

Held Tuesday, January 4, 20 11

The meeting was called to order at 6:30pm by Chairman Andy Bushman with Trustees Todd Ray and Irene McMullen and Fiscal Officer Patricia Bayer present. The Pledge of Allegiance was recited. Warrants 9138-9152 dated 12/31/2010 totaling \$4,167.03 and EFT Vouchers 1568-1573 for the 12/31/2010 monthly payroll in the amount of \$8,590.49 were signed. EFT Vouchers 1561-1567 were voided.

MINUTES APPROVED

Mr. Ray moved and Mrs. McMullen seconded to approve the October 26, 2010 minutes, as written, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to approve the November 9, 2010 minutes, as written, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to approve the November 22, 2010 minutes, as written, with a unanimous vote. Motion carried.

ORGANIZATIONAL MOTIONS

Officers

Irene McMullen was nominated Chairman for 2011.

Mr. Ray moved and Mrs. McMullen seconded to close the nominations for Chairman, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to appoint Irene McMullen Chairman for 2011, with a unanimous vote. Motion carried.

Todd Ray was nominated Vice-chairman for 2011.

Mrs. McMullen moved and Mr. Ray seconded to close the nominations for Vice-chairman, with a unanimous vote. Motion carried.

Mrs. McMullen moved and Mr. Ray seconded to appoint Todd Ray Vice-chairman for 2011, with a unanimous vote. Motion carried.

Andy Bushman was nominated Clerk-pro-tem for 2011.

Mr. Ray moved and Mrs. McMullen seconded to close the nominations for Clerk-pro-tem, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to appoint Andy Bushman Clerk-pro-tem for 2011, with a unanimous vote. Motion carried.

Meeting Days and Times

Mr. Ray moved and Mrs. McMullen seconded that the Year 2011 regular meeting days and times shall be the second and fourth Tuesdays of every month at 6:30pm, and that special meeting dates and times will be called as needed, with a unanimous vote. Motion carried.

Mileage/Reimbursement/Allowances

Mr. Ray moved and Mrs. McMullen seconded to reimburse the trustees, fiscal officer, road superintendent, road foreman, and zoning inspector for long distance telephone calls made on township business, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded that the Munson Township mileage reimbursement rate shall be equivalent to the current Internal Revenue Service rates when personal vehicles are used for township business outside the township for elected officials, and for township business anywhere for appointed officials and employees, with a unanimous vote. Motion carried. Let the record reflect the 2011 IRS rate for business is 51 cents per mile.

Mr. Ray moved and Mrs. McMullen seconded to reimburse elected officials for year 2011 when a personal cellular phone is used for township business in compliance with the IRS regulations for reimbursement calculation; no roaming charges or other charges shall be reimbursed; requests for reimbursement shall be made monthly on a reimbursement form provided by the township to which a copy of the cellular bill has been attached, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to grant Munson Township Road Superintendent Jim Teichman a monthly cellular phone allowance for 2011 in the amount of \$79.00 per month to be included in his monthly paycheck; a copy of the cellular phone bill shall be submitted quarterly to the township fiscal officer, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to grant the road department employees a cellular phone allowance in the amount of \$10.00 per pay period for 2011 to be included in the employee's paycheck, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to approve a 2011 clothing [and safety equipment] allowance for the road department employees of \$300, paid in \$150 increments in March and September, to be included in the employee's paycheck, with a unanimous vote. Motion carried.

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES ORGANIZATIONAL

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, January 4, 2011

ORGANIZATIONAL MOTIONS (continued)

Mr. Ray moved and Mrs. McMullen seconded to allow township funds to be used to pay up to a 20% gratuity on meal bills when the meals are paid with or reimbursed from township funds, with a unanimous vote. Motion carried.

Depositories

Mr. Ray moved and Mrs. McMullen seconded that the depositories for Munson Township funds for Year 2011 shall be The Middlefield Banking Company and Fifth Third Securities; the depository for EMS collections shall be The Middlefield Banking Company; and the HRA account shall be a separate checking account in The Middlefield Banking Company, with a unanimous vote. Motion carried.

Holidays

Mr. Ray moved and Mrs. McMullen seconded that the ten legally recognized Year 2011 holidays will be New Years Day, Saturday, January 1, employees off Friday, December 31, 2010; Martin Luther King Jr. Day; Monday, January 17; Presidents' Day, Monday, February 21; Memorial Day, Monday, May 30; Independence Day, Monday, July 4; Labor Day, Monday, September 5; Columbus Day, Monday, October 10; Veterans Day, Friday, November 11, observed by township employees Friday, November 25, the day after Thanksgiving; Thanksgiving Day, Thursday, November 24; and Christmas, Sunday, December 25, employees to be off Monday December 26, with a unanimous vote. Motion carried.

Memberships

Mr. Ray moved and Mrs. McMullen seconded for Munson Township to continue membership in the Chagrin River Watershed Partners in 2011, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded for Munson Township to continue membership in the Western Reserve Land Conservancy in 2011, with a unanimous vote. Motion carried.

Appointments

Mr. Ray moved and Mrs. McMullen seconded to appoint Todd Ray as Munson Township's representative to the Health District Advisory Council for 2011, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to appoint Todd Ray as Munson Township's representative to the Western Reserve Land Conservancy for 2011, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen to appoint Irene McMullen as Munson Township's representative to the Chagrin River Watershed Partners for 2011, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen to appoint Andy Bushman as Munson Township's alternate to the Chagrin River Watershed Partners for 2011, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to appoint Andy Bushman as Munson Township's liaison with the Geauga County Sheriff's Department for 2011, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to appoint Andy Bushman as Munson Township's liaison with the Munson Fire Department for 2011, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to appoint Andy Bushman as Munson Township's representative to the Geauga Safety Council for 2011, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to appoint Andy Bushman as Munson Township's representative to NOPEC [Northeast Ohio Public Energy Council] for 2011, with a unanimous vote. Motion carried.

BOARD APPOINTMENTS

Zoning Commission

Mr. Ray moved and Mrs. McMullen seconded to re-appoint Jim Tekavec to the Munson Township Zoning Commission for a five-year term through December 31, 2015, with a unanimous vote. Motion carried.

Board of Zoning Appeals

Mr. Ray moved and Mrs. McMullen seconded to re-appoint Don Alexander to the Munson Township Board of Zoning Appeals as an alternate for a two-year term, through December 31, 2012, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to re-appoint Sophie Horvath to the Munson Township Board of Zoning Appeals for a one-year term through December 31, 2011, with a unanimous vote. Motion carried.

DAYTON LEGAL BLANK, INC., FORM NO. 1

MUNSON TOWNSHIP TRUSTEES ORGANIZATIONAL

Held _____ 20 _____

Tuesday, January 4,

11

BOARD APPOINTMENTS (continued)Park Board

Mr. Ray moved and Mrs. McMullen seconded to re-appoint John Kaczynski to the Munson Township Park Board for a 3-year term through December 31, 2013, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to re-appoint Joe Rosboril to the Munson Township Park Board for a 3-year term through December 31, 2013, with a unanimous vote. Motion carried.

INDOOR FLEA MARKET/COMMUNITY DAY

On behalf of the Park Board, member Tim Kearns requested authorization to host an indoor flea market in the fire station bay and community room on Saturday, February 26, 2011 from 9am-2pm and to hold Community Day at the Munson Township Park on Saturday, August 6, 2011 from noon to 5pm. The Park Board is requesting \$300 for advertising and other expenses for the flea market and \$10,000 for Community Day.

Mr. Ray moved and Mrs. McMullen seconded to approve an indoor flea market at the Munson Township Hall and Fire Station on Saturday, February 26, 2011 from 9am-2pm, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to authorize \$300.00 for expenses for the flea market, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to hold Munson Township Community Day on Saturday, August 5, 2011, from noon to 5pm, with a unanimous vote. Motion carried.

Mr. Bushman suggested that the board review the expense summary from last year's Community Day picnic before setting the budget.

2011 TOWNSHIP HALL INVENTORY

Mr. Ray moved and Mrs. McMullen seconded to accept the deletions from the 2010 township hall inventory, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to accept the 2011 township hall inventory as submitted, with a unanimous vote. Motion carried.

2009 ROAD DEPARTMENT INVENTORY

Mr. Ray moved and Mrs. McMullen seconded to accept the deletions from the 2010 road department inventory, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to accept the 2011 road department inventory as submitted, with a unanimous vote. Motion carried.

EMPLOYEE INSURANCE PREMIUM DEDUCTIONS

Mrs. Bayer will begin deducting three percent of the insurance premium for each covered employee and covered elected official for the payroll period beginning January 3, 2011 for the bi-weekly payroll and January 1, 2011 for the monthly payroll. Mrs. Bayer asked the board to approve the calculated amounts to be withheld from each pay for each covered employee and official.

Mr. Bushman moved and Mrs. McMullen seconded that the township be reimbursed for health insurance at 3% as follows: Judy Toth, Mark Stukbauer, Greg DeGreen, \$3.95 per bi-weekly pay period; Adam McKinney, Larry Morrison, \$7.82 per bi-weekly pay period; John Toth, Jason Vatty, \$9.06 per bi-weekly pay period; Jim Teichman, \$19.64 per monthly pay period; Paula Friebertshauser, \$11.05 per bi-weekly pay period; Irene McMullen, \$23.93 per monthly pay period; Pat Bayer, \$16.80 per monthly pay period; with a unanimous vote. Motion carried. [The deductions will be adjusted if an employee or official drops or adds dependents.]

RESOLUTION 2010-61/DECEMBER 28 FUND TRANSFER

Mrs. Bayer advised the board that the County Auditor did not receive the fund transfer, which was mailed to them, until January 3. The county will not act on any changes to the appropriations that are not received before the end of the year.

FRIEBERTSHAUSER MEMO

The board addressed a memo from administrative secretary Paula Friebertshauser requesting authorization to work on the Monday, January 17, 2011 holiday and take the holiday on Friday, January 21, 2011.

Mr. Ray moved and Mrs. McMullen seconded to authorize Paula Friebertshauser to work on the Martin Luther King holiday Monday, January 17, 2011 at her regular rate of pay and to observe the holiday on Friday, January 21, 2011, with a unanimous vote. Motion carried.

MIXED RECYCLING The board was advised that Geauga Trumbull will

add a second mixed recycling container to the recycling site if the board is in agreement. The board agreed that a second unit was badly needed.

Handwritten initials: TBR, JMB, per

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES ORGANIZATIONAL

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

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MOTION TO CORRECT STARTING DATE FOR PAY RAISES AND INSURANCE PREMIUM DEDUCTIONS

Office Manager Judy Toth asked the board to correct the starting dates for pay raises and insurance premium deductions, which was approved at the December 28 meeting. January 7 will fall in the middle of a pay period.

Mr. Ray moved and Mrs. McMullen seconded that the effective date for pay raises and insurance premium deductions shall be Monday, January 3, 2011, with a unanimous vote. Motion carried.

WORKSHOP

Mrs. McMullen asked the board to set up a workshop to address the need for additional space at the township hall.

Mrs. McMullen moved and Mr. Ray seconded to hold a special meeting for a workshop about looking into additional space and other regular business on Tuesday, January 18, 2011 at 6:30pm, with a unanimous vote. Motion carried.

TAPE RECORDER

Mrs. Bayer discussed purchasing a tape recorder to assist her in recording the township minutes. She asked if there was a unit that would transcribe taped materials into a computer printout. Mr. Bushman was not sure that technology was available, but agreed to research her request and provide a quote to the board by February.

FIRE DEPARTMENT

New Pickup Truck

Fire Chief Bernie Harchar requested \$429.00 for steps for the new truck from Champ.com, and \$179.97 for a bed liner from D & S.

Mr. Ray moved and Mrs. McMullen seconded to purchase steps for the fire department truck [from Champ.com] not to exceed \$450.00, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to purchase a bed liner for the fire department truck [from D & S Automotive Collision & Restyling] not to exceed \$200.00, with a unanimous vote. Motion carried.

Ravenna Road Oil Spill

Chief Harchar reported on a large oil spill which occurred December 31 at a private residence on Waterfowl Lane off Ravenna Road. Approximately 300 gallons from a 500 gallon truck spilled down the driveway. The road department assisted with the cleanup which took two days. Various measures were taken to contain the oil, which included spreading hay, building a siphon dam, and bringing in a truckload of dirt. A vacuum truck and backhoe were also brought to the site. The homeowners were responsible for the spill.

ENCUMBRANCE SHEET APPROVAL

Mr. Ray moved and Mrs. McMullen seconded to approve the encumbrance sheet for January 4, 2011 as written:

Cassidy Web Creations	Website Monthly Maintenance	600.00
Other Expenses (Indoor Flea Market)	Blanket to 3/31/2011	300.00
D & S - Mentor	Bed Liner for Fire Dept Truck	450.00
Champ.com	Running Boards for Fire Dept Truck	200.00

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

MEETING ADJOURNED

Mr. Ray moved and Mrs. McMullen seconded to adjourn the meeting at 7:40pm, with a unanimous vote. Motion carried.

 Chairman  Fiscal Officer