

RECORD OF PROCEEDINGS MUNSON TOWNSHIP TRUSTEES SPECIAL

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

Tuesday, November 15,

20 11

The special meeting was called to order at 6:30pm by Chairman Irene McMullen with Trustees Andy Bushman and Todd Ray and Fiscal Officer Patricia Bayer present. The Pledge of Allegiance was recited. Warrants 9928-9929 dated 11/10/11 totaling \$254.95 and EFT Vouchers 1864-1873 for the 11/10/11 bi-weekly payroll in the amount of \$10,450.52 were signed between meetings. The trustees signed warrants 9930-9968 dated 10/31/11 and 11/15/11 totaling \$75,936.15 and warrant 1120 dated 11/16/11 in the amount of \$10,961.66 to transfer EMS collections from the lockbox to the primary account. Correspondence and the fiscal officer's monthly report for October 2011 were available for review.

DRILLING WASTES AND FRACKING

Resident George Collins of 10461 Wye Road presented his concerns about the impact of oil and gas well drilling on groundwater resources and Lake Erie. Fracking, the injection of water, chemicals and sand at high pressure in order to create fractures in the underlying geology to allow natural gas to escape, and the disposal of industrial wastes from oil and gas drilling into dry wells are both potentially harmful. Other states have outlawed the disposal of these wastes, which include hazardous materials and radioactive components, and they are being trucked into Ohio. Mr. Collins' goal was to get this issue to be heard in court regarding disposal of these wastes. If the case were initiated, he believes that federal prosecutors would take it over to protect our agreement with Canada for water rights to the Great Lakes.

OFFICE VOLUNTEER

The board addressed a request from Kristen Bluemmel to volunteer in the township office. Mrs. McMullen will contact the prosecutor's office regarding workers compensation. If workers compensation is not required, Ms. Bluemmel may begin volunteering as soon as she signs a general release form.

FIRE DEPARTMENT

Assistant Chief Mark Lynn asked the board to encumber an additional \$2,256.38 for the Tahoe command vehicle. Because the vehicle was already in production, the fire department was unable to change the color. He also discussed floor covering for the apparatus floor.

RESOLUTION 2011-54/INHERITANCE TAX ADVANCE

Resolution 2011-54 was made by Mr. Ray and seconded by Mr. Bushman to request an advance of the inheritance tax collected during the month of October, with a unanimous vote. Motion carried.

APPOINTED BOARDS GIFT CERTIFICATES

Mr. Ray moved and Mr. Bushman seconded to approve gift certificates, in the amount of \$50 per member, for the Zoning Commission, Board of Zoning Appeals and Park Board, to be selected from Avalon Gardens, Bass Lake Tavern, Cottage Pottery, Four Green Fields, Fowlers Mill Golf Course, Ianiro's Bakery, Sage's Apples, The Fowlers Milling Company, or Western Reserve Farm Co-op, with a unanimous vote. Motion carried.

CIC MEMBERSHIP

Mr. Ray moved and Mr. Bushman seconded to continue the township's membership in the Geauga Community Improvement Corporation [CIC] for 2012 for a \$50 fee, with a unanimous vote. Motion carried.

SUNSHINE SEMINAR

Mr. Ray moved and Mr. Bushman seconded to authorize Trustee Irene McMullen and Administrative Secretary Paula Friebertshauser to attend a Sunshine Law training seminar in Columbus on December 14, and to be reimbursed expenses, with a unanimous vote. Motion carried.

OTA WINTER CONFERENCE

Mr. Ray moved and Mr. Bushman seconded to authorize the elected officials to attend the Ohio Township Association Winter Conference February 8-11 in Columbus, and to be reimbursed for all expenses, with a unanimous vote. Motion carried.

WEB/EMAIL HOSTING FEES

Office Manager Judy Toth informed the board that the township is exceeding the maximum capacity for web hosting and email and suggested that some of the pictures and older minute files be removed from the township web site. She also asked the trustees to look at their emails to see if anything could be purged. She advised that pairNetworks is offering a 24 per cent discount if the township pays for one year in advance in December and recommended that the board approve the expenditure.

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WEB/EMAIL HOSTING FEES (continued)

Mr. Ray moved and Mr. Bushman seconded to approve web hosting with pairNetworks from December 2011 to December 2012 at a cost not to exceed \$300, with a unanimous vote. Motion carried.

OUTSIDE MEETINGS

Mrs. Bayer and Mrs. Toth attended a seminar for GASB reporting on November 15 in Hudson. Mr. Bushman attended a Resource Collaboration meeting with the county engineer on November 8 at the township hall. Mr. Bushman and Mrs. Bayer attended the Geauga County Township Association quarterly meeting on November 9 in Montville.

TOWNSHIP HALL ADDITION PROJECT

Mr. Ray moved and Mr. Bushman seconded to approve a contract with Henry A. Penttila as architect for a base cost of \$52,000 for the building site plan and for the renovation and expansion of the Munson Township Hall, with a unanimous vote. Motion carried. The board agreed a \$3,000 retainer fee be prepared to Mr. Penttila for a time table schedule.

EKLUND OHIO SENATE APPOINTMENT

The board discussed the appointment of Munson resident John J. Eklund to the Ohio State Senate to replace Timothy Grendell. A resolution will be prepared for the next meeting.

EMPLOYEE EVALUATIONS

The board discussed employee evaluations. The road superintendent will evaluate the road department employees and the fire chief will evaluate the fire prevention officer. The chairman will interview the office secretaries, Mr. Ray, will interview the road superintendent, and sit in on the road department members' evaluations, and Mr. Bushman will interview the zoning inspector, and sit in on the fire prevention officer's evaluation.

EXECUTIVE SESSION FOR LAND ACQUISITION AND PERSONNEL APPOINTMENT, PROMOTION, AND COMPENSATION

Mr. Ray moved and Mr. Bushman seconded to go into executive session at 7:25pm for land acquisition and personnel appointment, promotion, and compensation, with a unanimous vote. Motion carried.

The meeting resumed at 8:16pm

CLERICAL HELP

Mr. Ray moved and Mr. Bushman seconded to authorize the office manager to advertise for a part time office support position, with a unanimous vote. Motion carried. The deadline for submissions will be Friday, December 2.

12625 BASS LAKE ROAD

Mr. Ray moved and Mr. Bushman seconded to authorize Chair Irene McMullen to make an offer in the amount of \$624,000 for the vacant parcel located at 12625 Bass Lake Road for land bank [investment] purpose, with a unanimous vote. Motion carried.

RESOLUTION 2011-55/FUND CERTIFICATION AND PLACEMENT

Resolution 2011-55 was made by Mr. Ray and seconded by Mr. Bushman to request the county auditor to certify additional inheritance tax received and to place it in various line items in the permanent appropriation and for within fund transfers in the Gasoline Tax Fund and Road and Bridge Fund, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

RESOLUTION 2011-56/LGS CONTRACT FOR GASB FINANCIAL REPORTING

The board reviewed a contract from the Auditor of State's Local Government Services to prepare the 2011 GASB financial report at \$50 per hour for an estimated maximum of 16 hours. Local Government Services will not offer this hourly rate for less than a three-year contract. The township is not obligated to use their services for the second or third year.

Mr. Bushman moved and Mr. Ray seconded to enter into a contract with the Auditor of State's Local Government Services for GASB reporting at \$50 per hour not to exceed \$800 for year 2011, with a unanimous vote. Motion carried.

COMMUNITY ROOM RENTAL

Mr. Ray moved and Mr. Bushman seconded to lease the community room for Girl Scout Troop 902 meetings (Molle) on December 9, 2011; January 13, and February 3, 24, 2012, from 6:30-8pm, approx. 20, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the community room for Boy Scout Troop 91 meetings (Ceraolo) on January 2, 9, 16, 23, 30, February 6, 13, 20, 27, March 5, 12, 19, 26, and April 2, 9, 16, 23, 30, 2012, approx. 25-50, and to waive the fees, with a unanimous vote. Motion carried.

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ENCUMBRANCE SHEET APPROVAL

Mr. Ray moved and Mr. Bushman seconded to approve the encumbrance sheet for November 15, 2011 as written:

Improvement of Sites – Parks	Blanket to 12/31/2011	2,000.00
Kimball Midwest	Magnetic Frame Drill and Cutters	1,400.00
Other – Supplies and Materials	Blanket to 12/31/2011	300.00
Aramark Uniform Services	Uniform Rental	1,000.00
Travel & Meeting Expense – Employees	Blanket to 12/31/2011	400.00
Other – Supplies and Materials	Blanket to 12/31/2011	300.00
Geauga County Township Association	2012 Association Dues	228.00
Henry A. Penttila, Architect	Architect Services – Initial Payment	3,000.00
Other – Other Expenses – Zoning	Blanket to 12/31/2011	700.00
Other – Other Expenses – Parks	Blanket to 12/31/2011	500.00
Taylor Chevrolet	Truck [New Command Vehicle]	2,256.38
pairNetworks, Inc.	Web Hosting	1,300.00

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

MEETING ADJOURNED

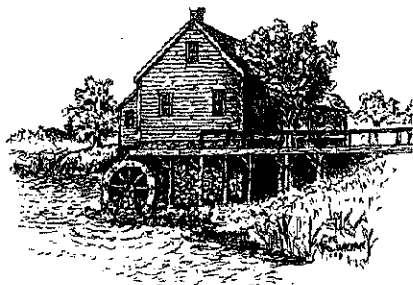
Mr. Ray moved and Mr. Bushman seconded to adjourn the meeting at 8:37pm, with a unanimous vote. Motion carried.

Steve H. McHugh

Chairman

Patricia A. Bayer

Fiscal Officer



Munson Township

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

Resolution 2011-55

Be it resolved by the Trustees of Munson Township, in a special session on the 15th day of November, 2011, 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 2011 Permanent Appropriation be amended as follows:

Additional Revenues to be Certified

To request the Budget Commission to certify additional monies received in Estate Tax in the amount of \$131,800.00 to be placed in the General Fund.

Placement of Additional Revenues in the Permanent Appropriation

That the additional monies received be placed in the following line items in the permanent appropriation:

General Fund

1000-110-112-0000	Salaries – Trustees' Staff	1,000.00 ✓
1000-110-211-0000	Ohio Public Employees Retirement System	1,000.00 ✓
1000-110-213-0000	Medicare	100.00 ✓
1000-110-221-0000	Medical/Hospitalization	1,000.00 ✓
1000-110-230-0000	Workers' Compensation	500.00 ✓
1000-110-259-0000	Other – Employee Reimbursements	300.00 ✓
1000-110-311-0000	Accounting and Legal Fees	500.00 ✓
1000-110-314-0000	Tax Collection Fees	850.00 ✓
1000-110-315-0000	Election Expenses	2,000.00 ✓
1000-110-316-0000	Engineering Services	5,000.00 ✓
1000-110-318-0000	Training Services	400.00 ✓
1000-110-323-0000	Repairs and Maintenance	1,000.00 ✓
1000-110-330-0001	Travel and Meeting Expense Employee	150.00 ✓
1000-110-342-0000	Postage	500.00 ✓
1000-110-344-0000	Printing	700.00 ✓
1000-110-349-0000	Other-Communications, Printing, & Advertising	300.00 ✓
1000-110-410-0000	Office Supplies	500.00 ✓
1000-110-490-0000	Other – Supplies and Materials	100.00 ✓
1000-110-519-0000	Other – Dues and Fees	2,000.00 ✓
1000-120-316-0000	Engineering Services	1,500.00 ✓
1000-120-323-0000	Repairs and Maintenance	1,500.00 ✓
1000-120-329-0000	Other – Property Services	500.00 ✓
1000-120-341-0000	Telephone	100.00 ✓
1000-120-351-0000	Electricity	2,000.00 ✓
1000-120-353-0000	Natural Gas	300.00 ✓
1000-120-519-0000	Other – Dues and Fees	100.00 ✓
1000-130-190-0000	Other – Salaries	1,100.00 ✓
1000-130-319-0000	Other – Professional and Technical Services	500.00 ✓
1000-130-341-0000	Telephone	100.00 ✓
1000-130-342-0000	Postage	130.00 ✓
1000-130-349-0000	Other-Communications, Printing & Advertising	120.00 ✓
1000-760-710-0000	Land	103,450.00 ✓
1000-760-720-0120	Buildings – Township	1,000.00 ✓
1000-760-730-0610	Improvement of Sites	1,500.00 ✓

Transfers Within Funds

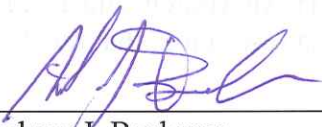
In the Gasoline Tax Fund, a within fund transfer totaling \$1,400.00, as follows:

1,400.00	to 2021-330-430-0000	Small Tools and Minor Equipment	✓
	from 2021-330-360-0000	Contracted Services	

In the Road and Bridge Fund, a within fund transfer totaling \$250.00, as follows:

250.00	to 2031-330-490-0000	Other – Supplies and Materials ✓
	from 2031-330-360-0000	Contracted Services

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

, yes
Andrew J. Bushman

, yes
Irene H. McMullen

, yes
Todd R. Ray

Attest:  November 15, 2011
Patricia A. Bayer, Fiscal Officer