

Held Tuesday, December 28, 2010

The meeting was called to order at 6:32pm by Chairman Andy Bushman with Trustees Todd Ray and Irene McMullen and Fiscal Officer Patricia Bayer present. Mr. Bushman led the Pledge of Allegiance. Warrants 9107-9110 dated 12/23 and 12/24/10 totaling \$24,487.95 were signed between meetings. Warrants 9111-9137 dated 12/28 and 12/29/10 totaling \$214,651.96 were signed. [Note: Warrant 9136 in the amount of \$47,500.00 was signed to transfer funds from the Middlefield Banking primary checking account to a new secondary Middlefield Banking HRA checking account to be used for health insurance deductibles.] EFT Vouchers 1550-1559 for the 12/24/10 bi-weekly payroll in the amount of \$14,994.83 were signed between meetings. EFT Voucher 1560 dated 12/30/10 in the amount of \$557.17 for Greg DeGreen's bonus was signed. The board signed a check in the amount of \$7,574.39 to transfer EMS collections from the lockbox to the primary account. A starter check from the Middlefield Banking Company was requested and used to transfer the funds as the checks ran out and additional checks must be ordered. Correspondence was available for review.

SHERIFF CONTRACT REPORT

Deputy Chris Weber submitted his November report and discussed the November incidents.

PARK BOARD

Park Board member Tim Kearns requested \$424 for two 25 x 45 portable freestanding signs to be used for park events. The signs have 5 inch interchangeable letters.

Mr. Ray moved and Mrs. McMullen seconded to approve the purchase of two portable signs for Park Board events from SignsSeen not to exceed \$424.00, with a unanimous vote. Motion carried.

Park Chairman Joe Rosboril submitted an expense report for Breakfast with Santa and Mrs. Claus held in the township hall Saturday, December 4. Income was \$588 and expenses \$498.38, with a net profit of \$89.62.

FIRE DEPARTMENT

Fire Chief Bernie Harchar reported the new pickup truck was delivered and has already been used at four locations; four fire departments worked together to put out two structure fires; and the ceiling is still leaking at the fire department.

ROAD REPORT

Road Superintendent Jim Teichman advised the road department got through the snow storm; and noted that good times are ahead of us. He requested authorization to purchase a used office chair.

RESOLUTION 2010-61/FUND TRANSFER

Resolution 2010-61 was made by Mr. Ray and seconded by Mr. Bushman for within fund transfers in the Permanent Appropriation 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.]

2011 CLEANING CONTRACT

Mr. Ray moved and Mrs. McMullen seconded to approve an annual cleaning contract for the township hall with Chuck Rosacco of Custodial Services and Supply Co. in the amount of \$310.00 per month, with a unanimous vote. Motion carried.

ELECTED OFFICIALS' COMPENSATION

Mr. Ray moved and Mrs. McMullen seconded that for 2011, 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.

Mr. Ray moved and Mrs. McMullen 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, with a unanimous vote. Motion carried.

YEAR END DISBURSEMENTS

Mr. Ray moved and Mrs. McMullen seconded to allow the fiscal officer to move funds for year end disbursements up to \$250, with a unanimous vote. Motion carried.

DELTA DENTAL

Mr. Ray moved and Mr. Bushman seconded to approve the monthly rates for 2011 Delta Dental Insurance, \$25.89 per month for employees only, and \$69.17 for employees with one or more dependents, with a unanimous vote. Motion carried. [This motion was made to correct the motion made at the December 14 meeting.]

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, December 28, 20 10

RESOLUTION 2010-62/HRA CHECKING ACCOUNT

Mr. Ray moved and Mrs. McMullen seconded to open a checking account with The Middlefield Banking Company for health insurance [HRA] money, with a unanimous vote. Motion carried. The board signed the resolution and signature card.

PAY INCREASES

The board discussed pay increases for the employees. Road Superintendent Jim Teichman and road department employees Mark Stukbauer and Adam McKinney were present and contributed to the discussion. Mr. Ray was firm on requiring employees to contribute to the health insurance premiums to bring the township more in line with the experience of the rest of the community. The employees asked that this not result in a decrease in pay.

Premium Contribution

Mr. Ray moved and Mrs. McMullen seconded that the township assign three percent of the employees health care premium to the township employees [and elected officials], effective January 7, 2011. Roll call vote: Mr. Ray, yes; Mrs. McMullen, yes; Mr. Bushman, no. Motion carried.

Pay Increases

Mr. Bushman moved and Mrs. McMullen seconded to authorize pay raises for the following employees: Larry Morrison, \$21.70 per hour; John Toth, \$21.20 per hour; Mark Stukbauer, \$19.70 per hour; Jason Vatty, \$18.75 per hour; Adam McKinney, \$18.20 per hour; Greg DeGreen, \$17.50 per hour; Judy Toth, \$55,120 per year; Paula Friebertshauser, \$21.70 per hour; Tim Kearns, \$19.00 per hour; Mark Lynn, \$20.25 per hour, effective January 7, 2011, and Jim Teichman, \$67,000 per year, effective January 1, 2011, with a unanimous vote. Motion carried.

NOPEC GRANT

Mrs. McMullen submitted a preliminary proposal to use approximately \$25,000 of the \$50,000 available from NOPEC for energy conservation projects for replacement of the road department's indoor wood and oil burning furnace with an outdoor wood burning unit. The cost will include a concrete pad. Other projects will be considered for the balance of the available funds.

PAVILION RENTAL

Mr. Ray moved and Mrs. McMullen seconded to lease the pavilions at the Munson Township Park for Cub Scout winter fun day (Depner) February 5, 2011 at 8am, for approximately 150 participants, and to waive the fees, with a unanimous vote. Motion carried.

COMMUNITY ROOM

Mr. Ray moved and Mrs. McMullen seconded to lease the community room for a baby shower (Bales) on Saturday, January 29, 2011 from 10am-5pm, approx. 20, \$75 room, \$50 kitchen, \$50 security deposit, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET APPROVAL

Mr. Ray moved and Mrs. McMullen seconded to accept the encumbrance sheet for December 28, 2010, as written:

Ohio Public Employees Retirement System	Penalty Late Payment	42.62
Repairs and Maintenance	Blanket to 12/31/2010	6,000.00
Munson Township HRA Account	HRA Account – Admin.	17,500.00
Munson Township HRA Account	HRA Account – Road Dept.	30,000.00
SignsSeen	Event Signs	424.00

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

2011 BLANKET ENCUMBRANCES AND PURCHASE ORDERS

Mr. Ray moved and Mrs. McMullen seconded to approve the encumbrance sheet for January 1, 2011, as follows:

Repairs and Maintenance	Blanket to 3/31-General Fund-Admin.	1,000.00
Travel & Meeting Expense	Blanket to 3/31-General Fund-Admin.	4,100.00
Postage	Blanket to 3/31-General Fund-Admin.	900.00
Printing	Blanket to 3/31-General Fund-Admin.	200.00
Other-Communications, Printing & Adv.	Blanket to 3/31-General Fund-Admin.	500.00
Office Supplies-Administration	Blanket to 3/31-General Fund-Admin.	2,000.00
Other - Supplies and Materials	Blanket to 3/31-General Fund-Admin.	250.00
Other - Dues and Fees	Blanket to 3/31-General Fund-Admin.	500.00
Other - Other Expenses	Blanket to 3/31-General Fund-Admin.	331.00
Repairs and Maintenance	Blanket to 3/31-General-Town Hall	2,500.00
Operating Supplies	Blanket to 3/31-General-Town Hall	750.00

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DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, December 28, 20 102011 ENCUMBRANCES (continued)

Other - Supplies and Materials	Blanket to 3/31-General-Town Hall	300.00
Other - Dues and Fees	Blanket to 3/31-General-Town Hall	175.00
Postage	Blanket to 3/31-General Fund-Zoning	550.00
Printing	Blanket to 3/31-General Fund-Zoning	175.00
Other-Communications, Printing & Adv.	Blanket to 3/31-General Fund-Zoning	150.00
Office Supplies	Blanket to 3/31-General-Zoning	450.00
Repairs and Maintenance	Blanket to 3/31-General-Fire	5,000.00
Repairs and Maintenance	Blanket to 3/31-General-Ambulance	5,000.00
Operating Supplies	Blanket to 3/31-General-Cemetery	300.00
Repairs and Maintenance	Blanket to 3/31-General-Parks	1,000.00
Operating Supplies	Blanket to 3/31-General-Parks	500.00
Other - Other Expenses	Blanket to 3/31-General-Parks	500.00
Buildings TOWNSHIP	Blanket to 3/31-General-Cap.Outlay	1,000.00
Improvement of Sites-TOWNSHIP	Blanket to 3/31-General-Cap.Outlay	5,000.00
Machinery, Equipment & Furniture-ADM.	Blanket to 3/31-General-Cap.Outlay	5,000.00
Repairs and Maintenance	Blanket to 3/31-Motor Vehicle Fund	5,000.00
Small Tools & Minor Equipment	Blanket to 3/31-Motor Vehicle Fund	500.00
Buildings	Blanket to 3/31-M.Vehicle-Cap.Outlay	1,700.00
Repairs and Maintenance	Blanket to 3/31-Gasoline Tax Fund	5,000.00
Operating Supplies	Blanket to 3/31-Gasoline Tax Fund	5,000.00
Small Tools & Minor Equipment	Blanket to 3/31-Gasoline Tax Fund	150.00
Rents and Leases	Blanket to 3/31-Road & Bridge Fund	600.00
Repairs and Maintenance	Blanket to 3/31-Road & Bridge Fund	4,500.00
Other - Communications, Printing & Adv.	Blanket to 3/31-Road & Bridge Fund	400.00
Office Supplies	Blanket to 3/31-Road & Bridge Fund	100.00
Operating Supplies - SUPER BLANKET	To 12/31/2010-Road & Bridge Fund	40,000.00
Other - Supplies and Materials	Blanket to 3/31-Road & Bridge Fund	300.00
Other - Other Expenses	Blanket to 3/31-Road & Bridge Fund	250.00
Repairs and Maintenance	Blanket to 3/31-Cemetery	500.00
Gauga County Township Association	Quarterly Dinner Fees	400.00
Patricia A. Bayer	Reimburse Medicare Premiums	2,400.00
Postmaster	Postage - Administration	1,600.00
POV Print Communications	Newsletter	3,300.00
COSE/Medical Mutual of Ohio	Hospitalization - Admin.	43,000.00
COSE/Medical Mutual of Ohio	Hospitalization - Road Dept.	70,000.00
Union Security Insurance Company	Life Insurance - Adm.	1,300.00
Union Security Insurance Company	Life Insurance - Road Dept.	2,000.00
Delta Dental	Dental Insurance - Admin.	2,800.00
Delta Dental	Dental Insurance - Road Dept.	4,350.00
Treasurer of State	UAN Lease	3,660.00
Judith Toth	Mileage & Other Expenses	100.00
Paula Friebertshauser	Mileage & Other Expenses - Twp.	200.00
Paula Friebertshauser	Mileage & Other Expenses - Cemetery	100.00
The Distillata Company	Township Bottled Water	275.00
The Distillata Company	Road Dept. Bottled Water	450.00
The News Herald	Subscription/Legal Ads	300.00
Gauga County Dept of Water Resources	Water Tests - Township Hall	75.00
Gauga County Dept of Water Resources	Water Tests - Park	90.00
Gauga County Maple Leaf	Legal Ads - Zoning	500.00
Waste Management of Ohio-WR	Weekly Refuse Pickup	2,000.00
Windstream Western Reserve	Phone Service - Admin.	3,000.00
Windstream Western Reserve	Phone Service - Road Dept.	600.00
Windstream Western Reserve	Phone Service - Zoning	675.00
The Illuminating Company	Street lighting	9,000.00
The Illuminating Company	Electricity - town hall/fire station	18,000.00
The Illuminating Company	Electricity - parks	600.00
The Illuminating Company	Cemetery Light Pole	500.00
The Illuminating Company	Electricity - Maintenance Building	4,000.00
Brainard Gas Corporation	Gas Utility Bill-Twp-Transport	400.00
Brainard Gas Corporation	Gas Utility Bill-Fire Dept-Transport	600.00
John D. Oil & Gas Marketing	Gas Utility Bill-Twp-Commodity	1,200.00
John D. Oil & Gas Marketing	Gas Utility Bill-Fire Dept-Commodity	2,500.00

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MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____ Tuesday, December 28, _____ 20 10

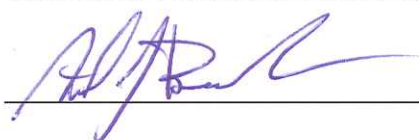
2011 Encumbrances (continued)

RAM Service, Inc.	Repairs and Maintenance	300.00
Warren Fire Equipment, Inc.	Check/Replace Fire Extinguishers	300.00
Warren Fire Equipment, Inc.	Check/Replace Extinguishers-Rd.Dept.	600.00
Pazyniak Court Reporting	Zoning court reporter & transcript fees	1,000.00
Timothy Kearns	Mileage and Other Expenses	650.00
Southeastern Equipment	Repairs and Maintenance	1,000.00
Aramark	Uniform Rental/Etc.	5,000.00
Kevin Chartrand, M.D.	Physicals/Drug & Alcohol Testing	500.00
Western Reserve Farm Cooperative	Supplies – Fuel	9,000.00
Western Reserve Farm Cooperative	Heating Oil – Maintenance Bldg.	1,500.00
All-ways Flasher Service, Inc.	flashers/signs/etc.	1,000.00
Chardon Welding	Supplies	1,000.00
Chardon Auto Parts	Supplies	1,000.00
Lake Truck Sales & Service	Supplies	1,000.00
Concord Road Equipment	Supplies	500.00
Munson Fire Department	Fire Contract – Fire Fund	459,763.00
Munson Fire Department	Fire Contract – EMS Fund	196,000.00
Munson Fire Department	Fire Contract – General Fund	75,100.00
Medicount Management	EMS billing service	15,000.00
Middlefield Bank	Monthly service charge-EMS lockbox	900.00
IGM Copy Products, Inc.	Copy Machine Service Plan	500.00
Countryside Truck Service	Repairs – Fire Department Vehicles	8,000.00
Countryside Truck Service	Repairs – Ambulance	5,000.00
Veneer Logging	Tree Trimming/Cutting – Cemeteries	2,000.00
Veneer Logging	Tree Trimming/Cutting – Roads	2,000.00
Custodial Services	Town Hall Cleaning – Monthly	3,720.00
Treasurer of State	Local Government Services Contract	800.00
Geauga County Sheriff	2011 Contract for Additional Patrol	12,000.00

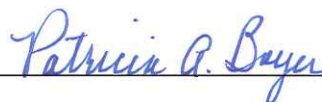
with a unanimous vote. Motion carried.

MEETING ADJOURNED

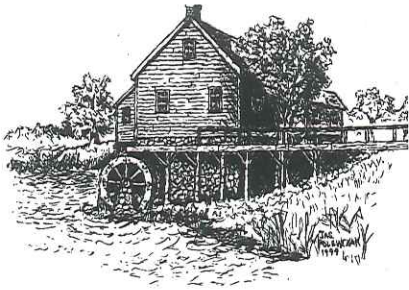
Mr. Ray moved and Mrs. McMullen seconded to adjourn the meeting at 8:07pm, with a unanimous vote. Motion carried.



Chairman



Fiscal Officer



Munson Township

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

Resolution 2010-61

Be it resolved by the Trustees of Munson Township, in a regular session on the 28th day of December, 2010, 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 2010 Permanent Appropriation be amended as follows:

Transfers Within Funds

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

✓ 308.64	to 1000-110-111-0000	Salaries – Trustees
470.59	to 1000-110-112-0000	Salaries – Trustees Staff
176.84	to 1000-110-121-0000	Salaries – Township Fiscal Officer
	all from 1000-110-211-0000	Ohio Public Employees Retirement System
✓ 17,500.00	to 1000-110-221-0000	Medical/Hospitalization
	from 1000-130-190-0000	Other - Salaries

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

✓ 30,000.00	to 2031-330-221-0000	Medical/Hospitalization
	from 2031-330-360-0002	Contracted Services Road Improvement Projects

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 28, 2010
Patricia A. Bayer, Fiscal Officer