

Held _____ Tuesday, March 22, _____ 20 11

The meeting was called to order at 6:30pm by Chairman Irene McMullen with Trustees Andy Bushman and Todd Ray and Fiscal Officer Patricia Bayer present. The Pledge of Allegiance was recited. Warrants 9271 and 9272 were voided. Warrants 9273-9296 dated 3/18, 3/22, and 3/31/11 totaling \$131,884.60 and EFT Vouchers 1636-1645 for the 3/18/11 bi-weekly payroll in the amount of \$10,681.25 were signed. Warrant 1104 dated 3/23/11 in the amount of \$5,261.88 was signed to transfer EMS collections from the lockbox to the primary account. Correspondence was available for review. Let the record reflect meeting notes will be taken by the office manager.

MINUTES

Mr. Ray moved and Mr. Bushman seconded to approve the minutes of the special meeting February 15, 2011, as written, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to approve the minutes of the regular meeting February 22, 2011, as written, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to approve the minutes of the regular meeting March 8, 2011, as written, with a unanimous vote. Motion carried.

FIRE DEPARTMENT

Fire Chief Bernie Harchar asked the board to approve the 95-page Munson Township Emergency Response Plan so that it could be put into action. Emergency response plans were created for each township through a county grant. The plan will be reviewed by the fire chief once a year, and changes made as needed. The section for law enforcement will be the same for each community.

Mr. Ray moved and Mr. Bushman seconded to approve and adopt, as written, the Munson Emergency Response Plan, with a unanimous vote. Motion carried.

Mr. Harchar advised that he currently has no efficient way to notify the CERT team. He discussed software for an emergency notification system, which can also be utilized by the fire department. Demo software from lamresponding.com is set up at the fire department for a 60-day trial period. Group or individual pages can be emailed or texted to cell phones. In addition to the cost for the software, there is a 2 cent charge for the paging process each time it is used, with a yearly maximum of \$380. The demo software is currently on the chief's computer at the fire station and can be used in the vehicles also. Trustees can be included in the pages. He asked the board to stop in to view the software or to check it out on the company's web page.

Mr. Harchar submitted a state bid quote for a Ford Expedition for a heavy rescue vehicle. He will also get the state bid for a Chevy Tahoe.

EAGLE SCOUT PLAQUE

There were several members of the fire department and leaders and scouts from Boy Scout Troop 91 present. The troop is sponsored by the fire department. Chief Harchar introduced Karen Blankenship who presented the township with a hand crafted walnut plaque listing the names of the fifty-two boys who have earned the rank of Eagle Scout with space to add additional names. The troop was formed in 1953 and is one of the largest troops in the county with 50 active scouts and five dens. Mrs. Blankenship also presented a smaller plaque with a photograph of the original troop with the first scout leader Roger Emmons, who recently passed away. The boys gave Chief Harchar a certificate of appreciation. The plaques will be hung in the township hall.

COMMUNITY ROOM TABLES

Gary Vitatoe from Southern Aluminum gave the board information on Allulite aluminum folding tables. The tables are waterproof and weatherproof and will not rust. They have a lifetime guarantee, can support up to 4000 pounds, and are light in weight. A sample table was set up in the community room for the board to view. The cost is \$319 for an eight foot table weighing 46 pounds and \$270 for a six foot table weighing 37 pounds. He also priced carts to store the tables. A decision about the purchase will be made at the next meeting.

SECURITY CAMERA

Zoning Inspector Tim Kearns informed the board that he contacted Sievers Security when one of the security cameras at the township recycling site stopped working. The company replaced the unit with an \$825 camera without his authorization. The camera has a wider radius and is a better unit. Sievers Security admitted that it acted without authority, and is willing to reduce the price to \$595. Mr. Kearns recommended that the board accept the replacement camera at the reduced price. Mr. Kearns asked the board what procedure they would like him to follow for future repairs. The trustees advised him to get an estimate for the repair and call the Chairman for authorization, and then to pay the expense from a blanket certificate.

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES REGULAR

0731

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, March 22, 2011

10880 MAYFIELD ROAD DEMOLITION

Mr. Kearns reported on the progress of the demolition of the buildings at 10880 Mayfield Road (the former Klatka property). When TRC excavated the area on the east side of the barn they found that it was filled with debris. He showed pictures. He asked TRC for a quote to remove the additional rubbish. Mr. Kearns recommended that the board approve a change order in the amount of \$4,670 to clean up the entire property and to remove the additional rubbish while TRC's equipment is still on site. In addition, because of the debris, TRC is not getting enough dirt from the project to fill in the foundation. Mr. Ray and Mrs. McMullen agreed the property should be cleaned up as soon as possible as it is adjacent to the park.

Discussion on the Klatka demolition and security camera will continue after bid opening.

BID OPENING FOR ROAD MATERIALS/ROAD SALT/CATCH BASINS/ASPHALT

Bids were opened at 7:00pm.

Mr. Ray moved and Mr. Bushman seconded to waive the reading of the legal notice published Thursday, March 3, 2011 in the *Geauga Maple Leaf*, with a unanimous vote. Motion carried.

Catch Basins and Headwalls

One bid was taken out and returned, properly sealed and labeled.

- 1) James Szuszkiewicz, Chardon, OH, workers compensation, certification of personal property tax, and \$500 cashier's check from Chase Bank enclosed.

Road Salt

Five bid packages went out. Three sealed bids were returned, all properly labeled.

- 1) Cargill Incorporated Deicing Technology Business Unit, North Olmsted, OH; workers compensation, liability insurance, personal property tax form, and \$500 bid bond from Safeco Insurance Company of America enclosed; \$69.85 dump truck, \$72.85 piler truck.
- 2) North American Salt Company, Overland Park, KS; liability insurance, personal property tax form, \$500 bid bond from Safeco Insurance Company of America enclosed; \$59.78 dump truck, \$63.13 piler truck.
- 3) Morton Salt, Chicago IL; liability insurance, personal property tax, and \$500 bid bond from Safeco Insurance Company of America enclosed, will send workers compensation upon award; \$68.58 dump truck, \$71.58 piler truck.

Virgin Asphalt Concrete

Three bids were taken out and three sealed bids were turned, properly labeled.

- 1) Shalersville Asphalt Co., Burton, OH, workers compensation, personal property tax form, \$500 bid bond from International Fidelity Insurance Company enclosed; distance to the asphalt plant 20 miles.
- 2) Osborne Concrete and Stone Co., Grand River, OH, workers compensation, personal property tax form, \$500 bid bond from the Cincinnati Insurance Company enclosed; distance to the asphalt plant 18 miles.
- 3) Kokosing Materials, Inc., Fredericktown, OH, workers compensation, personal property tax, and \$500 bid bond from Liberty Mutual Insurance Company enclosed; distance to the asphalt plant 5 miles.

Road Materials

Three bids were taken out and two sealed bids returned, properly labeled.

- 1) The Arms Trucking Co., East Claridon, OH, workers compensation, personal property tax, and \$500 bid bond from Merchants Bonding Company enclosed.
- 2) Osborne Concrete & Stone Co., Grand River, OH, workers compensation, certification of personal property tax, and \$500 bid bond from The Cincinnati Insurance Company enclosed.

Mr. Ray moved and Mr. Bushman seconded to accept the bids and turn them over to the road superintendent for his review and recommendation, with a unanimous vote. Motion carried

10880 MAYFIELD ROAD DEMOLITION CHANGE ORDER (continued)

Mr. Ray moved and Mr. Bushman seconded to approve a change order for the Mayfield Road demolition of property at 10880 Mayfield Road in the amount of \$4,670.00, with a unanimous vote. Motion carried.

SECURITY CAMERA (continued)

Sievers Security reduced the price of the replacement camera from \$832.10 to \$595.

Mr. Ray moved and Mr. Bushman seconded to approve the purchase of a security camera from Sievers Security in the amount of \$595, with a unanimous vote. Motion carried.

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TENNIS COURT REPAIRS

Park board chairman Joe Rosboril reported that he and Tim Kearns met with a representative from Industrial Service Supply, the company that has serviced the tennis courts in the past. The company has maintained that there is a drainage problem which is causing the cracks in the surface. Last year the park board members sealed the cracks with a membrane to prevent them from enlarging over the winter. The solution is to install a drainage system on three sides of the courts. Once the drainage is done, the estimate to repair the courts is \$3,110 for 174 lineal feet of membrane, color repair, and repainting the white lines as needed. Mr. Rosboril will prepare the specifications to get quotes for the drainage. The board advised there were three \$5,000 blanket encumbrances in place to begin the park projects, for repairs, operating supplies and improvement of sites. Mr. Rosboril reported that the electric installation is done at Scenic River. The park board is requesting portable restrooms for all of the parks at the same rate as last year.

MOWING CONTRACTS

Road Superintendent Jim Teichman advised that the board had the spreadsheets of the results of the mowing quotes before them, with the items of compliance noted at the bottom of the spreadsheet. The contractors either have a spraying license or are in the process of getting one. He asked the trustees to give preference to the Munson contractors and recommended that the township hall mowing be awarded to McCaskey Landscape and Design, the cemeteries to Signature, the Munson Township Park to S.A.M. Landscaping, and the additional park mowing to Munson Valley.

Mr. Ray moved and Mr. Bushman seconded to award mowing contracts as follows, the township hall fire station and triangle to McCaskey Landscape and Design in the amount of \$4,941.00, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to award the mowing contract for Maple Hill and Fowlers Mill Cemeteries to Signature Lawns & Landscaping in the amount of \$6,560, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to award the mowing contract for the Munson Township Park Items 4A-C to S.A.M. Landscaping, Inc. in the amount of \$12,475, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded that we award the mowing contract for the small park on Auburn Road, Scenic River Retreat, and Nero Nature Preserve to Munson Valley Landscaping in the amount of \$5,580, with a unanimous vote. Motion carried.

Resident Pat Garlak suggested that the small park on Auburn Road be included in the township hall mowing contract next year because of its proximity to that property.

ROAD DEPARTMENT

Rubbish Day

Road Superintendent Jim Teichman asked the board to initial their approval on the letter which the Geauga County Department on Aging will mail to all Munson residents informing them about senior assistance for rubbish days. Seniors will be required to register with the Department on Aging to have their trash picked up by the Munson Road Department and Department on Aging on the four days prior to the township rubbish days. Mrs. McMullen asked about railroad ties. Mr. Teichman said railroad ties and metal pipe were only an issue if they were not cut down to six foot lengths.

Salt Storage Building Lean-to Addition

Mr. Teichman will have three estimates for the salt storage building addition for the April 5 meeting.

New Truck

Mr. Teichman advised the township may need to put two percent down when the new truck is ordered. He asked the board to encumber for the snow plow and cinder spreader.

Mr. Ray moved and Mr. Bushman seconded to approve the purchase of a snow plow from The Gledhill Road Machinery Company for the new truck in the amount of \$6,546.51, with a unanimous vote. Motion carried.

The cinder spreader will be purchased at the state bid price of \$4,039.52, which is a savings of \$712.86.

Mr. Ray moved and Mr. Bushman seconded to approve the purchase of a salt and cinder spreader and spinner from Concord Road Equipment in the amount of \$4,039.52, with a unanimous vote. Motion carried.

The new truck will need a 20" extension for the wing plow attachment. The board signed a contract for the new truck; the purchase was approved at the last meeting.

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Crack Seal Materials

Mr. Teichman asked the board to rescind the purchase order to Meredith Brothers in the amount of \$12,600 for crack seal materials at .419 per pound. He had a better quote from DJL Material and Supply, Inc.

Mr. Ray moved and Mr. Bushman seconded to approve the purchase of crack seal materials from DJL Material and Supply at the lower price of .399 per pound, with a unanimous vote. Motion carried.

Tree Seedlings

Mr. Teichman requested \$84 to purchase tree seedlings from Geauga Soil and Water. April 25th is the last day to order. The seedlings will be planted in the township nursery and used throughout the township grounds and parks when they mature.

Mr. Ray moved and Mr. Bushman seconded to approve the purchase of Hemlock and Sycamore seedlings from the Geauga Soil and Water Conservation District in the amount of \$84, with a unanimous vote. Motion carried.

NEO Snow and Ice Technologies Workshop

Mr. Teichman requested authorization to attend an Ohio Department of Transportation snow and ice technologies workshop at the Solon Community Center on May 12. They attended a similar workshop four years ago.

Mr. Ray moved and Mr. Bushman seconded to approve attendance for the road superintendent and one other employee at the Snow and Ice Technologies Workshop on Thursday, May 12 from 8am-3pm, with a unanimous vote. Motion carried.

The road department attended an information session at Western Reserve Farm Coop regarding the use of oil and its effect on equipment and vehicles. The program was well worth their time.

Rubbish Day

Mr. Teichman requested \$200 to purchase gloves and meals for rubbish day Saturday for the road crew, inmates, and volunteers from Best Sand.

Engineer's Estimates for Roadwork

The board was given a spreadsheet of the engineer's estimates for resurfacing and road stabilization of various roads, and for completion of Legend Creek Drive. After Mr. Teichman receives the microsurfacing estimates, he will request a workshop to discuss what road projects should be done this year. He was concerned about bidding out only one road as it might push up the cost. Mr. Bushman suggested combining the bid with another township.

Excavated Area

Mr. Teichman asked for direction on landscaping the excavated area to the south of the township hall. The trees were removed and the area is unsightly. The area needs to be cleared of rocks and seeded. The road department has asphalt grindings that can be used for a base for parking for 25 or 26 cars. The park board will work with Mr. Teichman to lay out parking and landscape areas to get the area to a mowable state. There are a large number of rocks that need to be removed which can be added to the base for the driveway and parking area. He will have quotes for the April 12 meeting.

10880 Mayfield Road Buried Rubbish

Mr. Teichman discussed the buried rubbish at 10880 Mayfield Road. The road department can work on one area at a time and reseed each area as it is finished. The work can be done by the road department or it can be contracted out.

Mulching Estimates

The park board asked the township to get estimates to have a contractor mulch the beds at the township parks. Mr. Teichman will ask the contractors who were awarded the mowing contracts to provide quotes to mulch the beds with fresh double ground natural mulch.

RESOLUTION 2011-10

Mrs. Bayer asked the board to rescind resolution 2011-10 for fund certification and decertification, which was passed at the March 8 meeting, as it contained some wrong figures, and to replace it with Resolution 2011-11.

Mr. Bushman moved and Mr. Ray seconded to rescind resolution 2011-10, with a unanimous vote. Motion carried.

RESOLUTION 2011-11

Resolution 2011-11 was made by Mr. Bushman and seconded by Mr. Ray to decertify anticipated receipts in the General Fund, Road and Bridge Fund, and Fire Operating and Apparatus Fund, and to place additional certified funds in the Road and Bridge Fund and Fire Operating and Apparatus Fund, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

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WARD GRAVE PURCHASE

The board addressed a memo from sexton Paula Friebertshauser. Pat Ward is requesting permission to purchase two graves in Maple Hill Cemetery at resident rates. She and her husband Bruce, a former township trustee and Munson notable, were longstanding residents who moved to South Carolina in August.

Mr. Bushman moved and Mr. Ray seconded to allow Bruce and Pat Ward to purchase graves at resident rates, with a unanimous vote. Motion carried.

LEBER BROWN NEGOTIATIONS

Mr. Bushman advised that he met with Leber Brown Architects. The contract is still under negotiation. Leber Brown will come down on their price – there are a few items they are looking at which Mr. Bushman questioned. Mrs. McMullen asked for a time frame. Mr. Bushman replied that he will meet with them again either this week or next.

RECORDS COMMISSION

Let the record reflect that the records commission, which is made up of the fiscal officer and township trustee chairman, will hold its first meeting on Friday, March 28 at 11:00am to begin the process of creating a record retention schedule for Munson Township. Carol Stafford has been asked to attend. Claridon’s record retention schedule is being used as a reference and Carol is the former fiscal officer for Claridon Township.

SOCCER FIELD LEASE

Mr. Bushman moved and Mr. Ray seconded to lease the soccer fields at the Munson Township Park to the Geauga YMCA for soccer games and practices from May 2 to June 26, 2011 Thursdays from 5-8pm and Saturdays from 9am-noon, with a unanimous vote. Motion carried.

PAVILION RENTAL

Mr. Bushman moved and Mr. Ray seconded to lease the Emmons pavilion for a picnic (Teichman) on July 17, 2011 at 11am, approximately 50 people, and to waive the fees, with a unanimous vote. Motion carried.

COMMUNITY ROOM RENTALS

Let the record reflect the cub scouts (Gardner) held a meeting in the community room on March 11, 2011 at 7pm. Mr. Bushman moved and Mr. Ray seconded to waive the fees, with a unanimous vote. Motion carried.

Let the record reflect the cub scouts (Williams) held a meeting in the community room on March 22, 2011 at 6:30pm for approximately 16 people. Mr. Bushman moved and Mr. Ray seconded to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mr. Ray seconded to lease the community room to the Geauga County Board of Elections for use as a polling place on May 3, 2011 from 5:30am-8:30pm, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mr. Ray seconded to lease the community room for Boy Scout Troop 91 meetings (Ceraolo) on May 2, 9, 16, 23, June 6, 13, 20, 27, and July 11, 18, 25, 2011 from 6-9:30pm, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mr. Ray seconded to lease the community room for Christ Child sew-ins (Run) on July 13, August 10, and September 7, 2011 from 9am-3pm, approx. 12, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mr. Ray seconded to lease the community room to the Maple Hills Church for Easter service (Hobbes) on April 24, 2011 from 10am-12:30pm, for a \$25 fee, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mr. Ray seconded to lease the community room for a communion party (Myers) on May 7, 2011 at 10am, for approx. 70 people, \$75 room, \$50 kitchen, and \$50 security deposit, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mr. Ray seconded to lease the community room for a Breeders and Feeders 4H Club meetings (Teichman) on May 22 and June 12, 2011 at 3pm, and to waive the fees, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET APPROVAL

Mr. Bushman moved and Mr. Ray seconded to approve the encumbrance sheet for March 22, 2011 as written:

Clemson Portable Restrooms, Inc.	Portable Restroom Service for Parks	1,253.00
Waste Management	Park Rubbish Service – 16 Carts	2,000.00
Repairs and Maintenance – Parks	Blanket to 12/31/2011	5,000.00
Operating Supplies – Parks	Blanket to 12/31/2011	5,000.00
Improvement of Sites – Parks	Blanket to 12/31/2011	5,000.00

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ENCUMBRANCE SHEET (continued)

Other – Other Supplies	Blanket to 12/31/2011 (meals, etc.)	200.00
Geauga Title Insurance Agency	Lien Search 10320 Butternut Road to	75.00
	Replace Lost Check No. 8890	
TRC Landscape Services, Inc.	Change Order – Klatka Property	4,670.00
Sievers Security	Security Camera	595.00
The Gledhill Road Machinery Co.	Snowplow	6,546.51
Concord Road Equipment	Salt & Cinder Spreader & Spinner	4,039.52
DJL Material & Supply Co.	Crack Seal Materials	12,600.00
Geauga SWCD	Tree Seedlings	84.00

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

MEETING ADJOURNED

Mrs. McMullen moved and Mr. Bushman seconded to adjourn the meeting at 8:23pm, with a unanimous vote. Motion carried.

Irene H. Morrow Chairman Patricia A. Baya Fiscal Officer