

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, March 8, 2011

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. The minutes were taken by the office manager, Judy Toth. The Pledge of Allegiance was recited. Warrants 9234-9243 dated 2/28/11 and 3/4/11 totaling \$93,107.34; EFT Vouchers 1620-1625 for the 2/28/11 monthly payroll in the amount of \$8,284.96; and EFT Vouchers 1626-1635 for the 3/4/11 bi-weekly payroll in the amount of \$11,594.00 were signed between meetings. Warrants 9244-9270 dated 3/8/11 totaling \$24,687.06 were signed. Warrant 1103 dated 3/9/11 in the amount of \$8,297.50 was signed to transfer EMS collections from the lockbox to the primary account. Correspondence and the Fiscal Officer's monthly report for February were available for review.

CEMETERY DEED

The Board signed a cemetery deed to Yvonne A. Rauer for Maple Hill III Cemetery, Lot 319, Graves 6 & 7.

DEPUTY REPORT

Sheriff Deputy Chris Weber submitted his report for February traffic stops and incidents. Speed was down due to the weather conditions.

ZONING

Zoning Inspector Tim Kearns informed the trustees that he has been invited to participate in the program for the Leadership Geauga Government Services Session on Thursday, March 17 to address building demolition. He submitted a map showing the location of the oil and gas wells in Geauga County. There are approximately 1,600 producing oil and gas wells, indicated by a green symbol on the map. Building Demolition – Mr. Kearns informed the Board that new Ohio EPA regulations require that an asbestos evaluation be done for all buildings before they can be demolished. He was advised by the Geauga County Department of Economic Development that the local EPA representative will not allow property owner Kris Klingmann of Rockhaven Road to remove the asbestos from the building himself to save costs. The estimated cost for the demolition is \$10,000 for the building and an additional \$19,000 for asbestos removal. The County Commissioners will no longer allow Economic Development Grant Funds to be used to assist property owners with building demolitions. The Department of Economic Development will pursue this issue further with the County Commissioners.

Security Camera – Mr. Kearns advised that one of the three security cameras at the recycling site stopped recording in December. He contacted Sievers Security and they removed the camera to see if it could be repaired. In February, they replaced the camera with a new unit without authorization. When Mr. Kearns contacted the company, they agreed to reduce the price from \$832 to \$595, or to remove the camera from the site. The new camera, which is located at the top of the pole, has more scope and is a better unit. The board inquired about the life expectancy of the cameras. They advised Mr. Kearns to evaluate the new camera and get more information on options for the next meeting.

Zoning Fees – Mr. Kearns was advised by the prosecutor that the township cannot have a yearly renewal fee for home occupations and asked the board to amend the zoning fee schedule to remove the renewal fee. He will continue to check on a yearly basis to see if a home occupation is still in operation. If a business ceases, he will ask the resident to send a letter to put in the file. Mr. Ray moved and Mr. Bushman seconded to approve the newest version of the Munson Township zoning fees schedule dated March 8, 2011, with a unanimous vote. Motion carried. [The amended fee schedule is included on a separate page as part of the minutes.]

INJECTION WELLS

The trustees have received inquiries from concerned residents regarding the topic of injection wells in the county. The board signed a letter to the county commissioners requesting an update on any actions or inquiries the commissioners were undertaking on this issue. The board asked Mr. Kearns to provide a copy of the map of the injection wells in the county to attach to the letter. A copy of the letter and map will also be forwarded to County Health Commissioner Bob Weisdack.

ROAD DEPARTMENT

Addition to Materials Storage Building - Road Superintendent Jim Teichman discussed a 25' x 104' lean-to addition to the materials storage building. The township will need three sets of plans stamped by an architect. He asked the board to encumber \$1,500 on a blanket certificate for architectural services. Enzoco Homes estimated the cost for the project to be \$22,248.54. Previous estimates were substantially higher. The road department has removed the dirt and the site is ready to go. Joe Perfetto of Enzoco Homes was present to answer questions. He estimated that construction would take one week. Part of the cost is for tying into the existing roof line of



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ROAD DEPARTMENT (continued)

the building. The quote is good for one month as the cost of construction materials is unpredictable. Mrs. McMullen asked if the quote would hold for a decision at the March 22 meeting and Mr. Perfetto advised it would. Mr. Teichman will get two more estimates.

2-1/2 Ton Truck – Mr. Teichman asked the board to encumber \$74,853.00 to Navistar International for the cab and chassis for a new two and a half ton truck. He will save an additional \$4,000 if the truck can be adjusted to fit the old hitch.

3/4 Ton Pickup Truck – Mr. Teichman reviewed the specifications for pickup trucks that can be purchased through the Ohio Cooperative Purchasing Program. None of the available trucks match the township’s specifications. He will go to the local dealers to see if they can match the cooperative purchasing price with modifications. The cost will be approximately \$36,000.

Street Signs – The Township will need to replace all street signs with high visibility signs to comply with new federal regulations. He asked the board to encumber \$3,000 to Osburn Associates. Their cost is approximately \$28 per sign and free delivery with a minimum purchase of \$3,000. The county is also pursuing an 80/20 grant to defray the cost of the signs, but there is no guarantee that they will get the grant or if approved, when it will be awarded.

Snow Plow Blades – Mr. Teichman requested an encumbrance of \$4,766.65 to Concord Road Equipment for 25 snow plow blades. The list price is \$238.34 and the cost to the township will be \$180.57 per blade.

Gas Line – He had a list of materials which will be an encumbrance to Orwell Natural Gas in the amount of \$321.92 to bring the gas line from the road to the maintenance building. An application must be completed requesting gas distribution to the building. A double meter will be placed in a protected area; the double meter would allow gas to be expanded to another building in the future.

Crack Sealer – He requested \$12,600 for 29,250 pounds of crack sealer, 13 pallets at 2,250 pounds apiece. Four townships are going together to order the crack sealer to get a price discount. The amounts quoted are Munson’s portion of the order.

Mr. Teichman would like to take two of the road department employees to a seminar hosted by Western Reserve Farm Cooperative on March 18<sup>th</sup> from 9-11am. The seminar will be on fuels, oils and lubricants and how they affect the new trucks.

SPRING EGG HUNT

Resident Julie Johnston will be coordinating the spring egg hunt for the park board. She advised the board that the rest of the local communities hold their events on the same day and at the same time to prevent residents from going from one event to another. Chardon uses over 5,000 eggs for their yearly event. She recommended that Munson Township change the date for the spring egg hunt to April 23<sup>rd</sup> at 10:30am. Mr. Bushman did not think it would be necessary to change the date. More discussion followed.

Mr. Ray moved and Mr. Bushman seconded to set the new date for the spring egg hunt for [Saturday] April 23<sup>rd</sup> at 10:30am, with a unanimous vote. Motion carried.

ROAD MILEAGE CERTIFICATION

Mr. Ray moved and Mr. Bushman seconded to accept Munson’s annual township highway system mileage certification at 48.125 miles for 2011, with a unanimous vote. Motion carried. The board signed the forms.

FIRE DEPARTMENT

Fire Chief Bernie Harchar asked if the trustees had completed their review of Munson’s emergency response plan and if they had questions. He asked if there was a time frame for its approval. The plan was created through a grant. Each township had the same base plan with revisions tailored to each community. The board agreed to complete their individual reviews and place the emergency response plan on the next agenda. Mr. Harchar reported a bedroom fire on Wilson Mills, one room was damaged. The fire department checked on the residents in homes in high water areas. Rockhaven Road is the worst. He advised the CERT team met last evening. He initiated use of the Munson Township Hall community room as a shelter location. The Red Cross now comes from Cuyahoga County, and because they serve areas of higher population first, it takes them 4-5 hours to get to Munson. Mr. Harchar suggested involving the CERT team in setting up the shelter. They will need a better notification system. He recommended a web based system that will utilize the team’s cell phones. He is familiar with an inexpensive program that both the fire department and CERT team can use. The program is currently set up at the fire department for a two-month trial and he invited the trustees to stop in to view the program or to go to the company’s website iamresponding.com. He polled the 18 members of the CERT team



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and they all agreed to get texting capabilities on their cellular phones if they did not already have it. The cost for the program is under \$400. A monthly test will be part of the program. If the board likes the program, he asked them to approve it at the next meeting. Mr. Harchar advised he emailed the trustees the fire department's annual report, and requested a workshop to go over the 2011 budget.

Mr. Ray moved and Mr. Bushman seconded to set a date for a workshop with the Fire Department for Tuesday, April 5, 2011 at 6:30pm, with a unanimous vote. Motion carried. Chief Harchar wanted to postpone buying an ambulance for another year to keep each squad three years apart, 2006, 2009, and 2012. He informed the board that he rotates the two newest squads to extend their life expectancy. The utility vehicle should be replaced this year. He is considering a Ford Expedition or GMC Chevy Tahoe and will look at GSA (state bid) pricing. The board agreed he should look into pricing.

RESOLUTION 2011-10/FUND CERTIFICATION AND DECERTIFICATION

Resolution 2011-10 was made by Mr. Bushman and seconded by Mr. Ray to decertify anticipated funds in the General Fund, Road and Bridge Fund, and Fire Operating and Apparatus Fund, and to request placement of additional certified funds in the Road and Bridge Fund and Fire Operating and Apparatus Fund, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

LEBER BROWN NEGOTIATIONS

Mr. Bushman has left messages with Mr. Brown requesting a meeting.

FLEA MARKET

Park Board Chairman Joe Rosboril submitted an expense summary for the February indoor flea market. The township made a profit of \$262.93 after advertising expenses. Fire fighter Mike Bennett did the layout for the bay area. There were some minor problems with parking that will be resolved for next year. Mr. Rosboril received many positive comments about the event. He requested a vehicle counter for the parks, which will be used at the various locations to determine the number of people attending park events and the number of people using the parks. The cost will be \$350 for a unit with a 50 foot hose. The board encumbered \$400 to SenSource to cover any additional cost for shipping.

TAPE RECORDER

The fiscal officer has requested that a tape recorder be purchased to record the trustees meetings.

OUTSIDE MEETINGS

Mr. Bushman attended a Geauga Safety Council meeting on March 4.

EXECUTIVE SESSION FOR PERSONNEL DISCIPLINE & PERSONNEL APPOINTMENT

Mr. Ray moved and Mr. Bushman seconded to go into executive session at 8:09pm for personnel discipline and personnel appointment, with a unanimous vote. Motion carried.

The regular meeting resumed at 8:27pm.

BALL FIELD LEASE

Mr. Bushman moved and Mr. Ray seconded to lease the Munson Township Major League Ball Field to the Chardon High School Athletic Department (Snyder) for high school games and practices from March 21, 2011 to May 5, 2011, all days except Sundays after school until the end of the season for practices from 3-6pm and games from 3-7:30pm, with a unanimous vote. Motion carried. A certificate of insurance from Chardon Local Schools in the amount of \$1,000,000 was attached to the lease form.

PAVILION RENTAL

Mr. Bushman moved and Mr. Ray seconded to lease the Emmons pavilion for a graduation party (Straniero) on July 24, 2011 from 1pm to dark, approximately 150 people, for a \$25 fee and \$25 security deposit, with a unanimous vote. Motion carried.

COMMUNITY ROOM RENTALS

Mr. Bushman moved and Mr. Ray seconded to lease the community room to the Ohio EPA (Kristopher Weiss) on May 5, 2011 at 6:30pm for a public hearing on the Sherman/Auburn Road realignment, approx. number 30, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mr. Ray seconded to lease the community room for a Munson Girl Scout Troop cookie delivery (Evans) on Friday, March 11, 2011 from 4-6:45pm, approx. 20, and to waive the fees, with a unanimous vote. Motion carried.

SOCCER FIELD LEASE

Mr. Bushman has not been able to get in contact with the new program director for the Geauga YMCA regarding lease of the soccer fields.



Held Tuesday, March 8, 20 11ENCUMBRANCE SHEET APPROVAL

Mr. Bushman moved and Mr. Ray seconded to approve the encumbrance sheet for March 8, 2011 as written:

Geauga County Treasurer	Full Year Tax 10880 Mayfield Rd	2,404.92
Geauga Local Access Cable Corp.	Contract Payment	10,870.08
Dave Yost, Auditor of State	Financial Audit	1,000.00
Munson Fire Department	Side Steps for #4095 – 2011 Pickup	198.87
pair Networks, Inc.	Web/Email Hosting	300.00
POV Print Communications	March Newsletter	1,000.00
Osburn Associates, Inc.	New Road Signs	3,000.00
Brainard Gas Corporation	Gas Utility – Township	200.00
Brainard Gas Corporation	Gas Utility – Fire Department	1,400.00
Engineering & Architect's Stamp	Blanket to 12/31/2011	1,500.00
International Navistar	New Truck (Road Department)	74,853.00
Concord Road Equipment	Snow Plow Blades	4,766.75
Orwell Natural Gas	Misc. Equipment	321.92
Meredith Brothers	Crack Sealer	12,600.00
SenSource	Traffic Counter	400.00

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

BLANKET ENCUMBRANCES

Mr. Bushman moved and Mr. Ray seconded to approve the blanket encumbrances through December 31, 2011 as follows:

Repairs and Maintenance	Blanket to 12/31-General Fund-Admin.	1,000.00
Travel & Meeting Expense	Blanket to 12/31-General Fund-Admin.	3,000.00
Postage	Blanket to 12/31-General Fund-Admin.	1,450.00
Printing	Blanket to 12/31-General Fund-Admin.	150.00
Other-Communications, Printing & Adv.	Blanket to 12/31-General Fund-Admin.	500.00
Office Supplies-Administration	Blanket to 12/31-General Fund-Admin.	2,000.00
Small Tools & Minor Equipment	Blanket to 12/31-General Fund-Admin.	500.00
Other - Supplies and Materials	Blanket to 12/31-General Fund-Admin.	250.00
Other - Dues and Fees	Blanket to 12/31-General Fund-Admin.	500.00
Other - Other Expenses	Blanket to 12/31-General Fund-Admin.	500.00
Repairs and Maintenance	Blanket to 12/31-General-Town Hall	2,500.00
Operating Supplies	Blanket to 12/31-General-Town Hall	1,000.00
Other - Supplies and Materials	Blanket to 12/31-General-Town Hall	300.00
Other - Dues and Fees	Blanket to 12/31-General-Town Hall	175.00
Postage	Blanket to 12/31-General Fund-Zoning	550.00
Printing	Blanket to 12/31-General Fund-Zoning	200.00
Other-Communications, Printing & Adv.	Blanket to 12/31-General Fund-Zoning	200.00
Office Supplies	Blanket to 12/31-General Fund-Zoning	500.00
Repairs and Maintenance	Blanket to 12/31-General Fund-Fire	5,000.00
Office Supplies	Blanket to 12/31-General Fund-Fire	180.00
Repairs and Maintenance	Blanket to 12/31-General-Ambulance	5,000.00
Operating Supplies	Blanket to 12/31-General-Cemetery	500.00
Repairs and Maintenance	Blanket to 12/31-General-Parks	1,000.00
Operating Supplies	Blanket to 12/31-General-Parks	1,000.00
Other - Other Expenses	Blanket to 12/31-General-Parks	500.00
Machinery, Equipment & Furniture-ADM.	Blanket to 12/31-General-Cap.Outlay	1,000.00
Repairs and Maintenance	Blanket to 12/31-Motor Vehicle Fund	4,275.00
Small Tools & Minor Equipment	Blanket to 12/31-Motor Vehicle Fund	500.00
Buildings	Blanket to 12/31-M.Veh.-Cap.Outlay	1,000.00
Training Services	Blanket to 12/31-Gasoline Tax Fund	500.00
Repairs and Maintenance	Blanket to 12/31-Gasoline Tax Fund	5,000.00
Travel and Meeting Expense	Blanket to 12/31-Gasoline Tax Fund	100.00
Operating Supplies	Blanket to 12/31-Gasoline Tax Fund	5,000.00
Small Tools & Minor Equipment	Blanket to 12/31-Gasoline Tax Fund	150.00
Buildings	Blanket to 12/31-Gas. Tax-Cap. Outlay	1,000.00
Rents and Leases	Blanket to 12/31-Road & Bridge Fund	600.00
Repairs and Maintenance	Blanket to 12/31-Road & Bridge Fund	4,500.00
Other – Communications, Printing & Adv.	Blanket to 12/31-Road & Bridge Fund	400.00
Office Supplies	Blanket to 12/31-Road & Bridge Fund	100.00

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BLANKET ENCUMBRANCES (continued)

Operating Supplies - SUPER BLANKET	To 12/31/2011-Road & Bridge Fund	40,000.00
Other - Supplies and Materials	Blanket to 12/31-Road & Bridge Fund	300.00
Other - Other Expenses	Blanket to 12/31-Road & Bridge Fund	170.34
Repairs and Maintenance	Blanket to 12/31-Cemetery	500.00

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 8:45pm, with a unanimous vote. Motion carried.

Lee Hirst Mowbray Chairman Patricia A. Boyce Fiscal Officer