

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, May 8, 2012

The meeting was called to order at 6:31pm by Chairman Todd Ray, with Trustees Andy Bushman and Irene McMullen and Fiscal Officer Judy Toth also present. The meeting opened with the Pledge of Allegiance. The Trustees signed warrants 10360-10393 dated 5/8 & 5/11/12 totaling \$27,200.84, EFT Vouchers 2044-2052 for the 5/11/12 bi-weekly payroll in the amount of \$8,985.49; and Warrant 1132 dated 5/8/12 in the amount of \$5,183.50 to transfer EMS collections from the lockbox to the primary account. Correspondence and the Fiscal Officer's monthly report for April were available for review.

MINUTES

Andy Bushman moved and Irene McMullen seconded to approve the minutes for April 24, 2012, as corrected, with a unanimous vote. Motion carried.

CEMETERY DEEDS

The Trustees signed cemetery deeds to Martin Joseph Wagner for Maple Hill III Cemetery, Lot 334, Grave 3; Evelyn Yvonne Wagner, Maple Hill III Cemetery, Lot 334, Grave 4; Brendan Hurd Wagner, Maple Hill III Cemetery, Lot 334, Grave 5; and Anna Catherine Wagner, Maple Hill III Cemetery, Lot 334, Grave 6.

RESOLUTION 2012-19/LOCAL CABLE PROGRAMMING

Resolution 2012-19 was made by Mr. Bushman and seconded by Mrs. McMullen to renew the contract with Geauga Local Access Cable Corporation to provide local access programming in Geauga County, commencing April 12, 2012, with a unanimous vote. Motion carried.

PUBLIC COMMENT

Mr. Ray asked if there was public comment from any resident who had an issue that was not on the agenda. Ed Kavick, 12310 Bean Road, discussed the ditch work done by the township at his residence. He said he was unable to mow the new area because of the high wall bank, and that water pools in the ditched area. He has been maintaining the ditch himself for 45 years and asked the board to restore it to its former condition. Road Superintendent Teichman explained that the ditching was done to ensure that the pipes were open and carried the water. A minimal amount of area was disturbed. A longer back slope would have impacted the yard more. The grass trapped the water, sediment, and cinders, and the pipe started to fill in, which raised the level of the ground next to the pipe. The Trustees have viewed the site, but have not been able to observe it during a rain storm. Mr. Teichman suggested that the ditch be made shallower by cutting it back into the yard. Mr. Kavick agreed that a more gradual transition would be a solution and that the additional exposed soil would not be a problem.

TOWNSHIP HALL ADDITION

Architect Hank Penttila distributed a revised drawing. He revisited the project after conversing with his structural engineers. The walls of the existing building are not structurally capable for this extensive of a renovation and will not be able to handle the structural load without considerable investment. The more extensive renovation would also require the staff to abandon the building for several months at additional expense and inconvenience. After speaking with his consultants, he recommended that the shell of the building be left alone, and the space renovated within for the staff and township operations. The new addition will be for the community room and entrance. The existing building will be made more energy efficient. He discussed the existing walls and the insulation that would be required, additional framing for electrical services, finish walls, window opening enlargement, and window replacement. The ducts will be rearranged to increase the ceiling height. Lighting will be upgraded. The new plan will be less expensive than Plan A. Mr. Penttila has not had an opportunity to address the fire station roof with the new configuration and will bring his recommendations and his cost estimates for the entire project to the next meeting. Mr. Ray inquired about gable ends. Mr. Bushman inquired about moving the location of the new restrooms from the lobby to the community room.

Andy Bushman moved and Irene McMullen seconded to allow Hank Penttila to proceed with Plan C, with a unanimous vote. Motion carried.

The architect will email the plans to the township for placement on the township web site.

FIRE DEPARTMENT

Fire Chief Bernie Harchar reported the fire department responded to a fire in Newbury Township over the weekend. Last year there were fewer than 3 grass fires. He credited better public education and an effective permit system. The fire contract ends May 31. The Board discussed setting up a workshop.



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ROAD REPORT

Road Superintendent Jim Teichman met with OTARMA loss control consultant Kelly Austin after her inspection of the township playgrounds, and submitted a memo outlining her recommendations. Nine inches of certified mulch is required for the playgrounds and vita course. Rubber chips are the best, but the most expensive. The required minimum spacing between each apparatus is 6 feet. Sand and loose material is not acceptable for young children up to 2-1/2 years old. Signage is needed for the age appropriateness of play equipment. Public playgrounds are those used by children ages 6 months through 12 years. The addition of back and side panels is recommended for the bleachers. The bleachers must be analyzed to see if they can bear the additional weight. It may be necessary to replace the bleachers or to cut them down to two risers. The information will be forwarded to the park board. Mr. Teichman showed the board pictures of large items that were dumped at the recycling site. Mr. Ray suggested that the surveillance tapes be reviewed.

Teichman requested a new 48" wide ditching bucket for the loader/backhoe.

Andy Bushman moved and Irene McMullen seconded to purchase a new 48" ditching bucket with an optional bolt on edge for \$1,800.00 from Southeastern Equipment, with a unanimous vote. Motion carried.

Teichman advised two panels were removed at the end of the recycling fence for rubbish day and will need to be replaced. He also recommended that two additional panels be added to extend the fencing and that steel sleeves be installed to allow the department to remove and replace the end panels as needed for rubbish day.

Andy Bushman moved and Irene McMullen seconded to allow Auburn Fence to install two more panels and to reinstall the two panels that were removed for rubbish day not to exceed \$625.00, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to purchase a radiator for Truck #106 from Lake Truck Sales and Service not to exceed \$2,050, with a unanimous vote. Motion carried.

Teichman reported that the mulching is done at the township parks and requested \$576 for an additional 20 yards of mulch for the township hall, triangle, and cemeteries.

Andy Bushman moved and Irene McMullen seconded to purchase more mulch for the cemeteries, town hall, and triangle from Munson Valley not to exceed \$576, with a unanimous vote. Motion carried.

Teichman had three estimates for a 9 foot power broom. During use, one foot is lost with the angle. The cost for a 10 foot broom would be an additional \$150. However, the 10 foot unit would be too large for the smaller trucks.

Andy Bushman moved and Irene McMullen seconded to purchase a 9 foot wide truck-mounted broom from Southeastern Equipment not to exceed \$10,000, with a unanimous vote. Motion carried.

RESOLUTION 2012-20/FUND TRANSFER

Resolution 2012-20 was made by Andy Bushman and seconded by Irene McMullen for within fund transfers in the General 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.]

SPECIAL MEETING RE NOISE REGULATIONS

Andy Bushman moved and Irene McMullen seconded that we host a special meeting on Monday, May 14, 2012 at 5:30pm regarding noise regulations, with a unanimous vote. Motion carried.

OUTSIDE MEETINGS

Irene McMullen attended the ground breaking ceremony at Notre Dame Cathedral Latin on May 1. Irene McMullen and Andy Bushman attended a Chagrin River Watershed Partners meeting at the Munson Fire Station on Wednesday, May 2. Andy Bushman attended a Geauga Safety Council meeting on May 4.

DENNIS WYNNE RESIGNATION

Andy Bushman moved and Irene McMullen seconded to accept Dennis Wynne's resignation from the Munson Township Zoning Commission immediately, with regret, with a unanimous vote. Motion carried. The board will wait for a recommendation from the Zoning Commission for his replacement.



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DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, May 8, 20 12

## EXECUTIVE SESSION/PERSONNEL PROMOTION

Andy Bushman moved and Irene McMullen seconded to go into executive session at 8:12pm to discuss personnel promotion, with a unanimous vote. Motion carried.

The regular session resumed at 9:37pm.

## COMPENSATION

Andy Bushman moved and Irene McMullen seconded to increase Paula Friebertshauser's hourly rate to \$23.60 per hour effective May 7, 2012, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to increase the hourly rate for Administrative Assistant Julie Johnston to \$11.50 per hour effective May 7, 2012, with a unanimous vote. Motion carried.

## FIELD LEASE

Let the record reflect the Geauga YMCA (Dutton) leased the sand volleyball court on Monday, May 7, 2012 from 6-8pm.

Andy Bushman moved and Irene McMullen seconded to waive the fees, with a unanimous vote. Motion carried. Mr. Ray signed the lease agreement.

## PAVILION RENTAL

Mr. Bushman moved and Mrs. McMullen seconded to lease the Emmons pavilion for a graduation party (Decipeda) on June 24, 2012 from 12:30-8:30pm, approx. 200, for a \$25 fee and \$25 security deposit, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to lease the Scenic River pavilion for a Boy Scouts of America Court of Honor (Breier) June 4, 2012 from 5:30-9:30pm, approx. 40, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to lease the Scenic River pavilion for a reunion picnic (Casey) June 23, 2012 from noon to dusk, approx. 100, for a \$25 fee and \$250 security deposit, with a unanimous vote. Motion carried.

## COMMUNITY ROOM RENTAL

Mr. Bushman moved and Mrs. McMullen seconded to lease the community room for Girl Scout meetings (Evans) on May 2 and May 30, 2012 from 5:30-8pm, approx. 15, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to lease the community room for a Munson Baseball/Chardon Baseball meeting (McKnight) on Sunday, May 6, 2012 from 8-9:30pm, approx. 8, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to lease the community room for a Sewing Summer Annual Gathering (Ondrejka) on June 9, 2012 from 9am-4pm, approx. 12, and to waive the fees, with a unanimous vote. Motion carried.

## ENCUMBRANCE SHEET

Mr. Bushman moved and Mrs. McMullen seconded to approve the encumbrance sheet for May 8, 2012, as follows:

Geauga Local Access Cable Corp.	Contract Payment	12,232.21
Geauga County Engineer	Pavement Reconstruction	60,000.00
	Sherman/Auburn Intersection	
Western Reserve Farm Cooperative	Truck Fuel/Supplies	10,000.00
Training Services	Blanket to 12/31/2012	300.00
Burnham & Flower Insurance Group	Balance Carol Stafford Bond	660.00
Southeastern Equipment	Backhoe Bucket 48"	1,800.00
Auburn Fence	2 Panels/Sleeves/Posts Recycling Area	625.00
Lake Truck Service	Radiator for Truck #106	2,050.00
Munson Valley	Cemetery, Town Hall Mulch	575.00
Southeastern Equipment	9' Power Broom	10,000.00

with a unanimous vote. Motion carried.

## MEETING ADJOURNED

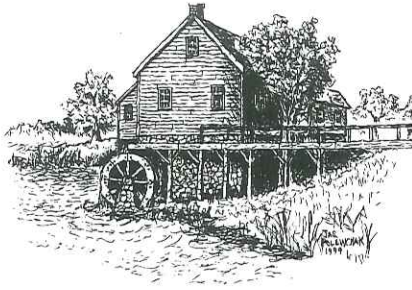
Mr. Bushman moved and Mrs. McMullen seconded to adjourn the meeting at 9:41pm, with a unanimous vote. Motion carried.

Todd R. Ray

Chairman

Judith L. Toth

Fiscal Officer



# Munson Township

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

## Resolution 2012-20

Be it resolved by the Trustees of Munson Township, in a regular session on the 8th day of May, 2012, at the Munson Township office, with the following members present, Andrew J. Bushman, Irene H. McMullen, and Todd R. Ray, that Andy Bushman moved the adoption of the following resolution, that the 2012 Permanent Appropriation be amended as follows:

### Transfers Within Funds

In the General Fund, within fund transfers, as follows:

1,540.00	to 1000-110-121-0000	Salaries – Township Fiscal Officer’s Staff
300.00	to 1000-110-318-0000	Training Services
660.00	to 1000-110-383-0000	Fidelity Bond Premiums
	all from 1000-760-710-0000	Land
300.00	to 1000-610-430-0000	Small Tools and Minor Equipment
	from 1000-610-319-0000	Other – Professional & Technical Services
13,000.00	to 1000-760-750-0220	Motor Vehicles Fire Department
	from 1000-760-720-0220	Buildings Fire Department

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

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

Attest: Judith Toth May 8, 2012  
Judith Toth, Fiscal Officer