

RECORD OF PROCEEDINGS  
MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, December 13, 2011

The meeting was called to order at 6:30pm by Chairman Irene McMullen with Trustees Andy Bushman and Todd Ray present. Fiscal Officer Patricia Bayer needed additional time to complete her resolution. The minutes were taken by Office Manager Judy Toth until Mrs. Bayer was able to join the meeting. The Pledge of Allegiance was recited. Warrants 10007-10016 dated 12/9/11 totaling \$9,076.43 were signed between meetings. Warrants 10017-10037 dated 12/13/11 totaling \$15,051.38, EFT Vouchers 1890-1899 for the 12/9/11 bi-weekly payroll totaling \$11,586.32, and warrant 1122 dated 12/14/11 in the amount of \$10,179.38 to transfer EMS collections from the lockbox to the primary account, were signed. Correspondence and the Fiscal Officer's monthly report for November were available for review.

CLERICAL APPLICATIONS

The trustees discussed the 70 applications received for the part time clerical assistant position. The board will send a letter to the applicants to acknowledge receipt of the applications and to notify them that selections will be made for interviews the first week in January. The trustees will review the applications and submit their recommendations for interviews, and a second letter will be drafted to notify those not selected.

Mr. Ray moved and Mr. Bushman seconded to hold a special meeting on Thursday, January 5, 2012 at 6:30pm for screening interviews for office staff, with a unanimous vote. Motion carried. Mr. Ray moved and Mr. Bushman seconded that we schedule a special meeting on Saturday, January 7, 2012 at 9am for screening interviews for office staff, with a unanimous vote. Motion carried.

MINUTES

Mr. Ray moved and Mr. Bushman seconded to approve the November 15, 2011 minutes, as written, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to approve the November 29, 2011 minutes, as written, with a unanimous vote. Motion carried.

CEMETERY DEED

The Board signed a cemetery deed to Tocky L. and Sheila N. Run for Maple Hill III Cemetery, Lot 332, Graves 7 and 8, and to Barbra J. Cascone for Fowlers Mill Cemetery II, Lot 349, Grave 11.

PUBLIC COMMENT

Resident Walter Leagan informed the board that some of the minutes posted on the website were mixed up and that there was not enough information in the minutes. He addressed the loss of tax revenue for open land. Mr. Ray advised that the Zoning Commission has statistics on the cost to the community for a residential property. A new home adds a cost for roads, schools, and other community services. He believed, but did not have the statistics in front of him, that the township begins to break even on a \$400,000 home. Mr. Leagan stated that after school taxes, 24 per cent of the remaining tax is for county parks. Mr. Leagan asked if the township's offer for the land adjacent to the township park was accepted or withdrawn. He was advised that the offer is still on the table and can be withdrawn at any time. Resident Jim McCaskey complimented the board on the fence at the recycling area and on the asphalt grindings used on the driveway. He cited Ohio Revised Code and asked if the board needed to go before the voters to put an addition to the township hall. Mrs. McMullen advised that the prosecutor had been consulted and that the township did not need to go before the voters.

FIRE DEPARTMENT

Fire Chief Bernie Harchar reported that the fire department plans to aggressively fight corrosion, and discussed the high bills the fire department will be incurring to repair the fire apparatus. The new process was outlined in the email he sent to the trustees and will reverse the damage from calcium chloride [road salt] and help prevent future damage. The undercarriage will be steam cleaned, hand scraped and wire brushed, and treated with a coating to fight corrosion. The process takes 3-4 days and the cost for 5 gallons of sealer is \$100. The pumper tanker is done and the ladder truck will be sent out on Monday. Those in authority in the public sector have informed him that calcium chloride will continue to be used for "black roads". He reported that the new vehicle has been sent out for undercoating and to the sheriff's department for wiring. It may be another four weeks before it is ready for service. The new lighting is being installed in the bay and is a noticeable improvement. Some of the LED's have not come in yet and will be installed as they come in. Inventory is close to completion. Mr. Harchar will contact architect Hank Penttila to set up a time to meet. There were no major fires or accidents to report.



# RECORD OF PROCEEDINGS MUNSON TOWNSHIP TRUSTEES REGULAR

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## TRUSTEE COMPENSATION

Mr. Ray moved and Mr. Bushman seconded that for 2012, the trustees will be compensated by the salary method and receive the maximum amount allowable by the Ohio Revised Code, equal to the maximum amount that could be received annually by a trustee if he or she were to be paid on a per diem basis, and payable in twelve equal monthly payments, with a unanimous vote. Motion carried.

## ELECTED OFFICIALS INSURANCE

Mr. Ray moved and Mr. Bushman seconded to offer health insurance, dental insurance, and the highest amount available of life insurance under the township life insurance policy up to \$50,000 to a newly elected or appointed township trustee or fiscal officer. Roll call vote: Mr. Ray, yes; Mrs. McMullen, yes; Mr. Bushman, no. Motion carried.

## 2012 NEW YEARS HOLIDAY

Mr. Ray moved and Mr. Bushman seconded that the township employees observe the New Year's holiday on Monday, January 2, 2012, with a unanimous vote. Motion carried.

## MILEAGE REIMBURSEMENT

Let the record reflect that the IRS increased the mileage rate for business miles driven between July 1, 2011 and December 31, 2011 from 51 cents per mile to 55.5 cents per mile. Adjustments will be made to any mileage reimbursements that were paid to township employees or public officials for this time period to reflect the new rates.

## LPL FINANCIAL

The Board signed the documents to change the broker to LPL Financial for the GNMA bond.

## OFFICE VOLUNTEER

Mr. Ray moved and Mr. Bushman seconded that we authorize Munson resident Kristen Bluemmel to volunteer in the township office effective December 19, 2011, with a unanimous vote. Motion carried. A form will be prepared for Ms. Bluemmel to record her volunteer hours.

## SPECIAL MEETING

For the record the township may hold a special meeting on the 28<sup>th</sup> if needed for fiscal matters.

## BOARD OF ZONING APPEALS ALTERNATE

Mr. Ray moved and Mr. Bushman seconded to appoint resident Heather Crawford to the position of Board of Zoning Appeals alternate for a two-year term beginning January 1, 2012 and ending December 31, 2013, with a unanimous vote. Motion carried.

Mrs. Bayer joined the meeting.

## RE-APPOINTMENTS

Mr. Ray moved and Mr. Bushman seconded to re-appoint Dennis Wynne to the Munson Township Zoning Commission for a five-year continuing term through December 31, 2016, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to re-appoint Lucy Longo to the Munson Township Board of Zoning Appeals for a five-year term through December 31, 2016, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to re-appoint Kristen Bluemmel to the Munson Township Park and Recreation Board for a three-year term through December 31, 2014, with a unanimous vote. Motion carried.

## LEBER BROWN FINAL INVOICE

The board addressed two final invoices from LB Architects LLC dated December 6, 2011, \$1,280.00 for the balance for the construction documents completed in August of 2009, and \$13,800 for additional services outlined in the invoice. LB Architects also offered their preliminary assessment of the fire department roof, at no cost to the board, to be used for the new project.

Mr. Ray moved and Mr. Bushman seconded to approve the final invoice for the construction documents in the amount of \$1,280, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to approve the final invoice for additional services in the amount of \$13,800, which includes a discount from the original invoice of \$8,660, with a unanimous vote. Motion carried.

## COMMUNITY ROOM RENTAL

Mr. Ray moved and Mr. Bushman seconded to lease the community room for a Leadership Geauga Health and Safety Day (Casamatta) on January 20, 2012 at 7:45am and 5pm, approx. 42, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to waive the fees. Roll call vote: Mr. Ray, yes; Mrs. McMullen, yes; Mr. Bushman, abstain. Motion carried.



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### COMMUNITY ROOM RENTAL (continued)

Mr. Ray moved and Mr. Bushman seconded to lease the community room to the Sewing Group (Fabian) on January 19, February 16, March 15, 2012 from 10am-4pm, approx. 12, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the community room to Quilt and Caboodle (Havel) on January 5, February 2, and March 1, 2012 from 10am 4pm, approx. 12, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the community room to the Geauga Tea Party (Kline) on January 26, 2012 from 6:30-9pm, approx. 25, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the community room to the Geauga Tea Party for a \$25 fee. Roll call vote: Mr. Bushman, yes; Mrs. McMullen, yes; Mr. Ray, no. Motion carried. [The fee paid for the December meeting, which was cancelled, will be applied to the January meeting.]

Mr. Ray moved and Mr. Bushman seconded to lease the community room for Breeders and Feeders 4H Club meetings (Teichman) on January 22, and February 19, 2012, approx. 70, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the community room for a Girl Scout meeting (Fill) on December 16, 2011 from 6:15-8pm, approx. 25, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the community room for a Brownie meeting (Myers) on December 14, 2011 and January 25, and February 29, 2012, from 6-8pm, approx. 20, and to waive the fees, with a unanimous vote. Motion carried.

### OUTSIDE MEETINGS

Mr. Ray attended a Health District Advisory Council meeting on Dec. 5 at 7pm. Mrs. McMullen and Mr. Bushman attended a Chagrin River Watershed Partners meeting on December 8.

### RESOLUTION 2011-59/FUND TRANSFER, CERTIFICATION AND DECERTIFICATION

Resolution 2011-59 was made by Mr. Ray and seconded by Mr. Bushman for a within fund transfer in the General Fund and to certify additional revenues received and decertify funds not collected in various funds in the Permanent Appropriation, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

### ENCUMBRANCE SHEET APPROVAL

Mr. Ray moved and Mr. Bushman seconded to approve the encumbrance sheet for December 13, 2011 as written:

Repairs and Maintenance	Blanket to 12/31/2011	1,500.00
Travel and Meeting Expense Employees	Blanket to 12/31/2011	600.00
John D. Oil & Gas Marketing	Gas Utility – Town Hall	500.00
The Illuminating Company	Electric Utility – Parks	50.00
Countryside Truck Service	Repairs – Fire Vehicles	6,000.00
Repairs and Maintenance – Fire	Blanket to 12/31/2011	5,000.00
Repairs and Maintenance – EMS	Blanket to 12/31/2011	2,947.00
LB Architects LLC	Architectural Services	1,000.00
Natural Gas – Road Department	Blanket to 12/31/2011	1,000.00

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

Mr. Ray moved and Mr. Bushman seconded to approve the additional expense of \$32,000 for the fire department to be added to the encumbrance sheet,

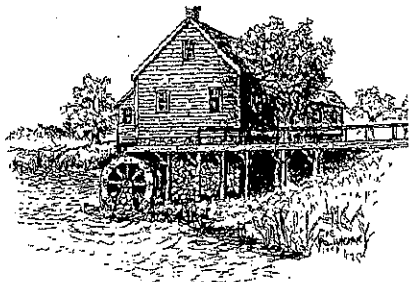
Munson Fire Department	Fire Contract	32,000.00
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with a unanimous vote. Motion carried. The board signed the encumbrance sheet.

### MEETING ADJOURNED

Mr. Ray moved and Mr. Bushman seconded to adjourn the meeting at 9:35pm, with a unanimous vote. Motion carried.

Irene H. McMullen Chairman Latonia A. Bayer Fiscal Officer



# Munson Township

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

## Resolution 2011-59

Be it resolved by the Trustees of Munson Township, in a regular session on the 13th day of December, 2011, at the Munson Township office, with the following members present, Andrew J. Bushman, Irene H. McMullen, and Todd R. Ray, that Mr. Ray moved the adoption of the following resolution, that the 2011 Permanent Appropriation be amended as follows:

This resolution is addressing additional revenue not previously expected in the Tangible Personal Property Tax to be placed in three funds as follows:

General Fund	1000-102-0000	increase to \$3,777.30
Road & Bridge Fund	2031-102-0000	increase to \$9,632.12
Fire Operating & Apparatus Fund	2192-102-0000	increase to \$8,310.06

In the General Fund the following account codes are to be DECREASED by the following amounts:

1000-101-0000	General Property Tax – Real Estate	7,841.78
1000-539-0000	Other – State Receipts	9,364.60
1000-701-0000	Interest	22,500.00
1000-802-0005	Rentals & Leases Park Flea	25.00
1000-805-0000	Other Local Grants	800.00

In the General Fund the following account codes are to be INCREASED by the following amounts:

1000-303-0000	Cable Franchise Fees	2,503.53
1000-535-0000	Property Tax Allocation	4,574.89
1000-801-0000	Gifts and Donations	619.80
1000-802-0000	Rents and Leases	1,241.50
1000-892-0000	Other Miscellaneous	1,539.20
1000-999-0000	Other – Other Financing Sources	412.07

Request the Budget Commission to certify additional Inheritance Tax received in the amount of \$13,162.00.

To correspond with the increases and decreases itemized above, in the General Fund decrease the following line item in the Permanent Appropriation by 12,701.90:

1000-760-710-0000	Land	12,701.09
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In the Cemetery Fund, the following account codes are to be DECREASED, as follows:

2041-302-0000	Fees	2,140.00
2041-804-0000	Sale of Cemetery Lots	325.00

In the Cemetery Fund decrease the following line item:

2041-410-329-0000	Other Property Services	2,465.00
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In the Motor Vehicle Fund the following account code is to be DECREASED as follows:

2011-536-0000	Motor Vehicle License Tax	1,500.00
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In the Motor Vehicle Fund decrease the following line item:

2011-330-360-0002	Contracted Services Road Improvement	1,500.00
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In the Gasoline Tax Fund the following account code is to be DECREASED as follows:

2021-701-0000	Interest	600.00
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**Resolution 2011-59**

December 13, 2011

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In the Gasoline Tax Fund decrease the following line item:

2021-330-360-0002 Contracted Services Road Improvement 600.00

In the Road and Bridge Fund the following account codes are to be DECREASED by the following amount:

2031-101-0000	General Property Tax R.E.	12,338.14
2031-539-0000	State Receipts	23,881.07
2031-892-0000	Other – Other Receipts	2,175.69

In the Road and Bridge Fund decrease the following line item:

2031-330-360-0002 Contracted Services Road Improvement 28,762.78

In the Zoning Fund

Increase receipts	2181-892-0000	Other – Miscellaneous	increase to \$2,900.00
Decrease receipts	2181-302-0000	Fees	decrease to \$157.78

In the Zoning Fund increase the following line item:

2181-130-190-0000 Salaries 2,742.22

In the Fire Operating and Apparatus Fund the following account codes are to be DECREASED, as follows:

2192-101-0000	General Property Tax R.E.	14,196.16
2192-539-0000	Other - State Receipts	20,603.51

In the Fire Operating and Apparatus Fund the following account codes are to be INCREASED, as follows:

2192-535-0000 Property Tax Allocation 6,246.20

In the Fire Operating and Apparatus Fund decrease the following line item:

2192-220-360-0000 Contracted Services 20,243.41

Transfers Within Funds

In the General Fund, within fund transfers, as follows:

800.00	to 1000-110-330-0001	Travel & Meeting Expenses Employee Exp/Miles
	from 1000-110-330-0000	Travel & Meeting Expenses
15,000.00	to 1000-220-323-0000	Repairs and Maintenance
	from 1000-760-710-0000	Land

Mr. Bushman seconded the motion and the roll being called resulted as follows: voting

Andrew J. Bushman, Yes

Irene H. McMullen, yes

Todd R. Ray, yes

Attest: Patricia A. Bayer December 13, 2011  
Patricia A. Bayer, Fiscal Officer