

Held Tuesday, April 10, 20 12

The meeting was called to order at 6:32pm by Chairman Todd Ray with Trustees Andy Bushman and Irene McMullen and Fiscal Officer Judy Toth present. The Pledge of Allegiance was recited. Warrants 10277-10297 dated 3/30 and 4/10/12 totaling \$15,500.79 were signed. The Board signed EFT Voucher 2018 in the amount of \$102.86 to correct Greg DeGreen's final pay. Warrant 10273 and EFT Voucher 2004 were voided. Correspondence was available for review. The board signed mowing contracts to Munson Valley Landscaping, Inc. and Ray Landscaping Services, Inc.

MINUTES

Mr. Bushman moved and Mrs. McMullen seconded to approve the minutes for March 15, 2012, as written, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to approve the minutes for March 20, 2012, as written, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to approve the minutes for March 27 2012, as written, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to approve the minutes for April 2, 2012, as written, with a unanimous vote. Motion carried.

CEMETERY DEED

The Board signed a deed to J. David and Rosanne M. Lonsway for Fowlers Mill II Cemetery, Lot 342, Graves 15 and 16.

PUBLIC COMMENT

Mr. Ray asked for public comment on any topic that was not on the agenda. There was none.

COMPUTER UPGRADE

Matt Moormeier from Geauga PC presented two proposals to the trustees. He proposed to upgrade the township's software from 2000 to 2010 Microsoft Office Academic. Office Academic is being phased out and Microsoft has released the requirement that the purchaser be a student or teacher. The software includes publisher and outlook, and each copy can be installed on two computers. With no markup on the software, the cost for two copies and installation would be \$430. The second proposal was to set up a workstation at the township for the trustees' emails to resolve the problem of over usage of server space. The trustees will be able to access the computer remotely, pull down messages, and respond to them. The messages will be archived on the township computer. Confidentiality will be maintained. The proposal for the workstation was \$400 and labor \$340, for a total cost of \$740. Use of the township laptop for the workstation was discussed.

Mr. Bushman moved and Mrs. McMullen seconded to allow Geauga PC to install Microsoft Academic for the office computers not to exceed \$430, with a unanimous vote. Motion carried. The board will consider the second proposal.

BEST SAND DONATION

Joe Kany, Environmental Safety and Health Administrator, from Fairmount Minerals [Best Sand] presented the fire department with a check for \$13,000 to be used for special equipment for rescues involving structural collapse and confined spaces. Sparked by the incident at Alpine Valley when the ski lift malfunctioned, the Munson fire department has been training to be a first responder for these types of incidents. The equipment will help them reach this goal. The board thanked Mr. Kany and Best Sand for their generosity.

TOWNSHIP HALL ADDITION

Architect Hank Penttila distributed a handout listing elements of the project that need to be addressed to determine which will be included in the bid documents. Items listed for discussion were expansion and renovation of the township hall, fire station roof renovation, building furniture, parking lot, sidewalks, and landscaping, playground equipment and site construction, and site signage. Exterior site lighting was not on the list, but needed to be included. He asked for the board's commentary regarding Plan A and Plan B. Mr. Ray advised the board voted two to one for Plan A. Mr. Bushman contacted the architect with a request for a rework of Plan B. Due to a miscommunication, Mr. Penttila was waiting for Mr. Bushman to send a mockup of his suggestions before proceeding. He wanted to be clear on which plan he was to use, and suggested that requests for revisions come from the board. Mr. Ray asked about the time line and if bids can still go out in June as planned. The board discussed squaring off the trustees meeting room. The architect explained that angles, instead of a square, are an architectural enhancement which identifies an important part of the building. The angled walls in the interior are better for presentation. Mr. Bushman preferred squaring it off and using the additional space behind an

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TOWNSHIP HALL ADDITION (continued)

angled interior wall for storage and wiring. Mr. Ray believed the angled exterior had both an architectural and aesthetic benefit as a variation to an otherwise boxy building. Mr. Penttila asked for prioritization of the elements he listed on the handout. The board's decision will drive how he prepares the specifications. He met with Joe Cattell at the Geauga County Engineer's office and was given the latest drawings of the improvement for the intersection of Auburn and Sherman Road. Cattell agreed to review all access drives. Engineer Bob Phillips, a Munson resident, will attend a trustees meeting to talk about the site plan, intersection, and drainage. He spoke with Matt Scharver from the Chagrin River Watershed Partners. The amount of space disturbed may impact what grants are available. The board agreed to include the fire station roof in the bid package, but asked to have it broken out to give a better picture of the cost of the roof and the cost of the town hall renovation. Furnishings will not be included in the bid. The playground will be done by the township, but space will be left on the site plan. The building sign will be included in the bid package. Property signage will be a separate project. At the next meeting, the architect will go over the budget items, show the board models and diagrams of the exterior of the building, and bring exterior samples.

ROAD REPORT

Road Superintendent Jim Teichman asked the board to approve the installation of ScourStop at the north side of the culvert on Waterfowl Lane. The materials will be donated by Meredith Brothers and the township will do the installation. Meredith Brothers plans to take photographs of the completed work and feature it in its brochures.

Mr. Bushman moved and Mrs. McMullen seconded to accept the donation of ScourStop from Meredith Brothers and to allow the road department to prepare for the installation of ScourStop at the culvert on Waterfowl Lane, with a unanimous vote. Motion carried.

Mr. Teichman reviewed the engineer's estimates for resurfacing Hospital Drive, \$40,000, Regent Park Drive and Tallow Tree Drive, \$110,000, Britton Lane, \$30,000, Walden Oaks Drive, Grey Friar Way, and Keystone Lane, \$240,000, and last year's estimate for Sherman Road from Fowlers Mill to Auburn, \$180,000. He recommended that the trustees do Regent Park and Tallow Tree next year. The balance of the roads will be \$490,000.

Mr. Teichman had an estimate of \$400 from Ryerson Tree Service to move the four ornamental trees at the rear of the township building. Architect Hank Penttila offered to meet with Mr. Teichman to find a location.

Mr. Bushman moved and Mrs. McMullen seconded to allow Jim Teichman through Ryerson Tree Service to move the trees around the town hall not to exceed \$450, with a unanimous vote. Motion carried.

Mr. Teichman recommended that the resurfacing be bid out in two bid packages, with Sherman Road to be bid in the same time frame as the county's bid package for the realignment of the intersection at Auburn and Sherman Roads.

Mr. Bushman moved and Mrs. McMullen seconded to allow the road superintendent to request the county engineer to prepare bid specifications for Hospital Drive, Britton Lane, Walden Oaks, Grey Friar Way, and Keystone Lane, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to bid the section of Sherman Road from Fowlers Mill to Auburn in conjunction with the county engineer's time frame for a bid package for the Sherman/Auburn intersection, with a unanimous vote. Motion carried.

The plumbing and concrete work will be done for the new fuel point at the maintenance yard in preparation for the installation of the tanks. Mr. Teichman will have estimates for a power broom for the next meeting. The road department received Mike Dorka's donation of a used microwave.

FIRE DEPARTMENT

Fire Chief Bernie Harchar met with the county engineer to go over the plans for the realignment of the Auburn/Sherman intersection. The engineer's office will work with the fire department to assure that they will have constant access. The fire department will receive a grant from Homeland Security for communications equipment. Mr. Harchar is researching ambulances and will have a price for the next meeting. The cost will be over \$165,000. New regulations for seating for the paramedics will up the price between \$6-8,000. A demo squad was available for the board to view prior to the meeting.

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ZONING SEMINAR

Mr. Bushman moved and Mrs. McMullen seconded to allow Zoning Commission members Jim Tekavec and Dennis Wynne to attend a Land Use and Zoning Seminar on May 23rd at the Ohio State Bar Association reduced rate of \$210 per person and to reimburse travel expenses, with a unanimous vote. Motion carried.

COSTCO MEMBERSHIP

Mr. Bushman moved and Mrs. McMullen seconded that we join Costco at \$55.00 per year, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to allow Paula Friebertshauser and Judy Toth to be the signers on the credit card for the Costco membership, with a unanimous vote. Motion carried.

STOCK FISH DONATION

Mrs. McMullen moved and Mr. Bushman seconded to accept the donation of 150 large-mouth bass fingerlings and 100 fathead minnows (feeders) for the pond at Scenic River, with a unanimous vote. Motion carried.

Mrs. McMullen thanked Mr. Bushman.

RESOLUTION 2012-15/FUND TRANSFER

Resolution 2012-15 was made by Mr. Bushman and seconded by Mrs. McMullen to transfer funds in the General Fund and Road and Bridge Fund in the Permanent Appropriation, with a unanimous vote. Motion carried.

RESOLUTION 2012-16 ACCESS TO TOWNSHIP SAFE DEPOSIT BOX

Resolution 2012-16 was made by Mrs. McMullen and seconded by Mr. Bushman to authorize Trustees Todd Ray, Irene McMullen, and Andy Bushman, and Fiscal Officer Judy Toth access to the township safe deposit box #50024 located at Middlefield Bank, with a unanimous vote.

Motion carried

PAVILION RENTAL

Mr. Bushman moved and Mrs. McMullen seconded to lease the Emmons pavilion for a Chardon Track Get-together (Ferrante) on May 26, 2012 at 2pm, approx. 60, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to lease the pavilion at Scenic River for the Klatka family reunion (Butler) on Sunday, June 24, 2012 at noon, approx. 60, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to lease the pavilion at Scenic River for a family reunion (Brown) on August 11, 2012 from 10am-5pm, approx. 27, for a \$25 rental fee and \$25 security deposit, with a unanimous vote. Motion carried.

COMMUNITY ROOM RENTAL

Let the record reflect the Girl Scouts held a meeting in the township kitchen (Ricketts) on March 29, 2012 at 5:30pm, approx. 6-8.

Mr. Bushman moved and Mrs. McMullen seconded to waive the fees, with a unanimous vote. Motion carried.

Let the record reflect the Ohio Army National Guard (Garlak) held a meeting in the community room on April 10, 2012 from 11:45am-12:45pm, approx. 5.

Mr. Bushman moved and Mrs. McMullen seconded to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to lease the community room for Christ Child Sew-ins (Run) April 11, May 16, and June 13, 2012 from 9am-4pm, approx. 12, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to lease the community room for a Cub Scout Committee meeting (Baldwin) April 15, 2012 at 7pm, approx. 10, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to lease the community room for Girl Scout Troop meetings (Ricketts) May 3, 17, 31, and June 7, 2012 at 6pm, approx. 8-10, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to lease the community room for Basket Weaving (Webster) May 24, 2012 from 9am-4pm, approx. 15, and to waive the fees, with a unanimous vote. Motion carried.

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COMMUNITY ROOM RENTAL (continued)

Mr. Bushman moved and Mrs. McMullen seconded to approve use of the community room for Geauga Tea Party meetings (Kline) May 24 and June 14, 2012 at 6pm, approx. 25, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to reduce the fees to \$25 per meeting. Roll call vote: Mr. Bushman, yes; Mrs. McMullen, yes; Mr. Ray, no. Motion carried.

ENCUMBRANCE SHEET

Mr. Bushman moved and Mr. Ray seconded to approve the encumbrance sheet for April 10, 2012, as follows:

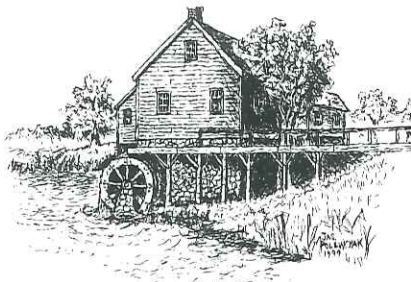
Burnham & Flower Agency	Stafford Bond	240.00
Kevin Chartrand, MD	DOT Drug & Alcohol Tests/Physicals	400.00
Treasurer of the State of Ohio	UAN Fees	1,290.00
Gregory M. DeGreen	Adjustment to Final Vacation Pay	12.06
Gauga PC	Software Microsoft Office Academic	430.00
Ryerson, Inc.	Tree Relocation	450.00
Costco	Membership Fee	55.00

with a unanimous vote. Motion carried.

MEETING ADJOURNED

Mr. Bushman moved and Mrs. McMullen seconded to adjourn the meeting at 7:56pm, with a unanimous vote. Motion carried.

Todd R. Ray Chairman Judith L. Toth Fiscal Officer



Munson Township

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

Resolution 2012-15

Be it resolved by the Trustees of Munson Township, in a regular session on the 10th day of April, 2012, at the Munson Township office, with the following members present, Andrew J. Bushman, Irene H. McMullen, and Todd R. Ray, that Mr. Bushman moved the adoption of the following resolution, that the 2012 Permanent Appropriation be amended as follows:

Transfers Within Funds

In the General Fund, a within fund transfer totaling \$540.00 as follows:

✓ 300.00	to 1000-110-313-0000	Uniform Accounting Network Fees
✓ 240.00	to 1000-110-383-0000	Fidelity Bond Premiums
	All from 1000-760-730-0410	Improvement of Sites - Cemetery

In the Road and Bridge Fund, a within fund transfer totaling \$400.00, as follows:

✓ 400.00	to 2031-330-319-0000	Other Professional & Technical Services
	from 2031-330-420-0000	Operating Supplies

Mrs. McMullen seconded the motion and the roll being called resulted as follows: voting

Andrew J. Bushman yes
Andrew J. Bushman

Irene H. McMullen

Todd R. Ray yes
Todd R. Ray

Attest: Judith Toth April 10, 2012
Judith Toth, Fiscal Officer