

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____ Tuesday, September 25, _____ 20 ____ 12 ____

The meeting was called to order at 6:30pm by Chairman Todd Ray with Trustees Andy Bushman and Irene McMullen and Fiscal Officer Judy Toth present. The Chairman led the Pledge of Allegiance. [Warrants 10730-10731 dated 9/11/12 totaling \$250 were signed at the September 11 meeting.] Warrants 10732-10757 dated 9/25 and 9/28/12 totaling \$131,227.38; EFT Vouchers 2163-2177 for the 9/28/12 bi-weekly and monthly payrolls totaling \$16,930.53; and Warrant 1141 dated 9/25/12 in the amount of \$7,500 to transfer EMS collections from the lockbox to the primary account were signed. Correspondence was available for the Trustees to review. The Trustees signed the contract to S.A.M. Landscaping for the installation of turf over the concrete slab at Nero Nature Preserve. Fire Chief Mark Lynn signed over the title for the 2011 Ford Explorer. Mr. Ray signed letters to the members of the township's appointed boards whose terms will expire December 31, requesting that letters of interest for reappointment be received prior to October 8.

MINUTES

Mr. Bushman moved and Mrs. McMullen seconded to approve the minutes of August 28, 2012, as written, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to approve the minutes of September 11, 2012, as written, with a unanimous vote. Motion carried.

PUBLIC COMMENT

There was no public comment.

DEPUTY PATROL

Sheriff's Deputy Chris Weber submitted his August report. He worked two days. Manpower issues are no longer a problem and he will be able to work more hours. Speed monitoring was continued on several township roads. At the township's request he did extra patrol on Rockhaven Road and investigated the citizens' complaint about school bus safety on Sherman Road. Mrs. McMullen will forward him a complaint about evening parties at Pavilion No. 2 at the Munson Township Park and bottles and cans left on the site.

TOWN HALL PROJECT

Architect Hank Penttila submitted drawings and specifications for two alternate parking lot plans. Civil engineer Andy Blackley from Stephen Hovancsek and Associates was also present to explain the development of the site plans. Site Plan A utilized the current entrance and driveway and had entrances on both Auburn Road and Sherman Road with spaces on both sides of the driveway for 56 parking spaces, and covered 23,280 square feet at an estimated cost of \$97,562. Plan B provided access from Sherman Road only, expanded the parking area to 67 spaces, and covered 30,132 square feet at an estimated cost \$142,229.95. The same sidewalk configuration was used for both plans. The architect and civil engineer were able to reduce the site development cost by utilizing the investments already made on the site, such as grading, hard surface, and trees. Plan A had the capability of future expansion for additional parking spaces. The Board also had the option of eliminating the entrance on Auburn Road if parking was expanded. The cost estimates did not include the installation of a retention basin at the corner of Auburn and Sherman, grading of swales, seeding, storm lines for the roof drains, lighting, or demolition of the existing driveway. The Board gave consideration to the number of parking spaces that would be provided and eliminating the entrance off Auburn Road before agreeing to Plan A.

Mr. Penttila met with Trustees Andy Bushman on August 24 and distributed a list of plan review comments which were generated at that meeting. The Trustees agreed to incorporate the following recommendations in the construction plans: a door into the storage room directly from the building lobby, the option of triple pane windows as an "add alternate", replacement of the existing front and back entry doors, glass block windows, with obscured vision, in each toilet room to let in natural light; the specification of Kraftmaid as one of the listed suppliers of cabinetry for the new kitchen, and a gate at the mechanical courtyard as a safety and security measure. Mr. Penttila noted that the interior doors at the existing front and back entry doors will be removed as they are too close to the outside doors and present a barrier. Mr. Penttila offered to meet with the Trustees individually at any time to go over plans and options. With the site decisions made, Mr. Penttila will need a couple of weeks to finalize the documents before submitting them to the prosecutor's office. He advised that the roof drawings are done and are in the zoning inspector's office.

ROAD REPORT

Road Superintendent Jim Teichman requested \$214.70 for sight distance signs from All-ways Flasher for Sherman Road and \$1,380 for 2,250 pounds of crack sealing materials from DJL

Held _____ Tuesday, September 25, _____ 20__ 12__

ROAD REPORT (continued)

Material and Supply Company. He asked for authorization to reposition the recycling security cameras and to move the surveillance equipment from the zoning inspector's office to the township office. The board asked him to get a cost estimate to move the equipment. Zoning Inspector Kearns advised that one of the security cameras is not working, the same camera that has given problems in the past. Road employee Adam McKinney would like to renew his pesticide license and take the five-hour required training class in Columbus.

Andy Bushman moved and Irene McMullen seconded to allow Adam McKinney to renew his pesticide license and training, with the township to reimburse expenses, with a unanimous vote. Motion carried.

Mr. Teichman asked for authorization to dispose of unneeded township equipment by public auction, and to utilize various options, internet auction, sealed bids, or public auction at Edinburg Auction Sales, depending on the item to be disposed of.

Andy Bushman moved and Irene McMullen seconded to authorize Jim Teichman to dispose of equipment in the most feasible manner, internet auction, public auction, or auction by sealed bid, and to dispose of the following: Truck #107, 1989 International dump truck; Truck # 100, 2002 GMC pickup; Truck # 101, 1997 ¾ ton GMC pickup; and Inventory Item #116, Layton Asphalt Paving Box, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to authorize Jim Teichman to set the minimum prices on these items and to give the Trustees prior notice, with a unanimous vote. Motion carried.

Mr. Teichman requested \$1,000 for Veneer Logging to remove dead or tipped trees in the road right-of-way throughout the township and \$100 for expenses for flyers and refreshments for Munson Township and Chardon Township to host a chainsaw safety class on November 20. The class will be put on by Alvords Yard and Garden in the township community room. An invitation will be extended to other townships and to private individuals. He advised that The Illuminating Company has not reinstalled the pole and light at the intersection of Auburn and Sherman Road. He updated the Trustees on the drainage problems at the Birli property at 12355 Country Oaks Trail. Investigation of the problem was delayed to see if the pipe would be replaced and enlarged under Route 44. Mr. Birli's neighbors will allow the township to camera the drain line on their property, but they do not want to replace it. The Board asked Mr. Teichman to proceed with the camera work. The road crew has been busy staining fence, removing fragmites and cattails from the pond at Scenic River, ditching, clearing rocks and branches from the road right-of-way, and crack sealing.

PARKS

Park Board member Joe Rosboril was present to request funding for two park projects. The Trustees received the information prior to the meeting in memos prepared by Park Chairman Bob Marn. The Park Board recommended that the parking lots at the Munson Township Park and Scenic River Retreat be surfaced with asphalt grindings. The road superintendent provided the cost estimates. The Scenic River \$5,285 estimate included 20 tons of hot asphalt for the bottom of the entrance apron to tie in with the existing asphalt apron. The estimate for the Munson Township Park was \$23,265 and included \$10,980 for drainage work. The Board approved the project for Scenic River, but asked the road superintendent to wait until the Chagrin River Land Conservancy was contacted before proceeding. The Munson Township Park will require drainage work first, and will be put in next year's budget.

Andy Bushman moved and Irene McMullen seconded to allow road superintendent Jim Teichman and the road department to make the improvements to the Scenic River driveway and parking lot, with a unanimous vote. Motion carried.

Playground Equipment - The Park Board submitted three estimates to prepare the site to relocate the 2-5 playground area, McCaskey Landscape and Design, \$2,780; Meyer Design, the supplier for the playground equipment, \$3,000; and the Munson Road Department, \$2,840. The road department will not be able to do the work this fall. The variance among the quotes was \$220. The Park Board recommended that the site preparation be awarded to Meyer Design, based on their expertise, and to facilitate coordinating the project. The memo included an email from Meyer Design and a letter from Kelly Austin, the township's risk management consultant, affirming that the equipment meets safety standards.

Andy Bushman moved and Irene McMullen seconded to allow Meyer Design, Inc. to do the playground prep work not to exceed \$3,000, and to allow Meyer Design to install playground equipment, excluding the fence, not to exceed \$25,000, with a unanimous vote. Motion carried.

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MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, September 25, 20 12PLAYGROUND EQUIPMENT (continued)

The Trustees would like new playground equipment installed behind the baseball field at the Munson Township Park before the beginning of baseball season. They asked the Park Board to submit plans by February and, if possible, to contact local Munson providers for quotes.

FIRE DEPARTMENT

Fire Department Fire Chief Mark Lynn advised the fire department gave fire extinguisher training to approx. three hundred Heather Hill employees. The new fire hose came in and will be installed, and the 2011 Ford Expedition has been signed over to the township. He was invited to a Chardon Healing Fund meeting Friday, an all day event. He requested a \$600 per year clothing allowance.

Andy Bushman moved and Irene McMullen seconded to reimburse Mark Lynn uniform expenses not to exceed \$600 per year, with a unanimous vote. Motion carried.

ELOO RESTROOM SOLAR LIGHTING

Zoning Inspector Tim Kearns advised he would be meeting with Pete McDonald from the Western Reserve Land Conservancy and would ask if the Conservancy had any objections to the application of asphalt grindings to the Scenic River parking lot. He submitted an estimate of \$1,853.75 from Christopher Yoder Solars to hard wire solar lighting for the Eloo restroom at Scenic River. The cost included an outside motion detector to turn on the lights. The Trustees thanked Mr. Kearns for doing the preliminary work. They will look at other options before making a decision.

RESOLUTION 2012-47 – FUND TRANSFER

Resolution 2012-47 was made by Andy Bushman and seconded by Irene McMullen for within fund transfers in the General Fund, Road and Bridge Fund, and Zoning Fund, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

OIL AND GAS SEMINAR

Andy Bushman moved and Irene McMullen seconded to authorize Irene McMullen and Tim Kearns to attend the Ohio New Oil Boom Seminar in Columbus on October 1, and to reimburse expenses, with a unanimous vote. Motion carried.

The Trustees received several calls from residents regarding the practice of fracking for oil and gas wells, and asking them to provide more information to the public. The Trustees debated whether the township should host such an event or to ask the county to hold something at the county level. Russell Township sponsored an event at the West Woods to an overflow crowd. Tim and Irene will attend the seminar for information and contacts. If the county does not host an event, the Township will look into getting residents the information they need.

ZONING SEMINAR

Andy Bushman moved and Irene McMullen seconded to authorize Jim Tekavec to attend the Land Use and Zoning Law Litigation Seminar in Cleveland, Ohio on December 3, 2012, and to reimburse expenses, with a unanimous vote. Motion carried.

COMPUTER SUPPORT

The Board discussed computer support to reduce the amount of trustee emails stored on the web hosting company's server. The Township is incurring an additional monthly expense for the large file. The web hosting company also changed its interface and Mr. Ray was experiencing difficulty in accessing his emails. Mr. Ray suggested that Hugh Cassidy of Cassidy Web Creations be retained for a few hours on a Saturday to instruct the Trustees on retrieving and archiving emails. Mrs. Toth suggested purchasing portable external hard drives for the Trustees to store emails and other township information. Mr. Bushman asked the Trustees to delay a decision for two weeks to allow him to meet with the computer technicians at his workplace.

BOARD OF ZONING APPEALS

The Board did not receive a response for a BZA alternate and will re-advertise.

Todd Ray moved and Andy Bushman seconded to advertise for Board of Zoning Appeals Alternate position volunteers with a deadline of November 1, with a unanimous vote. Motion carried.

BLUEMMEL EMPLOYMENT

The Board discussed continuing Kristen Bluemmel's part time employment.

Andy Bushman moved and Irene McMullen seconded to extend Kristen Bluemmel's employment through December 31, 2012 not to exceed 15 hours per week, with a unanimous vote. Motion carried.

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Irene McMullen attended a Chagrin River Watershed Partners meeting on September 18. Judy Toth met with Bob Carpenter from the state auditor's office on September 20 to review the results of the 2010-2011 Audit. The audit results were good and the Township has the option to waive the post audit conference.

Andy Bushman moved and Irene McMullen seconded to waive the audit review with the State Auditor, with a unanimous vote. Motion carried. Mr. Ray and Mrs. Toth signed a representation letter and a letter waiving the post audit conference. An Audit Committee meeting will be scheduled after the Township receives the final report.

JUVENILE COURT COMMUNITY SERVICE

Mrs. McMullen informed the Board that the Geauga County Juvenile Court began its community service in the Township last week and will continue to send a work detail on Saturdays to pick up trash at the township parks and recycling area.

COMMUNITY ROOM RENTAL

Andy Bushman moved and Irene McMullen seconded to lease the community room for a Presidential Debate Watch (Organizing for America-Kinter) on October 3, 16, and 22, 2012, from 6pm to midnight, approx. 100, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to reduce the meeting fees to \$25 per meeting. Roll call vote: Mr. Bushman, yes; Mrs. McMullen, yes; Mr. Ray, no. Motion carried.

Andy Bushman moved and Irene McMullen seconded to lease the community room for Girl Scout Troop 902 meetings (Molle) October 19, November 2, 16, and December 14, 2012 from 6-8:30pm, approx. 10, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to lease the community room for a birthday party (Jason Vatty) on November 3, 2012 from 11am-4pm, approx. 50, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to lease the community room to the Geauga County Board of Elections for the purpose of conducting a General Election on Tuesday, November 6, 2012 from 5:30am to approx. 8pm, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to lease the community room for a Chardon Youth Football Cheerleading meeting (Turk) November 10, 2012 from 3-9pm, approx. 60, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to lease the community room for a Breeders and Feeders 4H meeting (Teichman) on November 11, 2012 at 1pm, approx. 68, and to waive the fees, with a unanimous vote. Motion carried.

PAVILION RENTAL

Andy Bushman moved and Irene McMullen seconded to lease the Scenic River Pavilion for a family celebration of a 25th wedding anniversary (Rayl-member of the Klatka family) on Sunday, October 14, 2012 at noon, approx. 30-50, to waive the rental fee, and to require a \$25 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to lease the Scenic River Pavilion for a 4H Club meeting (Mary Ray) on October 21, 2012 from 2-11pm, approx. 60, and to waive the fees. Roll call vote: Mr. Bushman, yes; Mrs. McMullen, yes; Mr. Ray, abstain. Motion carried.

ENCUMBRANCE SHEET

Andy Bushman moved and Irene McMullen seconded to approve the 9/25/12 encumbrance sheet:

Travel & Meeting Expn Employee	Blanket to 12/31/2012	400.00
Travel & Meeting Expn - Zoning	Blanket to 12/31/2012	250.00
Other - Dues and Fees	Blanket to 12/31/2012	300.00
Training Services	Blanket to 12/31/2012	400.00
All-ways Flasher Service	Limited Sight Distance Signs-Sherman Rd	215.00
D.J.L Material & Supply, Inc.	One Pallet 2250 lb Crack Sealer	1,380.00
Veneer Logging	Tree Work - Remove Dead-Decayed	1,000.00
Training-Chainsaw Clinic	Blanket to 12/31/2012	100.00
Meyer Design, Inc.	Playground - Prep Site	3,000.00
Meyer Design, Inc.	Playground - Equipment/Apparatus	25,000.00
Uniform Expenses for Fire Chief	Blanket to 12/31/2012	600.00

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

MEETING ADJOURNED

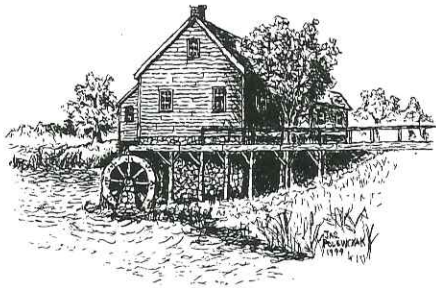
Andy Bushman moved and Irene McMullen seconded to adjourn the meeting at 8:48pm, with a unanimous vote. Motion carried.

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 2012-47

Be it resolved by the Trustees of Munson Township, in a regular session on the 25th day of September, 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:

5,000.00	to 1000-110-316-0000	Engineering Services [architect] ✓
300.00	to 1000-110-330-0001	Travel and Meeting Expense – Employees ✓
12,000.00	to 1000-120-316-0000	Engineering Services [civil engineer] ✓
120.00	to 1000-120-519-0000	Other – Dues and Fees [PWS town hall] ✓
300.00	to 1000-220-221-0000	Medical/Hospitalization ✓
600.00	to 1000-220-290-0000	Other Employee Fringe Benefits ✓
5,000.00	to 1000-610-323-0000	Repairs and Maintenance ✓
6,290.00	to 1000-760-740-0220	Machinery, Equipment, Furniture (Fire) ✓
	all from 1000-760-710-0000	Land ✓

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

500.00	to 2031-330-349-0000	Other – Communications, Printing & Advertising
	from 2031-330-381-0000	Property Insurance Premiums ✓

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

400.00	to 2181-130-318-0000	Training Services
	from 2181-130-319-0000	Other – Professional & Technical Services

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

Andrew J. Bushman, for
Andrew J. Bushman

Irene H. McMullen, yes
Irene H. McMullen

Todd R. Ray, yes
Todd R. Ray

Attest: Judith Toth September 25, 2012
Judith Toth, Fiscal Officer