

RECORD OF PROCEEDINGS  
MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, September 10, 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 Chairman led the Pledge of Allegiance. Warrants 11628-11663 dated 9/10 & 9/13/2013 totaling \$95,630.66, EFT Vouchers 341-351 for the 9/13/13 bi-weekly payroll in the amount of \$11,092.20, and Warrant 1164 dated 9/10/13 in the amount of \$8,065.51 to transfer EMS collections from the lockbox to the primary account were signed. Correspondence was available for the Trustees to review.

TOWN HALL PROJECT

Architect Hank Penttila and construction managers Enzo and Joe Perfetto were present to review the change orders for the town hall project. Mr. Penttila advised that Azek was originally specified for the exterior 2 foot horizontal belt and bay window trim on the addition as a less expensive alternative. However, because the existing Dryvit will be repainted, the new trim will be more visible than anticipated. Dryvit will give a neater finish and will require less overall maintenance. Because the contractors are already here, they will discount the \$6,200 upgrade to \$2,700. Mr. Perfetto reviewed the remaining items: dry wall the hallway to the administrative offices, upgrade the exterior parking lot with LED lighting, GFI outlets on the light poles, one additional water spigot, and upgrade from four to one electric photocell to synchronize all of the exterior lighting. Because wiring must be run the entire length, there would be no benefit to reducing the number of outlets on the poles. The Trustees discussed synchronizing the exterior lighting by placing all of the circuits on one photocell instead of the four originally specified. The lights will remain on separate switches to allow them to be bypassed when necessary. Enzo will verify that the timer can be set to go off. Mr. Ray asked about motion activated sensors for security. The exterior doors can be upgraded with motion activated lights; however, it was noted that animals can also set off the sensors. Fire Chief Mark Lynn pointed out that some emergency lighting on the exits may be mandatory. The Board will also need to determine if the lights should be set to go off during the night. Mr. Lynn asked if parking would be available for the Fire Department's Halloween open house and for voting in November. Enzo said the parking lot was scheduled to be paved by the first or second week in October. If the lot is not paved the fencing can be moved to allow parking for these two events. Mr. Bushman asked the architect why the Board was not made aware of the additional interior window next to the door in the caucus room. Mr. Penttila said the window would be no additional cost and was included in the revised plans when the doorway to the community room was moved. It will provide additional lighting into the interior hallway.

Todd Ray moved and Irene McMullen seconded to approve changes to the township hall project as listed: change 2 ft belt line and bay window trim on addition to Dryvit \$2,700; frame an drywall hallway to offices \$814; upgrade exterior parking lot lights to LED \$5,513.20; add seven FGI outlets to parking lot light posts \$2,458; add an additional water outlet (2 total) to exterior of building \$450; additional wiring to have cupola, exterior lights and door lights go on and off with same photo-cell as parking lights \$440, and to approve Change Order #1 in the amount of \$23,174 to add a sidelight to the door from the addition including cutting \$764, additional gravel in the parking lot due to ground conditions, \$8,170, and to replace the fire station residence roof \$14,240, original contract sum \$1,010,731, revised contract sum \$1,033,905 with a unanimous vote. Motion carried. The Trustees signed the change order.

Selections were made for the community room flooring and the office and meeting room carpets. Matt Moormeier from Geauga PC reviewed his quote to install wiring for phones and computers in the amount of \$4,453. He also submitted a quote of \$2,560 for labor and materials to install a projector, mount and screen. The prices are at cost with no markup. The wiring will be a four day process. Because the dry wall will go up next week, he agreed to arrange his schedule to install the wiring by the end of the week.

Todd Ray moved and Irene McMullen seconded to approve the quote from Matt Moormeier of Geauga PC to install wiring for the township hall project in an amount not to exceed \$4,453, with a unanimous vote. Motion carried. The board will not make a decision on the projector at this time.

PUBLIC COMMENT

Mr. Bushman asked if anyone wished to address the board. There was no public comment.

FIRE DEPARTMENT

Fire Chief Lynn informed the board that the flag will be at half staff on Wednesday, September 11 from morning until evening. The trucks are running well and are being scheduled for fall maintenance. Mr. Ray inquired about the wireless upgrade to the ladder truck and was advised that the fire department will schedule the work when Countryside is available. He expected to have the wiring completed by the end of the month.



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ROAD REPORT

Road Superintendent Jim Teichman asked the Board to sign the contract with Carron Paving for road resurfacing. The materials will be delivered today and tomorrow for micro-surfacing. The application will be put down on Friday and finished Monday and Tuesday. The Sherman Road pipe job has been set back a week and will begin on September 23<sup>rd</sup>. Mr. Teichman will prepare a required detour plan, which must be signed by the Trustees. The elliptical pipe will be delivered on the 23<sup>rd</sup> and the 42 inch pipe on the 24<sup>th</sup>. The road department began crack sealing today. Seven roads are done. The yard was cleaned up for sand delivery.

RESOLUTION 2013-41/FUND CERTIFICATION AND TRANSFER

Resolution 2013-41 was made by Todd Ray and seconded by Irene McMullen to request the Budget Commission to certify an additional \$140,721.01 in inheritance tax and to place it in various line items in the General Fund, and for a within fund transfer in the General Fund, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

OFFICE FURNITURE

Mrs. McMullen discussed office furniture. Mr. Bushman will take pictures of the office setups at his workplace. Mrs. McMullen will visit retailers to look at used furniture options. Mr. Bushman said he could also help in that regard.

BASEBALL FIELD LEASE

Baseball Commissioners Mike Sivula and Dave Strichko were present to discuss leasing the baseball fields to teams that were not part of their league. They assured the Trustees that it was not their intent to keep other teams out. Their concern was with the maintenance of the fields. The baseball league makes a substantial contribution for the upkeep of the fields and they did not feel it appropriate for other groups to use the fields at no cost. Once word gets out that the fields are available to other groups, there will be an increase in the number of teams that apply. Hambden Township is already experiencing this problem. The teams do not always leave the fields in good condition. Scheduling is also a challenge as the League has approximately 75 recreational and travel teams. Mrs. McMullen wanted to accommodate the other team as it had a large proportion of Munson players. Mr. Ray said the Trustees may have to set parameters for use of the fields. The Baseball League has a check list that it can provide for appropriate maintenance of the field before, during and after games are played. The Trustees discussed approving field use requests if the Baseball League determines that there is available field time, and charging an appropriate fee for maintenance. The fee would be deducted from the amount paid by the baseball league. Before proceeding with any further discussion, the Trustees will contact the Prosecutor's office for an opinion.

TENNIS COURTS

Todd Ray moved and Irene McMullen seconded to lease two Munson Township Park tennis courts to the Chardon Middle School for Chardon Club Tennis (Robertson) Monday through Friday from 3-5pm September 9-October 25, 2013 and March 10-May 16, 2014, no fees, with a unanimous vote. Motion carried.

PAVILION RENTAL

Todd Ray moved and Irene McMullen seconded to lease the Emmons pavilion for a clambake (Miller) on October 5, 2013 at 3pm, approx. 50, for a \$25 fee and \$250 security deposit, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to lease the Emmons pavilion for a Gate Post Lane neighborhood clambake (Scerbo) on October 25, 2013 from 6pm-midnight, approx. 40, for a \$25 fee and \$250 security deposit, with a unanimous vote. Motion carried.

NERO PARK GROUNDS

Todd Ray moved and Irene McMullen seconded to lease the Nero Park grounds for a Christmas sleigh ride and family party (Rivera-Munson firefighter) on December 7, 2013 from 2-6pm, approx. 25, and to waive the fees, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET APPROVAL

Todd Ray moved and Irene McMullen seconded to approve the encumbrance sheet for September 10, 2013 as written:

Newman Masonry	Masonry for Town Hall Project	61,476.00
Modern Builders Supply	Shingles for Fire Station Roof	6,596.50
Weaver Trucking	Project Job Site Dumpster	520.50
Jim Teichman, Teichman Farm	35 Square Bales of Hay for Roads	192.50

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0979

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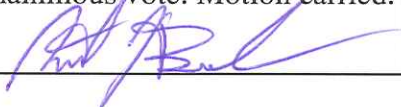

ENCUMBRANCE SHEET (continued)

Geauga County Maple Leaf	Legal Notices – Zoning	200.00
Other – Other Expenses Flea Market	Blanket to 12/31/2013	350.00
Geauga PC	Town Hall - Wire for Internet	4,453.00
Modern Builders Supply	Town Hall Project: Roof Materials	2,429.85
Weaver Trucking	Town Hall Project Job Site Dumpster	689.00
Wertberger Enterprises, Inc.	Town Hall Proj.: Carpenters & Tapers	2,846.98
Mason Structural Steel, Inc.	Town Hall Project: Steel	2,830.000
Kennington Electric Corp.	Town Hall Proj.:Electrical Contractor	30,646.00
Condon Cement	Town Hall Project: Concrete	5,675.00
AMI Mechanical, Inc.	Town Hall Project: HVAC	6,000.00
Monroe Plumbing	Town Hall Project: Plumbing	15,000.00
Carter Lumber	Town Hall Project: Lumber	32,495.00

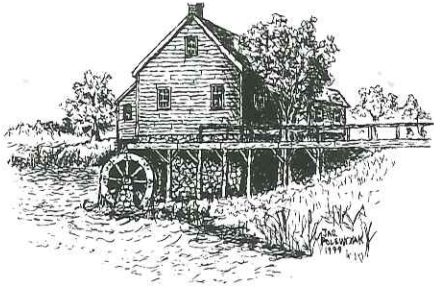
with a unanimous vote. Motion carried. The board signed the encumbrance sheet.

MEETING ADJOURNED

Todd Ray moved and Irene McMullen seconded to adjourn the meeting at 8:15pm, with a unanimous vote. Motion carried.

 Chairman  Fiscal Officer





# Munson Township

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

## Resolution 2013-41

Be it resolved by the Trustees of Munson Township, in a regular session on the 10th day of September, 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:

### Additional Revenues to be Certified

To request the Budget Commission to certify additional money received from inheritance tax in the amount of \$140,721.01 to be placed in the General Fund.

### Placement of Additional Revenues in the Permanent Appropriation

That the additional money received, in the amount of \$140,721.01, be placed in the following line items in the General Fund in the Permanent Appropriation:

2,000.00	to 1000-110-221-0000	Medical/Hospitalization
200.00	to 1000-110-222-0000	Life Insurance
500.00	to 1000-110-323-0000	Repairs and Maintenance
500.00	to 1000-110-330-0001	Travel and Meeting Expense – Employee
500.00	to 1000-120-341-0000	Telephone
1,500.00	to 1000-120-351-0000	Electricity
200.00	to 1000-130-341-0000	Telephone
500.00	to 1000-130-599-0000	Other – Other Expenses
600.00	to 1000-220-221-0000	Medical/Hospitalization
200.00	to 1000-610-351-0000	Electricity
5,000.00	to 1000-610-420-0000	Operating Supplies
39,021.01	to 1000-760-710-0000	Land
10,000.00	to 1000-760-720-0014	Buildings [Town Hall Project]
80,000.00	to 1000-760-740-0014	Machinery, Equipment, Furniture [Town Hall Project]

### Transfers Within Funds

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

250,000.00	to 1000-760-730-0014	Improvement of Sites [Town Hall Project]
	from 1000-760-730-0000	Improvement of Sites [Township]

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, September 10, 2013  
Judith Toth, Fiscal Officer