

Held \_\_\_\_\_ Tuesday, June 7, \_\_\_\_\_ 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 arrived at 6:37pm. The Pledge of Allegiance was recited. Warrants 9462-9467 dated 5/26 and 5/31/11 totaling \$1,437.15 were signed between meetings. Warrants 9468-9523 dated 6/7 and 6/10/11 totaling \$39,378.34, EFT Vouchers 1714-1723 for the 6/10/11 bi-weekly payroll totaling \$10,504.58 and Warrant 1110 dated 6/08/11 in the amount of \$7,785.19, to transfer EMS collections from the lockbox to the primary account, were signed. Correspondence and the Fiscal Officer's monthly report for May were available for review. The trustees signed thank you letters to the participants in Munson Township's Memorial Day service.

DEPUTY REPORT

Deputy Chris Weber reported on May traffic citations and warnings, and other calls. The highest recorded speed was 75mph on Butternut Road near NDCL. He cited a driver for running the stop sign at the intersection of Auburn and Wilson Mills, and responded to a disabled vehicle and to a burning complaint. He responded to a complaint and is keeping an eye on an area, in which an ATV is being driven on the road and is disrupting the neighborhood. Mrs. McMullen offered to send a letter to all of the residents in the area from the trustees.

DEMOLITION/KLATKA PROPERTY 10880 MAYFIELD ROAD

Zoning Inspector Tim Kearns reported that the demolition of the buildings at 10880 Mayfield Road [former Klatka property] appears to be complete and a final inspection will be done tomorrow. Mr. Bushman advised there is a large pile of debris to be removed, which may be the concrete from the base of the barn.

NEROCO PROPERTY/12625 BASS LAKE ROAD

Mr. Kearns advised a lien search was done and a final certified letter was sent to the property owner at 12625 Bass Lake Road to clean up the property.

SCENIC RIVER RESTROOMS

Park Board member Tim Kearns addressed concerns that were raised about the total cost of the project to erect a structure and install two Enviro-loo restroom units at the Scenic River Park. If the project costs over \$25,000, it will need to be bid out. The building and concrete pad will cost \$15,500, permit fees \$196.50, and the two E-loo units \$7,898. The estimated cost for the road department to dig the 8 x 8 hole is an additional \$500, bringing the total cost of the project under \$25,000. Mr. Bushman inquired about solar fans. Mr. Kearns advised a skylight was also considered, but will not be needed as there is opaque privacy glass on both sides.

ROAD REPORT

Road Superintendent Jim Teichman advised that the Western Reserve Farm Co-op equipment rental lease agreements for the fuel tanks for the fire department and road department would be revised and sent to the assistant prosecutor for her approval. The driveway has been put in for the new gasoline tanks at the fire department. The area for the tanks will be 53 feet from the road right of way. Trees will be put in to hide the tanks in lieu of Mr. Teichman's estimate from Auburn Fence of approximately \$1,600 for fencing to go around the tanks. He submitted an inventory of the road signs in Munson Township, which he compiled at the county's request. The county will apply for a grant on behalf of townships who wish to participate, to replace their existing signs with the federally mandated highly reflective signs.

Turf Projects/Munson Township Hall/Scenic River

Mr. Teichman requested \$550 to be encumbered to S.A.M. Landscaping to rockhound and install turf at Scenic River, and for an addendum to the contract with S.A.M. Landscaping to install turf at the township hall, to extend the area to be rockhounded and seeded, in the amount of \$705.

Mr. Ray moved and Mr. Bushman seconded to approve the Scenic River turf installation by S.A.M. Landscaping, according to the map attached, for \$550.00, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to approve the additional area to be seeded at 12210 Auburn Road by S.A.M. Landscaping for the addendum in the amount of \$705.00, with a unanimous vote. Motion carried.

Nero Split Rail Fence/Park Mulch

The road department installed the split rail fence at Nero Nature Preserve, and mulching is done at the Munson Township Park. More mulch will need to be ordered for the township hall, triangle and Scenic River.



# RECORD OF PROCEEDINGS MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, June 7, 20 11

## ROAD REPORT (continued)

### Cemetery Excavation

The road department will rent a dozer to finish grade an area along the road at the Fowlers Mill Cemetery.

### Seminar Attendance

Road Superintendent Jim Teichman requested authorization to send a second road department employee to the Fred Prior Seminar in Cleveland on June 20.

Mr. Ray moved and Mr. Bushman seconded to approve the attendance of Larry Morrison at the Fred Prior Seminar "Dealing with Difficult People" on June 20, 2011 in Cleveland for \$149 with John Toth [already approved], with a unanimous vote. Motion carried.

Teichman asked to attend an OUPS (Ohio Utilities Protection Service) seminar regarding prevention of underground utility damage on June 9 with two employees. There is no cost for the seminar.

Mr. Ray moved and Mr. Bushman seconded to allow Road Superintendent Jim Teichman and two employees to attend an OUPS seminar on June 9, with a unanimous vote. Motion carried.

### LEGEND CREEK DRIVE

Mr. Ray moved and Mr. Bushman seconded to award the contract to finish the surfacing of Legend Creek Drive TR 751 to Kokosing Construction Company, Inc. in the total amount of \$129,718.00, with a unanimous vote. Motion carried.

### GPS

Mr. Teichman recommended that the township purchase a Garmin GPS to determine longitude and latitude. The GPS will be useful for plotting trails and markers in the parks, for culvert pipe location, and for the replacement of the township's road signs with highly reflective signs.

### AUBURN/SHERMAN INTERSECTION

Mrs. McMullen addressed a letter from the county engineer dated June 1, 2011 asking the board for its level of support for the project, as presented at the last meeting, to make the Auburn Road bridge long enough to allow the re-alignment of Sherman Road at its intersection with Auburn Road. The board discussed the options presented. Mr. Bushman did not want to commit until the engineer met with the fire chief to discuss alternate routes and their impact on the delivery of safety services during the construction phase. Superintendent Teichman discussed his experience driving on Auburn Road and affirmed that it was a dangerous intersection. Mrs. McMullen noted that the engineer wanted a general response whether or not the township supported the project.

Mr. Bushman agreed to compose the letter.

### TOWNSHIP INSURANCE

Mr. Ray moved and Mr. Bushman seconded to approve the renewal of the township's insurance with O.T.A.R.M.A. [Ohio Township Association Risk Management Authority] effective June 18, 2011 to June 18, 2012 in the amount of \$28,251.00, with a unanimous vote. Motion carried.

[The township will receive a Cumulative Reserve Fund (CRF) payment in the amount of \$1,888.19, which will reduce the cost of the insurance, following renewal.]

Mr. Ray moved and Mr. Bushman seconded to appoint Irene McMullen and Andy Bushman, proxy and alternate to represent the township for liability insurance, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to enter into the intergovernmental contract with O.T.A.R.M.A. (Ohio Township Association Risk Management Authority) and to authorize Chairman Irene McMullen to sign the document, with a unanimous vote. Motion carried.

### HEALTH INSURANCE

Mrs. McMullen discussed the Ohio Plan and suggested that the township get more information about their health insurance program.

### HOT DOG CONCESSION

Let the record reflect, the township received the signed waiver and requested related documentation from Michael Krotz to operate a hot dog concession at the Munson Township Park and Township Park ball fields.

### RESOLUTION 2011-27/FUND CERTIFICATION AND TRANSFER

Resolution 2011-27 was made by Mr. Bushman and seconded by Mr. Ray to certify additional anticipated grant funds from NOPEC, and for within fund transfers in the General Fund and Road and Bridge Fund, in the Permanent Appropriation, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]



Held

Tuesday, June 7,

20 11

RESOLUTION 2011-28/INVESTMENT

Resolution 2011-28 was made by Mr. Ray and seconded by Mr. Bushman to invest \$500,000 through UWest Financial Services in The Middlefield Banking Company for Munson Township Funds, with a unanimous vote. Motion carried. The board signed the investment documents.

TOWNSHIP HALL ADDITION

Architects Dave Leber and Rick Brown, Leber Brown Architects, were present to discuss the proposed addition to the present township hall and fire station building and closure of their existing contract. They advised that some of the preliminary information from the town hall project can be used for the new project. However, the project will be different because the township is working around an existing building. Ice buildup and leakage problems with the existing roof were discussed. Mr. Brown shared information about copper electrified gutters. Mrs. McMullen asked if the board had consensus about an addition or renovation of the existing building. The architects advised an important step would be to come up with design options. Aesthetics and giving the township hall a separate identity from the fire department need to be considered. The architects would walk the trustees through the process and help identify milestones, where complete consensus of the board would be required before moving to the next stage. Mr. Ray had no problem with the original project or with the work the architects had done to date. He advised the township had the money and the opportunity to move forward. Mrs. McMullen affirmed that the board would share all information, stop and agree at each milestone, and vote on each step of the process. Mr. Bushman was not ready to proceed with the current architects. He asked the board to do due diligence and contact other architects in order to get another voice. Mr. Ray advised he went through the initial interview process and was satisfied with the township's selection. He recommended closing the existing contract before proceeding with a new project. Mr. Bushman agreed to speak with other architects between meetings to reach a comfort level with the project. Mr. Teichman noted that the township had paid for the evaluations the architects referred to and should have them in their records. A structural analysis was suggested. The architects recommended holding off on a structural analysis until a general plan was conceived.

OUTSIDE MEETINGS

Mr. Bushman attended a Geauga Safety Council meeting on Friday, June 3.

PAVILION RENTAL

Let the record reflect the Emmons pavilion was used for a birthday party (Toth) on Sunday, June 5, 2011 from 1:30-8:30pm, approx. 50. Mr. Ray moved and Mr. Bushman seconded to reduce the fee to \$12.50 and to waive the security deposit, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the Emmons pavilion for the Duncan family reunion (Farcas) on Saturday, August 20, 2011 from noon-6pm, approx. 60, 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 memorial service (Zakacs) on June 7, 2011 at 3pm, approx. 50, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the Emmons pavilion for a first birthday party (Arnold) on June 25, 2011 from 1-5pm, approx. 40-45, for a \$50 non-resident fee and \$25 security deposit, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the Scenic River pavilion for the Klatka family reunion June 26, 2011 at noon, approx. 50, to waive the rental fee, and to assess a \$25 security deposit, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the Scenic River pavilion for a Cub Scout picnic (Baldwin) on June 12, 2011 at 4pm, approx. 25, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the Emmons for a family reunion (Jones) on June 12, 2011 at 10am, approx 125, 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 (Gustafson) on June 12, 2011 from 10am-7pm, approx 60-80, for a \$25 fee and \$25 security deposit, with a unanimous vote. Motion carried.

COMMUNITY ROOM RENTAL

Mr. Ray moved and Mr. Bushman seconded to lease the community room for rug hooking (Webster) on June 20, July 18, and August 15, 2011 from 9am-3pm, approx. 10, and to waive the fees, with a unanimous vote. Motion carried.



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### COMMUNITY ROOM RENTAL (continued)

Mr. Ray moved and Mr. Bushman seconded to lease the community room for a graduation party (Warat) on June 25, 2011 from 1-6pm, approx. 100, for a \$75 room fee, \$50 kitchen fee, and \$250 security deposit, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the community room for a Bridal Shower (Leonetti) on Sunday, August 28, 2011 from noon-5:30pm, approx. 30, for a \$75 fee and \$50 security deposit, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the community room for a Boy Scout Troop 91 meetings (Ceraolo) August 1, 8, 15, 22, 29, September 5, 12, 19, 26, October 3, 10, 17, 24, 31, November 7, 14, 21, 28, and December 5, 12, 19, 2011 from 6-9pm, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the community room for the annual QDP June All-day Sewing (Rupp) on June 18, 2011 from 9am-3pm, approx. 12-15, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the community room for the annual QDP July All-day Sewing (Ondrejka) on July 23, 2011 from 9am-3pm, approx. 12-15, 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 June 7, 2011 as written:

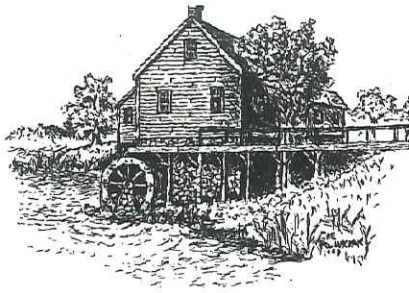
|                             |                                     |          |
|-----------------------------|-------------------------------------|----------|
| OTARMA Service Center       | Property Insurance – Admin.         | 5,447.00 |
| OTARMA Service Center       | Property Insurance – Parks          | 618.00   |
| OTARMA Service Center       | Property Insurance – Road Dept.     | 9,168.00 |
| OTARMA Service Center       | Liability Insurance – Admin.        | 7,288.00 |
| OTARMA Service Center       | Liability Insurance – Road Dept.    | 5,730.00 |
| Pontem Software             | Annual Support Fees to July 2012    | 1,415.00 |
| Rents and Leases - Park     | Blanket to 12/31/2011               | 500.00   |
| Rents and Leases – Cemetery | Blanket to 12/31/2011               | 100.00   |
| S.A.M. Landscaping, Inc.    | Installation of Turf – Scenic River | 550.00   |
| S.A.M. Landscaping, Inc.    | Turf Installation – 12210 Auburn    | 705.00   |

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 8:46pm, with a unanimous vote. Motion carried.

Irvin H. Harty Chairman Patricia A. Beyer Fiscal Officer



# Munson Township

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

## Resolution 2011-27

*Entire Res.  
processed*

Be it resolved by the Trustees of Munson Township, in a regular session on the 7th day of June, 2011, at the Munson Township office, with the following members present, Andrew J. Bushman, Irene H. McMullen, and Todd R. Ray, that Mr. Bushman moved the adoption of the following resolution, that the 2011 Permanent Appropriation be amended as follows:

### Additional Revenues to be Certified

This is a request to increase the Permanent Appropriation by \$50,050.00 which represents a new Fund 4901 as the NOPEC Grant. The new Revenue Codes are:

|                               |             |
|-------------------------------|-------------|
| 4901-805 Other - Local Grants | \$50,000.00 |
| 4901-701 Interest             | 50.00       |

In addition, in the Permanent Appropriation, the distribution is as follows in the new lines:

|                   |  |           |
|-------------------|--|-----------|
| 4901-760-730-0220 | Improvement of Sites – Fire Department | 17,782.00 |
| 4901-760-730-0330 | Improvement of Sites – Road and Bridge | 32,268.00 |

### Transfers Within Funds

In the General Fund, a within fund transfer in the amount of \$2,753.00, as follows:

|          |                            |                              |
|----------|----------------------------|------------------------------|
| 447.00   | to 1000-110-381-0000       | Property Insurance Premiums  |
| 288.00   | to 1000-110-382-0000       | Liability Insurance Premiums |
| 2,000.00 | to 1000-120-420-0000       | Operating Supplies           |
| 18.00    | to 1000-610-381-0000       | Property Insurance Premiums  |
|          | all from 1000-760-710-0000 | Land                         |

In the Road and Bridge Fund, a within fund transfer in the amount of \$1,698.00, as follows:

|          |                            |  |
|----------|----------------------------|--|
| 1,168.00 | to 2031-330-381-0000       | Property Insurance Premiums              |
| 530.00   | to 2031-330-382-0000       | Liability Insurance Premiums             |
|          | all from 2031-330-360-0002 | Contracted Services – Road Imp. Projects |

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

Andrew J. Bushman, yes

Irene H. McMullen, yes

Todd R. Ray, yes

Attest: Patricia A. Bayer June 7, 2011  
Patricia A. Bayer, Fiscal Officer