

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

Held

Tuesday, December 14,

20 10

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. Mr. Bushman led the Pledge of Allegiance. Warrants 9049-9062 dated 11/29, 11/30 and 12/10 totaling \$3,180.47 were signed between meetings. Warrants 9063-9106 dated 12/13 and 12/14/2010 in the amount of \$39,940.11 were signed. EFT Vouchers 1535-1539 for the 11/30/2010 monthly payroll in the amount of \$7,965.29 and 1540-1549 for the 12/10/2010 bi-weekly payroll in the amount of \$10,704.63 were signed between meetings. Warrant 1100 dated 12/15/2010 in the amount of \$7,582.44 was signed to transfer EMS collections from the lockbox to the primary account. Correspondence and the Fiscal Officer's monthly reports for October and November were available for review.

CEMETERY DEEDS

The Board signed cemetery deeds to Lois R. Herringshaw for Maple Hill III Cemetery, Lot 320, Grave 15 and James E. Herringshaw for Maple Hill III Cemetery, Lot 320, Graves 13 and 14.

FIRE DEPARTMENT

Fire Chief Bernie Harchar advised the new pickup is on the assembly line. He submitted an invoice for the lights and siren, which will be ordered now to take advantage of a discount. The siren will be mounted after the truck is delivered. He discussed the advantages of lockboxes for emergency entry into private homes. The fire department will pursue an 80/20 Fire Assistance Grant to assist residents who wish to give the fire department temporary access to their homes with the installation of lockboxes. The grant will include educational CD's - cost to the township, \$3,100. The fire department applied for a grant with Fairmount Minerals for a \$5,700 cot and was offered \$50,000 which will allow them to also purchase turnout gear. There were three fires last week. The department responded to a car fire in a mechanics garage near Auburn and Wilson Mills and a house fire in Russell.

ROAD REPORT

Road Superintendent Jim Teichman asked the board to consider implementing a snow ban to prevent residents from parking cars in the roadway during a snowstorm. One car was left in the roadway for 2-1/2 to 3 days. He is asking residents to clear a small area off the road to park in bad weather. There was a brief discussion about fallen mailboxes.

LEGEND CREEK DRIVE IMPROVEMENT PROJECTChange Order

Mr. Ray moved and Mrs. McMullen seconded to approve the change order dated November 18, 2010, to the contract with Ronyak Paving for the improvement of a Portion of Legend Creek Drive, original contract amount \$306,090.50, total additions \$48,338.10, total deducts \$72,004.75, revised contract amount \$282,423.85, with a unanimous vote. Motion carried.

Final Invoice

Mr. Ray moved and Mrs. McMullen seconded to approve the final invoice to Ronyak Paving, Inc. in the amount of \$67,034.60, with a unanimous vote. Motion carried.

Chester Township

Per letter dated December 7, 2010 from the county engineer's office, Mrs. Bayer sent a letter to Chester Township requesting that reimbursement be made to Munson Township in the amount of \$110,145.30 for Chester Township's portion of the cost for the project.

RESOLUTION 2010-57/AMOUNTS AND RATES

Resolution 2010-57 was made by Mr. Ray and seconded by Mrs. McMullen to accept the amounts and rates as certified by the Budget Commission, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

RESOLUTION 2010-58/FUND TRANSFER, CERTIFICATION, AND DECERTIFICATION

Resolution 2010-58 was made by Mr. Ray and seconded by Mrs. McMullen for within fund transfers in the Permanent Appropriation in the General Fund and for certification and decertification of funds in the Fire Operating and Apparatus Fund resulting in additional funds, which were distributed in various line items in the 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.] Note: the resolution was rescinded and re-approved later in the meeting.

RESOLUTION 2010-59/2011 TEMPORARY APPROPRIATION

Mrs. McMullen moved and Mr. Ray seconded to approve the 2011 Temporary Appropriation in the amount of \$4,542,237.38, with a unanimous vote. Motion carried.

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MUNSON TOWNSHIP TRUSTEES REGULAR

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Meeting

CA-POLITICAL BODIES, INC. FORM NO. 1014

Held

Tuesday, December 14,

20 10

RESOLUTION 2010-60/HEALTH CARE PLAN CHANGE

Resolution 2010-60 was made by Mr. Ray and seconded by Mrs. McMullen to establish an HRA (Health Reimbursement Arrangement) for township employees and elected officials, who are eligible for township health insurance, through Medical Mutual effective January 1, 2011, to be administered by the Bunnham and Flower Insurance Agency, with a unanimous vote. Motion carried.

HEALTH INSURANCE TERMINATION DATE

The board discussed the termination date for health insurance when an employee separates from employment. Medical Mutual gives the option of continuing to the end of the month for which the premium has been paid or terminating on the last day worked and crediting the unused portion of the premium to the township. The board discussed two options, making this determination on a case by case basis, or terminating coverage on the date of separation if the employee has existing coverage under a different policy. The office manager will contact the county prosecutor's office for an opinion.

DELTA DENTAL

Mr. Ray moved and Mrs. McMullen seconded to approve the annual insurance with Delta Dental for \$569.07, with a unanimous vote. Motion carried.

FRIEBERTSHAUSER HOLIDAY

The board addressed a memo from employee Paula Friebertshauser requesting permission to work the December 31 holiday and exchange the paid holiday for Monday, December 27.

Mr. Ray moved and Mrs. McMullen seconded to authorize Paula Friebertshauser to work the paid holiday December 31 at her regular rate and to take the holiday on December 27 as a paid day off, with a unanimous vote. Motion carried.

SHERIFF'S CONTRACT

Mr. Ray moved and Mrs. McMullen seconded to approve the contract with the Geauga County Sheriff's Department for additional patrol at \$22.00 per hour not to exceed \$12,000 annually, with a unanimous vote. Motion carried.

OTARMA BALLOT

The board reviewed the ballot for representatives to the Board of Directors for the Ohio Township Association Risk Management Authority (O.T.A.R.M.A.).

Mr. Ray moved and Mrs. McMullen seconded to vote for Karl F. Stroh, Paint Township in Wayne County and Frances Kelly, Pierce Township in Clermont County, with a unanimous vote. Motion carried.

OHIO COOPERATIVE PURCHASING PROGRAM

Mr. Ray moved and Mrs. McMullen seconded to continue our enrollment in the Ohio Cooperative Purchasing Program paying an administrative fee of \$100, with a unanimous vote. Motion carried.

OTHER BUSINESS

Fire Chief Bernie Harchar advised that water is leaking from the ceiling on the exposed equipment on the apparatus floor.

OUTSIDE MEETINGS

Mr. Bushman attended a Geauga Safety Council meeting on December 3.

RAISES/BONUSES

The Board discussed year end raises and bonuses. Because the road superintendent had already left, the board tabled a discussion on raises until the next meeting.

Bonuses

Mr. Ray moved and Mrs. McMullen seconded to give year end bonuses as follows, a \$300 bonus to part time employees Paula Friebertshauser, Tim Kearns, and Mark Lynn; a \$600 bonus to full time employees, Judy Toth, Jim Teichman, Larry Morrison, John Toth, Mark Stukbauer, Adam McKinney, Jason Vatty, and Greg DeGreen; and a \$500 bonus to Paula Friebertshauser for Community Day, with a unanimous vote. Motion carried.

RESOLUTION 2010-58/FUND TRANSFER, DECERTIFICATION, AND CERTIFICATION

Mr. Ray moved and Mrs. McMullen seconded to rescind Resolution 2010-58 as previously written as there was a line missing, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to approve Resolution 2010-58 with the addition of a transfer of \$1,500 from Improvement of Sites - Parks and Recreation to Motor Vehicles - Fire Department, with a unanimous vote. Motion carried.

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MUNSON TOWNSHIP TRUSTEES REGULAR

0699

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Meeting

Held Tuesday, December 14, 20 10

COMMUNITY ROOM

Mr. Ray moved and Mrs. McMullen seconded to lease the community room for a first communion party (Nieset) on Sunday, May 8, 2011 at 11am, approx. 60 to attend, \$75 room, \$50 kitchen, \$50 security deposit, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to lease the community room for a Geauga GOP Central and Executive Committee Meeting (Halford) Tuesday, December 21, 2010 from 6-9pm, approx. 50, for a \$50 meeting fee, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to lease the community room for 4H Breeders and Feeders meetings (Teichman) on February 20, March 27, April 17, 2011 at 3pm, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to approve the rental agreement for Quilt and Caboodle meetings (Havel) on January 6, February 3, and March 3, 2011 from 10am-4pm, approx. 15, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to approve the rental agreement for Sewing Group meetings (Fabian) on January 20, February 17, and March 17, 2011 from 10am-4pm, approx. 7-20, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to lease the community room for Munson Girl Scout Troop 902 meetings (Molle) January 12, 26, February 9, 23, March 9, 23, 2011 from 6-8pm, approx. 15, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to lease the community room to Leadership Geauga (Jarech) on January 28, 2011 from 7-9pm, approx. 40, and to waive the fees. Roll call vote: Mr. Ray, yes; Mrs. McMullen, yes; Mr. Bushman, abstain. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to lease the community room for a Polka Party (Kouwe) on Wednesday, December 22, 2010 from 7-9pm, approx. 50-70, for a \$75 room fee and \$50 security deposit, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to approve the rental agreement for Cub Scout meetings (Burton) on December 20, 2010 and January 11, 2011 at 6:30pm, approx. 30, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to approve the rental agreement for Cub Scout meetings (Burton) on January 14, March 8, and April 12, 2011 at 6:30pm, approx. 30, and to waive the fees, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET APPROVAL

Mr. Ray moved and Mrs. McMullen seconded to accept the encumbrance sheet for December 14, 2010, as written:

Other - Dues and Fees	Blanket to 12/31/2010	400.00
Other - Other Expenses	Blanket to 12/31/2010	400.00
Western Reserve Farm Co-op	Zoning Boards Christmas Gift	50.00
Ianico's Bakery	Zoning Boards Christmas Gift	50.00
Treasurer, State of Ohio	Administrative Fee Coop Purchasing	100.00
Operating Supplies	Super Blanket to 12/31/2010	10,000.00
Operating Supplies	Blanket to 12/31/2010	5,000.00
COSE/Medical Mutual	Health Insurance - Admin.	5,200.00
COSE/Medical Mutual	Health Insurance - Road Dept.	5,000.00
West Virginia Signal & Light, Inc.	Siren for New Pickup	1,499.00
Pro Risk Solutions, Inc.	Vehicle Premium - Liability	220.01
Pro Risk Solutions, Inc.	Vehicle Premium - Property	427.53
Ronyak Paving, Inc.	Legend Creek Drive	67,034.60
Operating Supplies	Blanket to 12/31/2010	250.00
Munson Fire Department	2010 Contract	5,580.90

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 7:47pm, with a unanimous vote. Motion carried.

 Chairman Patricia A. Boyer Fiscal Officer

RESOLUTION 2010-57

Amended

Tax Year 2010 (2011 Collection Year)

**¹RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE
BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND
CERTIFYING THEM TO THE COUNTY AUDITOR**

(BOARD OF TOWNSHIP TRUSTEES)

Revised Code, Secs.5705.34, 5705.35

The Board of Trustees of Munson Township, Geauga County, Ohio, met in regular session on the
(Regular or Special)
14th day of December, 2010 at the office of Munson Township

with the following members present:

Andrew J. Bushman

Irene H. McMullen

Todd R. Ray

Mr. Ray moved the adoption of the following Resolution:

RESOLVED, By the Board of Trustees of Munson Township, Geauga County, Ohio, in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing on January 1st, 2011; and

WHEREAS, The Budget Commission of Geauga County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within the ten mill tax limitation; therefore, be it

RESOLVED, By the Board of Trustees of Munson Township, Geauga County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Township the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A
SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY
BUDGET COMMISSION, AND COUNTY AUDITORS ESTIMATED TAX RATES

FUND	Amount to Be Derived from Levies Inside 10 Mill Limitation				Amount Approved by Budget Commission Outside 10 Mill Limitation				County Auditor's Estimate of Tax Rate to Be Levied	
									Inside 10 Mill Limit	Outside 10 Mill Limit
	Column I				Column II				III	IV
General Fund		479	900	00					2.00	
Road and Bridge Levy Fund		239	951	00		595	322	00	1.00	4.85
Police Levy Fund										
Fire Levy Fund										
Fire and Emergency Levy Fund										
Fire OP & APP Fund						844	797	00		4.40
Fund										
Fund										
TOTAL		719	851	00	1	440	119	00	3.00	9.25

SCHEDULE B LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES						
FUND	Maximum Rate Authorized to Be Levied	County Auditor's Estimate of Yield of Levy (Carry to Schedule A, Column II)				
General Fund: Levy authorized by voters on not to exceed _____ years						
General Fund: Levy authorized by voters on not to exceed _____ years						
General Fund: Levy authorized by voters on not to exceed _____ years						
1976 Road and Bridge Fund: Levy authorized by voters on November 3, 2009 not to exceed _____ 5 _____ years	2.10		124	403	00	
1994 Road and Bridge Fund: Levy authorized by voters on November 3, 2009 not to exceed _____ 4 _____ years	2.00		296	144	00	
2007 Road and Bridge Fund: Levy authorized by voters on November 6, 2007 not to exceed _____ 5 _____ years	0.75		174	775	00	
Road and Bridge Fund: Levy authorized by voters on not to exceed _____ years						
Police Levy Fund: Levy authorized by voters on not to exceed _____ years						
Police Levy Fund: Levy authorized by voters on not to exceed _____ years						
Police Levy Fund: Levy authorized by voters on not to exceed _____ years						
1992 Fire Levy Fund: Levy authorized by voters on June 2, 1992 not to exceed _____ Continuing _____ years	1.00		131	427	00	
2008 Fire Levy Fund: Levy authorized by voters on November 6, 2007 not to exceed _____ 5 _____ years	1.00		238	756	00	
1994 Fire Levy Fund: Levy authorized by voters on November 3, 2009 not to exceed _____ 5 _____ years	0.65		96	247	00	
Fire & Emergency Fund: Levy authorized by voters on not to exceed _____ years						
2005 Fire Fund: Levy authorized by voters on November 2, 2010 not to exceed _____ 5 _____ years	1.75		378	367	00	
Fund: Levy authorized by voters on not to exceed _____ years						

and be it further

RESOLVED, That the Fiscal Officer of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

M Mrs. McMullen seconded the Resolution and the roll being called upon its adoption

the vote resulted as follows:

M	<u>Todd R. Ray</u>	<u>yes</u>
M	<u>Don H. Mohr</u>	<u>yes</u>
M	<u>Al J. Bank</u>	<u>yes</u>

Adopted the 14th day of December, 2010.

Patricia A. Bayer
Fiscal Officer of the Board of Township Trustees of
Munson Township
Geauga County, Ohio

CERTIFICATE OF COPY
ORIGINAL ON FILE

The State of Ohio Geauga County, ss.

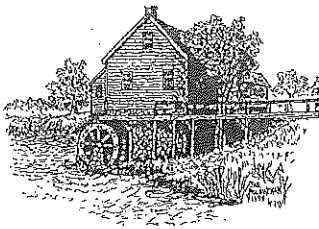
I, _____, Fiscal Officer of the Board of Township Trustees of
Munson Township in said County, and in whose custody the Files and Records of said Board are required by the
Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original
now on file with said Board, that the foregoing has been compared by me with said original document, and that
the same is a true and correct copy thereof.

WITNESS my signature, this _____ day of _____.

Fiscal Officer of the Board of Township Trustees of
Munson Township
Gauga County, Ohio

¹ A copy of this Resolution must be certified to the County Auditor before the first day of October, or at such later date as may be approved by the Department of Taxation of Ohio.

No. _____	BOARD OF TOWNSHIP TRUSTEES, Munson Township, Gauga County, Ohio	RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR.	(Board of Township Trustees)	Adopted _____ Township Fiscal Officer
				Filed _____
				County Auditor
				By _____ Deputy Auditor



Munson Township

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

Resolution 2010-58

Be it resolved by the Trustees of Munson Township, in a regular session on the 14th day of December, 2010, at the Munson Township office, with the following members present, Andrew J. Bushman, Irene H. McMullen, and Todd R. Ray, that Mr. Ray moved the adoption of the following resolution, that the 2010 Permanent Appropriation be amended as follows:

Transfers Within Funds

In the General Fund, within fund transfers, as follows:

210.00	to 1000-110-122-0000	Salaries – Township Fiscal Officer's Staff
	from 1000-110-311-0000	Accounting and Legal Fees
200.00	to 1000-130-599-0000	Other – Other Expenses
	from 1000-130-311-0000	Accounting and Legal Fees
6,000.00	to 1000-220-323-0000	Repairs and Maintenance (Fire)
1,500.00	to 1000-760-750-0220	Motor Vehicles – Fire Department
	all from 1000-760-730-0610	Improvement of Sites – Parks and Recreation

Revenues to be Certified and Decertified

In the Fire Operating and Apparatus Fund,

Certify revenue received in the total amount of \$8,894.90:

1,145.16	2192-102-0000	Tangible Personal Property Tax
7,749.74	2192-535-0000	Property Tax Allocation

Decertify the following:

1,929.87	2192-101-0000	General Property Tax – Real Estate
1.07	2192-539-0000	Other State Receipts
1,000.00	2192-892-0000	Miscellaneous

The difference in the increase from the decertified is \$5,963.96, which is distributed as follows in the Permanent Appropriation

377.77	2192-220-381-0000	Property Insurance Premiums
5.29	2192-220-382-0000	Liability Insurance Premiums
5,580.90	2192-220-360-0000	Contracted Services

Mrs. McMullen seconded the motion and the roll being called resulted as follows: voting

Andrew J. Bushman

Irene H. McMullen

Todd R. Ray

Attest:

Patricia A. Bayer
Patricia A. Bayer, Fiscal Officer

December 14, 2010