

RECORD OF PROCEEDINGS  
MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, January 24, 2012

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 1926-1935 for the 1/20/12 bi-weekly payroll in the amount of \$11,231.18 and warrants 10090-10091 dated 1/20/12 totaling \$254.95 were signed between meetings. The trustees signed Middlefield Bank warrants: 10092-10109 dated 1/24 and 1/25/12 totaling \$115,514.89, warrant 1125 dated 1/25/12 in the amount of \$6,131.20 to transfer EMS collections from the lockbox to the primary account, and warrant 1003 dated 1/27/31 from the HRA account in the amount of \$189.50. Correspondence was available for review.

ROAD MILEAGE CERTIFICATION

The Board signed the forms from the Ohio Department of Transportation certifying the township's road mileage totals for 2012, 48.125 miles.

PUBLIC COMMENT

Munson resident Jack Smith suggested additional uses for the township park facilities, which included youth programming for earth science and for herb and plant sales to be held before Mother's Day. State funding may be available to offset the cost. He presented these ideas to the park board on January 18.

PARKS

Park Board chairman Bob Marn submitted a list of items for the trustees to review and approve. Under old business he brought up the issue of additional parking next to the tennis courts. A variance will be required as the parking will be too close to the property line. A plan sketch is also needed and an estimate for the fencing. The Park Board recommended that the trustees accept the proposal from Aqua Doc for treatment of the 1.21 acre pond at Scenic River during 2012 for algae and aquatic weeds and shoreline rushes and grasses, at a cost of \$1,550. Mr. Bushman did not agree that the pond needed this extensive treatment. The board asked the road superintendent if road department employee Adam McKinney was certified in the use of the chemicals needed to maintain the pond, and was advised that he was willing to take the training. The trustees agreed to take responsibility for the maintenance of the pond. The Ohio Department of Natural Resources will be contacted and Laura Tui from State of Ohio pond management. Mr. Marn inquired about stocking the pond. Mr. Bushman has ordered stock from Geauga Soil and Water, which will be available April 15. Mr. Marn submitted a list of recommended dates for the 2012 events, and advised that dates have not yet been determined for concerts in the park in June, July, August and September.

Mr. Bushman moved and Mrs. McMullen seconded to approve the dates for 2012 events, Easter Egg Hunt, April 7; Community Fishing Derby, May 6; Community Day Picnic, August 4; Outdoor Flea Market, September 15; and Breakfast with Santa and Mrs. Claus, December 15, with a unanimous vote. Motion carried.

TOWN HALL RENOVATION PROJECT

Architect Hank Penttila submitted an estimate of the areas needed for specified activities for the proposed Munson Township Hall based on his interviews with township officials and staff members. He met with the fire chief last week and will also set up a meeting with Geauga Soil and Water. He asked the board to discuss and modify the flow diagram of proposed spaces. After the board approves the program of spaces, he will proceed with the development of the floor plans. He made the following programming recommendations, that the expansion include energy saving features such as insulation and high efficiency lighting, that all facilities be handicapped accessible, separation of fire department traffic and parking from other site uses, resolution of the roofing problems in a way that is compatible with the expansion, and the development of a new image for the township hall with a prominent entrance on the south side of the building and entry from Sherman Road. The Auburn Road exit and entrance would be limited to the fire department. He identified other issues to be discussed – size of the new community room, if the cost warrants upgrading the kitchen to an institutional or commercial facility, and the amount of parking spaces to be provided. The board will need to decide if the fire station roof should be left as it is with the installation of heat tape, patched as indicated by the roof inspection reports, or replaced with a steeper sloping roof.

TOWN HALL RENOVATION WORKSHOP

Mr. Bushman moved and Mrs. McMullen seconded to hold a workshop meeting to discuss the township hall project on Tuesday, January 31, 2012 at 6:30pm, with a unanimous vote. Motion carried. The meeting will also be advertised for other regular business.



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## ORWELL GAS PROPOSAL

Giselle Felice and Mitch Behnke representing Orwell Natural Gas were present to request authorization to place an M & R (Meter and Regulation) Station at Maple Hill Cemetery to serve a new gas line on Butternut Rd. Orwell Gas will extend a steel line from Auburn Road to the station and then regulate the pressure down at the station into a 4 inch plastic pipe. The station will be approx. 2 x 5 ft and the screening fence approximately 6 x 8 ft. Orwell Gas wanted to place the station as close to Auburn Road as possible to reduce the cost of the project by reducing the length of the steel pipe. A private easement document will be required. Ms. Felice submitted a picture of the proposed station and the screening fence. Mr. Bushman will review the site before a decision is made.

## FIRE DEPARTMENT

Fire Chief Bernie Harchar reported that the last of the lighting shipments have arrived and will be installed. The new command vehicle should be ready for service by the next meeting. He spoke with the county engineer regarding the realignment of the intersection at Sherman and Auburn Roads. During the forty-five day construction period, a temporary access road with signs strictly for fire equipment, with an electronic swing gate, will be put in, to allow safety forces to get through the intersection.

## ROAD REPORT

Road Superintendent Jim Teichman advised he is preparing the mowing quotation packages, which will be mailed out in the next few weeks. The contracts will be approved on April 9. He discussed the schedule for rubbish days. Senior pickup will be April 23 through April 26 in conjunction with the Department on Aging. He asked the board to consider reducing the hours for rubbish days on Friday and Saturday as the road department has experienced a lot of down time the past few years.

Mr. Bushman moved and Mrs. McMullen seconded that rubbish day will be one day only on Saturday, April 28, 2012 from 7am to 3pm and Senior assistance April 23, 24, 25 and 26 through the Department on Aging, with a unanimous vote. Motion carried.

Mr. Teichman advised a truck broke down twice and needed to run through diagnostic equipment before the type of repair could be determined. He is looking into the cost of purchasing diagnostic equipment for the road department. He had an estimate of \$1,975 from Lake Truck for the software and equipment, and \$332 for four hours of training.

Mr. Teichman requested authorization to attend a seminar with one other road department employee on culvert overflow structures hosted by Meredith Brothers.

Mr. Bushman moved and Mrs. McMullen seconded to allow Jim Teichman and one road department employee to attend a seminar on January 25 from 11am to 1pm at Lake County on overflow structures, with a unanimous vote. Motion carried.

## RESOLUTION 2012-03//FUND TRANSFER

Resolution 2012-03 was made by Mr. Bushman and seconded by Mrs. McMullen for within fund transfers in the General Fund and 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.]

## DOMAIN RENEWAL

Mr. Bushman moved and Mrs. McMullen seconded to renew Munson Township's domain registration with Network Solutions for two years at a cost of \$105.96, with a unanimous vote. Motion carried..

## COOPERATIVE PURCHASING PROGRAM

Mr. Bushman moved and Mrs. McMullen seconded to continue participation in the Ohio Department of Administration Services Cooperative Purchasing Program from March 1, 2012 to March 1, 2013 for an administrative fee of \$100, with a unanimous vote. Motion carried.

## CHAGRIN RIVER WATERSHED PARTNERS

Mr. Bushman moved and Mrs. McMullen seconded to approve the membership dues for the Chagrin River Watershed Partners in the amount of \$2,164.00, with a unanimous vote. Motion carried.

## OUTSIDE MEETINGS

All three trustees attended the Geauga County Township Association meeting on January 11 hosted by Auburn Township.

## COMMUNITY DEVELOPMENT BLOCK GRANT WORKSHOP

Mrs. Bayer asked if anyone planned to attend the workshop on February 15 at the West Geauga Library regarding the Geauga County Community Development Block Grant. Mr. Bushman advised he was planning to attend.



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EXECUTIVE SESSION FOR PERSONNEL EMPLOYMENT

Mr. Bushman moved and Mrs. McMullen seconded to go into executive session at 8:43pm to discuss employee compensation with Bernie Harchar, with a unanimous vote. Motion carried. The meeting resumed at 10:08pm.

Health insurance premium deductions will be discussed at a later meeting.

PART TIME CLERICAL ASSISTANT

Mr. Bushman moved and Mrs. McMullen seconded to authorize Todd Ray to make an offer of \$10 per hour not to exceed 15 hours per week for the clerical assistant position to Julie Johnston, with a unanimous vote. Motion carried.

BALL FIELD LEASE

Mr. Bushman moved and Mrs. McMullen seconded to lease the Major League Ball Field at the Munson Township Park to the Chardon High School Athletic from March 20, 2012 through May 30, 2012 all days except Sundays for practices 3-6pm, and games 3-7:30pm, with unanimous vote. Motion carried. A certificate of insurance was attached to the application.

COMMUNITY ROOM RENTAL

Let the record reflect the CERT team held a training meeting in the community room on January 21, 2012 from 9am-5pm, approx. 40. Mr. Bushman moved and Mrs. McMullen seconded to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to lease the community room for an Aqua Doc corporate meeting (Spence) on January 30, 2012 from 11am-3pm, approx. 35, for a \$50 meeting fee, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to lease the community room for a Baby Shower (Reynolds) on Saturday, February 11, 2012 from 8am-6:30pm, approx. 50, for a \$150 room fee (non-resident and \$50 security deposit, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to lease the community room for a Bridal Shower (Hildebrandt) on Sunday, April 15, 2012, approx. 45, \$75 room, \$50 security deposit, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET APPROVAL

Mr. Bushman moved and Mrs. McMullen seconded to approve the encumbrance sheet for January 24, 2012, as written:

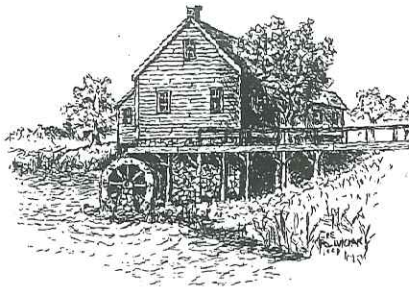
Ohio Public Employees Retirement System	Penalty-January 2011 Report	85.03
Ohio Public Employees Retirement System	Penalty-January 2011 Payment	237.15
Chagrin River Watershed Partners	2012 Membership Dues	2,163.63
Treasurer, State of Ohio	Adm. Fee - Coop. Purch. Prog.	100.00
Network Solutions	Domain Name Renewal – 2 yrs.	75.98
Network Solutions	Private Registration for Domain	29.98
Munson Fire Department	Fire Contract – General Fund	100,000.00

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 10:15pm, with a unanimous vote. Motion carried.

Todd R. Ray Chairman Patricia A. Bayne Fiscal Officer



# Munson Township

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

## Resolution 2012-03

Be it resolved by the Trustees of Munson Township, in a regular session on the 24th day of January, 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 General Fund, a within fund transfer as follows:

100,000.00 to 1000-220-360-0000 Contracted Services  
from 1000-760-710-0000 Land

1/25/12  
checked in  
1/25/12

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

300.00 to 2031-330-319-0000 Other – Professional and Technical Services  
from 2031-330-420-0000 Operating Supplies

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

Andrew J. Bushman, yes  
Andrew J. Bushman  
Irene H. McMullen, yes  
Irene H. McMullen  
Todd R. Ray, yes  
Todd R. Ray

Attest: Patricia A. Bayer January 24, 2012  
Patricia A. Bayer, Fiscal Officer