

RECORD OF PROCEEDINGS

0765

Minutes of MUNSON TOWNSHIP TRUSTEES PUBLIC HEARING & REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, July 12, 2011

BUDGET HEARING

The public hearing for the 2012 budget was called to order at 6:34pm by Chairman Irene McMullen with Trustees Andy Bushman and Todd Ray and Fiscal Officer Patricia Bayer present. The Pledge of Allegiance was recited.

The board reviewed the 2012 budget. There was not comment from the public.

Mr. Ray moved and Mr. Bushman seconded to close the public hearing at 6:40pm, with a unanimous vote. Motion carried.

REGULAR MEETING

Warrants 9558-9577 dated 6/27/11 and 6/30/11 totaling \$8,393.25 were signed between meetings. Warrants 9578-9601 dated 7/8/11 and 7/13/11 totaling \$37,883.81, EFT Vouchers 1734-1739 for the 6/30/2011 monthly payroll totaling \$8,291.69, EFT Vouchers 1740-1749 for the 7/8/11 bi-weekly payroll totaling \$10,392.07, and Warrant 1112 dated 7/13/11 in the amount of \$4,019.30 to transfer EMS collections from the lockbox to the primary account, were signed. Correspondence and the Fiscal Officer's monthly report for June 2011 were available for review. The chairman signed agreements with Waste Management for refuse pickup at the township hall and three township parks.

DONATION OF FIRE EQUIPMENT TO MOUNT HEBRON FIRE DEPARTMENT

Fire Chief Bernie Harchar introduced Marc Neuffer, Public Information Officer, and Doug Kubik, Training and Maintenance Officer, representing the Mount Hebron Fire Department, a rural volunteer fire department in Marshall County in Alabama, whose facilities and equipment were destroyed by tornados last April. Munson Township and the Munson Fire Department will donate a 1995 Horton ambulance, retired from the township fleet upon receipt of a new one, 18 sets of turnout gear recently replaced by grant funding, and ten self-contained breathing apparatus. In addition, University Hospitals donated the supplies to outfit the inside of the ambulance so that it could be used immediately. Mr. Neuffer expressed his gratitude and Mr. Kubric stated this has been a humbling experience and that this will be a big deal for the Mount Hebron Fire Department.

Mr. Ray moved and Mr. Bushman seconded to remove the 1995 Horton ambulance from inventory, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to authorize Andy Bushman to sign the title to transfer ownership, with a unanimous vote. Motion carried.

WOODIEBROOK WEST

Woodiebrook West, an asphalted road, was chip sealed in error, as part of a Chardon City contract. The contractor, Specialized Construction, Inc., has assumed full responsibility and will restore the road to its former condition. The work is targeted for the end of July. Resident Marko Znidarsic, 11415 Woodiebrook Road, expressed concern about the drop-offs caused by the additional surface.

Mr. Ray moved and Mr. Bushman seconded to accept the donation for one and a half inches of asphalt to be laid about six tenths of a mile on Woodiebrook Road by Specialized Construction, Inc. including the driveway aprons, with a unanimous vote. Motion carried.

HEALTH INSURANCE RENEWAL

Sean Sprouse, from the Burnham and Flower Agency, discussed the township's health insurance renewal with Medical Mutual. The HRA has saved significant money for the township. The Burnham and Flower Agency administered the HRA accounts this year at no cost to the township. Next year, the cost through Medical Mutual for this service will be \$5 per employee per month. Premiums will increase approximately 5%, from \$5,824.40 to \$6,210.73 per month. The maximum exposure to the township is \$45,000. Munson has the lowest claim history. Mr. Sprouse discussed the state house budget and a study to be done on the statewide pool to identify benchmarks to drive the fixed costs down. The insurance covers wellness programs, including annual physicals and health risk assessments. Mr. Ray asked for a wellness program for the employees.

SHERIFF CONTRACT REPORT

Deputy Chris Weber reported on June traffic stops and incidents and submitted his monthly report.

TOTH/MORRISON APPOINTMENTS

The board received letters of interest from road department employees Larry Morrison and John Toth. Mr. Ray moved and Mr. Bushman seconded to appoint Larry Morrison Shop Foreman at a salary of \$48,750 per year effective August 1, 2011, with a unanimous vote. Motion carried.

Held Tuesday, July 12, 2011

APPOINTMENTS (continued)

Mr. Ray moved and Mr. Bushman seconded to appoint John Toth Road Foreman at a salary of \$48,750 per year effective August 1, 2011, with a unanimous vote. Motion carried.

ROAD REPORT

Road Superintendent Jim Teichman discussed replacement of a large culvert on Millstone near the Zifko-Baliga residence. The cost will be \$15 to \$16 thousand. The engineer will mark the right-of-way. The pipe is 120 feet long and 36" in diameter.

The township has had good success with the application of replay on the township roads. Mr. Teichman recommended that replay be applied to Julie Drive, Flatrock Drive, Holden Ridge, Autumn Ridge, Raymond, Allen, and Nicole's Way, at a cost of 70 cents per surface yard. The cost to micro-surface these roads would be \$2.33 per surface yard. He will review the roads to see if any should be micro-surfaced this year. Mr. Teichman recommended in-house capability to repair the hydraulic systems on the township equipment, as corrosion is destroying the equipment. He requested authorization to send two employees to training sessions at Lake Truck on August 9 and August 11 at a total cost of \$550.00.

Mr. Teichman will get pricing to purchase a magnetic drill for the road department. One hundred yards of soil were hauled to the cemetery to finish the project upon finishing the backfill and finish grading.

Mr. Ray moved and Mr. Bushman seconded to authorize two road department employees to attend training sessions at Lake Truck on August 9 and August 11, one employee per training session, not to exceed \$550, with a unanimous vote. Motion carried.

Mr. Teichman advised that a commercial spraying license is required to spray pesticides and weed killer on township property. He requested funds to reimburse road department employee Adam McKinney, who attended a session on June 16, for the cost of obtaining a license from the Ohio Department of Agriculture, Division of Plant Industry.

Mr. Ray moved and Mr. Bushman seconded to reimburse Adam McKinney for his attendance to the session held June 16 by the Division of Plant Industry, Ohio Department of Agriculture, for a commercial applicator's license used for pesticides and fertilizer from the commercial use regulation section, with a unanimous vote. Motion carried.

RECYCLING AREA

Mr. Teichman discussed fencing to be placed on the township property line to screen the recycling area from the adjoining residential property from the edge of the home to the rear of the garage. Auburn Fence quoted \$3,933 for 160 feet of six foot fence. Mr. Bushman will contact the property owner with the fence selection before a decision is made. He also talked with GAR [Paving] about applying road oil to the asphalt grindings on the driveway to the recycling bins.

NOTABLE RECEPTION

Interviews will be scheduled for August 16th or 30th and the reception, September 13th or 27th depending on the availability of the Notre Dame auditorium.

RESOLUTION 2011-38/FUND CERTIFICATION AND TRANSFER

Resolution 2011-38 was made by Mr. Bushman and seconded by Mr. Ray to certify additional Estate Tax Funds and to place them in the General Fund in the Permanent Appropriation, and for within fund transfers in the Motor Vehicle, Gasoline Tax Fund, and Fire Operating and Apparatus Fund. Roll call vote: Mr. Ray, yes; Mrs. McMullen, yes; Mr. Bushman, no. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

RESOLUTION 2011-39/GEAUGA SWCD MEMORANDUM OF UNDERSTANDING

Resolution 2011-39 was made by Mr. Ray and seconded by Mr. Bushman to enter into a memorandum of understanding with the Geauga Soil and Water Conservation District, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

FRANK GATES/AVIZENT GROUP RATING SERVICE

Mr. Ray moved and Mr. Bushman seconded to approve the expenditure to Frank Gates/Avizent in the amount of \$1,652 for the group rating service fee for workers compensation, with a unanimous vote. Motion carried.

RECORDS COMMISSION

Mrs. Bayer will consult with Carol Stafford to set a day meeting for the Records Commission in August.

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Meeting

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FIRE DEPARTMENT

Fire Chief Bernie Harchar discussed the county project to realign the intersection of Auburn and Sherman Road. He showed the board his suggestions to get the fire vehicles through during construction. He asked the board to seek a renewal levy for the 1 mill continuous levy. The board will begin the process at the next meeting. The NOPEC lighting project may need to be bid out. Mrs. McMullen will contact the prosecutor's office.

COMMUNITY EMERGENCY RESPONSE TEAM

Mr. Ray moved and Mr. Bushman seconded to make a payment to Sport Rack, Inc. in the amount \$803.50 for shirts for the CERT volunteer core members, with a unanimous vote. Motion carried.

OUTSIDE MEETINGS

Mr. Bushman attended the Geauga Safety Council meeting on July 8.

TOWNSHIP HALL PROJECT

Mr. Bushman met with two architects and will have his selection of architects to meet with the trustees by the next meeting.

TOWNSHIP PARK GROUNDS USE

Mr. Ray moved and Mr. Bushman seconded to lease the Munson Township Park grounds to the Chardon Middle School for cross country practice September 14, 2011 from 3-5pm, and for cross country meets September 15 and October 4, 2011 from 3-7pm, and to waive the fees, with a unanimous vote. Motion carried. Certificate of insurance attached.

TOWNSHIP PARK MAJOR LEAGUE BALLFIELD LEASE

Mr. Ray moved and Mr. Bushman seconded to lease the Munson Township Park major league field to the Chardon High School Athletic Department for high school baseball camp July 27, 28, and 29, 2011 from 5-8:30pm, and to waive the fees, with a unanimous vote. Motion carried. Certificate of insurance attached.

Mr. Ray moved and Mr. Bushman seconded to lease the Munson Township Park major league ball field to the Chardon Alumni for their annual game for charity September 10, 2011 from noon to 6pm, with a unanimous vote. Motion carried. No certificate of insurance is required.

PAVILION RENTAL

Mr. Ray moved and Mr. Bushman seconded to lease the Emmons pavilion for a birthday party (Tosti) on July 3, 2011 from 4pm to midnight, approx. 50, for a \$25 fee and \$25 security deposit, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the Emmons pavilion for a graduation party (Beech) on Saturday, July 30, 2011 from 1-8pm, for a \$25 rental fee and \$25 security deposit, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease Pavilion No. 2 for a Munson Baseball picnic (OToole) on Saturday, July 16, 2011 from noon-3pm, approx. 40, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the Scenic River pavilion for a birthday party (Kearns) on July 23, 2011 from noon-6pm, approx 8, for a \$12.50 fee, and to waive the security deposit, with a unanimous vote. Motion carried.

COMMUNITY ROOM RENTAL

Mr. Ray moved and Mr. Bushman seconded to lease the community room for a Tea Party General Meeting (Kline) on July 28, 2011 from 6-9pm, approx. 80, for a \$25 fee, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the community room for a baptism party (Baldwin) on July 30, 2011 from 3pm-2am, for a \$75 room fee, \$50 kitchen fee, \$250 security deposit (liquor served), and \$50 additional fee for a party past midnight, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the community room for a Breeders and Feeders 4-H meeting (Teichman) on August 7, 2011 from 2:30-5pm, approx. 30, and to waive the fees, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET APPROVAL

Mr. Ray moved and Mr. Bushman seconded to approve the encumbrance sheet for July 12, 2011 as written:

Warren Fire Equipment	Turn-out Gear	32,571.00
Operating Supplies – Town Hall	Blanket to 12/31/2011	1,000.00
Operating Supplies – Gasoline Tax	Blanket to 12/31/2011	4,000.00

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ENCUMBRANCES (continued)

Frank Gates/Avizent	Workers Comp. Group Rating Serv.	1,652.00
Greater Cleveland Partnership	COSE Annual Membership Fee	300.00
Pro Risk Solutions, Inc.	½ Fire Dept Ins. Premium-Property	7,050.00
Pro Risk Solutions, Inc.	½ Fire Department Liability Ins.	5,879.00
Western Reserve Farm Co-op	Two Fuel Tanks (Including Service)	450.00
Lake Truck Sales and Service, Inc.	2 Men to Attend Service Training	550.00
Operating Supplies – Road & Bridge	Super Blanket Certificate	32,185.24
Adam McKinney	Ohio Dept. of Agriculture License	35.00
Sport Rack, Inc.	CERT Shirts	405.00

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 9:09pm, with a unanimous vote. Motion carried.

MEETING REOPENED

Mr. Ray moved and Mr. Bushman seconded to reopen the meeting at 9:10pm, with a unanimous vote. Motion carried.

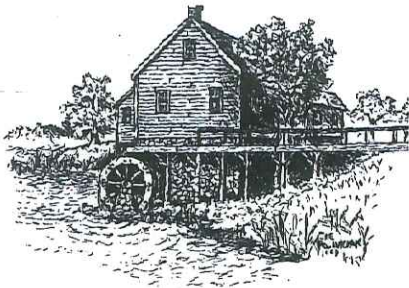
RESOLUTION 2011-40/2012 BUDGET

Mr. Ray moved and Mr. Bushman seconded to approve the 2012 Budget in the amount of \$4,663,750.00, with a unanimous vote. Motion carried.

MEETING ADJOURNED

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

Irone H. McNeill Chairman Patricia A. Bays Fiscal Officer



Munson Township

12210 Auburn Road, Chardon OH 44024-9454
Phone: (440) 286-9255 Fax: (440) 286-1180

Resolution 2011-38

Be it resolved by the Trustees of Munson Township, in a regular session on the 12th day of July, 2011, at the Munson Township office, with the following members present, Andrew J. Bushman, Irene H. McMullen, and Todd R. Ray, that Andrew J. Bushman moved the adoption of the following resolution, that the 2011 Permanent Appropriation be amended as follows:

Additional Funds to be Certified

Request the Budget Commission to rescind the upper portion of Resolution 2011-35 in regards to the Estate Tax in the amount of \$30,618.70 as this amount was incorrect. This Resolution 2011-38 is to request the Budget Commission to certify additional funds from Estate Tax in the amount of \$22,964.00. Please disburse the above amount in the General Fund, Expenditures as follows:

General Fund

1000-110-315-0000 Election Expenses 750.00 ✓
1000-130-190-0000 Other - Salaries (Zoning) 12,964.00 ✓
1000-610-316-0000 Engineering Services 250.00 [new line item] ✓
1000-760-710-0000 Land 9,000.00 ✓

Transfers Within Funds

In the Motor Vehicle Fund, within fund transfers, as follows:

✓ 450.00 to 2011-330-321-0000 Rents & Leases [new line item]
from 2011-330-360-0002 Contract Services Road Improvement Projects

In the Gasoline Tax Fund, within fund transfers, as follows:

✓ 3,058.82 to 2021-760-720-0000 Buildings
from 2021-760-740-0000 Machinery, Equipment & Furniture
✓ 600.00 to 2021-330-330-0000 Travel & Meeting Expenses
from 2021-330-323-0000 Repairs & Maintenance

In the Fire Operating & Apparatus Fund, within fund transfers, as follows:

✓ 49.95 to 2192-220-381-0000 Property Insurance Premium
from 2192-220-382-0000 Liability Insurance Premium

Todd R. Ray seconded the motion and the roll being called resulted as follows: voting

Andrew J. Bushman, yes
Andrew J. Bushman

Irene H. McMullen, yes
Irene H. McMullen

Todd R. Ray, yes
Todd R. Ray

Attest: Patricia A. Bayer July 12, 2011
Patricia A. Bayer, Fiscal Officer

**MEMORANDUM OF UNDERSTANDING
REGARDING THE WORKING RELATIONSHIP & PROCEDURES BETWEEN
Munson Township & Geauga Soil and Water Conservation District**

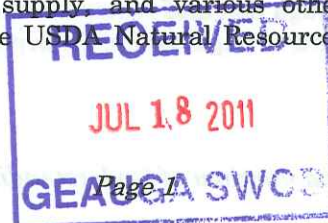
Forward

Recognizing the need for effective relationships in carrying out their responsibilities, the above named parties have entered into this Memorandum of Understanding on the 12th day of July, 2011. This memorandum defines the basis of cooperation between the Geauga Soil and Water Conservation District (SWCD) and Munson Township Trustees for mutually beneficial work in the field of natural resources and to facilitate solutions to problems encountered by the Township in planning, developing, and conserving its natural resources.

The Geauga SWCD and the Munson Township Trustees have the common objective of assisting township residents to conserve, protect, and improve their natural resources and develop these resources for maximum benefit to society. The Geauga SWCD may call upon personnel of the United States Department of Agriculture (USDA) Natural Resources Conservation Service and other agencies whenever practical and legal to help carry out its part of this cooperative effort.

District's Role

1. The Geauga SWCD provides technical assistance to landowners and residents by request on a priority basis. These services include, but are not limited to:
 - a. Site investigations for problems related to soils, drainage, erosion, and storm water management.
 - b. Assist in the development of township regulations to protect soil and water resources
 - c. Assist in evaluating the condition of soils, water, and related resources
2. The Geauga SWCD reviews construction plans on all building sites where earth disturbing activities are proposed on land disturbing one (1) acre or more, or where earth disturbing activities of any amount are proposed on sublots within platted subdivisions for erosion and sediment control, storm water management and resource conservation pursuant to the most recent version of the *Gauga County Water Management and Sediment Control Regulations* as adopted by the Geauga County Commissioners. Geauga SWCD will conduct regular inspections of these sites during site construction activities to monitor compliance with the regulations and approved plans.
3. For all building lots not covered under Item 2 above, but covered under the Township's Zoning Resolution, Geauga SWCD will review the Water Management and Sediment Control Plan at the request of the Township and forward review comments onto the township provided the owner or owners' representative submits the required review fee to Geauga SWCD along with the Plan as listed in the most recent version of the *Gauga County Water Management and Sediment Control Regulations*. The Geauga SWCD will rely on the Township to conduct regular inspections on these sites only. If problems arise during the township's inspection of these sites, the township may request the assistance of Geauga SWCD in ensuring compliance.
4. The Geauga SWCD will advise the Munson Township Trustees on long-range planning issues and keep them informed of major conservation efforts in their township.
5. The Geauga SWCD will provide training and educational materials for local officials and their staffs.
6. The Geauga SWCD will furnish technical assistance to the Munson Township Trustees upon formal request regarding drainage, soil properties, water supply, and various other resource data, which is available to the Geauga SWCD through the USDA Natural Resources Conservation Service.



Township's Role

1. The Munson Township Trustees will publicly support the efforts of the Geauga SWCD to achieve the management and conservation of our natural resources.
2. The Munson Township Trustees will direct builders, developers, and landowners to the Geauga SWCD for information and assistance on planning and conservation.
3. The Munson Township Zoning Inspector will direct the owner(s) or owners representative of all construction/building sites where earth disturbing activities are proposed on land disturbing one (1) acre or more, or where earth disturbing activities of any amount are proposed on sublots within platted subdivisions to either contact the Geauga SWCD to determine submittal requirements or submit to Geauga SWCD for review, a Water Management and Sediment Control Plan and appropriate fee as required in the *Geauga County Water Management and Sediment Control Regulations*. The township should receive either an approval letter or exemption permit from the Geauga SWCD regarding such plans prior to issuance of a zoning permit in order to avoid untimely delays for the applicant.
4. The Munson Township Zoning Inspector will direct the owner(s) or owners representative of all other building sites not listed in Item 3 above to submit to Geauga SWCD for review, a Water Management and Sediment Control Plan along with the required review fee as listed in the most current version of the *Geauga County Water Management and Sediment Control Regulations* to the extent required by the Munson Township Zoning Resolution. The township should receive either an approval letter or exemption permit from the Geauga SWCD regarding such plans prior to issuance of a zoning permit. The township will inspect these sites as needed to ensure compliance with the approved plan. If problems arise during the inspection of these sites, the township may request the assistance of the Geauga SWCD in ensuring compliance.

Agreed Procedures

1. The Geauga SWCD and the Township will support mutually agreed upon programs on natural resources management projects within the township.
2. The Geauga SWCD and the Township will meet annually to review effectiveness of this agreement, coordinate individual and joint progress, and exchange information.
3. All services of the Geauga SWCD and the Natural Resources Conservation Service are offered on a non-discriminatory basis without regard to race, color, national origin, religion, age, marital status, or handicap.

This is a voluntary memorandum agreed upon by each party. It is subject to revision as stated. Either party may cancel it by giving 30 days written notice.

Irene H. McMullen
Township Trustee - Irene H. McMullen

7/12/11
Date

Todd R. Ray
Township Trustee - Todd R. Ray

7/12/11
Date

Andrew J. Bushman
Township Trustee - Andrew J. Bushman

7/10/11
Date

Geauga Soil and Water Conservation District
Board of Supervisors, Chairperson

8/10/11
Date