

Held Tuesday, January 10, 20 12

The meeting was called to order at 6:32pm by Chairman Todd Ray with Trustees Andy Bushman and Irene McMullen and Fiscal Officer Patricia Bayer present. The Pledge of Allegiance was recited. EFT Vouchers 1916-1925 for the 1/6/12 bi-weekly payroll in the amount of \$10,527.11 and warrants 10088 and 10089 dated 1/6/12 totaling \$254.95 were signed between meetings. The trustees signed warrant 1124 dated 1/11/12 in the amount of \$9,663.50 to transfer EMS collections from the lockbox to the primary account. Correspondence and the Fiscal Officer's Monthly Report for December, 2011 and amended Monthly Report for November, 2011 were available for review.

MINUTES

Mr. Bushman moved and Mrs. McMullen seconded to approve the December 13, 2011 minutes, as written, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to approve the December 27, 2011 minutes, as written. Roll call vote: Mr. Bushman, yes; Mrs. McMullen, yes; Mr. Ray, abstain. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to approve the December 31, 2011 minutes, as written, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to approve the January 3, 2012 minutes, as corrected, with a unanimous vote. Motion carried.

PUBLIC COMMENT

Munson resident Jim McCaskey, McCaskey Landscape and Design, suggested that the township take advantage of the reprieve from snow plowing and send out requests for mowing quotations earlier this year.

TOWN HALL RENOVATION PROJECT

Architect Hank Penttila submitted the results of his interviews with the township staff and elected officials regarding the expansion of the existing town hall. All of the suggestions and recommendations were compiled and included for discussion purposes, with the understanding that not all of the comments and desires will be implemented. The existing building was built in 1978 for the fire department and later modified to accommodate the needs of the township government. He summarized the existing space, the average number of persons attending township meetings, and the uses of the community room. Suggestions were organized into three categories, site, building exterior, and building interior. The remainder of the interviews will be completed by January 24, and an amended compilation of comments will be presented and a program of spaces submitted for discussion. A site development plan and building plan will be presented at the following meeting, illustrating how the building plan will work internally, and how it will fit into the site. The plans will include parking, roadways, and landscaping, and the expectation is that these plans will be approved at the February 28 meeting. Mr. Penttila will be attending trustees meetings to review developments as they occur, and he suggested that public input be sought during the planning stages. He offered the following time table: design development and construction documents completed in March and April, with bids to go out in May. Ground-breaking will occur in June and the building will be closed in and the exterior site work done by the middle of November. Construction will be completed in February 2013, and landscaping and site work completed in the spring of 2013. Mrs. McMullen suggested that Mr. Penttila consult with the prosecutor's office regarding the time table. The board agreed to put a notice requesting public participation on the township website with both the architect's and township's email addresses. The board inquired about a survey of asbestos and other hazardous materials. Mr. Penttila has the quote from HzW Environmental and will request a survey later in the process.

PATROL REPORT

Deputy Chris Weber submitted his October, November and December reports of traffic stops, citations, and other calls.

FIRE DEPARTMENT

Assistant Fire Chief Mark Lynn reported on a fire in Chester Township. He updated the board on the lighting project. The offices are almost done and the department is waiting on delivery of the LED lights for the bay. The contractor does not know when they will be delivered. The new Chevy Tahoe command vehicle should be ready for service by the end of the month. The remaining \$460 from the Fairmount Minerals Grant will be spent on helmets.



# RECORD OF PROCEEDINGS MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held \_\_\_\_\_ Tuesday, January 10, \_\_\_\_\_ 20 12

## ROAD REPORT

Road Superintendent Jim Teichman submitted his annual road report and made preliminary recommendations for 2012 road projects, including replay and micro-surfacing. Sherman Road from Fowlers Mill to Heath, which was last paved in 1999 and micro-surfaced in 2007, needs reconstruction and paving. This will be a large project and is a possible candidate for Issue 2 funds. He discussed the use of reflective tape on sign posts to help locate roads where there are no street lights. He showed the board a sample of an 8 foot metal rectangle with red reflective tape that can be attached to the sign post. The reflective tape can be purchased in a variety of colors. He did not recommend red, as it is generally associated with stop signs, and the consensus was that white would be an effective color. The tape can also be purchased in a 75-foot roll at a cost of \$135, and applied directly to the post. For several years, the road department has allowed the drop off of waste oil for use as a fuel in the road department furnace. The newer oil is a synthetic blend, which cannot be used in the furnace. In addition, contaminants, such as water, also make the oil unusable. Geauga Trumbull will not accept the "commercial" waste at their drop off facility or at their annual community drop-off event. The township must pay to have the material analyzed and disposed of. Because the program is no longer of value to the township, Mr. Teichman would like to discontinue accepting waste oil. He requested \$375 to have the accumulated waste oil analyzed by Penn Ohio for disposal. He estimated it would cost \$1,400 to dispose of it.

## RESOLUTION 2012-01/TAX ADVANCE

Resolution 2012-01 was made by Mr. Bushman and seconded by Mrs. McMullen to request an advance of the first half taxes collected, dates for advances, February 3, 2012 and February 17, 2012, with a unanimous vote. Motion carried.

## RESOLUTION 2012-02/FUND TRANSFER

Resolution 2012-02 was made by Mrs. McMullen and seconded by Mr. Ray for a within fund transfer in the Road and Bridge Fund, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

## EXECUTIVE SESSION FOR PERSONNEL COMPENSATION

Mr. Bushman moved and Mrs. McMullen seconded to go into executive session at 7:40pm to discuss employee compensation, with a unanimous vote. Motion carried.

The meeting resumed at 8:02pm.

## BALL FIELD LEASE

Mr. Bushman moved and Mrs. McMullen seconded to lease the ballfields at the Munson Township Park and Munson Township Hall Park to the Munson Baseball League from April 1 through November 1, 2012, with a unanimous vote. Motion carried. The League paid a \$50 application fee and submitted a certificate of insurance.

## COMMUNITY ROOM RENTAL

Mr. Bushman moved and Mrs. McMullen seconded to lease the community room for a Cub Scout meeting (Burton) Tuesday, January 10, 2012 at 6:30pm, approx. 30, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to lease the community room for Girl Scout meetings (Ricketts) February 2, 16, March 1, 15, and April 5, 19, 2012 from 6:30-7:30pm, approx. 9, 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 Bridal Shower (Benbow) on April 22, 2012 from 10am-6pm, approx. 50, for a \$150 room fee (non-resident), \$50 kitchen fee, and \$50 security deposit, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to lease the community room for a First Communion Party (Haines) on Saturday, May 5, 2012, approx. 75, \$75 room, \$50 kitchen, \$50 security deposit, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to lease the community room for a Geauga County Republican Women's Spaghetti Dinner (Fromhercz) on February 10, 2012 from 5-7pm, approx. 50, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to lease the community room to the Geauga County Republican Women's Group on February 10 for a \$50 kitchen fee, and to waive the room fee and security deposit. Roll call vote: Mr. Bushman, yes; Mrs. McMullen, yes; Mr. Ray, no. Motion carried.



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COMMUNITY ROOM RENTAL (continued)  
Mr. Bushman moved and Mrs. McMullen seconded to lease the community room for Munson Fifth Grade Girl Scout meetings (Molle) March 9, 23, and April 27, May 4, 18, and June 1, 2012 from 6:00-8:30pm, approx. 20, and to waive the fees, with a unanimous vote. Motion carried.  
Mr. Bushman moved and Mrs. McMullen seconded to approve use of the community room for a primary election (Geauga County Board of Elections) on Tuesday, March 6, 2012 from 5:30am-8pm, and to waive the fees, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET APPROVAL

Mr. Bushman moved and Mrs. McMullen seconded to approve the encumbrance sheet for January 10, 2012, as written:

Osburn Associates, Inc.	Replace Road Signs	3,000.00
Mars Electric Company	Heat Cables	3,000.00
John D. Oil & Gas Marketing, Inc.	Gas Utility-Commodity-Road Dept.	1,500.00
Brainard Gas Corporation	Gas Utility-Transport-Road Dept.	500.00
The PennOhio Corporation	Waste Motor Oil Analytics	375.00

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

MEETING ADJOURNED

Mr. Bushman moved and Mrs. McMullen seconded to adjourn the meeting at 8:12pm, with a unanimous vote. Motion carried.

Todd R. Ray Chairman Patricia A. Bayer Fiscal Officer