

Held Tuesday, January 11, 20 11

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 was absent due to illness. The minutes were taken by Office Manager Judy Toth. The Pledge of Allegiance was recited. Warrants 9153-9154 dated 1/7/2011 totaling \$214.95, warrants 9155-9167 dated 12/31/2010 totaling \$11,654.45 and EFT Vouchers 1574-1583 for the 1/7/2011 bi-weekly payroll in the amount of \$10,099.28 were signed. Correspondence was available for review.

MINUTES

Mr. Ray moved and Mrs. McMullen seconded to approve the November 23, 2010 minutes, as corrected, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to approve the December 14, 2010 minutes, as corrected, with a unanimous vote. Motion carried.

COMMUNITY DEVELOPMENT BLOCK GRANT WORKSHOP

Zoning Inspector Tim Kearns requested authorization to attend the Geauga County Community Development Block Grant [CDBG] workshop on February 9 from 4-6pm.

Mr. Bushman moved and Mr. Ray seconded to allow Tim Kearns to attend the Community Development Block Grant [CDBG] workshop on February 9, with a unanimous vote. Motion carried.

ROAD REPORT

Road Superintendent Jim Teichman submitted his annual road report. He noted there were a lot of estimates for road work; more than the township can afford. He asked for authorization to prepare specifications for quotes for summer mowing and bid packages for materials.

Mr. Bushman moved and Mr. Ray seconded to allow the road superintendent to prepare specifications for quotes for mowing of the cemeteries and parks, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mr. Ray seconded to authorize the road superintendent to prepare bids for road materials, road salt, virgin asphalt concrete, and catch basins for 2011, with a unanimous vote. Motion carried.

FIRE DEPARTMENT

Fire Chief Bernie Harchar reported that Munson has a new resident. The fire department responded when a mother delivered her baby at her residence on Bass Lake Road. Mother and baby are doing well. A fire department member works for Ford Motor and was able to install the purchased equipment on the new truck. He logged fourteen hours over the weekend installing the lights, siren, radios and bed liner. Bob McCamon from Energy Focus tested two LED lights in the bay for the NOPEC grant. He found that those lights will not work because of the height of the ceiling and the size of the vehicles, but he will try other alternatives. Mr. Bushman questioned why a company was allowed to install lights in the bay when that action was not authorized by the board. Mrs. McMullen explained that the audit information was necessary to prepare the grant paperwork. Mr. Harchar advised that the lights were not installed, but were hung temporarily from a rod. The board should have received Mr. Harchar's email informing them that the fire department was awarded a \$50,000 grant from Fairmount Minerals. The funds will be used to purchase turnout gear, an extraction machine to wash the turnout gear, and a cot for the squad. Fairmount Minerals would like to present the grant at a township meeting in January.

RESOLUTION 2011-01/TAX ADVANCE/FIRST HALF COLLECTIONS

Resolution 2011-01 was made by Mr. Bushman and seconded by Mr. Ray to request an advance of the taxes collected for first half collections, dates for advances February 4 and February 18, 2011, with a unanimous vote. Motion carried.

RESOLUTION 2011-02/COUNTY WIDE EMERGENCY SERVICES AGREEMENT

Resolution 2011-02 was made by Mr. Ray and seconded by Mr. Bushman to adopt the countywide emergency services agreement through the Geauga County Commissioners' Geauga County Department of Emergency Services, with a unanimous vote. Motion carried.

Chief Harchar advised that there was another emergency services plan in the process of being prepared through grant funding, which will be tailored to each community.

ROAD REPORT

Mr. Bushman moved and Mr. Ray seconded to accept the annual road report and have the road superintendent forward it to the Geauga County Engineer, with a unanimous vote. Motion carried.

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____ Tuesday, January 11, _____ 20 11

OHIO TOWNSHIP ASSOCIATION CONFERENCE

Mr. Ray moved and Mr. Bushman seconded that the township reimburse expenses for the township elected officials to attend the Ohio Township Association Conference February 9-11, with a unanimous vote. Motion carried.

NOPEC GRANT

Mrs. McMullen submitted two drafts which were applications for NOPEC grant funding for natural gas heaters and an outdoor furnace for the road department buildings. The current furnace is old, with safety and efficiency issues, and it makes sense to replace it with this funding as it would have to be replaced regardless. The estimated cost for the outdoor furnace is \$23,011, and the natural gas heaters, which will serve as backup heating for the road department buildings, \$4,871.50. At the road superintendent's suggestion, the township will install the concrete pad for the outdoor furnace at an approximate cost of \$1,344. Mrs. McMullen requested authorization to file the applications on behalf of the township to meet the next application deadline of January 15. Mr. Bushman asked the board not to move forward until he had an opportunity to review the applications. There will be one more deadline after January 15.

Mrs. McMullen addressed Mr. Bushman's objections to the lighting audits. The township needs to get this information from the vendors in order to prepare the lighting proposals.

Mrs. McMullen moved and Mr. Bushman seconded that Irene McMullen be authorized to obtain audit and cost estimates for energy efficient lighting for the township hall and fire department, with a unanimous vote. Motion carried.

Mr. Bushman questioned Mrs. McMullen's name on the application documents. Administrative Secretary Paula Friebertshauser was named on the intent to apply form as the township's contact person. The name will be changed on the applications.

EMAIL/WEB HOSTING

Hugh Cassidy from Cassidy Web Creations was present to discuss the township's email and web hosting arrangements. Mr. Cassidy put up the township web site in November and will be responsible for maintaining the site and advising the township on email accounts. Because two of the township email accounts are accessed from remote locations, the server is overloaded, and the township has had to increase the size of the account. Currently the township is paying \$26.95 per month. Mr. Cassidy uses BlueHost, at a cost of \$6.95 per month, with unlimited space, unlimited email spaces, and unlimited email accounts. However, with BlueHost, emails are not protected on the server. In addition, changing web hosting companies would result in the loss of the current emails on the server. Options of downloading them to the trustees' personal computers and to the township computer were discussed. Mrs. McMullen advised that emails are public records and cannot be deleted. Mr. Ray noted that emails stored on a private computer are a public record and the potential exists for a private computer to be taken if the records are requested. If the emails are downloaded to the township computer, the trustees would not have convenient access. Mr. Cassidy advised that the emails can be downloaded to more than one location. Changing companies would result in a savings to the township; however, a decision needs to be made based on both cost and convenience. Mr. Bushman did not think the cost was prohibitive if the township wished to continue on the current policy. Mr. Cassidy will clean up the old files on the township website to create more space and take a look at the township email accounts.

APPOINTMENT LETTERS

Mrs. McMullen advised she will send a personal letter to the appointed board members thanking them for their service and advising of their service periods. Mr. Bushman has called all but one of the board members letting them know that they were reappointed.

COMMUNITY ROOM RENTALS

Mr. Bushman moved and Mr. Ray seconded to approve the community room rental agreement for a Cub Scout den meeting (Gardner) on January 20, 2011 at 7pm, approx. 24, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mr. Ray seconded to approve the rental agreement for Girl Scout meetings (Hlifka) on April 6, 27, and May 4, 18, 2011 from 6-8pm, approx. 20, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mr. Ray seconded to approve the rental agreement for Christ Child charity sew-ins (Run) on April 11, May 9, and June 13, 2011 from 9am-3pm, approx. 12, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mr. Ray seconded to approve the rental agreement for Boy Scout meetings (Ceraolo) January 17, 24, 31, February 7, 14, 21, 28, March 7, 14, 21, 28, April 4, 11, 18, 25, 2011 from 6-9pm, and to waive the fees, with a unanimous vote. Motion carried.

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES REGULAR

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DAYTON LEGAL BLANK, INC., FORM NO. 10148

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COMMUNITY ROOM RENTALS (continued)

Mr. Bushman moved and Mr. Ray seconded to approve the rental agreement for the Geauga County Republican Women's Annual Spaghetti Dinner (Fromhercz) on February 4, 2011 from 5:30-7:30pm, approx. 50, for a \$25 room fee, and \$25 kitchen fee. Roll call vote: Mr. Bushman, yes; Mrs. McMullen, yes; Mr. Ray, no. Motion carried.

ENCUMBRANCE SHEET APPROVAL

Mr. Bushman moved and Mr. Ray seconded to approve the encumbrance sheet for January 11, 2011 as written:

Timothy J. Kearns	Reimburse Medicare Premiums	2,750.00
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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 7:29pm, with a unanimous vote. Motion carried.

Shane H. McMullen Chairman Patricia A. Bryer Fiscal Officer