

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____ Tuesday, March 26, _____ 20 13

The meeting was called to order at 6:30pm by Chairman Andy Bushman, with Trustees Todd Ray and Irene McMullen and Fiscal officer Judy Toth present. The Pledge of Allegiance was recited. Warrants 11178-11188 dated 3/26 and 3/29/13 totaling \$112,141.83, EFT Vouchers 102-116 for the 3/29 bi-weekly and monthly payrolls in the amount of \$17,550.34, and Warrant 1153 dated 3/26/13 in the amount of \$4,501.47 to transfer EMS collections from the lockbox to the primary account were signed. Correspondence was on the table. The Board signed the mowing contracts.

MINUTES

Todd Ray moved and Irene McMullen seconded to approve the March 20, 2013 minutes as written, with a unanimous vote. Motion carried.

WASTE MANAGEMENT RUBBISH SERVICE AGREEMENT

Todd Ray moved and Irene McMullen seconded to approve the 12-month service agreement with Waste Management to provide trash hauling for the parks and town hall, Munson Township Park \$132 per month (toters), Town Hall \$72 per month (6 yd), Town Hall Park \$36 per month (toters), Nero \$12 per month (toter), Scenic River \$24 per month (toters), with a unanimous vote. Motion carried.

PUBLIC COMMENT

Mr. Bushman opened the meeting for public comment. There was none.

FIRE REPORT

Fire Chief Mark Lynn asked the Trustees to extend the fire contract to March 31, 2014 at the current contract rate to put it back on its former time schedule. An addendum will be prepared for the next meeting. He will have additional quotes for the paging system for the April 9th meeting. He reported on a structure fire on Manor Drive. He will continue the practice of giving the Trustees timely notice about structure fires via email. The fire department will restructure how addresses are reported for EMS billing for a faster turnaround.

PARK BOARD

Park Board Chairman Joe Rosboril referenced the park board's memo to the Trustees requesting that a portable restroom unit be retained during the winter months at the Munson Township Park next to the bathrooms and that one trash can be left at the Munson Township Park and two at Scenic River during the winter. The Trustees agreed to provide the trash cans – if there is abuse, they will be removed. Mr. Rosboril asked for access to park keys during his tenure as Chairman. Either a copy will be made or the keys will be placed in an accessible place at the township hall. He submitted Jim McCaskey's quote to prepare the five minor league ball fields for play.

Todd Ray moved and Irene McMullen seconded to approve the field repair work and maintenance for five ball fields by McCaskey Landscape and Design, township cost \$2,450, total cost \$4,900, with a unanimous vote. Motion carried. The baseball league will reimburse Munson Township for half of the cost. Mr. Bushman signed the quotation form.

ROAD REPORT

Road Superintendent Jim Teichman asked the Board to encumber \$988 to D & M Distributors for lights for the new trucks and \$93.60 to O'Reilly Equipment for two directional service mounts (bar lights) for the trucks. The township is required to provide lighting 360 degrees around the truck. If the ladder rack obscures some of the lighting, additional lighting will be added.

Todd Ray moved and Irene McMullen seconded that we approve the purchase of lighting for the trucks from D & M Distributors not to exceed \$988 and O'Reilly Equipment not to exceed \$93.60, with a unanimous vote. Motion carried.

Prospective summer employees Edward Patriarca and Doug Cross, both college students and Munson residents, are available to meet with the Trustees at 8am on Saturday, March 30th.

Mr. Teichman showed the board pictures of a white vinyl fence located in the road right-of-way on Hillcrest Drive. The resident believed that the township road crew damaged the fence and wanted restitution. Mr. Teichman investigated the fence and determined that it was not possible for the township plows to have damaged the fence due to the direction and location of the damage. Mr. Ray will respond to the resident.

RESOLUTION 2013-09/FUND TRANSFER

Resolution 2013-09 was made by Todd Ray and seconded by Irene McMullen for within fund transfers in the General and Road and Bridge Funds, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

Held _____ Tuesday, March 26, _____ 20__ 13__

TOWN HALL RENOVATION/CDBG [COMMUNITY DEVELOPMENT BLOCK GRANT]

Mrs. McMullen received a quote from architect Hank Penttila for automatic operation accessible entry doors for the township hall addition and remodeling project. The Trustees were given copies to review. The total estimated probable cost was \$16,840. Mrs. McMullen asked the board to authorize her to prepare the paperwork to submit an application for a Community Development Block Grant. The deadline is April 11.

Todd Ray moved and Irene McMullen seconded to authorize Trustee McMullen to prepare a CDBG application for automatic operation accessible entry doors for the new construction work, with a unanimous vote. Motion carried.

DEMOLITION 13417 ROCKHAVEN ROAD

Zoning Inspector Tim Kearns reported on the progress of the removal of the asbestos and the demolition of the unsafe structure at 13417 Rockhaven Road. The asbestos removal is nearly complete and has gone well due to the amount of heavy moisture in the air. Once the asbestos is removed, the demolition of the building will take one day, and restoration of the property, approximately one week.

ZONING FILES

Mr. Kearns advised he would like to reorganize the zoning files to file zoning records by address instead of by zoning certificate number. He asked the Trustees to allow clerical assistant Julie Johnston to work an additional four hours per week to assist with the project. The township has a supply of donated file folders in stock.

Todd Ray moved and Irene McMullen seconded to authorize Julie Johnston to work an addition four hours per week to work on the conversion of the zoning filing project through April 30, 2013, with a unanimous vote. Motion carried.

PARK BOARD VACANCY

Todd Ray moved and Irene McMullen seconded to advertise the park board vacancy for volunteers for the park board with a closing date of April 23, 2013, with a unanimous vote. Motion carried.

PARK TRAILS

The Board discussed the trails at Nero Nature Preserve. Mrs. McMullen had an old quote from Ronyak Paving for a paved trail. Park Board Chairman Joe Rosboril was in agreement that the road superintendent should get the updated quote. The Trustees and Chairman Rosboril studied the map of proposed trails to make sure that they were in agreement as to the location of the paved loop. The Park Board is recommending that a second entrance to Nero Park be placed on Ravenna Road to promote the park by making it more visible and accessible to residents.

EXECUTIVE SESSION FOR LAND ACQUISITION AND PERSONNEL COMPENSATION

Todd Ray moved and Irene McMullen seconded to go into executive session at 7:08pm to discuss personnel compensation and potential land acquisition, with a unanimous vote. Motion carried. The regular meeting resumed at 7:38pm

SPECIAL MEETING

Todd Ray moved and Irene McMullen seconded to set a special meeting for the Trustees on Saturday, March 30, 2013 at 8:00am for the purpose of interviewing seasonal help and other regular business, with a unanimous vote. Motion carried.

OFFICE MANAGER HOURLY RATE

Todd Ray moved and Irene McMullen seconded to increase office manager Paula Friebertshauser's hourly rate to \$25 per hour effective March 25, 2013, with a unanimous vote. Motion carried.

ASSOCIATION DINNER

Munson Township will host the Geauga Township Association's quarterly meeting on April 10. The township will extend an invitation to the office staff, fire chief, and road personnel. The Board will also invite a representative from the Sisters of Notre Dame to give the invocation. Todd Ray moved and Irene McMullen seconded to invite all of the township employees and one representative from the Sisters of Notre Dame as invited guests to the April Geauga Township Association dinner, with a unanimous vote. Motion carried.

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES REGULAR

0939

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10146

Held Tuesday, March 26, 2013

STAR OHIO/STAR PLUS

Mrs. Toth asked the Board to transfer all of the one million dollars approved for Star Ohio and Star Plus in the Star Plus account as it had a higher interest rate.

Todd Ray moved and Irene McMullen seconded to authorize Fiscal Officer Toth to transfer funds in the amount of one million dollars to a Star Plus account, with a unanimous vote. Motion carried.

COMMUNITY ROOM RENTAL

Todd Ray moved and Irene McMullen seconded to approve the community room rental agreement for a 4H meeting (Mary Ray) on April 18, 2013 from 6-9pm, approx. 40, and to waive the fees. Roll call vote: Mr. Bushman, yes; Mrs. McMullen, yes; Mr. Ray, abstain. Motion carried.

TENNIS COURT LEASE

Todd Ray moved and Irene McMullen seconded to lease the Munson Township Park tennis courts to Mapleleaf Tennis (Beebe) for group tennis lessons for Munson youth between the ages of 11 and 17 June 10-14 and June 17-21, 2013, rain dates July 14-18, from 8:30am-10am, and 10:30am to noon, with a unanimous vote. Motion carried. The board reviewed the letter attached to the lease agreement. Mapleleaf Tennis will provide a certificate of insurance. The Trustees will allow a banner to be erected during lessons, but will ask that it be removed at other times.

RESOURCE OFFICER FOR CHARDON SCHOOLS

Mr. Ray advised that Chardon Mayor Phil King asked for the board's decision in regard to contributing to the cost of a resource officer for the Chardon School District. The Board noted that three school districts serve the Munson community. The state legislature may allow school districts to put a levy before the voters for school security.

ENCUMBRANCE SHEET APPROVAL

Todd Ray moved and Irene McMullen seconded to approve the encumbrance sheet for March 26, 2013 as written:

Other Professional & Technical Services	Blanket to 12/31/2013	2,000.00
McCaskey Landscape and Design	Baseball Field Prep	4,900.00
D & M Distributors	Lights for Trucks	1,000.00
O'Reilly Equipment	Bar Lights for Trucks	100.00

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 7:51pm, with a unanimous vote. Motion carried.

 Chairman  Fiscal Officer



Munson Township

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Resolution 2013-09

Be it resolved by the Trustees of Munson Township, in a regular session on the 26th day of March, 2013, at the Munson Township office, with the following members present, Andrew J. Bushman, Irene H. McMullen, and Todd R. Ray, that Todd Ray moved the adoption of the following resolution, that the 2013 Permanent Appropriation be amended as follows:

Transfers Within Funds

In the General Fund, a within fund transfer as follows:

7,000.00	to 1000-760-730-0220	Improvement of Sites – Fire Department
2,000.00	to 1000-390-319-0000	Other – Professional and Technical Services
	from 1000-760-710-0000	Land

In the Road and Bridge Fund, within fund transfers as follows:

400.00	to 2031-330-490-0000	Other – Supplies and Materials
3,000.00	to 2031-760-720-0000	Buildings
	from 2031-330-360-0002	Contracted Services – Road Improvement Projects

Irene McMullen 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: Judith Toth, March 26, 2013
Judith Toth, Fiscal Officer