

Held _____ Tuesday, July 9, _____ 20 _____ 13 _____

PUBLIC HEARING FOR 2014 BUDGET

The public hearing was called to order at 6:30pm by Chairman Andy Bushman, with Trustees Todd Ray and Irene McMullen and Fiscal officer Judy Toth present. The Chairman led the Pledge of Allegiance.

The Trustees reviewed the budget items and initialed the changes.

Todd Ray moved and Irene McMullen seconded to close the public hearing for the 2014 Budget at 6:37pm, with a unanimous vote. Motion carried.

REGULAR MEETING

The regular meeting was called to order at 6:38pm by Chairman Andy Bushman. Warrants 11455-11464 dated 7/5/13 totaling \$8,211.48 and EFT Vouchers 246-256 for the 7/5/13 bi-weekly payroll in the amount of \$10,173.43 were signed between meetings. Warrants 11465-11495 dated 7/9/13 totaling \$14,489.58 and Warrant 1160 dated 7/9/13 in the amount of \$21,180.89 to transfer EMS collections from the lockbox to the primary account, were signed. Correspondence was on the table.

MINUTES

Todd Ray moved and Irene McMullen seconded to approve the minutes of June 25, 2013 as written, with a unanimous vote. Motion carried.

JUNE FISCAL REPORT

Todd Ray moved and Irene McMullen seconded to accept the fiscal officer's monthly financial report for June, with a unanimous vote. Motion carried.

TOWN HALL PROJECT

Architect Hank Penttila updated the trustees on the progress of the town hall project. Despite the heavy rain, Enzoco Homes has moved forward admirably well. The foundation has been poured. They have not experienced problems except for one area of the parking lot where the topsoil is deeper than anticipated. Construction Manager Enzo Perfetto continued the report. The projected cost for excavation was \$106,000 and is right on target. The pipe was reworked to the septic lines to provide more pitch. Thus far there have been no major overruns. The retention area was raised and reconfigured due to a higher water table than was anticipated. There were no issues with the main drive off Sherman Road. The weather has not been favorable, but the project is in good shape and is ahead of schedule. Concrete and framing will be next. The eastern portion of the parking lot where topsoil was uncovered needs to be addressed. He gave the trustees two options - remove one foot of topsoil and replace it with premium fill at a cost of \$7,000, or use stockpiled crushed asphalt from the road department yard to provide a base at a cost of \$4,150. The contractor confirmed that the asphalt would provide a good base if properly compacted and applied in thin layers. The road department will use the excavated topsoil for the cemetery. Either option will be an additional cost and will require a change order.

Todd Ray moved and Irene McMullen seconded to approve the change order to site work, removing soil and adding asphalt grindings to be compacted for the base, in the amount of \$4,150, with a unanimous vote. Motion carried. The Trustees signed the change order.

The architect met with office manager Paula Friebertshauser and the township's IT advisor Matt Moormeier to discuss locations for telephones, computers, and audiovisual equipment. He will formally document the locations on a drawing and get prices for the drops. Ceiling projectors will be placed in the community room and in the trustees meeting room. The plans for the main reception area and caucus room were reviewed. Mrs. Friebertshauser recommended that one of the three doors into the caucus room be eliminated and that the double doors at the entrance to the community room be repositioned. She asked if a window could be added to allow the receptionist to see into the lobby, but was advised that this was not possible. She revisited an interior window wall for the trustees meeting room to allow more lighting into the office area, but the trustees were not in favor. Decisions will need to be made soon regarding how the various doors and entrances are to be keyed. Mr. Ray inquired about a remote locking system for the main door to the offices. Mrs. Friebertshauser advised that the copy machine will be placed next to the receptionist and the kitchen will no longer be needed for a workroom. She suggested using the space to store office supplies by adding additional shelves or cupboards. Mrs. McMullen wanted to replace the counters and sink. Mrs. Friebertshauser asked about replacing the floor and repainting the walls and was told it was not part of the contract. She inquired about renovating the zoning office. Mr. Bushman said the contract includes replacement of the ceiling tiles throughout, and insulation and new windows for the zoning office. The window wall will be repainted. Additional items would be a separate contract but could be done at the same time.

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES PUBLIC HEARING & REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, July 9, 20 13

PUBLIC COMMENT

Resident Richard Germaine of 11469 Fowlers Mill Road asked the trustees for assistance with recurring water problems in his basement. He believed the problem to originate with the 12" drainpipe underneath Chippendale Court, the private road located next to his property. The drain also receives water from Nollwood Drive. He has a back flow device on his basement drain, but water still comes in. The Trustees suggested that the county engineer be contacted to do a watershed and pipe capacity study. Shane Hajjar was in attendance from the county engineer's office. He said it was a private drive and the county engineer had no authority. However, if the trustees make a written request the engineer's office will give its informal advice and guidance. He suggested that Mr. Germaine remove the downspouts from his footer drains.

FIRE PROOF FILES

Zoning inspector Tim Kearns requested \$1,100 to purchase two used legal fire proof files from A & G Office Furniture in Cleveland. The township will pick up the files.

Todd Ray moved and Irene McMullen seconded to approve the purchase of two four-drawer fire proof file cabinets not to exceed \$1,100 from A & G Office Furniture, with a unanimous vote.

Motion carried.

FIRE REPORT

Fire Chief Mark Lynn reported on a garage fire at the site of the former nursing home on Rockhaven Road. They believed the fire to be weather related. Route 322 was closed for one hour due to downed power lines. The trustees received a copy of the letter from Cleveland Clinic thanking the fire department for their part in the eight-hour training. Cleveland Clinic plans to join MedEvac and Metro in helicopter response to accidents. Chief Lynn will attend a Fire Chief's conference next week and will not be able to attend the next trustees meeting. Residents are contacting the fire department to report that they are no longer eligible for the 3/6 ISO rating and are being charged higher insurance rates. Residents further than 5 miles from the fire station are being increased to a 9 rating. The chief has spoken with several insurance companies but has not been able to resolve this issue. He was also told that if he provides proof that we have automatic aid with other departments this may reduce the rating. He will have an opportunity to meet with ISO representatives at the conference. Mr. Bushman advised that many insurance companies are using other underwriters and are no longer following ISO ratings. The Chief said that the problem has become more apparent this year. He asked the trustees to refer any calls to him.

ROAD REPORT

Road Superintendent Jim Teichman reported that he reviewed the specifications and estimates for the road projects. He discussed the materials necessary to construct a six foot retaining wall on Raintree Drive and requested \$2,500 for interlocking blocks from King Brothers in Bristolville. A compacting plate has been ordered for the backhoe. Work continues on reshaping the ditch on Sherman Road across from the Emmons property. A large stump five feet in diameter was removed and hauled to Scenic River where it will be burned. They are removing the sandy soil and replacing it with clay to create a six foot berm with a 2 foot down slope. He reported some storm damage and that the chipper broke down today.

RESOLUTION 2013-29/FUND CERTIFICATION AND TRANSFER

Resolution 2013-29 was made by Todd Ray and seconded by Irene McMullen to request the budget commission to certify additional money received from inheritance tax in the amount of \$81,500 and to place it in various line items in the General Fund, and 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.]

RESOLUTION 2013-30/ROAD LEVY

Todd Ray moved and Irene McMullen seconded to place a 2 mill renewal levy for streets, roads and bridges on the November 5 ballot, with a unanimous vote. Motion carried.

RESOLUTION 2013-31/FIRE LEVY

Todd Ray moved and Irene McMullen seconded to place a 1 mill renewal levy for fire operating and apparatus on the November 5 ballot, with a unanimous vote. Motion carried.

RESOLUTION 2013-32/RESOLUTION TO ORDER FOR THE ASPHALT

MICROSURFACING OF VARIOUS ROADS

Resolution 2013-32 was made by Mr. Ray and seconded by Mrs. McMullen to approve the specifications and to advertise for bids for the asphalt micro-surfacing of Linden Way, Gate Post Lane, Boxwood Circle, Regent Park Drive, and Tallow Tree Drive, , with a unanimous vote.

Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

Held Tuesday, July 9, 20 13

RESOLUTION 2013-33/ASPHALT RESURFACING OF VARIOUS ROADS

Resolution 2013-33 was made by Mr. Ray and seconded by Mrs. McMullen to approve the specifications and advertise for bids for the asphalt resurfacing of Bradford Drive, Frazier Drive, Stanfield Drive, Manor Drive, Treadway Drive, Pheasant Court, Blue Heron Trail, and Sherman Road approx. 300 feet east of Auburn Road to approx. 300 feet east of Blue Heron Trail, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

RESOLUTION 2013-34/MILLSTONE DRIVE DRAINAGE IMPROVEMENTS

Resolution 2013-34 was made by Mr. Ray and seconded by Mrs. McMullen to approve the specifications and to advertise for bids for drainage improvements to Millstone Drive, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

RESOLUTION 2013-35/APPROVE 2014 BUDGET

Todd Ray moved and Irene McMullen seconded to approve the Budget for 2014, with a unanimous vote. Motion carried.

SUNSHINE LAW TRAINING

The Trustee authorized Julie Johnston to attend the Sunshine Law Training on Thursday, August 1 at Lakeland Community College and to reimburse travel expenses. The board was aware that because Community Day was August 3 Mrs. Johnston may not be able to attend. Mrs. Toth advised that she may attend.

LIFE INSURANCE RENEWAL

Todd Ray moved and Irene McMullen seconded to approve renewal of the life insurance policy through Assurant Employee Benefits effective July 1, 2013, with a unanimous vote. Motion carried.

COSE RENEWAL

Mrs. Toth advised that the COSE renewal date is August 1 with a fee of \$350 if paid before August 1 and \$360 if paid later. Membership in COSE reduces the Medical Mutual Insurance premiums. The board will make a decision after the insurance provider is selected.

PAVILION RENTAL

Todd Ray moved and Irene McMullen seconded to lease the Emmons Pavilion for a Picnic (Lippert) on August 24, 2013 from noon-5pm, approx. 50, for a \$50 nonresident fee and \$250 security deposit, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to lease the Emmons Pavilion for a Breakfast and Lunch (Perry) on July 7, 2013 from 7am-4pm, approx. 12-14, for a \$25 fee and \$25 security deposit, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to lease the Scenic River Pavilion for a Graduation Party (Gardner) on July 21, 2013 from 1-9pm, approx. 75, for a \$25 fee and \$250 security deposit, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to lease the Scenic River Pavilion for a Wedding Rehearsal (Basham) on August 30, 2013 from 4pm to closing, approx. 25, for a \$50 nonresident fee and \$25 security deposit, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to lease the Emmons Pavilion for a Graduation Party (Vail) on August 11, 2013 at 2pm, approx. 150, for a \$25 fee and \$25 security deposit, with a unanimous vote. Motion carried.

EXECUTIVE SESSION/PERSONNEL COMPENSATION

Todd Ray moved and Irene McMullen seconded to go into executive session at 7:52pm to discuss personnel compensation, with a unanimous vote. Motion carried.

The meeting resumed at 8:29pm.

FIRE CHIEF'S SALARY

Todd Ray moved and Irene McMullen seconded to increase the fire chief's salary to \$69,000 per year effective July 15, 2013, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET APPROVAL

Todd Ray moved and Irene McMullen seconded to approve the encumbrance sheet for July 9, 2013 as follows:

Pazyniak Reporting	Court Reporter	140.00
Waste Management	Garbage & Trash Removal (Parks)	400.00
Rents and Leases – Cemetery	Blanket to 12/31/2013	500.00

RECORD OF PROCEEDINGS

Minutes of MUNSON TOWNSHIP TRUSTEES PUBLIC HEARING & REGULAR Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, July 9, 20 13

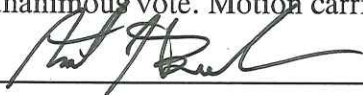

ENCUMBRANCE SHEET APPROVAL (continued)

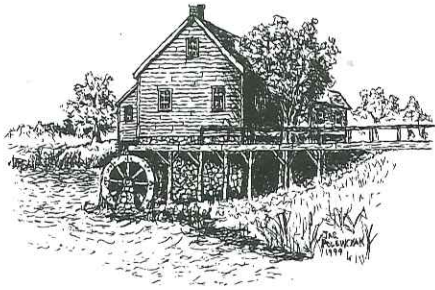
Office Supplies – Zoning	Blanket to 12/31/2013	500.00
Postmaster	Postage – Bulk Mail	620.00
A & G Office Furniture, Inc.	2 Fire Proof File Cabinets	1,100.00
King Brothers	Interlocking Blocks – Raintree Dr	2,500.00

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

MEETING ADJOURNED

Todd Ray moved and Irene McMullen seconded to adjourn the meeting at 8:30pm, 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 2013-29

Be it resolved by the Trustees of Munson Township, in a regular session on the 9th day of July, 2013, at the Munson Township office, with the following members present, Andrew J. Bushman, Irene H. McMullen, and Todd R. Ray, that Todd Ray moved the adoption of the following resolution, that the 2013 Permanent Appropriation be amended as follows:

Additional Revenues to be Certified

To request the Budget Commission to certify additional money received from inheritance tax in the amount of \$81,500 to be placed in the General Fund.

Placement of Additional Revenues in the Permanent Appropriation

That the additional money received be placed in the following line items in the General Fund in the Permanent Appropriation:

1000-130-410-0000	Office Supplies	400.00
1000-130-319-0000	Other – Professional and Technical Services	400.00
1000-330-360-0000	Contracted Services [Re-play]	34,000.00
1000-330-360-0003	Contracted Services – Micro-surfacing	21,000.00
1000-760-720-0014	Buildings – Town Hall Project	25,700.00 [new line item]

In the General Fund a within fund transfer as follows:

750,000.00	to 1000-760-720-0014	Buildings – Town Hall Project
	from 1000-760-720-0006	Buildings – For New Building

In the Road and Bridge Fund a within fund transfer as follows:

14,000.00	to 2031-330-360-0003	Contracted Services – Micro-surfacing
	from 2031-330-360-0002	Contracted Services – Road Improvement Projects

Irene McMullen seconded the motion and the roll being called resulted as follows: voting

Andrew J. Bushman, yes
Andrew J. Bushman

Irene H. McMullen, yes
Irene H. McMullen

Todd R. Ray, yes
Todd R. Ray

Attest: Judith Toth, July 9, 2013
Judith Toth, Fiscal Officer

Resolution No. 2013 - 32
**RESOLUTION TO ORDER FOR THE ASPHALT MICROSURFACING
OF VARIOUS ROADS IN MUNSON TOWNSHIP**
Munson Township, Geauga County

WHEREAS, the Board of Township Trustees of Munson Township, Geauga County, has determined by unanimous vote in Resolutions #2013-22 that the public convenience and welfare require the improvement of the entire lengths of Bradford Drive (TR 471), Manor Drive (TR 472), Frazier Drive (TR 473), Treadway Drive (TR 474), Stanfield Drive (TR 475), Blue Heron Trail (TR 938), and Pheasant Court (TR 939) and a portion of Section H of Sherman Road (TR 97) from approximately 300 feet east of Auburn Road (CH 4) to 300 feet east of Blue Heron Trail and to authorize the Geauga County Engineer to prepare engineering plans in accordance with Section 5573.01 of the Ohio Revised Code; and

WHEREAS, the Geauga County Engineer has completed the plans, profiles, cross sections, estimates, and specifications for the improvement of the entire lengths of Bradford Drive (TR 471), Manor Drive (TR 472), Frazier Drive (TR 473), Treadway Drive (TR 474), Stanfield Drive (TR 475), Blue Heron Trail (TR 938), and Pheasant Court (TR 939) and a portion of Section H of Sherman Road (TR 97) from approximately 300 feet east of Auburn Road (CH 4) to 300 feet east of Blue Heron Trail in Munson Township and has filed the specifications with the Board; and

WHEREAS, the Board of Township Trustees of Munson Township has reviewed the plans, profiles, cross sections, estimates, and specifications and finds them acceptable; and

WHEREAS, the cost of such improvement will not be excessive in view of the public utility thereof; and

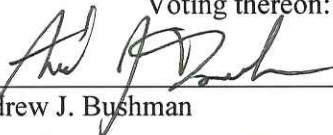
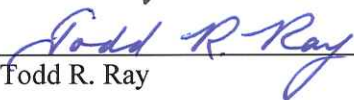
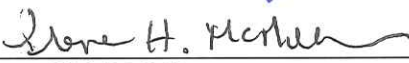
WHEREAS, the Board of Township Trustees of Munson Township is satisfied that the public convenience and welfare require the proposed improvement of the entire lengths of Bradford Drive (TR 471), Manor Drive (TR 472), Frazier Drive (TR 473), Treadway Drive (TR 474), Stanfield Drive (TR 475), Blue Heron Trail (TR 938), and Pheasant Court (TR 939) and a portion of Section H of Sherman Road (TR 97) from approximately 300 feet east of Auburn Road (CH 4) to 300 feet east of Blue Heron Trail in Munson Township.

NOW THEREFORE, BE IT RESOLVED that the Board of Township Trustees of Munson Township in accordance with Section 5573.06 of the Ohio Revised Code hereby orders that such improvement proceed.

BE IT FURTHER RESOLVED that the Board of Township Trustees hereby adopts the surveys, plans, profiles, cross sections, estimates, and specifications for such improvement, the costs of which shall be paid from local funding sources in accordance with Section 5573.07 of the Ohio Revised Code.

BE IT FURTHER RESOLVED that the Fiscal Officer of the Board of Township Trustees of Munson Township is hereby ordered to let this project for bids in accordance with Section 5575.02 of the Revised Code. The bids shall be let upon a unit price basis. Bids shall be received by Judy Toth, Fiscal Officer, until 3:00 P.M. official local time on August 13, 2013. Bids received will be publicly opened and read aloud at 6:45 P.M. the same day at the Munson Town Hall.

BE IT FURTHER RESOLVED that the Fiscal Officer of the Board of Township Trustees of Munson Township is hereby instructed to transmit a certified copy of this resolution to the Geauga County Engineer.

Voting thereon:	Vote
 Andrew J. Bushman	<u>yes</u>
 Todd R. Ray	<u>yes</u>
 Irene H. McMullen	<u>yes</u>

I, Judith Toth, Fiscal Officer of the Munson Township Board of Trustees, Geauga County, Ohio certify that the foregoing is a true and correct copy of a resolution adopted at a legally convened Board meeting held on

July 9, 2013.


Judith Toth, Fiscal Officer

Resolution No. 2013 - 33
**RESOLUTION TO ORDER FOR THE ASPHALT RESURFACING OF VARIOUS
ROADS IN MUNSON TOWNSHIP**
Munson Township, Geauga County

WHEREAS, the Board of Township Trustees of Munson Township, Geauga County, has determined by unanimous vote in Resolutions #2013-23 that the public convenience and welfare require the improvement of the entire lengths of Linden Way (TR 899), Gate Post Lane (TR 900), Boxwood Circle (TR901), Regent Park Drive (TR 928) and Tallow Tree Drive (TR 929) and to authorize the Geauga County Engineer to prepare engineering plans in accordance with Section 5573.01 of the Ohio Revised Code; and

WHEREAS, the Geauga County Engineer has completed the plans, profiles, cross sections, estimates, and specifications for the improvement of of the entire lengths of Linden Way (TR 899), Gate Post Lane (TR 900), Boxwood Circle (TR901), Regent Park Drive (TR 928) and Tallow Tree Drive (TR 929) in Munson Township and has filed the specifications with the Board; and

WHEREAS, the Board of Township Trustees of Munson Township has reviewed the plans, profiles, cross sections, estimates, and specifications and finds them acceptable; and

WHEREAS, the cost of such improvement will not be excessive in view of the public utility thereof; and

WHEREAS, the Board of Township Trustees of Munson Township is satisfied that the public convenience and welfare require the proposed improvement of the entire lengths of Linden Way (TR 899), Gate Post Lane (TR 900), Boxwood Circle (TR901), Regent Park Drive (TR 928) and Tallow Tree Drive (TR 929) in Munson Township.

NOW THEREFORE, BE IT RESOLVED that the Board of Township Trustees of Munson Township in accordance with Section 5573.06 of the Ohio Revised Code hereby orders that such improvement proceed.

BE IT FURTHER RESOLVED that the Board of Township Trustees hereby adopts the surveys, plans, profiles, cross sections, estimates, and specifications for such improvement, the costs of which shall be paid from local funding sources in accordance with Section 5573.07 of the Ohio Revised Code.

BE IT FURTHER RESOLVED that the Fiscal Officer of the Board of Township Trustees of Munson Township is hereby ordered to let this project for bids in accordance with Section 5575.02 of the Revised Code. The bids shall be let upon a unit price basis. Bids shall be received by Judy Toth, Fiscal Officer, until 3:00 P.M. official local time on August 13, 2013. Bids received will be publicly opened and read aloud at 6:50 P.M. the same day at the Munson Town Hall.

BE IT FURTHER RESOLVED that the Fiscal Officer of the Board of Township Trustees of Munson Township is hereby instructed to transmit a certified copy of this resolution to the Geauga County Engineer.


Voting thereon:



Andrew J. Bushman

Vote





Todd R. Ray






Irene H. McMullen



I, Judith Toth, Fiscal Officer of the Munson Township Board of Trustees, Geauga County, Ohio certify that the foregoing is a true and correct copy of a resolution adopted at a legally convened Board meeting held on

July 9, 2013.



Judith Toth, Fiscal Officer

Resolution No. 2013 - 34
**RESOLUTION TO ORDER FOR THE DRAINAGE IMPROVEMENTS
ON MILLSTONE DRIVE (TR 571) IN MUNSON TOWNSHIP**
Munson Township, Geauga County

WHEREAS, the Board of Township Trustees of Munson Township, Geauga County, has determined by unanimous vote in Resolutions #2013-28 that the public convenience and welfare require the improvement of Millstone Drive (TR 571) and to authorize the Geauga County Engineer to prepare engineering plans in accordance with Section 5573.01 of the Ohio Revised Code; and

WHEREAS, the Geauga County Engineer has completed the plans, profiles, cross sections, estimates, and specifications for the improvement Millstone Drive (TR 571) in Munson Township and has filed the specifications with the Board; and

WHEREAS, the Board of Township Trustees of Munson Township has reviewed the plans, profiles, cross sections, estimates, and specifications and finds them acceptable; and

WHEREAS, the cost of such improvement will not be excessive in view of the public utility thereof; and

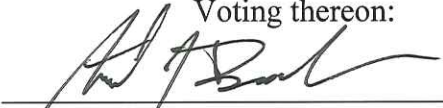



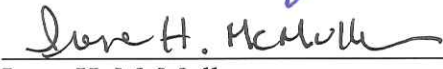

WHEREAS, the Board of Township Trustees of Munson Township is satisfied that the public convenience and welfare require the proposed improvement of Millstone Drive (TR 571) in Munson Township.

NOW THEREFORE, BE IT RESOLVED that the Board of Township Trustees of Munson Township in accordance with Section 5573.06 of the Ohio Revised Code hereby orders that such improvement proceed.

BE IT FURTHER RESOLVED that the Board of Township Trustees hereby adopts the surveys, plans, profiles, cross sections, estimates, and specifications for such improvement, the costs of which shall be paid from local funding sources in accordance with Section 5573.07 of the Ohio Revised Code.

BE IT FURTHER RESOLVED that the Fiscal Officer of the Board of Township Trustees of Munson Township is hereby ordered to let this project for bids in accordance with Section 5575.02 of the Revised Code. The bids shall be let upon a unit price basis. Bids shall be received by Judy Toth, Fiscal Officer, until 3:00 P.M. official local time on August 13, 2013. Bids received will be publicly opened and read aloud at 6:55 P.M. the same day at the Munson Town Hall.

BE IT FURTHER RESOLVED that the Fiscal Officer of the Board of Township Trustees of Munson Township is hereby instructed to transmit a certified copy of this resolution to the Geauga County Engineer.

Voting thereon:	Vote
 _____ Andrew J. Bushman	 _____
 _____ Todd R. Ray	 _____ yes
 _____ Irene H. McMullen	 _____ yes

I, Judith Toth, Fiscal Officer of the Munson Township Board of Trustees, Geauga County, Ohio certify that the foregoing is a true and correct copy of a resolution adopted at a legally convened Board meeting held on July 9, 2013.



Judith Toth, Fiscal Officer