

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, September 22, 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. Warrants 13505-13510 dated 9/14/15 totaling \$5,982.60 were signed between meetings. The Trustees signed warrants 13511-13543 dated 9/22 and 9/30/15 totaling \$1,024,204.42, EFT vouchers 400-410 for the 9/25/15 bi-weekly payroll in the amount of \$11,116.00, EFT vouchers 415-419 for the 9/30/15 monthly payroll in the amount of \$7117.76, and warrant 1215 dated 9/22/15 in the amount of \$5,411.88 to transfer EMS collections from the lockbox to the primary account.

CEMETERY DEED

The Trustees signed a deed to Tom H. and Mary Harris for Maple Hill III Cemetery, Lot 330, Grave 3.

MINUTES

Jim McCaskey moved and Irene McMullen seconded to approve the September 8, 2015 minutes, as presented, with a unanimous vote. Motion carried.

PARK BOARD/CLAUDIA TOTH

Park Board member Claudia Toth asked if the Trustees had a plan to make the Eloo restroom facility at Scenic River work correctly. Patrons are complaining about the odor. The Board suggested that a blue liquid be used, the same that is used in portable restrooms. Mrs. Toth also inquired about lighting for the restrooms after dark. There is no electricity at the Park. Mrs. McMullen suggested motion activated solar lighting. The Park Board will pursue this and get quotes. Mrs. Toth offered to take a personal mower to clear the paths at Scenic River, and advised that she had been unsuccessful in locating a map of the trails to make sure that they were in the right location. Mr. Bushman said some areas may be too wet for a mower. The road department will check if a township mower can be used. The Western Reserve Land Conservancy will be contacted to make sure the trails are in the right location. Mr. Bushman advised that some of the paths are marked and offered to meet Mrs. Toth at the site.

ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

Mr. Teichman advised that now is the time to winterize the ball fields with weed control. The Board discussed adding more infield clay in the fall. Mr. McCaskey said this was tried approximately 10 years ago with poor success.

Jim McCaskey moved and Irene McMullen seconded to have the ball fields winterized by P. Ianiro not to exceed \$400, with a unanimous vote. Motion carried.

Mr. Teichman recommended that Fowlers Mill Road from Wilson Mills to Moccasin Falls, River Road, Epping Trail, and Stephens Way be resurfaced next year. The Township has preliminary estimates from the county engineer for River, Epping and Stephens Way and he asked for authorization to request an estimate for Fowlers Mill. Mr. McCaskey asked the Board to wait until the October 6th meeting, to allow him to look at the roads and review funding.

TOWN HALL SEPTIC SYSTEM/FIRE STATION DRAINS

The County does not have the township septic system as built with the final changes. Mr. Teichman will follow up with the EPA and the project's civil engineer. Civil engineer Chip Hess was contacted regarding engineering plans for the proposed fire station floor drain system. The estimated cost for the engineering is between \$3,000 and \$5,000.

WORKPLACE SAFETY INSPECTION

BWC representative Joan McAllister completed her survey and prepared a list of recommendations, which she reviewed with Mr. Teichman. The recommendations will be implemented in stages. She recommended that all road department employees be trained on the use of hand tools, power tools, and other equipment. Mr. Teichman is looking into training contractors and training videos from OTARMA and the Ohio BWC. Time will be allocated for training. Fire extinguishers and emergency lights will be checked monthly. A file has been created for vehicle pre-trip inspection sheets.

JOB DESCRIPTIONS/PERSONNEL POLICY MANUAL

The Trustees received a draft copy of the job descriptions and amendments to Section 4.10 Uniform Allowance-Road Department to address Personal Protective Equipment. The Board was asked to consider including the job descriptions in the personnel policy manual. Mr. Teichman discussed exempt and non-exempt salaried employees. Per the Fair Labor Standards Act, there are four criteria that must be met for a salaried employee to be exempt from overtime. Regarding personal protective equipment, uniforms, hard hats, safety vests, safety glasses, ear plugs, and a uniform logo jacket will be provided to new road/service department employees at the time of hiring. After that, the township will provide uniforms and a yearly allowance per individual for personal protective equipment. Requirements for a service department employee to have a Class B CDL license within the first 6 months of employment, and a Class A CDL license within one year of employment are included in the job description.

SHOP VENTILATION

Mr. Teichman will pursue quotes for shop ventilation after the crack sealing season is over. He will need to determine the area in cubic feet and the desired exchange time before seeking quotes.

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

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FIRE DEPARTMENT CONCRETE ENTRY

The first half of the slab has been poured. Platform is recommending that traffic stay off the slab for 28 days. The Trustees worked out a time schedule to prepare the second half for pouring. Fire Department member Mike Bennett advised that the larger vehicles can continue to go out the back, but the ambulance goes out the front. The Trustees asked Mr. Teichman to dig out the second half early so that there would be no delay in pouring the second half. Mike Bennett discussed Munson Fire Department's response to a serious accident on 271 where two box trucks collided and caught on fire. The Trustees reviewed two quotes for sidewalks behind the building.

SPECIAL MEETING WITH ROAD DEPARTMENT

The Trustees will need to set a time for the October 6th workshop with the road department. Jim McCaskey moved and Irene McMullen seconded to have a special meeting for a workshop with the road department on October 6, 2015 at 7am and to include other regular business, with a unanimous vote. Motion carried.

ROAD RESURFACING PROJECT/CONCRETE LEVELING

Residents with concrete driveways that were good candidates for the process were given the option to contract individually with a concrete leveling company in lieu of having their driveway approaches paved with asphalt. Assistant Prosecutor Susan Wieland recommended that the property owners be asked to sign a waiver absolving the township of any liability. The Trustees agreed to mail out the waiver form to each of the eight addresses and to include self-addressed stamped envelopes.

RESOLUTION 2015-41/FLEA MARKET PROFITS MOVED TO SCHOLARSHIP FUND

Resolution 2015-41 was made by Jim McCaskey and seconded by Irene McMullen to move \$584.30, the profits from the September flea market, from the General Fund to the Scholarship Fund, with a unanimous vote. Motion carried. The resolution in its entirety is included on a separate page as part of the minutes.

RESOLUTION 2015-42/FUND TRANSFER

Resolution 2015-42 was made by Jim McCaskey and seconded by Irene McMullen for 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.

RONYAK ASPHALT RESURFACING CHANGE ORDER

Jim McCaskey moved and Irene McMullen seconded to approve the change order for Ronyak Paving, Inc. dated September 8, 2015 for the asphalt resurfacing of various roads, as presented, original contract amount \$197,090, total additions \$3,680.30, total deductions \$8,826.50, for a revised contract amount of \$191,943.80, with a unanimous vote. Motion carried. Mr. McCaskey received a complaint about the sealant applied to the berm. The sealant was stopped in the middle of one resident's property which was unsightly. He suggested that, in future, the application stop at the property line.

WAIVER FORMS

The Trustees are in the process of reviewing two examples of a waiver form to be signed by the homeowner before the township can dump materials on private property. The forms will be emailed to the Trustees for a decision at the next regular meeting.

BASEBALL STORAGE SHED

The Baseball League will erect a new shed and move the equipment before the road department tries to move the existing shed. If the shed can be moved, it will be placed at the second field.

FREE LIBRARY PROGRAM

Mr. Bushman has not heard back yet regarding the township's request that the library box be moveable for snow plowing purposes.

ICE DAMAGE PREVENTION

Mr. McCaskey will get a quote from Paul Davis Restoration to redo the soffits, to help with the attic ventilation. The work will be substantial, with an estimated cost between \$20 and \$25 thousand. If the township chooses this option, the work would need to be done before the ice melt system is installed. Mr. McCaskey expected to have quotes by Friday, for a decision at the October 6th special meeting.

CEMETERY HEADSTONE REPAIRS

The Trustees will ask the sexton to get the township on the restoration schedule for next year to begin the process of repairing the headstones at the Munson cemeteries.

EXECUTIVE SESSION FOR EMPLOYEE DISCIPLINE

Jim McCaskey moved and Irene McMullen seconded to go into executive session to discuss employee discipline at 7:38pm, with a unanimous vote. Motion carried.

The meeting resumed at 7:45pm.

COMMUNITY ROOM RENTALS

Jim McCaskey moved and Irene McMullen seconded to lease the community room to the Fit Club (Scarvelli) on October 8, 15, 22, 29, 2015 from 5:40-7pm, approx. 15, and to waive the fees with a unanimous vote. Motion carried.

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COMMUNITY ROOM RENTALS (continued)

Jim McCaskey moved and Irene McMullen seconded to lease the community room to Munson Hooking (Gustafson) on October 19, November 16, December 21, 2015 and January 18, 2016 from 10am-2pm, approx. 10, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to lease the community room to the Christ Child Society (Matejka) on October 21 and November 18, 2015 from 9:30am-2:30pm, approx. 8-15, and to waive the fees, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to lease the community room to Strawser for a Pavement Preservation Lunch and Learn session (Helm) on November 12, 2015 at 11am, 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 Family Christmas Party (Hazen) on December 12, 2015 at noon, approx. 35, for a \$125 rental fee and \$50 security deposit, with a unanimous vote. Motion carried.

PAVILION RENTAL

Jim McCaskey moved and Irene McMullen seconded to rent the Emmons Pavilion for Cub Scout meetings (Soncrant) on September 16, 23, 30, and October 7, 14, 21, 28, 2015 from 6:30-9pm, approx. 20, and to waive the fees, with a unanimous vote. Motion carried.

GROUNDS LEASE

Let the record reflect that Chardon Middle School Cross Country (Adonjan) used the Munson Township Park grounds on September 10 and 17, 2015 from 3-7pm. Jim McCaskey moved and Irene McMullen seconded to waive the fees, with a unanimous vote. Motion carried. Their certificate of insurance was attached to the lease agreement.

MONTHLY FINANCIAL REPORT

Jim McCaskey moved and Irene McMullen seconded to approve the Fiscal Officer's financial report for August, as presented, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET

Jim McCaskey moved and Irene McMullen seconded to approve the encumbrance sheet for September 22, 2015, as written:

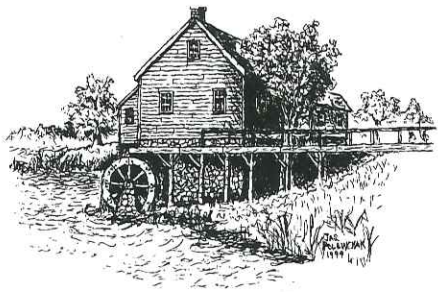
Sutphen Corporation	SL-75 Single Axle Aerial Ladder	677,427.00
Greene Concrete Leveling	Reimburse for leveling of 8 addresses	2,000.00
Improvement of Sites – Fire	Blanket to 12/31/2015	5,000.00
Munson Fire Department	Contract	112,301.82
Repairs and Maintenance – Rd	Blanket to 12/31/2015	5,000.00
Operating Supplies – Road	Blanket to 12/31/2015	24,783.26

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 7:54pm, 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 2015-41

Be it resolved by the Trustees of Munson Township, in a regular session on the 22nd day of September, 2015, at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen, that Mr. McCaskey moved the adoption of the following resolution.

Whereas, the 2015 September flea market netted a profit of \$584.30;

And, whereas, the Munson Township Park Board made a recommendation to the Board of Township Trustees that these funds be used for 2016 scholarships;

Therefore be it resolved by the Munson Township Board of Township Trustees that an inter-fund transfer from the General Fund to the Scholarship Fund in the amount of \$584.30 be approved as follows:

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

584.30	from 1000-410-323-0000	Repairs and Maintenance
	to 1000-910-910-0000	Transfers - Out

From the General Fund to the Scholarship Fund

584.30	from 1000-910-910-0000	Transfers - Out
	to 9751-931-0000	Transfers - In [Revenue Account]

And, that \$584.30 be placed in the following line item in the Scholarship Fund

9751-990-990-0000	Other - Other Financing Uses
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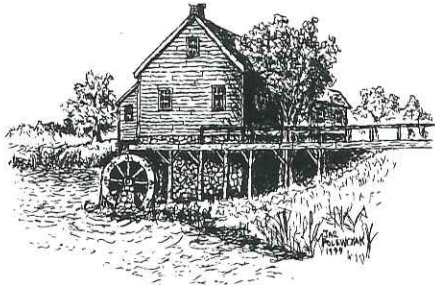
Mrs. McMullen seconded the motion and the roll being called resulted as follows: voting

Andrew J. Bushman, yes

James J. McCaskey, yes

Irene H. McMullen, yes

Attest: Judith Toth, September 22, 2015
Judith Toth, Fiscal Officer



Munson Township

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

Resolution 2015-42

Be it resolved by the Trustees of Munson Township, in a regular session on the 22nd day of September, 2015, at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen, that Mrs. McMullen 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 1000-610-329-0000	Other Property Services
	from 1000-610-323-0000	Repairs and Maintenance
5,000.00	to 1000-760-730-0220	Improvement of Sites – Fire Department
	from 1000-760-730-0120	Improvement of Sites - Township

In the Road and Bridge Fund:

10,000.00	to 2031-330-323-0000	Repairs and Maintenance
15,900.00	to 2031-330-420-0000	Operating Supplies
	all from 2031-760-750-0000	Motor Vehicles

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, September 22, 2015
Judith Toth, Fiscal Officer