

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES SPECIAL

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, February 7, 20 12

The meeting was called to order at 6:32pm by Chairman Todd Ray with Trustees Andy Bushman and Irene McMullen present. Fiscal Officer Patricia Bayer was absent and the minutes were taken by Office Manager Judy Toth. The Pledge of Allegiance was recited. Warrants 10125-10139 dated 2/7/12 totaling \$21,352.58 were signed. Correspondence was available for review.

MINUTES

Mr. Bushman moved and Mrs. McMullen seconded to approve the January 10, 2012 minutes as written, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to approve the January 24, 2012 minutes as written, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to approve the January 31, 2012 minutes as written, with a unanimous vote. Motion carried.

TOWN HALL RENOVATION PROJECT

Architect Hank Penttila distributed a hard copy of the revised program of spaces for the town hall renovation project. Mr. Penttila met with everyone except a representative from the Park Board. He may also contact the Board of Zoning Appeals. The board suggested he also contact the Zoning Commission. He spoke with Matt Scharver from the Chagrin River Watershed Partners who advised him that there may be grants available for storm water management, including rain gardens and bio-swales for the parking area. The grant time table will fit in with the township project, as the parking areas are among the last of the items to be done and can be put off until the spring of 2013. Room rentals should be cut off at the end of June. The waiting area in the township offices has not been eliminated, but has been reduced in size. The board discussed the main lobby area. The architect recommended a minimum space of 20 ft. x 20 ft., which he advised is at the smaller end. Mr. Bushman wanted it to be smaller. The architect assured the board that the program of spaces is very flexible and once approved, can be changed. Above ground storage was discussed. The architect said it would not be advisable due to the requirements that would need to be met. Mr. Bushman asked for two floor plans so as not to make the residents feel that there was no room for discussion, and the architect agreed. The plans will be scanned and placed on the township web site. The trustees will schedule a special meeting February 21 to view the preliminary floor plans, and a public meeting in March.

Mr. Bushman moved and Mrs. McMullen seconded to approve the concept of program of spaces, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to hold a special meeting and workshop for the 21st of February at 6:30pm, with a unanimous vote. Motion carried.

PARK BOARD

Mr. Ray advised he spoke with Park Board chairman Bob Marn regarding recruitment of an additional park board member. Mr. Marn suggested that the park board conduct the interviews. Mr. Ray recommended that the chairman be invited to participate in the interviews and that the rest of the park board members be invited to attend and to ask questions if they wished. Two editorials will be sent to the newspapers, a week apart. Park board members will also be encouraged to recruit candidates. The deadline for applications will be Friday, March 9.

Mr. Bushman moved and Mrs. McMullen seconded to authorize the office manager to advertise for park board members with a deadline of March 9, with a unanimous vote. Motion carried.

MEMORIAL DAY SERVICE

Mr. Bushman moved and Mrs. McMullen seconded that the township observe Memorial Day on Monday, May 28 at 8:30am at Maple Hill Cemetery, with a unanimous vote. Motion carried.

RESOLUTION 2012-04/FUND TRANSFER

Resolution 2012-04 was made by Mr. Bushman and seconded by Mrs. McMullen for a within fund transfer in the Temporary Appropriation in the General Fund, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

ENCUMBRANCE SHEET

Mr. Bushman moved and Mrs. McMullen seconded to approve the encumbrance sheet for February 7, 2012, as written:

| | | |
|---|---------------------------------|--------|
| First Quality Power Place | Hedge Clipper for Parks | 223.99 |
| Recycle Tek | Rubbish Removal – Ceiling Tiles | 95.00 |
| Other-Professional & Technical Services | Blanket to 3/31/2012 | 300.00 |

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

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MARCH MEETINGS

Mrs. McMullen advised she will have a conflict for the March 13 meeting. The board agreed to reschedule the meeting.

ROOM RENTAL

Mr. Bushman moved and Mrs. McMullen seconded that we approve the community room rental for Tea Party meetings (Kline) on February 23 and March 22, 2012 from 7-9pm, approx. 25, with a unanimous vote. Motion carried.

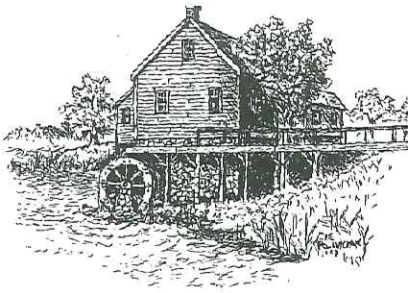
Mr. Bushman moved and Mrs. McMullen seconded to reduce the fee for both of these meetings to \$25 per meeting. Roll call vote: Mr. Bushman, yes; Mrs. McMullen, yes; Mr. Ray, no. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to approve the community room rental agreement for Rainbow Decorative Artists (Boehler) March 10, April 14, and May 12, 2012 from 9am-4pm, and to waive the fees, with a unanimous vote. Motion carried.

MEETING ADJOURNED

Mr. Bushman moved and Mrs. McMullen seconded to adjourn the meeting at 8:07pm, with a unanimous vote. Motion carried.

Todd R. Ray Chairman Patricia A. Bayer Fiscal Officer



Munson Township

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

Resolution 2012-04

Be it resolved by the Trustees of Munson Township, in a special session on the 7th day of February, 2012, at the Munson Township office, with the following members present, Andrew J. Bushman, Irene H. McMullen, and Todd R. Ray, that Mr. Bushman moved the adoption of the following resolution, that the 2012 Temporary Appropriation be amended as follows:


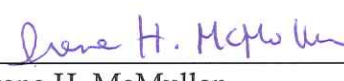

Transfers Within Funds

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

| | | |
|--------|------------------------|---------------------------------|
| 350.00 | to 1000-610-430-0000 | Small Tools and Minor Equipment |
| | from 1000-610-599-0000 | Other – Other Expenses |

Entered 2/9/12

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

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

Attest: Patricia A. Bayer February 7, 2012
Patricia A. Bayer, Fiscal Officer