

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____ Tuesday, February 26, _____ 20____ 13____

The meeting was called to order at 6:30pm by Chairman Andy Bushman. Boy Scout Matthew Burton of Troop 91 led the Pledge of Allegiance. Trustees Andy Bushman, Todd Ray and Irene McMullen were present. Fiscal officer Judy Toth was absent and the minutes were taken by Township Secretary Julie Johnston.

Warrants 11083-11090 dated 2/14/13 totaling \$8,804.47 were signed between meetings.

Warrants 11091-11108 dated 2/25, 2/26, 2/28, and 3/1 totaling \$119,970.78 and EFT Vouchers 64-69 for the 2/28/2013 monthly payroll in the amount of \$7,403.62 and 75-83 for the 3/1 bi-weekly payroll in the amount of \$10,044.47 were signed. Warrant 1151, \$16,400, dated 2/26/13, was signed to transfer EMS collections from the lockbox to the primary account.

Correspondence was reviewed.

Mr. Bushman asked for a moment of reflection on the anniversary of the shooting at Chardon High School.

TOWN HALL PROJECT

Architect Hank Penttila reviewed the process to select a construction manager at risk for the project. He prepared a checklist for the Trustees to score the applicants. The checklist is from the State of Ohio website and has been edited for the township project. The Trustees will review the applications and hold a special meeting with the architect to review their selections. Three applicants will be selected and given a Request for Proposal (RFP), which details the information they will need to supply to judge their qualifications. He gave the board copies of the RFP. The other applicants will be notified that they were not selected. To remain on schedule the architect asked the Board to meet before March 5th.

Todd Ray moved and Irene McMullen seconded to hold a special meeting on Monday, March 4,, 2013 at 6:30pm to address the selection of a short list for construction contractor at risk, with a unanimous vote. Motion carried.

PUBLIC COMMENT

Resident Jim McCaskey asked if more than one construction manager will be used for the project. Architect Hank Penttila responded that because this is a small project, only one person should be in charge. It is not an uncommon practice to have more than one construction manager on larger projects.

FIRE REPORT

Fire Chief Mark Lynn will not be available for the meeting on the 11th but offered to send a representative if the Board wished. He has not heard back regarding the state or fitness grants, and advised they are still working on the Opticom project. He hoped to have the fire department physicals completed by the end of March. The fire department paging system is 20 years old and is unreliable and needs to be replaced. He will have estimates for the Board for the second meeting in March.

RESOLUTION 2013-05/FUND CERTIFICATION AND PLACEMENT

Resolution 2013-05 was made by Todd Ray and seconded by Irene McMullen to certify additional estate tax received and to place the funds in various line items in the General Fund 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.]

RESOLUTION 2013-06/CAFETERIA PLAN FOR PREMIUM DEDUCTIONS

Resolution 2013-06 was made by Todd Ray and seconded by Irene McMullen to approve a cafeteria plan to allow payroll deductions for health insurance premiums to be made pre-tax, effective 1/1/2011, with a unanimous vote. Motion carried.

OUTSIDE MEETINGS

Andy Bushman and Irene McMullen attended the Chagrin River Watershed Partners meeting last week.

Resident Jim McCaskey inquired which would be done first, the renovation or the new construction. Mr. Bushman advised the project manager would decide.

OPEN RFQ'S FOR CONSTRUCTION MANAGER AT RISK

At 6:45pm the Board opened the sealed qualification statements for a construction manager at risk. The following sealed proposals were received:

- 1) R.L Hill Management, Inc., Bedford, Ohio, five copies and a certificate of liability insurance,
- 2) Enzoco Homes LLC, Munson Township, Ohio, five copies
- 3) J& F Building Systems, Inc., dba Millersburg Homes, Chesterland, Ohio, five copies,
- 4) Hummel Construction Company, Ravenna Ohio, five copies
- 5) Project and Construction Services, Inc., Cleveland, Ohio, five copies

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- 6) Erie Affiliates, Inc., Willoughby Hills, Ohio, five copies
- 7) Turner Construction Company, Cleveland, Ohio. five copies
- 8) Lakeland Management Systems, Inc., Painesville, Ohio, five copies
- 9) Panzica Construction, Mayfield Village, Ohio, five copies
- 10) Cold Harbor Building Company, Chardon, Ohio, five copies
- 11) Lawler Construction, Cleveland, Ohio, five copies
- 12) Dunlop & Johnston, Inc., Valley City, Ohio, five copies
- 13) Welty Building Company Ltd., Cleveland, Ohio, five copies

Copies were given to the architect. He advised the Trustees that he was available by phone or email if they had questions while reviewing the applications..

ROAD DEPARTMENT

Road Superintendent Jim Teichman advised that a water line joins the fire department and town hall water systems. The town hall is a public water system and is subject to mandatory water testing. If the fire department’s system is tied to the town hall system, it would also require mandatory testing. If separated, it would not require testing as the average number of users fall below the required minimum. This issue was addressed when the fire department’s water softener was installed but the company was not certified to cap off the system and the project was dropped. The township has until March 18th to comply. Mr. Teichman will give the board estimates from certified plumbers for approval at the special meeting.

Todd Ray moved and Irene McMullen seconded for road superintendent Jim Teichman to secure quotes for corrective work to be done on the waterline between the town hall and fire station, with a unanimous vote. Motion carried.

Mr. Teichman will ask for completion dates with the estimates.

The road department has approximately 240 trees, five foot maximum, in their nursery to be planted this year. They will be hand dug and do not have to be balled. Road department member Mark Stukbauer will be responsible for the project. The Trustees asked that Mark Stukbauer confer with the Park Board Chairman.

PARK BOARD MEMORANDUM OF UNDERSTANDING

Todd Ray incorporated Andy Bushman’s suggestions in the Memorandum of Understanding. Irene McMullen inquired about the long range plans referenced by Mr. Bushman in his email. The plans were made 7-10 years ago. If the plan exists, it should be dug out of the files as none of the current park board members have seen it. Mr. Bushman said he had a copy in his files. Andy Bushman asked the Board to approve the Memorandum of Understanding at the March 4th meeting to give him a chance to go over it one more time. Mr. Ray was not in favor of postponing a decision and noted that the board tries to keep special meetings “clean”. Todd Ray moved and Irene McMullen seconded to approve the Memorandum of Understanding between the Munson Township Trustees and the Munson Township Park Board, with a unanimous vote. Motion carried.

ZONING CONSULTANT

Todd Ray moved and Irene McMullen seconded to authorize \$2,500 in consulting services with Oxbow Engineering, with a unanimous vote. Motion carried.

FRACKING SEMINAR

Todd Ray moved and Irene McMullen seconded to authorize the purchase of refreshments and an appreciation gift to the speakers at the fracking seminar on April 4th not to exceed \$200, with a unanimous vote. Motion carried.

MEETING DATE CHANGE

Todd Ray moved and Irene McMullen seconded to move the March 12 regular meeting to Wednesday, March 20, 2013 at 6:30pm, with a unanimous vote. Motion carried.

FRACKING SEMINAR (continued)

Resident Kathleen Webb thanked the Board for hosting the fracking seminars. She noted that copies of resolutions that were passed by other townships, in opposition to fracking, have been provided to the Board. For the record, all of the speakers have been scheduled and have agreed to stay for questions. More time will be allowed for questions at the end and the speakers will also be available to answer individual questions. Following the presentations, the audience will be invited to leave or stay for the question and answer session. Flyers informing the public about the seminar will be sent to the newspapers, G-TV, and placed on the township website. The moderator will be provided in house. High school students have volunteered to serve the refreshments for community service hours.

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COMMUNITY ROOM RENTAL

Todd Ray moved and Irene McMullen seconded to approve the community room rental to the sewing and quilting groups (Fabian/Havel) March 7, 21, and April 4, 18, 2013 from 10am-4pm, approx. 7-15, and to waive the fees, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to approve the community room rental for a 4H meeting (Ray) on March 21, 2013 at 6pm, approx. 35, with a unanimous vote. Motion carried.

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

Todd Ray moved and Irene McMullen seconded to approve the community room rental to the Western Reserve Rug Hookers for auction planning preparation (Gustafson) on April 1, 2013 from 9-3m, approx. 10, and to waive the fees, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to approve the rental for Girl Scout Troop 902 meetings (Molle) on April 12 & 26, 2013 from 6-8pm, approx. 15, and to waive the fees, with a unanimous vote. Motion carried.

BASEBALL FIELD LEASE

Todd Ray moved and Irene McMullen seconded to lease the Munson Baseball Fields including the major league field (when not in use by Chardon High School) to the Chardon Baseball League (Chris Zucker, Munson League Trustee) from April 1, 2013 through July 15, 2013 week nights from 5-9pm and weekends from 8am-9pm, for a \$50 application fee, with a unanimous vote. Motion carried. [certificate of insurance attached]

ENCUMBRANCE SHEET APPROVAL



Todd Ray moved and Irene McMullen seconded to approve the encumbrance sheet for February 26, 2013 as written:

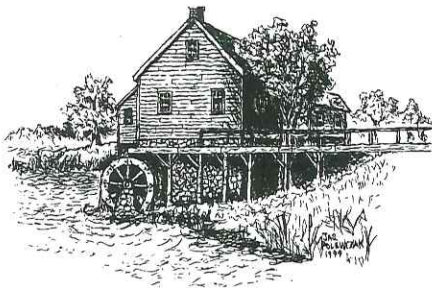
Repairs and Maintenance	Blanket to 12/31/13h	10,000.00
Countryside Truck Service	Fire Vehicle Repairs	10,000.00
Countryside Truck Service	Ambulance Repairs	5,000.00
Oxbow Engineering	Consulting Services	2,500.00
Training Services	Blanket to 12/31/2013	600.00
Refreshments	Blanket to 12/31/2013	200.00

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

MEETING ADJOURNED

Todd Ray moved and Irene McMullen seconded to adjourn the meeting at 7:20pm 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 2013-05

Be it resolved by the Trustees of Munson Township, in a regular session on the 26th day of February, 2013, at the Munson Township office, with the following members present, Andrew J. Bushman, Irene H. McMullen, and Todd R. Ray, that Todd Ray moved the adoption of the following resolution, that the 2013 Permanent Appropriation be amended as follows:

Additional Revenues to be Certified

To request the Budget Commission to certify additional monies received in Estate Tax in the amount of \$31,100.00.

Placement of Additional Revenues in the Permanent Appropriation

That the additional monies be placed in the following line items in the General Fund:

1000-220-318-0000	Training Services	600.00
1000-230-323-0000	Repairs and Maintenance	5,000.00
1000-120-353-0000	Natural Gas	500.00
1000-120-353-0220	Natural Gas – Fire Department	500.00
1000-760-710-0000	Land	24,400.00

Irene McMullen 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: Judith Toth, February 26, 2013
Judith Toth, Fiscal Officer