

Held Tuesday, January 28, 2014

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. Warrants 11985-12006 dated 1/28/14 and 1/31/14 totaling \$128,459.91, EFT Vouchers 28-43 for the 12/31/14 monthly and bi-weekly payrolls in the amount of \$18,393.67, and warrant 1173 dated 1/28/14 in the amount of \$10,793.75 to transfer EMS collections from the lockbox to the primary account, were signed. Correspondence was on the table.

MINUTES

Andy Bushman moved and Jim McCaskey seconded to approve the January 14, 2014 minutes, as corrected, with a unanimous vote. Motion carried.

PARKS

Park Board Chairman Art Hollis discussed park budgets, projects and events, and submitted a budget for park maintenance and events. To avoid having the Park Board do unnecessary work, Mrs. McMullen told him that in future they would not need to prepare the maintenance budget. Mr. Bushman questioned if cost estimates were needed for the events that are self-sustaining. Mrs. Toth said that she needed the projections in order to reimburse for expenses. Mr. Hollis asked if the Board wished to continue with the concerts in the park. The Park Board felt they were poorly attended. Mr. Bushman disagreed. Mrs. McMullen suggested that the township take a year off to gauge the residents' response. The Board discussed park projects. Mr. Hollis asked the Trustees to give the Park Board guidelines for their expectations and a budget before the Park Board invests time in a project. They would prefer this in writing. Mrs. McMullen told him that the town hall playground was a priority. The Trustees asked the Park Board to put together a proposal with the goal of having the playground in place for the summer. Mr. Hollis asked for a budget and guidelines. The Trustees gave him \$50,000 as a beginning projection and discussed the age range for the apparatus. They asked the Park Board to make recommendations on the location, configuration, and type of apparatus. Mr. Hollis inquired about a fireplace for Scenic River. He did considerable work on the drawings and had preliminary quotes. He asked if the Board wanted him to prepare specifications for final quotes. Mr. Bushman asked for more time to review the drawings. The Park Board was asked to prioritize its recommended projects. Mr. Hollis advised that Jim O'Neill volunteered for the scholarship committee.

Andy Bushman moved and Jim McCaskey seconded to appoint Park Board member Jim O'Neill to the Scholarship Committee, with a unanimous vote. Motion carried.

The Board discussed adding a back to the town hall bleachers. A back is required for insurance purposes because there is a drop off behind the bleachers. Mr. Teichman said that there was no other good location and the bleacher materials were not strong enough to support adding a back. The Trustees asked the Park Board to get one estimate for new bleachers. Mr. Teichman is getting quotes for baseball fence repairs.

STATE AUDITOR'S LGO CONFERENCE

Andy Bushman moved and Jim McCaskey seconded to allow the elected officials to attend the State Auditor's Local Government Officials Conference March 5-6 and to reimburse for expenses, with a unanimous vote. Motion carried.

FOLDING CHAIRS

The Board addressed Matt Moormeier's request to purchase fifteen of the old brown folding chairs for the Chardon Chamber of Commerce. Twenty chairs went to the fire department for their meeting room. The Trustees will need to keep the remaining chairs to provide enough seating for larger meetings and events.

OTARMA MORE GRANT FOR SAFETY EQUIPMENT

The Trustees designated Jim McCaskey to explore uses for the \$500 MORE reimbursement grant from O.T.A.R.M.A. to be used for the elimination or prevention of risk exposures.

FIRE DEPARTMENT

Fire Chief Mark Lynn submitted a memo recommending that Engine 4022 be replaced. Before asking his committee to approach vendors at upcoming fire conferences, he wanted a commitment from the Trustees. It will take seven months to prepare specifications before the package goes out for bid. The package can specify that the vehicle be ready for the following spring. The Board asked him to get cost estimates with the understanding that if the purchase is delayed by a year the cost will go up approximately 11%.

SPECIAL MEETING FOR INTERVIEWS

The Board has one applicant for the open position on the Zoning Commission. Andy Bushman moved and Jim McCaskey seconded to set up a special meeting on February 11, 2014 at 5:30pm for the purpose of interviews, with a unanimous vote. Motion carried.

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, January 28, 2014

PROJECTOR SCREEN

The township addressed a request to erect the projector screen in the Community room in time for a community room rental in February. The township has two sets of hooks and a screen. Mr. Bushman said the township needed to locate the box that was placed in the ceiling for the future projector before selecting a location for the screen. He also questioned if a screen was necessary in the community room. Pictures can be projected on the wall. The Board tabled a decision.

WEB SITE

The Board approved an update to the township's home page.

WINDOW COVERINGS

The staff is requesting covering for the office windows as soon as possible. Mrs. McMullen had samples of fabrics for shades and asked the Board to make a selection. Mr. Bushman wanted to see the shades before making a decision and will contact the vendors for a location. A decision will be tabled until the next meeting.

NAME BADGES FOR OFFICIALS

The cost will be \$5 apiece for name badges for the elected officials. Andy Bushman moved and Jim McCaskey seconded to purchase name badges for the elected officials not to exceed \$20, with a unanimous vote. Motion carried. Mr. Bushman said he would not need another badge made.

FLOOR MATS

The Board had two quotes for a 3 ft x 26 ft floor mat for the administrative lobby. Mr. McCaskey preferred to rent the floor mat for regular cleaning and replacement as the mat will be heavy and difficult to clean. He was advised that the rental company only offers two smaller mats for an area that size. The staff is also requesting a second 3 x 5 floor mat from Home Depot for the main lobby.

Andy Bushman moved and Jim McCaskey seconded to buy a 3 ft. x 26 ft. floor map from Mats, Mats, Mats at a cost not to exceed \$230. Roll call vote: Mr. Bushman, yes; Mr. McCaskey, no; Mrs. McMullen, yes. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to authorize Jim Teichman to purchase a 3 by 5 floor mat from Home Depot, with a unanimous vote. Motion carried.

TOWN HALL PROJECT

Construction Managers Joe and Enzo Perfetto addressed the drainage issue in the parking lot. They spoke to the excavator. The design was to shed water across, and once the grass grows, it will slow the water. The drainage can be tied into the downspout piping. The Trustees asked the Perfettos to get a quote for the tie in, to be done in the spring. The Perfettos submitted a change order to add insulation to the town hall and fire station bay roof and for a new counter top and sink for the old kitchen. The Board asked them to remove the kitchen renovations from the change order as this will be done outside of the contract.

Change Order No. 3/Roof Insulation

Andy Bushman moved and Jim McCaskey seconded to approve the change order for \$5,330 for insulation to the fire station and town hall ceilings, with a unanimous vote. Motion carried.

The Board agreed to replace the leaky faucet and counter top in the old kitchen.

Andy Bushman moved and Jim McCaskey seconded to replace the kitchen counter top and faucet not to exceed \$1,700, with a unanimous vote. Motion carried.

PUBLIC COMMENT/HEALTHY COMMUNITIES INITIATIVE

Mrs. McMullen opened the floor for public comment. Laura Cross volunteered for the healthy communities initiative committee. Mrs. McMullen advised that the response from her invitation letters was encouraging. The Trustees authorized Mrs. McMullen to set up the first committee meeting for the second week in February.

RESOLUTION 2014-03/HOUSE NUMBER DESIGNATION AUTHORITY

The Board addressed a letter from County Auditor Frank Gliha. The County Commissioners transferred the operations and physical locality of the Geauga County Tax Map Department from the Geauga County Engineer to the Geauga County Auditor. Because the tax map department assigns house and building numbers for Munson Township, the auditor requires a resolution of support from the township.

Resolution 2014-03 was made by Andy Bushman and seconded by Jim McCaskey that the Geauga County Auditor be designated to assign numbers for houses and buildings on streets and roads in Munson Township, with a unanimous vote. Motion carried.

Held Tuesday, January 28, 20 14

COMMUNITY ROOM RENTALS

Andy Bushman moved and Jim McCaskey seconded to rent the community room to Judge Timothy Grendell to review Munson residents' deeds March 25 & 27 and April 1, 2014 from 6:30-9pm, approx. 60 to 100 each day, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to rent the community room for a 4H Breeders and Feeders meeting (Teichman) April 13, 2014 at 2pm, approx. 80 and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to rent the community room for a 4H Geauga Engineering and Robotics meeting (Taupieka) April 13, 2014 6:30-8:40pm, approx. 40 and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to rent the community room for a wedding shower (Mivsek) on May 4, 2014 at 11am, approx. 75, \$125 rental, \$50 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to rent the community room for a Nationwide Advertising Work Reunion (Friebertshauser) June 21, 2014 from 3pm to midnight, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to rent the community room for a bridal shower (DiFranco) July 6, 2014, all day, approx. 100, \$125 rental, \$250 security deposit, with a unanimous vote. Motion carried.

EXECUTIVE SESSION FOR PERSONNEL COMPENSATION

Andy Bushman moved and Jim McCaskey seconded to go into executive session at 8pm to discuss personnel compensation, with a unanimous vote. Motion carried. Jim Teichman was asked to remain for the executive session.

The Trustees came out of executive session at 9pm and the regular meeting resumed.

Andy Bushman moved and Jim McCaskey seconded to approve the following pay increases effective February 10, 2014: Road Superintendent Jim Teichman \$71,080.30 per year, Fire and EMS Administrator Mark Lynn, \$71,080.30 per year; Office Manager Paula Friebertshauser \$25.75 per hour, Zoning Inspector Tim Kearns \$20.09 per hour, Secretary Julie Johnston \$12.88 per hour, Secretary Kristy Bluemmel \$11.33 per hour, Road Foreman John Toth \$51,718.88 per year, Shop Foreman Larry Morrison \$51,718.88 per year, Road Department Employees Mark Stukbauer \$20.90 per hour, Jason Vatty \$19.89 per hour, Adam McKinney \$19.31 per hour, and Doug Cross \$14.75 per hour, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET APPROVAL

Andy Bushman moved and Jim McCaskey seconded to approve the encumbrance sheet for January 28, 2014, as written:

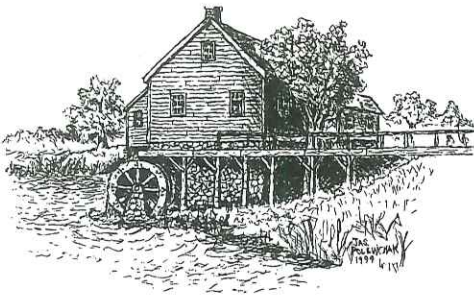
North Coast Aeration Systems	Septic Service Contract	500.00
Country Art Gallery	Frame Zoning Map (re-encumbered)	225.00
The Middlefield Banking Co.	Township Safe Deposit Box	30.00
Enzoco Homes	Kitchen Countertop, Sink, Faucet	1,700.00
Mats, Mats, Mats	3' x 26' Floor Mat	230.00

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 9:37pm, with a unanimous vote. Motion carried.

June H. McMullen Chairman Judith Toth Fiscal Officer



**A Resolution of the
Munson Township Trustees
No. 2014-03**

**Resolution to Authorize the
Geauga County Auditor to assign house
numbers and street addresses within
Munson Township**

BE IT RESOLVED by the Trustees of Munson Township, that in regular session on the 28th day of January 2014, ANDY BUSHMAN moved to adopt the following resolution:

WHEREAS, the Board of Trustees of Munson Township, Geauga County, State of Ohio are charged with the duty of assigning numbers for houses and buildings on streets and roads in Munson Township; and


WHEREAS, the Board of Trustees of Munson Township, Geauga County, State of Ohio wish to delegate to the Geauga County Auditor the duty to assign numbers for houses and buildings on streets and roads in Munson Township; and

NOW, THEREFORE, be it resolved by the Board of Trustees of Munson Township, Geauga County, State of Ohio, that the Geauga County Auditor is hereby designated to assign numbers for houses and buildings on streets and roads in Munson Township.

JIM MCCASKEY seconded the motion, and the roll being called resulted as follows:

<u></u> Andrew J. Bushman, Trustee	<u></u> Yes or No
<u></u> James J. McCaskey, Trustee	<u></u> Yes or No
<u></u> Irene H. McMullen, Chair	<u></u> Yes or No

I certify that the above was adopted by the Board of Trustees of Munson Township, Geauga County, at its January 28, 2014, meeting.

 January 28, 2014
Judith Toth, Fiscal Officer