Paving, Inc. | Fowlers Mill Road Project | 175,000.00 |
| Machinery, Equipment, Furn. | Blanket (Scrap Metal Funds) | 1,000.00 |
| T & C Fence LLC | Gate for Zambory Field | 2,000.00 |
| Craig Vatty Tree Service | Tree Work | 1,150.00 |

with a unanimous vote. Motion carried.

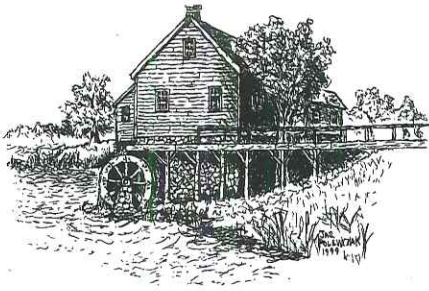
PUBLIC COMMENT

Resident Dave Partington suggested arborvitae as a screen to the south of the new recycling facility along Sherman Road. Mrs. Semenik asked for an update on Legend Lake and the proposed sewer plant. The Trustees have had no additional contact.

MEETING ADJOURNED

Jim McCaskey moved and Andy Bushman seconded to adjourn the meeting at 6:56pm, with a unanimous vote. Motion carried.

Gene H. McHill Chairman *Judy Toth* Fiscal Officer



Munson Township

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

Resolution 2017-33

Be it resolved by the Trustees of Munson Township, in a regular session on the 12th day of September, 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:

Additional Revenues to be Certified

- 1) To request the Budget Commission to certify a capital improvement contribution of \$1,100 in the General Fund, received for the purpose of relocating the recycling bins at Munson Township.
- 2) To request the Budget Commission to certify an Ohio Public Works Commission grant in the amount of \$175,000 for the improvement of Fowlers Mill Road.

Placement of Additional Revenues in the Permanent Appropriation

That the additional funds be placed in the following line items:

In the General Fund:

| | | |
|---|---------------------------------|------------|
| 1000-760-730-0120 | Improvement of Sites [Township] | 1,100.00 |
| In Fund 4401 Public Works Commission Project: | | |
| 4401-760-790-0000 | Other – Capital Outlay | 175,000.00 |

Transfers Within Funds

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

50.00 to 1000-610-~~321~~³²²-0000 Garbage and Trash Removal
 from 1000-120-~~321~~³²²-0000 Garbage and Trash Removal

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

800.00 to 2192-220-314-0000 Tax Collection Fees
 from 2192-220-360-0000 Contracted Services

Andy Bushman 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, September 12, 2017
Judith Toth, Fiscal Officer