

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, October 8, 2013

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 11703- 11743 dated 10/8 and 10/11/13 totaling \$33,996.00, EFT Vouchers 384-394 for the 10/11/13 bi-weekly payroll in the amount of \$10,404.24, and Warrant 1166 dated 10/8/13 in the amount of \$5,188.40 to transfer EMS collections from the lockbox to the primary account were signed. Correspondence was on the table.

CEMETERY DEEDS

The Board signed cemetery deeds to Elizabeth E. Jasper for Fowlers Mill I Cemetery, Lot 15, Grave 3, and Linda L. Riehl for Fowlers Mill I Cemetery, Lot 15, Grave 4.

MINUTES

Todd Ray moved and Irene McMullen seconded to approve the minutes from the meeting September 24, 2013, with a unanimous vote. Motion carried.

TOWN HALL PROJECT

Architect Hank Penttila asked the Board to address furnishings. He solicited one proposal, which was submitted to the Trustees, and was waiting for a second proposal. The Trustees will review the inventory to determine what to keep and what should be replaced. The staff was asked to submit their basic requirements for office furnishings. Mrs. McMullen had some information about used furniture. She was waiting for pictures of office setups from Mr. Bushman and asked to have them by the next meeting. The Trustees will schedule a workshop for next Tuesday to decide what is needed.

Construction managers Enzo and Joe Perfetto reported that the exterior was almost finished. The siding will be installed in the next few days and the parking lot paved Wednesday and Thursday. The tapers should be finished this week. Resident Cindy Bocchieri put together two paint options for the community room, and two options for counter tops for the kitchen and secretarial work station. The board selected the countertops and the paint colors for the community room, offices, lobby, and restroom partitions.

PARKS

Park Chairman Joe Rosboril addressed a drainage problem at one of the ball fields at the Munson Township Park. The upgrade of the parking lot surface to asphalt grindings has caused additional water runoff, which is washing out first and third base. The Park Board is requesting additional drainage to resolve the problem.

Todd Ray moved and Irene McMullen seconded to authorize the Park Board to get quotes for drainage for Field #1 at the Munson Township Park, with a unanimous vote. Motion carried. He asked if the damage to the soccer fields from the circus had been repaired. Mr. Bushman responded that he was down there last week and that they were working on it.

RECORD STORAGE

Zoning Inspector Tim Kearns asked for two additional file cabinets to complete his project of re-filing the zoning records by street address instead of numerically. He also advised that two of the current files he is using are not fireproof. The zoning files are permanent files. He contacted the prosecutor's office and was advised that the township is not required to keep its records in fireproof files. Mrs. Toth noted that the township has made a practice of keeping its permanent records in fireproof files and that more file cabinets may become available when the records are reorganized. The new offices will have two storage rooms for files. Fire Chief Lynn advised that 5/8 inch of drywall and fireproof doors increase the rating to one hour in the event of a fire. Mrs. McMullen preferred this option. The architect will be contacted regarding the drywall and doors.

SPECIAL MEETING

Todd Ray moved and Irene McMullen seconded to hold a special meeting on October 15, 2013 at 6pm to address the town hall project furnishings and other related decisions and other regular business, with a unanimous vote. Motion carried.

NUISANCE ABATEMENT & DEMOLITION GRANT

Mr. Kearns asked the board to pass a resolution declaring the building at 13030 Rockhaven Road a nuisance under Ohio Revised Code to allow him to move forward with the process of removing the building and pursuing Moving Ohio Forward Grant funds to reimburse costs. He also asked for authorization to do lien searches on three properties. The Board asked him to prepare the resolution for the October 15th meeting.

Todd Ray moved and Irene McMullen seconded to authorize the lien search on the private residence at 13130 Rockhaven Road, with a unanimous vote. Motion carried.

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13364 AB TER J+

Held _____ Tuesday, October 8, _____ 20____ 13____

NUISANCE ABATEMENT & DEMOLITION GRANT (continued)

Mr. Kearns discussed the property. He advised that the home burned down and that there was a large building in the back. An environmental assessment will need to be made before the building can be demolished.

Todd Ray moved and Irene McMullen seconded to authorize an environmental assessment of the same property at 13030 Rockhaven Road, with a unanimous vote. Motion carried.

FIRE DEPARTMENT 17364 *phone*

Fire Chief Mark Lynn submitted a request to purchase a new cot and stair chair for \$13,000. The age of the equipment is starting to show and the cot is at the end of its life expectancy. The new equipment has better technology and requires less effort. This equipment was not replaced when they purchased the new squads.

Todd Ray moved and Irene McMullen seconded to authorize the purchase of one new cot and one new stair chair not to exceed \$12,885, with a unanimous vote. Motion carried.

Chief Lynn reviewed the electrical needs to hold the November elections, which normally take place at the town hall, in the fire station bay. He was advised that they will need four outlets and a daisy chain light. The equipment will need to be removed that evening to allow the fire department to move the fire trucks back into the building. They will assist the road department in making signs for parking. He suggested that voters come in the current front door, where they have entered in the past, to avoid confusion. The fire department side will be blocked. They will need to get an electrician in to make sure the outlets are good. He also addressed handicapped access.

ROAD REPORT

Road Superintendent Jim Teichman requested authorization to rent a bulldozer for Fowlers Mill Cemetery. Funds are available on a blanket certificate. Mr. Ray asked if the stockpiled soil at the Scenic River parcel would be used at the cemetery. Mr. Teichman advised that it was good quality and would not be used for fill. Some was used at Raintree and the remainder will be kept for the Sherman Road project.

Todd Ray moved and Irene McMullen seconded to approve the rental of a bulldozer for grading at Fowlers Mill Cemetery not to exceed \$500, with a unanimous vote. Motion carried. Mr. Ray asked that the area be strawed afterward to make it more slightly.

Mr. Teichman reported that the pipe job was completed on Sherman, there have been no calls regarding the driveway approaches for the resurfacing project, and they have approx. seven more roads to crack seal. The condition of Sherman Road between Heath and Rockhaven is deteriorating. The road department has run out of ideas to preserve the road. Chip and seal may buy a few years. The county engineer will be contacted for suggestions. The township has committed it funds to resurfacing Heath Road next year in a joint project with Chester Township. He asked the Board to consider reconstructing Sherman Road in sections to make the project more affordable. Three more cross culverts will be replaced on Sherman Road next year.

BOULDER GLEN REQUEST FOR NO OUTLET SIGN

The Trustees addressed a request for a no outlet sign on Boulder Glen. Patrons of Fowlers Mill Golf Course are turning into the side street when looking for the golf course. The resident was concerned for the safety of children playing in the cul-de-sac. Mr. Teichman suggested that the placement of a directional sign to the golf course was partially responsible for the problem. Mr. Teichman will contact the golf course owner. The county engineer will also be contacted regarding sign placement.

CULVERT REPLACEMENT

The Trustees addressed a letter from a resident's attorney regarding the township's efforts to replace a driveway culvert on Fowlers Mill Road. Mr. Teichman advised that it was an old culvert. The concrete has separated and the tile is blocked with dirt. The prosecutor will be asked to respond to the letter and the county engineer will be consulted about the necessity of replacing the culvert.

RESOLUTION 2013-43/FUND TRANSFER

Resolution 2013-43 was made by Todd Ray and seconded by Irene McMullen for within fund transfers in the General Fund, Road and Bridge Fund, and Fire Operating and Apparatus Fund 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.]

RESOLUTION 2013-44/INHERITANCE TAX ADVANCE

Resolution 2013-44 was made by Todd Ray and seconded by Irene McMullen to request an advance of the inheritance tax collected during the month of September, with a unanimous vote. Motion carried.

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Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, October 8, 20 13BURNHAM & FLOWER BUSINESS ASSOCIATE AGREEMENT

The Chairman signed the agreement. Mrs. McMullen asked if a similar agreement should be signed by outside persons who are given access to township records which may fall under HIPPA restrictions, such a computer repair person. Mrs. Toth will contact the prosecutor's office.

OUTSIDE MEETINGS

Mrs. McMullen attended public officials' day at the Senior Center.

FISCAL OFFICER'S FINANCIAL REPORT

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

COMMUNITY ROOM RENTAL

Todd Ray moved and Irene McMullen seconded to lease the community room to the Feathers and Fleece 4H Club (Ray) on January 16, February 20, and March 20, 2014 at 6:15pm, approx. 40, and to waive the fees. Roll call vote: Mr. Bushman, yes; Mrs. McMullen, yes; Mr. Ray, abstain. Motion carried.

PAVILION RENTAL

Todd Ray moved and Irene McMullen seconded to lease the Scenic River Pavilion for a Cub Scout Pack 91 den meeting (Soncrant) on October 12 & 26, 2013 from 1-3pm, approx. 30, and to waive the fees, with a unanimous vote. Motion carried.

RECORD RETENTION RC-2

Mrs. Toth advised that a revised RC-2 Schedule for Record Retention was sent to the Trustees for their review. Resubmitting the RC-2 Schedule will allow the township to take advantage of new regulations for record destruction. If the Board has no objections, the Records Commission will meet to approve it and it will be forwarded to the Ohio Historical Society.

ENCUMBRANCE SHEET APPROVAL

Todd Ray moved and Irene McMullen seconded to approve the encumbrance sheet for October 8, 2013 as written:

Employee Travel & Mtg. Expense	Blanket to 12/31/2013	500.00
Carter Lumber	Town Hall – Material – Lumber	7,762.98
Wirtzberger Enterprises, Inc.	Town Hall – Material & Labor	19,500.00
R.M. Construction	Town Hall – Material & Labor	36,595.45
Kennington Electric	Town Hall – Material – Electrical	8,530.00
All Construction Services	Town Hall – Material – Insulation	5,152.50
Marquee Door Company	Town Hall – Material – Doors	12,316.82
Osborne Concrete & Stone	T.Hall-Material-Gravel for Parking Lot	479.93
Modern Builders Supply	Material – Roof Shingles	2,701.36
Merv & Sons Roofing LLC	Material – Roofing	16,642.00
Romano Construction LLC	Material & Labor Dryvit Exterior Finish	24,000.00
RW Sidley	Town Hall – Concrete for Sidewalks	2,925.28
Other – Dues and Fees	Blanket to 12/31/2013	250.00
Southeastern Emergency Equip.	Cot and Stair Chair	12,885.00

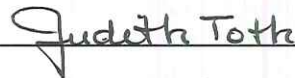
with a unanimous vote. Motion carried. The board signed the encumbrance sheet.

MEETING ADJOURNED

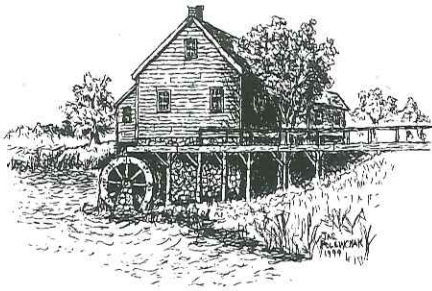
Todd Ray moved and Irene McMullen seconded to adjourn the meeting at 8:16pm, with a unanimous vote. Motion carried.



Chairman



Fiscal



Munson Township

12210 Auburn Road, Chardon OH 44024-9454

Phone: (440) 286-9255 Fax: (440) 286-1180

Resolution 2013-43

Be it resolved by the Trustees of Munson Township, in a regular session on the 8th day of October, 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, a within fund transfer as follows:

13,000.00	to 1000-760-740-0220	Machinery, Equipment and Furniture
	from 1000-760-710-0000	Land

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

300.00	to 2031-330-519-0000	Other – Dues and Fees
	from 2031-330-315-0000	Election Expense

In the Fire Operating & Apparatus Fund, a within fund transfer as follows:

500.00	to 2192-220-314-0000	Tax Collection Fees
	from 2192-220-315-0000	Election Expense

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

Andrew J. Bushman, yes

Irene H. McMullen, yes

Todd R. Ray, yes

Attest: Judith Toth, October 8, 2013
Judith Toth, Fiscal Officer