

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES SPECIAL

0819

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, February 21, 20 12

The meeting was called to order at 6:39pm 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 10167-10169 dated 2/21/12 totaling \$654.16 were signed. Correspondence was available for review.

MINUTES

Mr. Bushman moved and Mrs. McMullen seconded to approve the February 7, 2012 minutes as written, with a unanimous vote. Motion carried.

TOWN HALL RENOVATION PROJECT

Architect Hank Penttila distributed copies of the current floor plan and two preliminary floor plans for the renovation and expansion of the township hall utilizing the program of spaces approved by the Trustees. He summarized the features of each scheme, noting that initial floor plans are always larger and are refined during the discerning process. The existing town hall is 3,763 square feet, and the current community room by code will accommodate 91 people. Scheme 1 proposed an additional 4,787 square feet and Scheme 2, an additional 4,564 square feet, and doubled the size of the community room. Both drawings proposed a south main entrance with the restrooms off the lobby, with access to the offices and community room through the lobby. The offices were placed across the rear of the building and the community room in the front. After discussion, the board became aware that they did not have consensus on the location of the offices, community room, restrooms, or main entrance. Mr. Bushman wanted to locate the offices in the front and the community room to the rear, with the entrance to the offices facing Auburn Road, and a separate entrance to the community room. He also proposed keeping the restrooms in their current location to reduce the cost. Mr. Ray and Mrs. McMullen preferred the south entrance and discussed the merits of a larger lobby. The location for the doorway to the fire department was discussed. Mr. Penttila agreed to create a third discussion draft. Mrs. McMullen asked for consensus on the changes to be incorporated into a third floor plan, and the board agreed to the following: 1) Move the offices to the Auburn Road side and the community room to the back of the building; 2) Move the side entrance closer to Auburn Road; 3) Move the caucus room down to allow it to open into the lobby; 4) Use a glass wall in the office manager's office for better visibility; 5) Move the door, and delete visual obstructions between the office manager and secretary receptionist for a direct sight line; 6) Add a double door unloading entrance to the community room at the rear of the building. Mr. Bushman suggested glass walls for all of the offices and offered to bring in a picture. The board agreed to give the architect latitude to place the restrooms where they would function best within the plan. Mr. Penttila will research the additional cost to relocate the restrooms and bring a third discussion draft to the February 28th meeting.

CEMETERY

The board reviewed a memo and a map of Maple Hill III Cemetery from Sexton Paula Friebertshauser requesting authorization to open a new section in Maple Hill Cemetery and to sell graves to Fire Chief Bernie Harchar, a former Munson resident, at residents' rates. Mr. Bushman moved and Mrs. McMullen seconded to allow Bernie Harchar to purchase graves at residential rates, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded that we open up the new section of Maple Hill III, with a unanimous vote. Motion carried.

PREMIUM DEDUCTIONS

Mrs. Toth asked the board to set the effective date for the increase in premium deductions for the employees and officials who are paid monthly.

Mr. Bushman moved and Mrs. McMullen seconded that we start the increase in employee premium deductions for the monthly payroll on March 1, 2012, with a unanimous vote. Motion carried.

FRIEBERTSHAUSER CELLULAR PHONE ALLOWANCE

The board set the starting date for Secretary Paula Friebertshauser's cellular phone allowance. Mr. Bushman moved and Mrs. McMullen seconded to start Paula Friebertshauser's cell phone allowance with the pay period that begins February 27, 2012, with a unanimous vote. Motion carried.

PAVILION RENTAL

Let the record reflect the Greater Western Reserve Council of the Boy Scouts of America used the township park pavilions for a Cub Scout event on February 4, 2012 from 8am-4pm, for approximately 200 participants.

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PAVILION RENTAL (continued)

Mr. Bushman moved and Mrs. McMullen seconded to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to lease the Emmons pavilion for a Graduation Party (Gordon) on Sunday, June 24, 2012 from 9am-9pm, approx. 50-75, for a \$50 non-resident fee and \$25 security deposit, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to lease the Emmons pavilion for a Graduation Party (Pastor) on June 30, 2012 from noon-9pm, approx. 100, for a \$50 non-resident fee and \$25 security deposit, with a unanimous vote. Motion carried.

ROOM RENTAL

Mr. Bushman moved and Mrs. McMullen seconded to approve the community room rental agreement for Rug Hooking (Webster) on March 19, April 16, and May 21, 2012 from 9am-3pm, approx. 10, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to approve the community room rental agreement for a Cub Scout meeting (Burton) on February 22, 2012 from 6:30-8:30pm, approx. 20, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to approve the community room rental agreement for a 2012 Geauga County Pavement Preservation meeting (Strawser) on March 2, 2012 from 11am-1pm, approx. 30, for a \$50 meeting fee, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to approve the community room rental agreement for a meeting/company function (Aqua Doc) on March 13, 2012 from 10am-3pm, approx. 35, for a \$50 meeting fee, with a unanimous vote. Motion carried.

MEETING ADJOURNED

Mr. Bushman moved and Mrs. McMullen seconded to adjourn the meeting at 9:12pm, with a unanimous vote. Motion carried.

Todd R. Ray

Chairman

Patricia A. Beyer

Fiscal Officer