

RECORD OF PROCEEDINGS

0685

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

CAYTON LEGAL BLANK, INC., FORM NO. 10146

Held

Tuesday, October 12,

20 10

The meeting was called to order at 6:32pm by Chairman Andy Bushman with Trustees Todd Ray and Irene McMullen present. Fiscal Officer Patricia Bayer was absent. Mr. Bushman led the Pledge of Allegiance. Warrants 8915-8951 dated 9/30, 10/12, and 10/15/2010 in the amount of \$1,627.13 were signed. EFT Vouchers 1489-1498 for the 10/15/2010 bi-weekly payroll in the amount of \$10,377.83 were signed. The Board signed Warrant 1096 dated 10/13/2010 in the amount of \$8,425.31 to transfer EMS collections from the lockbox to the primary account. Correspondence was available for review.

MINUTES

Mr. Ray moved and Mrs. McMullen seconded to approve the minutes of September 8, 2010, as written, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to approve the minutes of September 14, 2010, as written, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to approve the minutes of September 28, 2010, as written, with a unanimous vote. Motion carried.

CEMETERY DEED

The board signed a cemetery deed to Cindy Hull for Maple Hill III Cemetery, Lot 319, Grave 15.

RESOLUTION 2010-51/INHERITANCE TAX ADVANCE

Resolution 2010-51 was made by Mrs. McMullen and seconded by Mr. Ray to request an advance of the inheritance tax collected during the month of September 2010, with a unanimous vote. Motion carried.

FIRE DEPARTMENT

Assistant Chief Mark Lynn reported that the state has not opened the new bids for trucks yet. The Preston dealership in Burton is willing to work with the township to match the price. The new squad will be delivered on the 26th, and has been repainted to match the current squads, with the possible difference of chevron reflections on the back. There are three CERT classes left and at the end of the program, there will be nineteen trained volunteers. Additional volunteers have come forward and the department may offer another training next year.

ROAD REPORT

Road Superintendent Jim Teichman requested a clothing and safety equipment allowance for the road department employees for the second half of the year.

Mrs. McMullen moved and Mr. Ray seconded to authorize a clothing allowance of \$150 per person not to exceed \$1,100.00, with a unanimous vote. Motion carried.

Mr. Teichman reported that the road department radios are old and some are not working. He did not recommend replacing them immediately as the radios will be switched to digital in 2011 and the current units will be outdated. Nor would it be worthwhile to have the radios repaired as a service call would be approximately \$2,000. Assistant Chief Lynn advised there were used units available at a reasonable cost and offered to look into this for the road department. The fire department has a few extra units that the road department can use. He will also check whether the road department will be required to switch to digital as they use a lower frequency.

EPA RECOGNITION

Tim Kearns informed the Trustees that road department employee Larry Morrison received a certificate of recognition from the Ohio EPA for his attention to the quality of the drinking water for the township park and township hall. Mr. Morrison is responsible for monitoring the water systems.

KLATKA DEMOLITION

Mr. Kearns discussed the demolition of the buildings at the former Klatka property at 10880 Mayfield Road. The township will not be required to do any asbestos abatement. He will get quotes together for a decision at the next trustees meeting. Mr. Teichman will get quotes to disconnect the electric and gas utilities. Mr. Lynn advised that a water source will be needed to keep the dust down and asked Mr. Kearns to find out if the contractors include that in their quotes. If not, the fire department can assist.

GEAUGA COUNTY LIBRARIES

Deborah O'Connor, Director of the Geauga County Public Libraries, and Gordon Burgess and Andy Meinhold, Munson residents and members of the Library's Board, were present to update the trustees on the services provided by the library and to request support for the library's additional one mill continuing levy which will be on the November ballot. Ms. O'Connor opened by stating that when times are tough, libraries are great resources. The library provides \$80,000 in databases each year, which can be used for personal and business purposes. She discussed the "all data" database, which car owners use to look up information for vehicle

Held Tuesday, October 12, 20 10

GEAUGA COUNTY LIBRARIES

repairs. It is updated continually and includes recall information. She cited examples where use of these databases provided savings to residents that more than offset the cost of the additional levy. In addition to reading materials and videos, libraries also provide information for travel, remodeling, and other personal uses. Library patrons use the free computers and internet service for job searches. The Library Foundation and various Friends of the Library units are nonprofit 501c3 units that assist the library with funding and programming. The Library Foundation initiated a K program last year resulting in the purchase of 10,000 beginner reading books for the library system. The books were color taped to identify the level of reading. All funding for the project was provided by the Foundation. One of the "Friends" groups is responsible for the bookmobiles. Over the years their funding has been reduced, from 95% provided by the state twenty years ago, to 40-50%. This year the funding was reduced by \$1,000,000, and libraries were cut more than any other state agency. To offset the deficit, the library has reduced staffing and hours and eliminated all but preschool programming. Staff members received a two percent pay decrease across the board, except for the minimum wage employees. Mr. Ray asked if they had any feedback on the levy. Mrs. O'Connor said it was discouraging, and that the editorials have been discouraging, but that she has also received some positive support. She met with all four state representative candidates who were impressed with the library's frugality. She welcomed anyone with questions to contact the library.

COMMUNITY DAY EXPENSE

Bushman - let the record reflect that the trustees received the community day expense report.

SCREENING FOR THE RECYCLING AREA

Road department employee Mark Stukbauer will put together a quote for bushes to provide a living fence for the recycling area. Mr. Teichman will also get quotes for fencing. A hard surface was suggested by the office manager and discussed.

DISPOSITION OF USED COMPUTER EQUIPMENT

Mr. Ray moved and Mrs. McMullen seconded to remove from inventory the Compaq server ML330t02, Serial No. 6J2AKH36100F, and two Compaq workstations D51C/P2A/40/p/256c Serial numbers 6X2A-KN8Z-M0GB and 6X2A-KN8Z-M0GG, with a unanimous vote. Motion carried. The old computers will be refurbished by Matt Moormeier of Geauga PC and donated to charity.

COMPUTER BACKUP

Mr. Ray moved and Mrs. McMullen seconded to approve the purchase of two external hard drives for backup to be installed by Geauga PC, not to exceed \$322, with a unanimous vote. Motion carried.

NOPEC ANNUAL MEETING

The board received a notice that NOPEC, Northeast Ohio Public Energy Council, will hold its General Assembly meeting on November 9, 2010. Each participating community is a voting member and NOPEC requested that a proxy be signed in the event that a township representative was not able to attend the meeting.

Mr. Ray moved and Mrs. McMullen seconded that Andy Bushman will attend the NOPEC General Assembly meeting on November 9, 2010 and serve as the township's voting representative, with a unanimous vote. Motion carried.

NOPEC GRANT

The Board discussed projects for the \$50,000 grant offered to the member communities by NOPEC to be used for an energy saving project. Mrs. McMullen suggested a replacement furnace for the road department. Mr. Teichman advised that the current furnace, which burns wood and fuel oil, is old, and although parts are still available, the furnace's efficiency has decreased. Wood has primarily been used, with oil as a backup. The insurance company would like the wood furnace moved outside the building. A new furnace would supply both the maintenance building and the equipment storage building with heat and hot water. The existing ducts can be reused and three radiant heat gas fired units would be installed overhead as a backup to the heat generated by the wood burner. He had quote of \$8,500 to put the gas furnaces up, if the road department directed the job. The project would require a new structure to house the wood burner and wood, which would free up the lean to, where the wood is currently stored, and eliminate hauling from the storage area to the wood burner. He contacted four suppliers - a new boiler will cost approximately \$20,000.

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DAYTON LEGAL BLANK, INC., FORM NO. 15145

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NOPEC GRANT (continued)

The board discussed solar heating panels and Mr. Bushman suggested replacement windows for the township hall. The cost to replace the fire department's windows was \$13,000. Mr. Ray asked to wait on this suggestion until the board had made a decision about the township hall. Mrs. McMullen noted that she reviewed the old files, and one plan showed some promise and could be adapted if the board chose to add on to the current building. Some discussion followed regarding the new town hall, to retrofit this building, or to redo the proposed new building. The board discussed submission deadlines for the grant and agreed that use of the funds for energy efficient features in a new building could not be done in time to meet the grant deadlines. NOPEC's next session for grant reviews has been scheduled for November 20. There will be another review session two months later.

Mr. Ray discussed the photo voltaic option for solar panels for heating, which Claridon Township has selected for its project. Currently the technology is expensive, but it continues to evolve and mature. He suggested that the grant funds were provided for just that purpose, to give the township an opportunity to explore a new option that can be used as educational opportunity for the public. Replacement of the overhead lighting in the township hall was discussed as another option, as the current lighting is being phased out. Mr. Kearns noted that the Zoning Commission was very impressed with a recent speaker who attended their meeting, who evaluates buildings and makes energy and cost saving recommendations. The board asked Mr. Kearns to schedule a workshop with the speaker for a non-meeting night.

TOWNSHIP HALL PROJECT

The board discussed the status of the township hall project. Mr. Ray noted that the board needed to make a decision to either settle up with the architects or to invite them back for further discussion, and to start over or to walk away entirely from the current plans. The architects gave the township a completed set of plans and the board had the plans reviewed and approved for bidding. Mr. Bushman did not like the cupola or the footprint of the building, and believed the community room in the lower level was too small. Mr. Ray observed that if Mr. Bushman was not inclined to do anything with the current plans, he was not interested in moving forward on a split vote. Mr. Bushman suggested that this would be a good topic for another meeting or workshop. The board agreed it would be premature to incur a fee to invite the architects to a workshop. Mr. Ray suggested that the board let the architects know what was going on in order to reconcile any outstanding invoices, and Mr. Bushman agreed to call the architects.

OUTSIDE MEETINGS

Mr. Bushman attended Geauga Safety Council meetings on October 1 and October 6. Mr. Ray advised that he was invited to attend a meeting on October 30 to discuss noise pollution.

EMPLOYEE COMPENSATION

Mr. Bushman passed out additional information from the other Geauga County townships regarding employee compensation and a spreadsheet comparing the employees' wages with comparable wages from the other townships. He recommended that the employees be given an immediate increase to bring them up to the level of the other townships. He further recommended that the time frame for reviewing and increasing wages be placed in the township personnel policy to prevent delays. Mr. Ray noted that the board had followed the process of giving raises and had not refused to meet the recommendations made to the board each year. Mr. Bushman said that somehow the township got behind. Being late on the raises this year was also part of the issue. Mr. Ray believed that the compensation practices of the board should reflect the state of the economy and what residents who paid taxes were experiencing in the private sector. Mrs. McMullen questioned the attempt to match comparable wages rather than provide information about the other townships' salary ranges. Mr. Bushman said he would get her whatever information she needed. Mr. Teichman advised that the employees were not asking to be brought up to the level of the other townships, but to be compensated appropriately for the work that they do. Mr. Ray asked Mr. Bushman for his recommendation.

Mr. Bushman moved that the full time hourly personnel get \$1.00 per hour and the part time employees a \$1.00 per hour increase as well. The motion died for lack of a second. The board will continue to review the data.

TOWNSHIP HEALTH INSURANCE

The board asked the office manager to contact OTAHP agent Sean Sprouse regarding HRA and HSA insurance options. Mr. Sprouse will be invited to attend the next workshop.

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COMMUNITY ROOM

Let the record reflect the CFC Cheerleaders leased the community room on Tuesday, October 5 2010 from 5:30-7:30pm for approximately 30 persons. Mr. Ray moved and Mrs. McMullen seconded to waive the fees, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to lease the community room for Cub Scout Den meetings (Gardner) on October 8, November 12, and December 10, 2010 at 7pm, approx. 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 a 50th Anniversary Party (Nelson) on November 6, 2010 from 4pm-midnight, approx. 40, \$75 room, \$50 kitchen, \$250 security deposit (liquor), with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to lease the community room for a Cub Scout Den 4 meeting (Williams) on October 19, 2010 at 6:30pm, 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 October 12, 2010, as written:

Travel & Meeting Expense - Zon.	Blanket to 12/31/2010	900.00
Operating Supplies (Gas Tax)	Blanket to 12/31/2010	5,000.00
Operating Supplies (Road & Br.)	Blanket to 12/31/2010	5,000.00
Geauga Maple Leaf	Zoning Legal Notices	200.00
Office Supplies - Admin.	Blanket to 12/31/2010	1,000.00
Office Supplies - Zoning	Blanket to 12/31/2010	100.00
Bureau of Workers Compensation	Add'l Premium for 2008 per Audit	1,551.72
Veneer Logging	Remove Trees/Limbs - Roads	1,500.00
Veneer Logging	Remove Trees/Limbs - Cemeteries	500.00
Geauga PC	Backup - Hard Drives	322.00

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 8:45pm, with a unanimous vote. Motion carried.



Chairman



Fiscal Officer