

## RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, November 26, 20 13

The meeting 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. Warrants 11836-11839 dated 11/22/13 totaling \$3,472.76 and EFT Vouchers 438-447 for the 11/22/13 bi-weekly payroll in the amount of \$10,344.83 were signed between meetings. Warrant 11840 was voided. Warrants 11841-11875 dated 11/26 and 11/29/13 totaling \$403,409.78, EFT Vouchers 451-455 for the 11/29/13 monthly payroll in the amount of \$7,476.53, and Warrant 1169 dated 11/26/13 in the amount of \$9,248.74, to transfer EMS funds 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 November <sup>12</sup>26, 2013, as written, with a unanimous vote. Motion carried. *AB JTK JHL*

ROAD REPORT

Road Superintendent Jim Teichman asked the Board to encumber \$100 for handicap signs for the new parking lot. Ronyak Paving will paint the handicap insignia on the asphalt when the weather allows. He asked for authorization to close the entrance driveway to Nero Park and the driveway to the Scenic River pavilion and restroom for the winter. The drives will be reopened and plowed if there is a scheduled event. The Board agreed to the closures. Mike Grubb, a landscape architect and Munson resident, has offered to donate his time to work with road employee Mark Stukbauer to design the landscaping for the township hall. Jim McCaskey will also be included. The Board was pleased to accept his offer and asked that the plan be designed over the winter.

RESOLUTION 2013-55/CHANGE ORDER ASPHALT RESURFACING

Resolution 2013-55 was made by Mr. Ray and seconded by Mrs. McMullen to approve the change order for the asphalt resurfacing of various roads for a reduction to the contract in the amount of \$19,866.75, and to approve the invoice from Carron Asphalt in the amount of \$229,870.75, with a unanimous vote. Motion carried. [Original contract amount: \$249,737.50, Total ads, \$125, Total deducts \$19,991.75, Revised contract amount \$229,870.75.]

The Board signed the change order.

RESOLUTION 2013-51/ATKINSON COMMENDATION/MUNSON ZONING COMMISSION

State Senator John Eklund, Munson Township resident and former Munson Zoning Commission member, Zoning Commission members Dennis Medica, Lenore Pikus, and Tedd Berr, zoning inspector Tim Kearns, and zoning secretary Paula Friebertshauser were present to honor retiring Zoning Commission member Ron Atkinson.

Resolution 2013-51 was made by Todd Ray and seconded by Irene McMullen to commend Ron Atkinson for his 17 years of volunteer service on the Munson Township Zoning Commission, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

Senator John Eklund presented Mr. Atkinson with a certificate of commendation from the General Assembly of the Ohio Senate signed by Senator Eklund and Senator Keith Faber, President of the Ohio Senate. The meeting recessed at 6:52pm for refreshments and a tour of the new town hall, and reconvened at 7:17pm.

TOWN HALL PROJECT

Mr. Bushman advised that the walk-through for the occupancy permit for the community room would be the following Tuesday. The Board discussed fire extinguishers and addressed the fire chief's suggestion that the extinguishers be recessed in the wall. The Board reviewed several samples of folding chairs for the community room and a black mesh folding chair, used by the Geauga Park District, for the Trustees' meeting room. The board will need thirty chairs for the meeting room. Mr. Bushman asked them to postpone a decision on the meeting room chairs to allow him to get samples of stack chairs.

Todd Ray moved and Irene McMullen seconded to approve the purchase of 13 black meeting table chairs FL9210 at the unit price of \$115 each, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to purchase 125 folding chairs from Costco for the community room not to exceed \$2,500 with a unanimous vote. Motion carried.

RESOLUTION 2013-52/FUND TRANSFER

Resolution 2013-52 was made by Mr. Ray and seconded by Mrs. McMullen for within fund transfers in the General, Cemetery, Zoning, and Road and Bridge Funds, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]



Held Tuesday, November 26, 20 13

#### RESOLUTION 2013-53/TEMPORARY APPROPRIATION

Resolution 2013-53 was made by Mr. Ray and seconded by Mrs. McMullen to approve the 2014 Temporary Appropriation through March 31, 2014 in the amount of \$2,691,373.61, with a unanimous vote. Motion carried.

#### RESOLUTION 2013-54/RORY HOUGAN EAGLE SCOUT RECOGNITION

Resolution 2013-54 was made by Mr. Ray and seconded by Mrs. McMullen to recognize Munson resident Rory M. Hougan of Boy Scout Troop 261 for his achievement of the Rank of Eagle Scout, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

#### RESOLUTION 2013-56/FUND ADJUSTMENTS

Resolution 2013-56 was made by Mr. Ray and seconded by Mrs. McMullen to request the Budget Commission to certify additional funds received and to decertify anticipated funds not collected in various funds, and to amend various line items in the Permanent Appropriation, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

#### OHIO TOWNSHIP ASSOCIATION CONFERENCE

Mr. Ray moved and Mrs. McMullen seconded to authorize the Township Trustees and Fiscal Officer to attend the 2014 Ohio Township Association Conference in Columbus February 12-15 and to be reimbursed for expenses, with a unanimous vote. Motion carried.

#### DECEMBER MEETINGS

Todd Ray moved and Irene McMullen seconded to cancel the regularly scheduled meetings on the 10<sup>th</sup> and 24<sup>th</sup> of December and to have special meetings on Tuesday, December 17<sup>th</sup> at 6pm and Tuesday, December 31<sup>st</sup> at 11am, with a unanimous vote. Motion carried.

#### CIC MEMBERSHIP

Todd Ray moved and Irene McMullen seconded to approve the township's membership in the Geauga County CIC [Community Improvement Corporation] for \$50. Roll call vote: Mrs. McMullen, yes; Mr. Ray, yes; Mr. Bushman, abstain. Motion carried. [Mr. Bushman is a board member.]

#### CLEANING CONTRACTS

The Board reviewed two quotes to clean the town hall. There was not much variance between the two quotes. The Board will table a decision to get more information.

#### TOWN HALL DECORATING CONSULTANT

The Board agreed to thank Munson resident Cindy Bocchieri for her assistance with decorating decisions with a gift certificate. She will be given the same gift certificate choices as the appointed boards.

#### WALICK CEMETERY PLOTS

Todd Ray moved and Irene McMullen seconded to authorize the sale of cemetery plots to Chris Shannon Walick at the township rate of \$200 per plot, with a unanimous vote. Motion carried.

#### SAM'S CLUB MEMBERSHIP

The Board addressed a memo from Secretary Julie Johnston asking if the Board wished to keep the Sam's Club membership and to pay the \$45 renewal fee.

Todd Ray moved and Irene McMullen seconded to approve the renewal of the Sam's Club membership in the name of Julie Johnston for a renewal amount of \$45, with a unanimous vote. Motion carried.

#### HEALTH INSURANCE RENEWAL

The Board addressed an email from Sean Sprouse of the Burnham and Flower Agency. It will no longer be necessary to renew the township's insurance policy in December 2013 to keep the current coverage and the policy will revert back to its former renewal date of June 2014.

Todd Ray moved and Irene McMullen seconded to rescind the motion made September 24<sup>th</sup> to approve the health insurance renewal date change, with a unanimous vote. Motion carried.

#### COMMUNITY ROOM RENTAL

The Board will continue to approve community room rentals for December at the current rates.

Todd Ray moved and Irene McMullen seconded to approve the community room rental agreement for a Girl Scout holiday party (Myers) on December 12, 2013 from 6 -9pm, approx. 35, and to waive the fees, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to approve the community room rental agreement for a Polka Party (Kouwe) December 22, 2013 at 7pm, approx. 100, for a \$100 fee and \$250 security deposit, with a unanimous vote. Motion carried.



RECORD OF PROCEEDINGS  
MUNSON TOWNSHIP TRUSTEES REGULAR

0997

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, November 26, 2013

ENCUMBRANCE SHEET APPROVAL


Todd Ray moved and Irene McMullen seconded to approve the encumbrance sheet for November 26, 2013 as written:

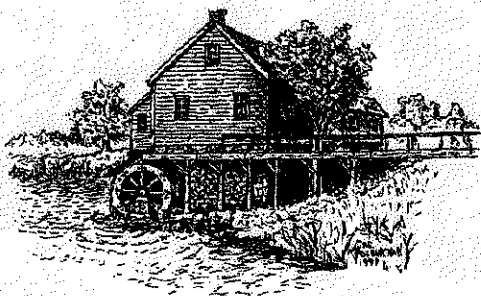
TRC Landscape Services, Inc.	Demolition 13364 Rockhaven Rd.	1,900.00
HZW Environmental	Asbestos Samples 13364 Rockhaven	120.00
The Opal Industrial Group LLC	Abate Asbestos 13364 Rockhaven	745.00
Henry A. Penttila	Reimburse Engineer Parking Lighting	850.00
Electolite	Flagpole Light	2,027.00
COSE/Medical Mutual	Medical/Hospital Premiums & Fee	7,104.00
Union Security Insurance Co.	Life Insurance Premiums	675.00
Delta Dental	Dental Insurance	463.00
Geauga PC	Additional Hardware for Wire Install	217.14
Other – Professional & Tech Serv	Blanket to 12/31/2013 [Zoning]	200.00
Travel and Meeting Expense	Blanket to 12/31/2013 [Zoning]	300.00
Other – Other Expenses	Blanket to 12/31/2013 [Zoning]	600.00
Other – Dues and Fees	Blanket to 12/31/2013 [Park]	500.00
Other – Other Expenses	Blanket to 12/31/2013 [General-Zon.]	250.00
Kennington Electric Corp.	Repair Pump Station	639.70
Kennington Electric Corp.	Town Hall: Electrical	6,844.00
Hecky's Perfect Touch Painting	Town Hall: Partial Draw for Painting	4,000.00
Mike's Home Improvement	Town Hall & Fire Station: Siding	21,975.20
Progressive Building Supply	Town Hall: Trim Material	757.80
Euclid Glass & Door, Inc.	Town Hall: Entrance Doors	5,438.14
Carter Lumber	Town Hall: Lumber and Windows	2,631.43
All-ways Flasher Service	Town Hall: Handicap Signage	130.00
Costco	Town Hall: Folding Chairs	2,500.00
Sams Club	Membership	45.00

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 8:28pm, with a unanimous vote. Motion carried.

 Chairman \_\_\_\_\_ Fiscal Officer \_\_\_\_\_



**No. 2013-51**  
**A Resolution of Commendation**  
**for Zoning Commission**  
**Member Ron Atkinson**

WHEREAS, Ron Atkinson volunteered and was selected as a member of the Munson Township Zoning Commission on November 30, 1996; and

WHEREAS, Ron has served the community with steadfast resolve, patience, occasional grit, and plenty of good humor; and

WHEREAS, in these 17 years Ron has served through and endured the various terms of not less than eight trustees and two fiscal officers; and

WHEREAS, Ron has sat through untold numbers of meetings and contributed countless hours of thoughtful interaction, observations, suggestions, ideas, and insights with his fellow Zoning Commission members; and

WHEREAS, Ron has personally made his mark on this community, helping guide and implement changes to the Munson Township Zoning Resolution; and

WHEREAS, Ron has decided to retire from his service on the Zoning Commission at the end of this year;

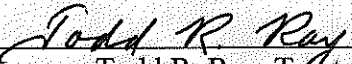
NOW THEREFORE, BE IT RESOLVED, that it is the duty and the pleasure of this Board of Trustees to hereby recognize Ron Atkinson for his generous service to our Township, to thank Alice and their family for sharing Ron, his time, and his good work, to hold him up to his community, his friends, and his neighbors, and, on behalf of all of Munson Township, to express our gratitude for all that he has done to make Munson a better place.

Let this resolution be recorded and forever be a part of the permanent record of our Township from this day forward.

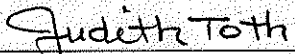
Unanimously approved, this 26<sup>th</sup> day of November 2013, by the Munson Township Trustees.

  
\_\_\_\_\_  
Andrew J. Bushman, Chairman

  
\_\_\_\_\_  
Irene H. McMullen, Trustee

  
\_\_\_\_\_  
Todd R. Ray, Trustee

Attest:

  
\_\_\_\_\_  
Judith Toth, Fiscal Officer

November 26, 2013



HONORING  
RON ATKINSON  
ON YOUR RETIREMENT

On behalf of the members of the Senate of the 130th General Assembly of Ohio, we are pleased to extend special recognition to Ron Atkinson on the occasion of your retirement from the Munson Township Zoning Commission, November 26, 2013.

Since commencing your tenure in 1996, you have achieved a noteworthy record of service to the Munson Township Zoning Commission by ably fulfilling your myriad responsibilities and distinguishing yourself as an outstanding employee. Displaying sound judgment, a stellar work ethic, and valuable job skills, you have shown a sincere commitment to serving the community in an efficient and professional manner, and you are deserving of high praise.

To your credit, you have shown how very much a conscientious, industrious person can accomplish, and you can be proud that your unflagging dedication to your job has inspired many who know you to devote themselves similarly. In the wake of your retirement, be assured that your contributions will not be forgotten and that you will be sorely missed.

Thus, with great pleasure, we commend you on your exemplary service and wish you happiness and fulfillment in the years to come.

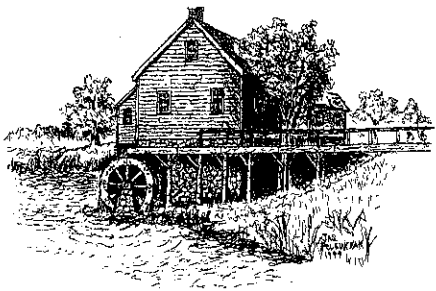


A handwritten signature in cursive script, reading "Keith Faber".

Senator Keith Faber  
President of the Ohio Senate

A handwritten signature in cursive script, reading "John Eklund".

Senator John Eklund  
18th Senatorial District



# Munson Township

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

## Resolution 2013-52

Be it resolved by the Trustees of Munson Township, in a regular session on the 26th day of November, 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:

### Transfers Within Funds

In the General Fund, within fund transfers as follows:

5,000.00	to 1000-110-316-0000	Engineering Services
50.00	to 1000-110-223-0000	Dental Insurance
50.00	to 1000-220-222-0000	Life Insurance
850.00	to 1000-120-316-0000	Engineering Services
3,000.00	to 1000-390-319-0000	Other – Professional and Technical Services
500.00	to 1000-610-519-0000	Other – Dues and Fees
	all from 1000-760-710-0000	Land

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

200.00	to 2041-410-190-0000	Other – Salaries
75.00	to 2041-410-211-0000	Ohio Public Employees Retirement System
25.00	to 2041-410-213-0000	Medicare
	all from 2041-410-323-0000	Repairs and Maintenance

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

200.00	to 2181-130-319-0000	Other – Professional and Technical Services
300.00	to 2181-130-330-0000	Travel and Meeting Expense
200.00	to 2181-130-349-0000	Other – Communications, Printing & Advertising
600.00	to 2181-130-599-0000	Other – Other Expenses
	from 2181-130-190-0000	Salaries

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

1,000.00	to 2031-330-221-0000	Medical/Hospitalization
	from 2031-330-221-0008	Med/Hosp HRA
400.00	to 2031-330-222-0000	Life Insurance
	from 2031-330-360-0000	Contracted Services

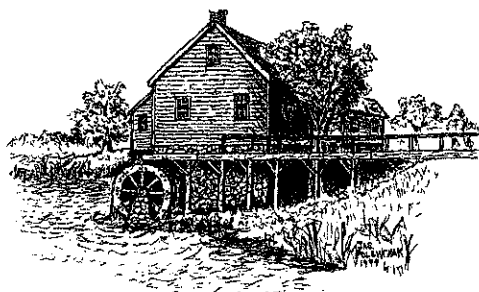
Irene McMullen seconded the motion and the roll being called resulted as follows:

Andrew J. Bushman yes voting

Irene H. McMullen yes

Todd R. Ray yes

Attest: Judith Toth, November 26, 2013  
Judith Toth, Fiscal Officer



## A Resolution of the Munson Township Trustees No. 2013-54

Whereas on November 22, 2013, the Board of Township Trustees of Munson Township received official notification from Troop 261, of the Boy Scouts of America, that

### Rory M. Hougan

completed all requirements to achieve the rank of Eagle Scout; and

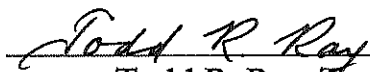
Whereas, it is the distinct privilege of the Munson Township Trustees to identify and recognize the meritorious accomplishments of its residents; and

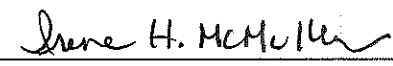
Whereas, the rank of Eagle Scout is an exemplary accomplishment, the highest rank in scouting, placing Rory in a very select group of outstanding young citizens; and

Whereas, Rory's demonstration of the qualities of leadership, honor, perseverance, loyalty, courage, and service, as exemplified by this achievement, has distinguished him among his peers;

Now therefore, be it resolved by the Board of Township Trustees of Munson Township, during regular session on this 26th day of November, 2013, that Rory M. Hougan be recognized and honored for his achievement, that sincere congratulations be extended to Rory, and to his family and scout leaders, on behalf of the entire Munson community, and that best wishes be extended to Rory in all of his future endeavors.

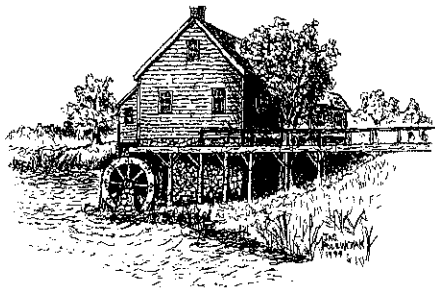
Be it further resolved, that Rory M. Hougan's achievement of the rank of Eagle Scout be permanently recorded in the township records. Unanimously approved by the Munson Township Trustees:

  
Todd R. Ray, Trustee

  
Irene H. McMullen, Trustee

  
Andrew J. Bushman, Chairman

Attest:  November 26, 2013  
Judith Toth, Fiscal Officer



# Munson Township

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

## Resolution 2013-56

Be it resolved by the Trustees of Munson Township, in a regular session on the 26th day of November, 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 Budget and Permanent Appropriation be amended as follows:

### Revenues to be Certified and De-Certified:

In the Motor Vehicle License Tax Fund: To request the Budget Commission to certify additional funds received from Sale of Fixed Assets in the amount of \$5,668 and to decertify anticipated tax revenues in the amount of \$2,668, for a total increase in the Motor Vehicle License Tax Fund in the amount of \$3000;

In the Gasoline Tax Fund: To request the Budget Commission to certify additional revenues received from Sale of Fixed Assets in the amount of \$1,302 and to decertify anticipated tax revenues in the amount of \$7,602, for a total decrease in the Gasoline Tax Fund of \$6,300;

In the Road and Bridge Fund: To request the Budget Commission to certify additional revenues collected from Sale of Fixed Assets in the amount of \$4,900 and additional taxes collected from General Property Tax Real Estate and Property Tax Allocation in the amount of \$16,740.23, for a total increase in the Road and Bridge Fund of \$21,640.23;

In the Cemetery Fund: To request the Budget Commission to decertify revenues anticipated for fees in the amount of \$2,060 for a decrease in the Cemetery Fund of \$2,060;

In the Zoning Fund: To request the Budget Commission to certify additional revenues collected for zoning fees in the amount of \$8,200 for an increase in the Zoning Fund of \$8,200;

In the Fire Operating and Apparatus Fund: To request the Budget Commission to certify additional revenues collected for Sale of Fixed Assets in the amount of \$2,000, for an increase in the Fire Operating and Apparatus Fund of \$2,000;

In the Ambulance and Emergency Medical Fund: To request the Budget Commission to certify additional revenues collected in the amount of \$25,000, for an increase in the Ambulance and Emergency Medical Fund of \$25,000;

In the Scholarship Fund: To request the Budget Commission to certify additional funds collected in the amount of \$502.03, for an increase in the Scholarship Fund of \$502.03.

### Amendments to the Permanent Appropriation:

Request that the following line items be reduced in the Permanent Appropriation:

#### Gasoline Tax Fund:

2021-330-360-0002 Contracted Services Road Improvement Projects from \$50,000 to \$43,700

#### Cemetery Fund:

2041-410-329-0000 Other – Property Services from \$8,000 to \$5,940.

Request that the following line item be increased in the Permanent Appropriation:

#### Ambulance and Emergency Medical Fund:

2281-230-360-0000 Contracted Services from \$209,554.15 to \$234,554.15

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

<u>Andrew J. Bushman</u>	<u>yes</u>
<u>Irene H. McMullen</u>	<u>yes</u>
<u>Todd R. Ray</u>	<u>yes</u>

Attest: Judith Toth, November 26, 2013  
Judith Toth, Fiscal Officer