

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____ Tuesday, February 14, _____ 20 12

The meeting was called to order at 6:30pm by Chairman Todd Ray with Trustees Andy Bushman and Irene McMullen present. Fiscal Officer Patricia Bayer was absent and the minutes were taken by Office Manager Judy Toth. The Pledge of Allegiance was recited. Warrants 10140-10166 dated 2/14/12 and 2/17/12 totaling \$8,696.77, EFT Vouchers 1952-1962 for the 2/17/12 bi-weekly payroll in the amount of \$11,077.40, and Middlefield Bank Warrant 1126 in the amount of \$20,129.92, to transfer EMS collections from the lockbox, were signed. Correspondence and the Fiscal Officer's Monthly Report for January were available for review.

CEMETERY DEED

The Board signed a cemetery deed to Roberta D. Fulton for Fowlers Mill II Cemetery, Lot 341, Graves 11, 12, 13, 14, 15, and 16.

SWEARING IN

Mike Vatty was sworn in as Captain of the Munson Fire Department by Chairman Todd Ray. Fire Chief Bernie Harchar, Assistant Chief Mark Lynn, and several members of the fire department were present. Also present were his wife Stacey, daughter Samantha, and parents Laura and Chris Vatty. His wife pinned on his captain's badge, and Assistant Chief Lynn presented him with a white captain's helmet

POWER OUTAGES

Mr. Ray asked if there was public comment. Bill Snyder from FirstEnergy was present to report on their follow up on residents' complaints regarding power outages and surges. New equipment was installed, a full circuit inspection and thermography were done, and the circuit was re-inspected. The area is in the middle of its trimming cycle. A certified arborist inspected the circuit and identified areas for additional trimming. Inspections, targeted for completion in December, and trimming, targeted for completion in January, were both completed in December. Equipment was installed for longer sustaining of brief outages. Unusually high winds the third week in January caused some new problems, which are being addressed. He reviewed the concerns of the three additional residents who attended the trustees' public meeting and FirstEnergy's follow-up. FirstEnergy will continue to track the reliability of this circuit. Mr. Ray advised that the township has not received any additional calls. FirstEnergy prefers that residents call them directly when there is an outage so that incidents are logged in their system.

MARCH MEETING RESCHEDULED

Mr. Bushman moved and Mrs. McMullen seconded that we change the meeting date for the March 13th meeting to Thursday, March 15th at 6:30pm, with a unanimous vote. Motion carried.

TOWN HALL RENOVATION PROJECT UPDATE

The trustees met with the architect, Hank Penttila, on February 7 to approve a program of spaces, which are the square footages from which the architect will prepare a floor plan. Two or three designs will be prepared for the trustees to review at a special meeting on Tuesday, February 21 at 6:30pm. These will be a discussion draft and not a final floor plan, which will give residents an opportunity to give their comments. The floor plans will be placed on the township web site.

PARK BOARD

On behalf of the Park Board, Chairman Bob Marn presented the park board's budget for park maintenance, capital projects, and community events. The projects are prioritized. Mrs. McMullen researched maintenance of the pond at Scenic River. Clean Ohio will not get involved. The consensus of the agencies she contacted is that the pond currently does not have an extensive problem. A low tech, inexpensive and noninvasive process of long arm mowing and clipping to keep the vegetation below the water surface, will eventually kill the plants. Chemicals should not be used if possible. Mrs. McMullen asked if the trimming should be included in the mowing contracts. Mr. Teichman suggested that the road department do the maintenance. Trimming equipment can be used during normal summer conditions. If the ground is too wet for the equipment, the road department will use hand cutters. This will not address submerged vegetation. Mr. Bushman suggested that white emirs be used to take care of the problem. Mr. Ray cautioned that too large a population of white emirs will change the ecology and deplete the pond of food sources for other species. Mr. Bushman said he would find out the right mix. Mr. Ray addressed the budget and advised that the targeted budget amounts are a starting point, and are not approved in their entirety. Rarely can all of the recommended projects be done in one season. Individual expenditures still need to come before the board for approval before they can be executed. Mrs. McMullen inquired about the campsite at Nero, which was on the maintenance budget. An area will be mowed to provide a primitive campsite for the scouts.

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PARK BOARD (continued)

The trustees sent an editorial to the newspapers for additional park board members. Interviews will be conducted in open session. The park chairman will be invited to help conduct the interviews and the park board members invited to be present in the audience and to participate if they wish.

The board addressed parking for the tennis courts. The prosecutor's office recommended that the township follow its own zoning procedures even though it is not mandatory, and the township will follow through with the variance. The trustees have not approved the drawing. Zoning Inspector Tim Kearns will email the sketch to the trustees for approval at the February 21 meeting.

ZONING DEPARTMENT

Munson Township will host the Geauga County zoning inspector's meeting on Wednesday, April 18 from 6-9pm. Zoning Inspector Tim Kearns requested \$150 to provide a light meal. The speaker will be Bert Mechenbier, Ohio EPA supervisor for Lake and Geauga County. The topic will be of general interest and an invitation may be extended to Trustees and Board of Zoning Appeals members.

Mr. Bushman moved and Mrs. McMullen seconded to allow the expenditure of up to \$150 for the Zoning Inspectors' meeting on April 18, 2012, with a unanimous vote. Motion carried.

Mr. Kearns submitted a report summarizing the activities of the zoning office for 2011. 127 zoning certificates were issued and the total fees collected were \$18,115.32. One case submitted to the county prosecutor remained unresolved. The zoning office logged 1130 calls.

COMMUNITY DAY EXPENDITURES

Mr. Bushman moved and Mrs. McMullen seconded to authorize Community Day expenses not to exceed \$10,000.00, with a unanimous vote. Motion carried.

ROAD REPORT

Road Superintendent Jim Teichman addressed changes to the spring mowing quotes. A week was added to the beginning of the contract to allow contractors to prepare the beds with pre-emergent for better weed control. The quotes will be returned March 5 and contracts awarded on March 15. He requested authorization to prepare bid package for road materials, virgin asphalt concrete, and catch basins and headwalls for bid opening March 15. Road salt will not be bid this year. The township will purchase road salt through the Ohio Department of Transportation's Cooperative Purchasing Program.

Mr. Bushman moved and Mrs. McMullen seconded to allow road superintendent Jim Teichman to create bid packages for virgin asphalt concrete, road materials, and catch basins and headwalls for bid opening March 15, 2012 at 6:30pm, with a unanimous vote. Motion carried.

Mr. Teichman asked the board to approve a letter from the Department on Aging regarding senior assistance for rubbish day, which the Department on Aging will mail to all residents. The township will be divided into three quadrants and seniors will be required to set their materials out on the Sunday prior to the pickup days. He raised a concern about the possibility of bed bug infestation in mattresses and asked if the board wished to add mattresses to the list of items that will not be accepted. Mr. Ray agreed that these infestations were a growing concern and as a school administrator had some experience with the problem. His staff has been advised that bed bugs are nocturnal and most likely will not seek out a host in the daylight. The road department workers can be encouraged to bring a change of clothes and to shower before returning home.

Mrs. McMullen pointed out that any soft materials such as couches and chairs or bags of clothing could also be infested. Mr. Teichman will call local trash haulers for their advice. The board will revisit the issue and approve the letter to the seniors at the February 21st meeting.

The project to replace the road department furnaces with wood burning furnaces through NOPEC grant funding will be more extensive than originally thought. A unit must be purchased that will not corrode and can serve both the maintenance building and the equipment storage building. Mr. Teichman is looking at four different manufacturers and asked the board to encumber \$18,000 to RAM Service, Inc. for three heat exchange units, pipe, and installation materials. The cost does not include labor, most of which will be done by the road department.

Mr. Bushman moved and Mrs. McMullen seconded to encumber \$18,000 to RAM Heating, Inc. for heat exchange units for the road garages, with a unanimous vote. Motion carried.

Mr. Teichman is requesting estimates from the county engineer to resurface Hospital Drive, Britton Lane, Keystone Lane, Walden Oaks, Grey Friar Way, Regent Park Drive and Tallow Tree Drive. He emphasized that the township was seeking estimates, but had not determined which roads would be done this year.

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ROAD REPORT (continued)

Strawser Construction and Terry Asphalt Materials are requesting permission to use the township community room to host a road treatment seminar on Friday, March 2 from 11am-1pm. The board questioned if this would be a for-profit use, and Mr. Teichman pointed out that micro-surfacing is a bid item. Other road treatments will also be addressed. Mr. Ray asked the record to reflect that the township will reserve the day and Strawser will be asked to fill out a rental agreement.

The Geauga County Historical Society is requesting permission to take twelve yards of wood chips from the pile at the Vetter ball field parking lot.

Mr. Bushman moved and Mrs. McMullen seconded to allow the Geauga County Historical Society to have twelve yards - or more - from the mulch pile, with a unanimous vote. Motion carried.

The overhead doors need to be replaced on the maintenance building. Mr. Teichman suggested replacing one door and using the good panels to repair the remainder of the doors. He will have cost estimates for the next meeting.

He recommended replacing the apron in front of the apparatus bay doors, with 8" concrete with reinforcement and rebar two inches below the finish grade out to the seam where the road meets the drive, the total width of the doors and where the curbing extends. The apron will be topped with two inches of asphalt so as not to be affected by salt. This is for the front entrance of the building. The rear entrance will not be addressed because of the town hall renovation project. He had a preliminary estimate, but will get additional estimates.

Mr. Teichman asked who would be attending the county engineer's meeting for trustees and road superintendents to discuss coordination of road services on February 29 at 7pm. He asked the board if they wished him to complete the survey of available township equipment.

Mr. Teichman asked the board to approve the summer schedule of four ten hour days, Monday through Thursday, beginning Memorial Day week and ending the week before Labor Day. The road department will work Tuesday through Friday the week of the Community Picnic. Mr. Ray suggested approving four tens and authorizing the road superintendent to adjust the schedule as needed.

Mr. Bushman moved and Mrs. McMullen seconded to allow the road department to work four ten hour days from Memorial Day to Labor Day and to allow Road Superintendent Jim Teichman to use his discretion, with a unanimous vote. Motion carried.

FIRE DEPARTMENT

Fire Chief Bernie Harchar reported there was a fire in Russell Township, and one in Chester. On January 30th, a fire started in the dishwasher and destroyed a home on Rockhaven Road in Munson. The homeowners lost everything. Fires originating in dishwashers and microwaves are being tracked nationally. Mr. Harchar will get an estimate for engineering and materials to construct a mezzanine in the garage area. The life expectancy of an ambulance is 15 years, and the 1996 ambulance should be replaced this year. The department will look at demo squads in an effort to cut down on the cost. All vendors will be state bid. The new command vehicle should be delivered by the end of the week. The lighting project is done, and Mr. Harchar will sign off on the project.

EMPLOYEE HEALTH INSURANCE PREMIUMS

Mr. Ray recommended that the board continue the process of gradually shifting some of the cost for employee health insurance premiums to the employee, to better reflect the economy and current trends in the rest of the business community. Mr. Bushman wanted to address this issue at the same time as salary increases. Mr. Ray did not see the two issues as related.

Mr. Ray moved and Mrs. McMullen seconded to increase the employees contribution toward the health care premiums to six percent from three percent. Roll call vote: Mr. Bushman, no; Mrs. McMullen, yes; Mr. Ray, yes. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to make the effective date for the increase February 27, 2012, with a unanimous vote. Motion carried.

FRIEBERTSHAUSER CELLULAR PHONE ALLOWANCE

Mr. Ray moved and Mr. Bushman seconded to allow Paula Friebertshauser a \$10 per pay cellular phone allowance, with a unanimous vote. Motion carried.

AUDIT COMMITTEE MEETING

Mr. Bushman moved and Mrs. McMullen seconded to hold an Audit Committee meeting on Tuesday, February 21, 2012 at 6:00pm, immediately followed by the Munson Township Trustees' special meeting at the conclusion, with a unanimous vote. Motion carried.

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DRUG AND ALCOHOL TESTING PROGRAM

At Mrs. Toth's request, the board agreed to appoint Paula Friebertshauser the township's Designated Employer Representative for the Geauga County Drug and Alcohol testing program. Mr. Bushman moved and Mrs. McMullen seconded effective February 15, 2012 that Paula Friebertshauser be the DER and Judy Toth, the alternate DER, for the Geauga County Drug and Alcohol Testing Program, with a unanimous vote. Motion carried.

GEAUGA COUNCIL FOR ARTS AND CULTURE MEMBERSHIP

Mr. Bushman moved and Mrs. McMullen seconded that we continue our membership in the Geauga Council for Arts and Culture for \$100. Roll call vote: Mrs. McMullen, yes; Mr. Ray, yes; Mr. Bushman, abstain. Motion carried. Mr. Bushman is a board member for the council.

OUTSIDE MEETINGS

Mrs. McMullen attended the Ohio Township Association Conference February 9 and 10. Mr. Bushman attended a Geauga Safety Council meeting on February 3 and a Chagrin River Watershed Partners meeting on February 9.

EXECUTIVE SESSION FOR PERSONNEL PROMOTION

Mr. Bushman moved and Mrs. McMullen seconded to go into executive session for personnel promotion at 8:17pm, with a unanimous vote. Motion carried. Assistant Chief Mark Lynn was invited into the executive session.

The meeting resumed at 9:02pm.

PAVILION RENTAL

Mr. Bushman moved and Mrs. McMullen seconded to lease the Emmons Pavilion for a Graduation Party (Daugherty) on Saturday, June 23, 2012 from 8am-11pm, approx. 75 for a \$50 nonresident fee and \$25 security deposit, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to lease the Emmons Pavilion and Pavilion No. 2 for Tracey Teichman's Graduation Party (Teichman) on June 16, 2012 at 11am, approx. 200, and to waive the fees, with a unanimous vote. Motion carried.

COMMUNITY ROOM RENTAL

Mr. Bushman moved and Mrs. McMullen seconded to lease the community room for a Munson Baseball League meeting (Lawrence) on March 11, 2012 from 8-9:30pm, approx. 15, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to lease the community room for Breeders and Feeders 4-H Meetings (Teichman) on March 25, May 20, and June 24, 2012 at 2pm, approx. 80, and to waive the fees, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET

Mr. Bushman moved and Mrs. McMullen seconded to approve the encumbrance sheet for February 14, 2012, as written:

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| Burnham & Flower of Ohio, Inc. | HRA Admin. Fees (Mar-Dec) | 550.00 |
| Improvement of Sites – Parks | Blanket to 3/31/2012 | 500.00 |
| Food for Hosting Zoning Inspector Mtg. | Blanket to 3/31/2012 | 150.00 |
| Community Day Picnic Expenses | Super Blanket to 12/31/2012 | 10,000.00 |
| RAM Services Inc | Woodburner Heating Components | 18,000.00 |
| Gauga Council for Arts and Culture | Membership | 100.00 |

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 9:08pm, with a unanimous vote. Motion carried.

Todd R. Ray Chairman Patricia A. Bayen Fiscal Officer