

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES ORGANIZATIONAL

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____ Tuesday, January 8, _____ 20__ 13__

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 Pledge of Allegiance was recited. Warrants 11000-11012 dated 12/31/12 totaling \$15,717.25 and EFT Vouchers 2259-2267 for the 1/4/13 bi-weekly payroll in the amount of \$10,176.14 were signed between meetings. Warrant 11013 dated 1/8/2013 in the amount of \$990.00 and Warrant 1147 dated 1/8/2013 in the amount of \$22,802.22, to transfer EMS collections from the lockbox to the primary account, were signed. Correspondence was available for review.

MINUTES

Andy Bushman moved and Irene McMullen seconded to approve the December 31, 2012 minutes as written, with a unanimous vote. Motion carried.

TOWN HALL PROJECT

Architect Hank Penttila advised that the documents and legal notice to advertise for a construction manager at risk for the town hall project have been forwarded to the prosecutor's office for her approval. He will prepare a checklist for interviewing candidates and recommended that the board select three candidates to interview after the responses are received. Andy Bushman moved and Irene McMullen seconded to advertise for the request for pre-qualifications for a construction manager at risk, with a unanimous vote. Motion carried. The Board advised the architect not to move forward until all of the documents are approved by the prosecutor.

PUBLIC COMMENT

Mr. Ray asked for public comment. There was none.

ORGANIZATIONAL MOTIONSOfficers

Irene McMullen nominated Andy Bushman for Chairman.

Irene McMullen moved and Todd Ray seconded to close the nominations for Chairman, with a unanimous vote. Motion carried.

Irene McMullen moved and Todd Ray seconded to appoint Andy Bushman Chairman of the Munson Township Board of Trustees for 2013, with a unanimous vote. Motion carried.

Irene McMullen nominated herself as Vice-chairman.

Irene McMullen moved and Todd Ray seconded to close the nominations for Vice-chairman, with a unanimous vote. Motion carried.

Todd Ray moved and Andy Bushman seconded to appoint Irene McMullen Vice-chairman of the Munson Township Board of Trustees for 2013, with a unanimous vote. Motion carried.

Irene McMullen nominated Todd Ray Clerk-pro-tem.

Irene McMullen moved and Todd Ray seconded to close the nominations for Clerk-pro-tem, with a unanimous vote. Motion carried.

Irene McMullen moved and Todd Ray seconded to appoint Todd Ray Clerk-pro-tem of the Munson Township Board of Trustees for 2013, with a unanimous vote. Motion carried.

Meeting Days and Times

Irene McMullen moved and Todd Ray seconded that the Year 2013 regular meeting days and times shall be the second and fourth Tuesday of every month, with the exception of May, which will be the first and third Tuesday of the month, at 6:30pm; and that special meeting dates and times will be called as needed, with a unanimous vote. Motion carried.

Mileage/Reimbursement/Allowances

Irene McMullen moved and Todd Ray seconded to reimburse the Trustees, Fiscal Officer, Road Superintendent, Road Foreman, and Zoning Inspector for long distance telephone calls made on township business, with a unanimous vote. Motion carried.

Irene McMullen moved and Todd Ray seconded that the Munson Township mileage reimbursement rate shall be equivalent to the current Internal Revenue Service rates when personal vehicles are used for township business outside the township, for elected officials, and for township business anywhere, for appointed officials and employees, with a unanimous vote. Motion carried. Let the record reflect the 2013 IRS rate for business is 56.5 cents per mile.

Irene McMullen moved and Todd Ray seconded to reimburse elected officials for year 2013 when a personal cellular phone is used for township business in compliance with the IRS regulations for reimbursement calculation; no roaming charges or other charges shall be reimbursed; requests for reimbursement shall be made monthly on a reimbursement form provided by the township to which a copy of the cellular bill has been attached, with a unanimous vote. Motion carried.

Held _____ Tuesday, January 8, _____ 20 ____ 13 ____

Mileage Reimbursements/Allowances (continued)

Irene McMullen moved and Todd Ray seconded to grant Munson Township Road Superintendent Jim Teichman a monthly cellular phone allowance for 2013 in the amount of \$100.00 per month to be included in his monthly paycheck; a copy of the cellular phone bill shall be submitted quarterly to the township fiscal officer, with a unanimous vote. Motion carried.

Irene McMullen moved and Todd Ray seconded to grant Munson Township Fire and EMS Administrator Mark Lynn a monthly cellular phone allowance for 2013 in the amount of \$100.00 per month to be included in his bi-weekly paycheck; a copy of the cellular phone bill shall be submitted quarterly to the township fiscal officer, with a unanimous vote. Motion carried.

Irene McMullen moved and Todd Ray seconded to grant Office Manager Paula Friebertshauser and Zoning Inspector Tim Kearns a cellular phone allowance in the amount of \$10.00 per pay period for 2013 to be included in the employee's paycheck, with a unanimous vote. Motion carried.

Irene McMullen moved and Todd Ray seconded to grant Clerical Assistant Julie Johnston and the road department employees a cellular phone allowance in the amount of \$10.00 per pay period for 2013 to be included in the employee's paycheck, with a unanimous vote. Motion carried.

Irene McMullen moved and Todd Ray seconded to approve a 2013 clothing and safety equipment allowance for the road department employees of \$300, paid in \$150 increments in March and September, to be included in the employee's paycheck, with a unanimous vote. Motion carried.

Irene McMullen moved and Todd Ray seconded to approve a 2013 clothing allowance for Fire and EMS Administrator Mark Lynn not to exceed \$600, to be reimbursed to the Munson Fire Department; invoices shall be submitted to the Fiscal Officer for reimbursement, with a unanimous vote. Motion carried.

Irene McMullen moved and Todd Ray seconded to allow township funds to be used to pay up to a 20% gratuity on meal bills when the meals are paid with or reimbursed from township funds, with a unanimous vote. Motion carried.

Depositories

Irene McMullen moved and Todd Ray seconded that the depository for Munson Township funds for Year 2013 shall be The Middlefield Banking Company; the depository for EMS collections and the HRA account shall be secondary checking accounts; deposits shall be made within three working days, with a unanimous vote. Motion carried.

Holidays

Irene McMullen moved and Todd Ray seconded that the ten legally recognized Year 2013 holidays will be New Years Day, Tuesday, January 1; Martin Luther King Jr. Day, Monday, January 21; Presidents' Day, Monday, February 18; Memorial Day, Monday, May 27; Independence Day, Thursday, July 4; Labor Day, Monday, September 2; Columbus Day, Monday, October 14; Veterans Day, Monday, November 11, observed by township employees Friday, November 29, the day after Thanksgiving; Thanksgiving Day, Thursday, November 28; and Christmas, Wednesday, December 25, with a unanimous vote. Motion carried.

Memberships

Irene McMullen moved and Todd Ray seconded for Munson Township to continue membership in the Chagrin River Watershed Partners in 2013, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded for Munson Township to continue membership in the Western Reserve Land Conservancy in 2013, with a unanimous vote. Motion carried.

Appointments

Irene McMullen moved and Todd Ray seconded to appoint Todd Ray as Munson Township's representative to the Health District Advisory Council for 2013, with a unanimous vote. Motion carried.

Irene McMullen moved and Todd Ray seconded to appoint Irene McMullen as Munson Township's alternate to the Health District Advisory Council for 2013, with a unanimous vote. Motion carried.

Irene McMullen moved and Todd Ray seconded to appoint Todd Ray as Munson Township's representative to the Western Reserve Land Conservancy for 2013, with a unanimous vote. Motion carried.

Irene McMullen moved and Todd Ray seconded to appoint Irene McMullen as Munson Township's representative to the Chagrin River Watershed Partners for 2013, with a unanimous vote. Motion carried.

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES ORGANIZATIONAL

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____ Tuesday, January 8, _____ 20__ 13__

Appointments (continued)

Irene McMullen moved and Todd Ray seconded to appoint Andy Bushman as Munson Township's alternate to the Chagrin River Watershed Partners for 2013, with a unanimous vote. Motion carried.

Irene McMullen moved and Todd Ray seconded to appoint Andy Bushman as Munson Township's liaison with the Geauga County Sheriff's Department for 2013, with a unanimous vote. Motion carried.

Irene McMullen moved and Todd Ray seconded to appoint Andy Bushman as Munson Township's liaison with the Munson Fire Department for 2013, with a unanimous vote. Motion carried.

Irene McMullen moved and Todd Ray seconded to appoint Andy Bushman as Munson Township's representative to the Geauga Safety Council for 2013, with a unanimous vote. Motion carried.

Irene McMullen moved and Todd Ray seconded to appoint Irene McMullen as Munson Township's representative to NOPEC [Northeast Ohio Public Energy Council] for 2013, with a unanimous vote. Motion carried.

Irene McMullen moved and Todd Ray seconded to appoint Judy Toth as Munson Township's prevailing wage coordinator for 2013, with a unanimous vote. Motion carried.

AUDIT COMMITTEE MEETINGS

Irene McMullen moved and Todd Ray seconded to set the audit committee meetings for the second Tuesday of the month in April, August and December for 2013, dates and times to be confirmed by the Audit Committee at the next Audit Committee meeting, with a unanimous vote. Motion carried.

NEWSLETTER/TOWNSHIP EVENTS

The board discussed publication dates and frequency for the township newsletter and suggested March and September for publication dates. Rubbish Day will be Saturday, April 27, and the township will shorten the hours. The Memorial Day service will be Monday, May 27 at 8:30am. The board will make a decision on a Notable reception and the date for Trick or Treat at a later time.

TOWNSHIP HALL INVENTORY

Irene McMullen moved and Todd Ray seconded to accept the 2012 township hall inventory deletions, with a unanimous vote. Motion carried.

Irene McMullen moved and Todd Ray seconded to accept the 2013 township hall inventory, with a unanimous vote. Motion carried.

ROAD DEPARTMENT INVENTORY

Irene McMullen moved and Todd Ray seconded to accept the deletions from the 2012 road department inventory, with a unanimous vote. Motion carried.

Irene McMullen moved and Todd Ray seconded to accept the 2013 road department inventory, with a unanimous vote. Motion carried.

2013 CREW CAB PICKUP TRUCK

Irene McMullen moved and Todd Ray seconded to award the bid for the 2013 crew cab pickup truck to Ed Schmidt GMC in the amount of \$35,953.00, with a unanimous vote. Motion carried. The Chairman signed the letter of intent to purchase.

2013 ROAD REPORT

Irene McMullen moved and Todd Ray seconded to accept the 2013 road report from the road department, with a unanimous vote. Motion carried.

MOWING CONTRACTS

The mowing contract for the town hall will need to be adjusted because of the construction project. Road Superintendent Jim Teichman will discuss this with the architect before preparing specifications. Specifications will be sent out on the 18th to be returned by March 1st.

Irene McMullen moved and Todd Ray seconded to authorize Jim Teichman to prepare specifications for mowing, with a unanimous vote. Motion carried.

ROAD REPORT

Road Superintendent Jim Teichman discussed a letter from the county engineer's office dated January 3, 2013 regarding the existing signage on Sherman Road from Heath Road to Fowlers Mill Road. The letter identified some areas of deficiency and made recommendations for changes. Mrs. McMullen asked if the township was required to follow the county engineer's recommendations. The Board asked Mr. Teichman to make an evaluation and give his recommendations. Mr. Teichman estimated that 11 radios will be needed for the township trucks

Held _____ Tuesday, January 8, _____ 20__ 13__

ROAD REPORT (continued)

and equipment at an estimated cost of \$19,368.80. All of the radios will be mobile to mobile. No base will be needed. No money has been put into the current radios for the past 3-4 years and they no longer have any value. Fire Chief Lynn will look into cost reduction opportunities and set up a meeting for Mr. Teichman with the sales representative. Mr. Ray raised the question of resurfacing Sherman Road. The county engineer is not in favor of resurfacing at the current width, but has agreed to look into alternatives to widen the road. Mrs. McMullen will follow up with the engineer's office. Mr. Teichman noted that Chester Township has applied for Issue 2 funding for a joint project for Heath Road. If Heath is approved, it may be necessary to postpone Sherman Road for one year. The three-year warranty for the town hall septic system is up this spring. Mr. Teichman contracted three companies regarding annual inspections and pumping. The filters will also need to be cleaned out. The inspector must be certified by the Ohio EPA. He recommended The Tim Frank Septic Cleaning Company. They will be able to provide all of the services required, and will also work with the township road department to determine which of the filters can be serviced by the township to reduce the cost. He requested \$150 for the initial inspection, to be conducted in the spring.

Irene McMullen moved and Todd Ray seconded to authorize up to \$150 for inspection of the septic system to The Tim Frank Septic Tank Cleaning Company of Huntsburg, Ohio, with a unanimous vote. Motion carried. Mr. Teichman will get quotes for pumping and service.

Mr. Teichman requested \$4,250 to purchase an 8.5 ft. Western snow plow for the new truck from Chardon Welding at state purchase cost.

Irene McMullen moved and Todd Ray seconded to authorize \$4,250 to Chardon Welding for an 8 and a half foot Western snowplow, with a unanimous vote. Motion carried.

FIRE DEPARTMENT

Fire Administrator Mark Lynn advised that the services of the fire department may be required to provide water during the demolition of the structure at 13417 Rockhaven Road. If their services are required, he asked the board to include the cost of their labor. He informed the board that if the weather is too cold, they will not be able to move the squads outside during the flea market. The park board has been advised and has made adjustments to their space requirements. The Ohio Equipment grant will require the Trustees signatures. The deadline is the end of the month. He asked the Trustees to swear in the fire department's new full time employee at their next meeting.

CONTRACT FOR ADDITIONAL PATROL

Irene McMullen moved and Todd Ray seconded to contract for additional police protection at \$22 per hour with the Geauga County Sheriff's Department not to exceed \$15,000 for 2013, with a unanimous vote. Motion carried.

SOPHIE HORVATH CERTIFICATE OF APPRECIATION

Irene McMullen moved and Todd Ray seconded to authorize a certificate honoring Sophie Horvath for her service to the township on Munson Township's Board of Zoning Appeals from 2004-2012, with a unanimous vote. Motion carried. The certificate will be included on a separate page as part of the minutes.

JOINT MEETING SET WITH PARK BOARD

Irene McMullen moved and Todd Ray seconded to have a special Trustees meeting at 6pm on Wednesday, January 16, 2013 at the Munson Township Hall in conjunction with the Park Board meeting, with a unanimous vote. Motion carried.

EXECUTIVE SESSION FOR PERSONNEL COMPENSATION

Irene McMullen moved and Todd Ray seconded to go into executive session at 7:52pm to discuss personnel compensation, with a unanimous vote. Motion carried.

The meeting resumed at 9:22pm.

PERSONNEL COMPENSATION

Andy Bushman moved and Irene McMullen seconded to approve the following salary increases: [monthly payroll employee] Jim Teichman \$69,010 per year, effective January 1, 2013; and [bi-weekly payroll employees] Larry Morrison and John Toth, \$50,212.50 per year, Mark Stukbauer \$20.29 per hour, Jason Vatty \$19.31 per hour, Adam McKinney \$18.75 per hour, Tim Kearns \$19.50 per hour, Julie Johnston \$12.50 per hour, Carol Stafford \$19.00 per hour, and Mark Lynn \$67,750 per year, effective January 14, 2013, with a unanimous vote. Motion carried.

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES ORGANIZATIONAL

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, January 8, 2013

EMPLOYEE HEALTH INSURANCE PREMIUM CONTRIBUTIONS

Irene McMullen moved and Todd Ray seconded to increase the employees contributions for health insurance premiums to 9 percent effective January 14, 2012. Roll call vote: Mr. Ray, yes; Mrs. McMullen, yes; Mr. Bushman, no. Motion carried.

COMMUNITY ROOM RENTAL

Irene McMullen moved and Andy Bushman seconded to lease the community room for a Feathers and Fleece 4H meeting (Ray) on January 17, 2013 at 6pm, approx. 40, and to waive the fees. Roll call vote: Mr. Bushman, yes; Mrs. McMullen, yes; Mr. Ray, abstain. Motion carried.

Irene McMullen moved and Andy Bushman seconded to lease the community room for a Geauga County Right to Life fundraiser (Doehner) on Saturday, February 9, 2013, 9am-9pm, approx. 50, and to waive the fees, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET APPROVAL

Irene McMullen moved and Andy Bushman seconded to approve the encumbrance sheet for January 8, 2013 as written:

Stephen Hovancsek & Associates	Civil Engineering Services	556.32
Other-Communications, Printing & Adv.	Blanket to 12/31/2012	2,000.00
Tim Frank Septic Tank Cleaning Co.	Septic System Inspection	150.00
Chardon Welding	8.5 ft. Western Snow Plow (New Truck)	4,300.00

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

MEETING ADJOURNED

Irene McMullen moved and Andy Bushman seconded to adjourn the meeting at 9:27pm, with a unanimous vote. Motion carried.

 Chairman  Fiscal Officer



Munson Township





*extends thanks
and grateful appreciation to*

Sophie Horvath

as a member of

Munson Township's Board of Zoning Appeals 2004 – 2012



*In recognition of dedicated service
to the citizens of Munson Township
in the preservation of our zoning.*

Recognized as a Munson Notable in 2010


Signed this 8th day of January, 2013



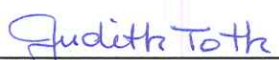
Andrew J. Bushman, Chair



Todd R. Ray, Trustee



Irene H. McMullen, Trustee



Judith Toth, Fiscal Officer