

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Saturday, March 3, 2012

The meeting was called to order at 9:03am by Chairman Todd Ray with Trustees Andy Bushman and Irene McMullen and Fiscal Officer Patricia Bayer present. The Pledge of Allegiance was recited. Warrants 10170-10214 dated 2/28, 2/29, 3/2/12 totaling \$148,244.09, EFT Vouchers 1963-1968 for the 2/29/12 monthly payroll in the amount of \$7,719.44, EFT Vouchers 1980-1990 for the 3/2/12 bi-weekly payroll in the amount of \$11,130.90, and Warrant 1127 dated 3/3/12 in the amount of \$6,817.10 to transfer EMS funds from the lockbox, were signed. EFT Vouchers 1969-1979 were voided. Correspondence was available for review.

MINUTES

Mr. Bushman moved and Mrs. McMullen seconded to approve the February 14, 2012 minutes as written, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to approve the February 21, 2012 minutes as written, with a unanimous vote. Motion carried.

EASTER EGG HUNT

Mr. Bushman moved and Mrs. McMullen seconded to approve Easter Egg Hunt expenditures not to exceed \$400 on April 7th, with a unanimous vote. Motion carried.

TENNIS COURT PARKING AREA

The board reviewed the plans for parking spaces for the tennis courts at the Munson Township Park.

Mr. Bushman moved and Mrs. McMullen seconded to approve the plans for an additional gravel parking area on the north side of the drive across from the tennis courts at the Bass Lake Road Park. Roll call vote: Mr. Ray, yes; Mrs. McMullen, yes; Mr. Bushman, no. Motion carried.

TOWN HALL RENOVATION PROJECT

Architect Hank Penttila distributed two amended floor plans which he identified as Scheme 2A and Scheme 4. Scheme 2A incorporated the board's recommendations from the last meeting with the community room at the front of the building. Scheme 4 placed the community room at the back of the building and the offices in the front. At the last meeting, the board asked him to compare the cost to make the current restrooms ADA handicap accessible with the cost to move the restrooms to the lobby area. Mr. Penttila advised that the costs would be comparable. He introduced his consultant, Munson Resident Joseph Tomaric. Mr. Tomaric distributed copies of his references and explained the sources he used to estimate construction costs for the restrooms. Mr. Penttila met with Land Design, the firm that provided the civil engineering for the previous town hall project. He offered to provide references for additional Civil Engineering firms if the trustees required them. Placing the community room at the back of the building would require a support beam. A support beam would not be required if the community room was placed at the front of the building as existing bearing walls would be used. Offices placed in the front would move the building closer to Auburn Road. The trustees inquired about additional soundproofing for the offices. Mr. Bushman advocated for placement of the community room at the rear to give the community room access to the ball fields and to grassy area behind the building. Mr. Ray and Mrs. McMullen did not wish to move the building closer to the road. Outside accessibility to the existing restrooms was discussed. Mr. Penttila reviewed changing the pitch of the existing fire station roof and various roofing materials, and offered to bring in samples of maintenance free materials.

MEETING PAUSED

At 10:00am Mr. Ray paused the meeting to mourn the recent tragic events at Chardon High School, a shooting in the high school cafeteria that took the lives of three boys and injured three other students. The funeral for one of the young men was to take place at St. Mary's Church in Chardon at 10am. The meeting resumed.

TOWN HALL RENOVATION PROJECT (continued)

Mr. Penttila will make the recommended adjustments to the floor plans and email them to the trustees to review. After the trustees review the changes, the plans will be placed on the township web site and residents will be encouraged to review the plans and to attend the next trustees meeting, which will be Thursday, March 15th at 6:30pm.

ROAD REPORT

Road Superintendent Jim Teichman submitted a letter from the Department on Aging for the Trustees to approve, informing residents about senior assistance for rubbish day. Mr. Bushman moved and Mrs. McMullen seconded to approve the letter to the seniors regarding senior trash pickup on April 24, 25, and 26 prior to Munson Rubbish Day, with a unanimous vote. Motion carried.

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES SPECIAL

0823

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Saturday, March 3, 2012

ROAD REPORT (continued)

Mr. Bushman moved and Mrs. McMullen seconded to approve the contract with Aramark Uniform Services for road department uniforms, with a unanimous vote. Motion carried.

AUDIT COMMITTEE MEETING

Mr. Bushman moved and Mrs. McMullen seconded to hold an Audit Committee meeting on Tuesday, March 20, 2012 at 6:30pm, and to hold a Special Trustees Meeting for regular business before the board, immediately following the Audit Committee meeting, with a unanimous vote. Motion carried.

LIQUOR PERMIT

The board reviewed a notice from the Ohio Division of Liquor Control regarding the transfer of ownership for a liquor permit at 11800 Mayfield Road, from Munson Mini Mart to Circle K. Mr. Bushman moved and Mrs. McMullen seconded to waive the hearing for the liquor permit for the Munson Mini Mart now doing business as Circle K, with a unanimous vote. Motion carried.

AUDITOR'S LOCAL GOVERNMENT OFFICIALS CONFERENCE

Mr. Bushman moved and Mrs. McMullen seconded to authorize Judy Toth to attend the State Auditor's Local Government Officials Conference on March 7-9 in Columbus and to reimburse travel expenses, with a unanimous vote. Motion carried.

OTHER BUSINESS

Mr. Bushman attended a county engineer's meeting on January 29 at the Munson Township Hall.

FIRE DEPARTMENT

Fire Chief Bernie Harchar joined the meeting after participating in the funeral procession for one of the young victims of the Chardon High School shooting. He informed the trustees that Munson paramedics were some of the first responders for the shooting incident at Chardon High School and that they transported two of the boys. The board expressed their sorrow and their concern for the emotional aftermath. Mr. Harchar asked the trustees to acknowledge the paramedics when it was appropriate.

RESOLUTION 2012-05 TOWNSHIP PERMANENT APPROPRIATION

The Board reviewed the draft of the permanent appropriation and made changes. Resolution 2012-05 was made by Mr. Bushman and seconded by Mrs. McMullen to approve the Permanent Appropriation in the amount of \$5,386,196.01, with a unanimous vote. Motion carried.

EXECUTIVE SESSION FOR PERSONNEL DISCIPLINE

The board went into executive session at 12:54pm to discuss personnel discipline. The meeting resumed at 1:24pm.

DISCHARGE

Mr. Bushman moved and Mrs. McMullen seconded to discharge employee Greg DeGreen according to a Group 3 Offense, as listed in the Munson Township personnel policy manual, effective March 3, 2012, with a unanimous vote. Motion carried.

PAVILION RENTAL

Mr. Bushman moved and Mrs. McMullen seconded to lease the Emmons pavilion and Pavilion No. 2 for the Chardon High School Senior Class Picnic on May 31, 2012 from 9am-3m, approx. 280, and to waive the fees, with a unanimous vote. Motion carried.

COMMUNITY ROOM RENTAL

Mr. Bushman moved and Mrs. McMullen seconded to rent the community room to the Munson Hurricanes (Brazis) for a Chinese Raffle/Pasta Dinner Benefit on April 21, 2012 from 9am to midnight, approx. 100, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to rent the community to the Geauga Council for Arts and Culture (Horvath) for a Membership/Annual Meeting on March 29, 2012 from 4:30-7:30pm, approx. 50, and to waive the fees. Roll call vote: Mrs. McMullen, yes; Mr. Ray, yes; Mr. Bushman, abstain. Motion carried. Mr. Bushman is a board member.

Mr. Bushman moved and Mrs. McMullen seconded to rent the community room to Margaret Berie for a Baby Shower on March 11, 2012 from 2-7pm, approx. 56, for a \$75 room fee, \$50 kitchen fee, and \$50 security deposit, with a unanimous vote. Motion carried.

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES SPECIAL

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Saturday, March 3,

12

Held

20

ENCUMBRANCE SHEET

Mr. Bushman moved and Mrs. McMullen seconded to approve the regular encumbrances for March 3, 2012:

Burnham & Flower of Ohio, Inc.	Fiscal Officer Bond – Toth	882.00
Etched in Time	Name Plate – Crawford	8.00
Patricia A. Bayer	Medicare Premium Reimbursement	194.00
COSE/Medical Mutual	Health Insurance – Admin.	25,246.48
COSE/Medical Mutual	Health Insurance – Road Dept.	34,207.00
The Middlefield Banking Company	HRA Deductions – Admin.	13,784.54
The Middlefield Banking Company	HRA Deductions – Road Dept.	11,775.17
Union Security Insurance Company	Life Insurance Premiums – Admin.	999.62
Union Security Insurance Company	Life Insurance Premiums – Road Dept.	1,505.00
Easter Egg Hunt Expenditures	Blanket to 12/31/2012	400.00

and the blanket encumbrances through December 31, 2012:

Other-Professional & Technical Serv.	Blanket to 12/31-General Fund-Admin.	1,000.00
Repairs and Maintenance	Blanket to 12/31-General Fund-Admin	1,000.00
Travel & Meeting Expense	Blanket to 12/31-General Fund-Admin.	3,000.00
Travel & Meeting Expense-Employees	Blanket to 12/31-General Fund-Admin.	250.00
Postage	Blanket to 12/31-General Fund-Admin.	1,500.00
Printing	Blanket to 12/31-General Fund-Admin.	150.00
Other-Communications, Printing & Adv.	Blanket to 12/31-General Fund-Admin.	500.00
Office Supplies-Administration	Blanket to 12/31-General Fund-Admin.	2,000.00
Small Tools & Minor Equipment	Blanket to 12/31-General Fund-Admin.	500.00
Other - Supplies and Materials	Blanket to 12/31-General Fund-Admin.	500.00
Other - Dues and Fees	Blanket to 12/31-General Fund-Admin.	500.00
Other - Other Expenses	Blanket to 12/31-General Fund-Admin.	300.00
Repairs and Maintenance	Blanket to 12/31-General-Town Hall	2,500.00
Operating Supplies	Blanket to 12/31-General-Town Hall	1,500.00
Other - Supplies and Materials	Blanket to 12/31-General-Town Hall	500.00
Other - Dues and Fees	Blanket to 12/31-General-Town Hall	175.00
Other - Other Expenses	Blanket to 12/31-General-Town Hall	200.00
Training Services	Blanket to 12/31-General Fund-Zoning	500.00
Travel and Meeting Expense	Blanket to 12/31-General Fund-Zoning	350.00
Postage	Blanket to 12/31-General Fund-Zoning	650.00
Printing	Blanket to 12/31-General Fund-Zoning	150.00
Other-Communications, Printing & Adv.	Blanket to 12/31-General Fund-Zoning	150.00
Office Supplies	Blanket to 12/31-General Fund-Zoning	450.00
Other - Supplies and Materials	Blanket to 12/31-General Fund-Zoning	824.53
Repairs and Maintenance	Blanket to 12/31-General Fund-Fire	5,000.00
Office Supplies	Blanket to 12/31-General Fund-Fire	45.00
Other - Supplies and Materials	Blanket to 12/31-General Fund-Fire	250.00
Repairs and Maintenance	Blanket to 12/31-General-Ambulance	5,000.00
Repairs and Maintenance	Blanket to 12/31-General-Cemetery	300.00
Office Supplies	Blanket to 12/31-General-Cemetery	50.00
Operating Supplies	Blanket to 12/31-General-Cemetery	1,000.00
Other - Supplies and Materials	Blanket to 12/31-General-Cemetery	100.00
Rents and Leases	Blanket to 12/31-General-Parks	350.00
Repairs and Maintenance	Blanket to 12/31-General-Parks	5,000.00
Operating Supplies	Blanket to 12/31-General-Parks	5,000.00
Other - Supplies and Materials	Blanket to 12/31-General-Parks	350.00
Other - Other Expenses	Blanket to 12/31-General-Parks	900.00
Machinery, Equipment & Furniture-ADM.	Blanket to 12/31-General-Cap.Outlay	1,000.00
Improvement of Sites - Township	Blanket to 12/31-General-Cap. Outlay	5,000.00
Improvement of Sites - Parks	Blanket to 12/31-General-Cap. Outlay	5,000.00
Repairs and Maintenance	Blanket to 12/31-Motor Vehicle Fund	5,000.00
Operating Supplies	Blanket to 12/31-Motor Vehicle Fund	500.00
Small Tools & Minor Equipment	Blanket to 12/31-Motor Vehicle Fund	500.00
Buildings	Blanket to 12/31-M.Veh.-Cap.Outlay	1,000.00
Training Services	Blanket to 12/31-Gasoline Tax Fund	400.00
Repairs and Maintenance	Blanket to 12/31-Gasoline Tax Fund	5,000.00
Travel and Meeting Expense	Blanket to 12/31-Gasoline Tax Fund	500.00
Operating Supplies	Blanket to 12/31-Gasoline Tax Fund	5,000.00
Small Tools & Minor Equipment	Blanket to 12/31-Gasoline Tax Fund	500.00

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES SPECIAL

0825

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Saturday, March 3, 2012

BLANKET ENCUMBRANCES (continued)

Buildings	Blanket to 12/31-Gas. Tax-Cap. Outlay	1,000.00
Other-Professional & Technical Serv.	Blanket to 12/31-Road & BridgeFund	225.00
Rents and Leases	Blanket to 12/31-Road & Bridge Fund	550.00
Repairs and Maintenance	Blanket to 12/31-Road & Bridge Fund	4,000.00
Other – Communications, Printing & Adv.	Blanket to 12/31-Road & Bridge Fund	400.00
Office Supplies	Blanket to 12/31-Road & Bridge Fund	50.00
Other - Supplies and Materials	Blanket to 12/31-Road & Bridge Fund	300.00
Other – Other Expenses	Blanket to 12/31-Road & Bridge Fund	59.65
Repairs and Maintenance	Blanket to 12/31-Cemetery Fund	450.00
Operating Supplies	Blanket to 12/31-Cemetery Fund	500.00
NOPEC Grant Fund	Blanket to 12/31-Road Department	1,000.00

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

MEETING ADJOURNED

Mr. Bushman moved and Mrs. McMullen seconded to adjourn the meeting at 1:32pm, with a unanimous vote. Motion carried.

Todd R. Ray Chairman Patricia A. Bayer Fiscal Officer