

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____ Tuesday, January 22, _____ 20__ 13__

The meeting was called to order at 6:31pm by Chairman Andy Bushman with Trustees Todd Ray and Irene McMullen and Fiscal Officer Judy Toth present. The Pledge of Allegiance was recited. Warrants 11014-11018 dated 1/15/13 and 1/16/13 totaling \$479.80 and EFT Vouchers 14-22 for the 1/18/13 bi-weekly payroll in the amount of \$9,360.07 were signed between meetings. Warrant 11019-11034 dated 1/22/2013 in the amount of \$8,568.20 and Warrant 1148 dated 1/22/2013 in the amount of \$10,484.68, to transfer EMS collections from the lockbox to the primary account, were signed. Correspondence was reviewed.

MINUTES

Todd Ray moved and Irene McMullen seconded to approve the minutes of the January 8, 2013 meeting, as written, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to approve the minutes of the January 16, 2013 meeting, as written, with a unanimous vote. Motion carried.

TOWN HALL PROJECT

Due to the weather, architect Hank Penttila was not able to be present. Let the record reflect, the Board reviewed the legal notice for the request for qualifications for a Project Manager at Risk for the Town Hall Project.

Todd Ray moved and Irene McMullen seconded to publish the notice for the intent to employ a Construction Manager at Risk and the request for qualifications for a Construction Manager to be received at the Munson Township Hall until 3pm local time on February 26, 2013 to be opened at 6:45pm, with a unanimous vote. Motion carried.

PUBLIC COMMENT

There was no public comment.

ROAD REPORT

Road Superintendent Jim Teichman submitted an estimate of \$25,993.55 from Communications Services, of Painesville, Ohio, for eleven mounted and three hand-held digital radios, a charging base, removal and installation.

Todd Ray moved and Irene McMullen seconded to approve the purchase of eleven mounted and three hand held radios, and support equipment from Communications Services not to exceed \$26,000, with a unanimous vote. Motion carried.

Mr. Teichman asked the board to review the back page of the letter that the Geauga County Department of Aging will mail to Munson residents regarding senior assistance for rubbish day. Seniors will be advised to set their items out by Sunday, April 21 for pickup Monday through Wednesday, April 22-24. The Township Rubbish Day will be one day only, Saturday, April 27, from 7am-1pm.

Mr. Teichman advised that the compressor in Building 2 locks up. He was able to get the unit running but it should be replaced. He asked for \$2,248 for a Polar Air unit from Eaton Compressor. The old unit will be sold at public auction in Middlefield in March.

Todd Ray moved and Irene McMullen seconded to authorize the road superintendent to purchase an air compressor from Eaton Compressor and Fabrication, Inc. not to exceed \$2,250, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to authorize the road superintendent to dispose of the existing Sears compressor through Mike Davis auction in Middlefield, with a unanimous vote. Motion carried.

Mr. Teichman reviewed the skylights and garage doors that will need to be replaced in the maintenance building. He proposed replacing one door with a Haas insulated unit, cost \$1,298 plus \$120, parts, and \$800, labor. Usable panels from the replaced door will be kept to repair the remaining doors as needed, with an anticipated savings of \$750 per repair. He was not asking for a decision this meeting. The five skylights are cracked and should be replaced this summer at an estimated cost of \$6,700.

An additional 200 yards of top soil will be required to finish grade and seed the new section of Fowlers Mill Cemetery to bring it up to the level of the new drive. Some drainage was put in last fall. The road department does not have the topsoil to finish the job. Mr. Ray asked what needed to be done to have the cemetery ready for Memorial weekend. Mr. Teichman advised that topsoil does not dry out in the spring. The soil will need to be spread out to dry, rock-hounded, graded and leveled. A second pass is needed to get a smooth grade. He will attempt to stub in the driveway and rock-hound, seed and straw the first 150 feet.

Drainage will need to be addressed for the parking lot at the Munson Township Park if the parking lot is improved with asphalt grindings. He was also concerned about materials eroding into the catch basins. This will be a large project. Mr. Ray asked him to determine if the job

Held Tuesday, January 22, 20 13ROAD REPORT (continued)

should be contracted out or done by the road department. Mr. Bushman suggested using the services of an engineer if necessary.

Mr. Teichman requested authorization to prepare bid specification for road salt, road materials, virgin asphalt concrete, and catch basins and headwalls for bid opening March 12.

Irene McMullen moved and Andy Bushman seconded that road superintendent Jim Teichman prepare bid specifications for catch basins and headwalls, virgin asphalt concrete, road salt, and road materials for bid opening March 12, 2013, with a unanimous vote. Motion carried.

At the last meeting, the Trustees approved \$150 for a septic system inspection. Mr. Teichman contacted Dave Sage of the Geauga County Health Department and was informed that the company chosen was not certified to inspect a multi-flow system. He was given three certified companies to contact, The Potters Company, located in Ashtabula, North Coast Aeration Systems, Inc., Painesville, and Stream Key, Cincinnati. North Coast inspected the system and advised that one of the grinder pumps is not working possibly due to a brown out or lightning strike. The circuit board may have shut it down. He was also informed that the filters should not be cleaned out - the live bacteria are necessary to make the system work. Only one of the four leach fields is working. The three year warranty (one year on pumps and electronics) has ended. Mr. Teichman recommended that the township enter into a one-year service contract with North Coast Aeration Systems, Inc. for an annual service fee of \$500, filter replacement, if needed, \$460, cleaning and testing units, \$300, for a total cost of \$1,260. North Coast showed the road department how to log the digital readouts. The system needs immediate attention to get it running up to compliance. North Coast also determined that the soap runoff from the fire department is killing the bacteria. For this reason, they will not accept responsibility for the quality of the effluent.

Todd Ray moved and Irene McMullen seconded to approve the annual service contract to North Coast Aeration Systems, Inc. in the amount of \$500 and required additional service in the amount of \$760, with a unanimous vote. Motion carried. Mr. Teichman advised that the contract includes an amount to replace the pump, which may not be needed.

FIRE DEPARTMENT

Fire Chief Mark Lynn requested \$710 to Motorola Solutions, Inc. to repair two portable radios, and \$418 to repair a third radio. The cost for a new radio would be approximately \$4,800. The Trustees encumbered the \$710. The fire department will submit an invoice to be reimbursed for the third repair. Andy Bushman signed the Ohio Grant for \$6,940 for equipment. Firefighter Matt Hartman, who prepared the grant, advised that the grant is for 100 percent reimbursement of submitted invoices and will be used for a rescue saw, ram, smoke ejectors and multi-purpose tools. The fire department is filing on behalf of the township.

Chief Lynn introduced firefighter and paramedic William Feldman. Mr. Feldman volunteered for the fire department in 2008, was a part time firefighter, and completed his training to be hired full time. He was sworn in by Chairman Andy Bushman. His wife Nicole pinned on his badge.

RESOLUTION 2013-01/TAX ADVANCE FIRST HALF COLLECTIONS

Resolution 2013-01 was made by Irene McMullen and seconded by Todd Ray to request an advance of the first half real estate collections, dates for advances February 8 and February 15, 2013, with a unanimous vote. Motion carried.

RESOLUTION 2013-02/INHERITANCE TAX ADVANCE

Resolution 2013-02 was made by Irene McMullen and seconded by Todd Ray to request an advance of the inheritance tax collected during the month of December 2012, with a unanimous vote. Motion carried.

ZONING

Zoning Inspector Tim Kearns requested authorization to host a Zoning Inspectors' meeting on February 13, 2013 and to spend \$150 for refreshments. The speakers will address foreclosures. Todd Ray moved and Irene McMullen seconded to approve the scheduling and hosting of a zoning inspector's meeting on February 13, 2013 and refreshments not to exceed \$150, with a unanimous vote. Motion carried.

Mr. Kearns addressed two letters dated January 7, 2013 from attorney Joseph Weiss requesting that the \$100 continuance fees be waived for George Paolucci, Variance 12-17, and Petronzio Management Company LLC, Variance 12-14. The Board of Zoning Appeals had only four members present due to inclement weather, and both appellants preferred to have their cases heard by a full board.

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ZONING (continued)

Todd Ray moved and Irene McMullen seconded to waive the \$100 fees for continuance for Petronzio Management Company LLC and George Paolucci from the meeting December 20th, Board of Zoning Appeals cases 12-14 and 12-17, with a unanimous vote. Motion carried. Mr. Kearns discussed the Sycamore Lake/Alpine Valley conditional use for change of ownership. The Board of Zoning Appeals approved the Conditional Use. However, during the findings of facts, the prospective owner balked at the zoning requirement that the conditional use be renewed every five years. He was unwilling to purchase the property with the possibility that his conditional use could be denied in the future. Chairman Bobbie Nolan asked for a continuance. Mr. Ray advised that the Trustees do not have the authority to sidestep zoning. Mr. Kearns will ask the prosecutor to review model zoning for a solution.

OUTSIDE MEETINGS

All four officials attended the Geauga County Township Association meeting on January 9. Munson Township will be the host for the April 10th Association meeting and will check the facilities at Legend Lake Golf Club.

PARK BOARD OPENINGS

Office Manager Paula Friebertshauser was asked to contact applicants who have applied for appointment, but who have not been selected, to find out if they are still interested in an appointment to the Park Board, and to forward their resumes to the Trustees.

PARK BOARD MEMORANDUM OF UNDERSTANDING

Andy Bushman will send his suggestions to Todd Ray. The Memorandum of Understanding will be approved at the next Trustees meeting.

CHARDON SCHOOLS SRR

Mr. Ray noted that the Trustees needed more information and were not ready to support a School Resource Officer for the Chardon Schools at this time.

JOHN KACZYNSKI CERTIFICATE OF APPRECIATION

The Trustees signed a certificate of appreciation to John Kaczynski in recognition for his service on the Park and Recreation Board from 2005-2012. The certificate will be included on a separate page as part of the minutes.

TOWNSHIP ANNUAL HIGHWAY SYSTEM MILEAGE REPORT

Todd Ray moved and Irene McMullen seconded to accept the Ohio Department of Transportation annual township highway system mileage report for up to 48.125 miles, with a unanimous vote. Motion carried.

The Trustees signed the document.

OIL AND GAS SEMINAR

The Trustees discussed feedback from the oil and gas seminar held at the Notre Dame Auditorium on January 17th. Munson co-hosted the event with the Geauga County Commissioners. The seminar was well received but the consensus was that efforts to be neutral came across as pro-fracking. Mrs. McMullen agreed to coordinate a second seminar to include environmental issues. Members of the community, including the Sisters of Notre Dame, will be asked for their recommendations for speakers. Mrs. McMullen will begin the process in the next couple of weeks and get back to the Trustees on her progress before setting the date for the next seminar. Mrs. McMullen advised that the Sisters of Notre Dame went to great efforts to set up for the seminar using the services of their technicians and janitors and did not ask for or expect reimbursement. She suggested that they be given a gratuity as an expression of the Township's appreciation.

Todd Ray moved and Andy Bushman seconded to reimburse the Sisters of Notre Dame in the amount of \$200 for repeated uses of their convocation room, with a unanimous vote. Motion carried.

EXECUTIVE SESSION FOR PERSONNEL COMPENSATION AND APPOINTMENT

Todd Ray moved and Irene McMullen seconded to go into executive session at 7:58pm to discuss personnel compensation and appointment, with a unanimous vote. Motion carried.

The meeting resumed at 8:27pm.

KRISTEN BLUEMMEL

Todd Ray moved and Irene McMullen seconded that we restart Kristen Bluemmel at her same position per her job description, at a rate of \$11.00 per hour, to be effective January 28, 2013, with a unanimous vote. Motion carried.

Held Tuesday, January 22, 20 13COMMUNITY PICNIC

The Trustee reviewed the park board's recommended changes to the 2013 community day picnic with Office Manager Paula Friebertshauser, who has coordinated the picnic since its inception. She found no objection to changing the time, or reducing the food and providing vendors to sell additional food. However, she recommended that the Township keep the Chinese raffle as it is the principal source of income for the scholarship fund. The Silent Auction could be eliminated.

COMMUNITY ROOM RENTAL

Mr. Bushman moved and Mrs. McMullen seconded to lease the community room for a Geauga County Republican Women's Spaghetti Dinner (Fromhercz) on February 10, 2013 from 5:30-8pm, approx. 50, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to charge the Geauga County Republican Women's Group a \$50 kitchen fee, and to waive the room fee and security deposit. Roll call vote: Mr. Bushman, yes; Mrs. McMullen, yes; Mr. Ray, no. Motion carried.

Todd Ray moved and Irene McMullen seconded to lease the community room for a retirement party (Teichman) on February 23, 2013 from 1-4pm, approx. 50-70, and to waive the fees, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to lease the community room to Girl Scout Troop 902 (Molle) on March 8 and 22, 2013 from 6-8pm, approx. 12, and to waive the fees, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to lease the community room for a baby shower (Debevits) on Saturday, March 9, 2013 from 1-4pm, approx. 50, \$75 room, \$50 kitchen, \$50 security deposit, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to lease the community room to Geauga County Right to Life (Doehner) for a garage sale on Friday, March 15, 2013 from 10am-6pm, and Saturday, March 16, 2013 from 9am-6pm, approx. 50, and to waive the fees, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to lease the community room for rug hooking (Webster) on March 18, 2013 from 9am-3pm, approx. 10, and to waive the fees, with a unanimous vote. Motion carried.

PAVILION RENTAL

Todd Ray moved and Irene McMullen seconded to lease Pavilion No. 2 to the Chardon Baseball League (Zucker) for the Chardon Munson, Hambden Baseball League tournament June 7, 8, 9, 2013 from 5pm June 7th to 7pm June 9th, approx. 200, and to waive the fees, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to lease the Emmons Pavilion for a bridal shower (Alvord) on June 15, 2013, from 2pm to midnight, approx. 100, for a \$25 fee and \$250 security deposit, with a unanimous vote. Motion carried.

BALL FIELD LEASE

Todd Ray moved and Irene McMullen seconded to lease the Munson Township Major League Ball Field at 12641 Bass Lake Road to the Chardon High School Athletic Department (Snyder) for high school games and practices March 11, 2013 – May 31, 2013, all days except Sundays for practices 3-6pm and games 3-7:30pm, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET APPROVAL

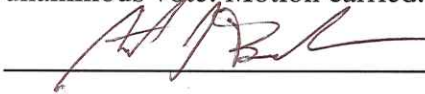

Todd Ray moved and Irene McMullen seconded to approve the encumbrance sheet for January 22, 2013 as written:

Treasurer, State of Ohio	Administrative Fee Cooperative Purchasing	100.00
Bureau of Workers' Compensation	Workers Comp Premium	9,000.00
Communications Services	Road Department Radios	26,000.00
Eaton Compressor	Air Compressor for Road Dept.	2,250.00
North Coast Aeration	Septic Service Contract	1,260.00
Motorola Solutions	Radio Repairs – Fire Dept.	710.00
Sisters of Notre Dame	Rental of Notre Dame	200.00

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

MEETING ADJOURNED

Todd Ray moved and Irene McMullen seconded to adjourn the meeting at 9:07pm, with a unanimous vote. Motion carried.

 Chairman  Fiscal Officer



Munson Township





*extends thanks
and grateful appreciation to*

John Kaczynski

as a member of


Munson Township's Park & Recreation Board 2005 – 2012



*In recognition of dedicated service
to the citizens of Munson Township
in the preservation and development
of our parks.*

Signed this 22nd day of January, 2013


Andrew J. Bushman, Chair


Todd R. Ray, Trustee


Irene H. McMullen, Trustee


Judith Toth, Fiscal Officer