

Held Tuesday, November 13, 20 12

The meeting was called to order at 6:30pm by Chairman Todd Ray with Trustees Andy Bushman and Irene McMullen and Fiscal Officer Judy Toth present. The Chairman led the Pledge of Allegiance. Warrants 10832-10840 dated 10/31 and 11/9/12 totaling \$2,670.45 and EFT Vouchers 2198-2203 for the 10/31/12 monthly payroll totaling \$7,430.62 and 2204-2213 for the 11/9/12 bi-weekly payroll totaling \$9,407.16 were signed between meetings. Warrants 10841-10881 dated 11/13/12 totaling \$46,584.15 and Warrant 1144 dated 11/15/12 in the amount of \$16,232.30, to transfer EMS collections from the lockbox to the primary account, were signed. Correspondence and the Fiscal Officer's Monthly Report for October were available for the Trustees to review.

#### MINUTES

Andy Bushman moved and Irene McMullen seconded to approve the minutes of October 23, 2012, as written, with a unanimous vote. Motion carried.

#### CEMETERY DEED

The Board signed a deed to William Scott and Barbara Ann Fernald for Fowlers Mill II Cemetery, Lot 344, Graves 1,2,3,4.

#### PENTTILA INVOICE

Andy Bushman moved and Irene McMullen seconded to approve the invoice to architect Henry A. Penttila in the amount of \$15,150.71, with a unanimous vote. Motion carried.

#### O'DONNELL EAGLE SCOUT PROJECT

Casey O'Donnell from Boy Scout Troop 91 submitted drawings and a proposal to erect kiosks at Scenic River and Nero Preserve as his Eagle Scout project. The project was approved by the Park Board. He discussed the size and proportions of the kiosks. The cork surface will have a Plexiglas cover.

Andy Bushman moved and Irene McMullen seconded that Casey O'Donnell proceed with the Eagle Project at Nero and Scenic River, with a unanimous vote. Motion carried.

#### KLINGMANN DEMOLITION

Zoning Inspector Tim Kearns reported that he met with the Ohio EPA and asbestos abatement contractors at the Klingmann property at 13417 Rockhaven Road. The property owner removed some of the flooring and drywall, and additional asbestos testing will need to be done on the base materials that are now exposed. Mr. Kearns had a proposal of \$510 from HzW Environmental to do the additional testing and to update their August 2012 report.

Andy Bushman moved and Irene McMullen seconded to allow HzW to do the environmental testing needed at the Klingmann property at an amount not to exceed \$510, with a unanimous vote. Motion carried.

#### PUBLIC COMMENT

There was no public comment.

#### ROAD REPORT

Road Superintendent Jim Teichman reported that residents have placed stakes in the road right-of-way at Epping Trail and River Road and at four other locations. The county engineer affirmed that they are considered an obstruction and should be removed. Only the township is allowed to place stakes in the right-of-way if necessary. He asked the Trustees to inform the residents by letter that the stakes should be removed. Mr. Teichman will compose the letters for the chairman to sign. Mr. Teichman requested authorization to close the Nero Preserve driveway during the winter months. The area up to the chained gate will be plowed to allow visitors to leave their vehicles and walk to the park. Park Board chairman Bob Marn joined the meeting and agreed to the park closure. The 1995 Ford ambulance converted to a utility vehicle is no longer reliable and is not worth the cost to have it repaired. Mr. Teichman wanted to keep the base and to get a replacement cab and chassis. The board asked him to leave the vehicle intact while he checked into options.. The road department is short one employee, and Mr. Teichman asked for authorization to begin the reviewing process for a new employee.

Andy Bushman moved and Irene McMullen seconded to allow Road Superintendent Jim Teichman to start the interview process for personnel replacement, with a unanimous vote. Motion carried.

#### BID OPENING – 2013 TRUCK

At 7pm the Trustees opened bids for a new 2013 truck.

Andy Bushman moved and Irene McMullen seconded to waive the reading of the legal notice published October 26 and November 2 in *The News Herald*, with a unanimous vote. Motion carried.



## RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held \_\_\_\_\_ Tuesday, November 13, \_\_\_\_\_ 20 \_\_\_\_\_ 12 \_\_\_\_\_

BID OPENING – 2013 TRUCK (continued)

Four bid packages were picked up and two were returned.

- 1) Junction, Buick, GMC, Munson Township, base price \$33,800, additional options quoted, certified check enclosed in the amount of \$500 from Chase Bank
- 2) Ed Schmidt GMC, Perrysburg, Ohio, base price \$32,925.50, additional options quoted, certified check enclosed in the amount of \$500 from Huntington Bank

Andy Bushman moved and Irene McMullen seconded to turn over the bids to Road Superintendent Jim Teichman for review, with a unanimous vote. Motion carried.

FIRE DEPARTMENT

Fire Department Chief Mark Lynn reported approximately 700 persons attended the fire department's Halloween open house. The fire department's electric capability is inadequate for all of their equipment and they are blowing circuits. He had a preliminary estimate of \$1,000 from Steve Johnson to rewire and install bigger breakers. The air compressor was moved to the maintenance room to create a workout area. Mrs. McMullen asked for a written estimate for the electric upgrade. There are new roof leaks at both the front and back doors. Water is coming in between the two buildings. The architect advised that this location would not be addressed in the reroof and would require a separate repair. The fire department is reinstating its website and will also update their information on the township's website. They responded to a structure fire in Russell Township. He attended an Opticom meeting with Trustee McMullen. Grants and donations will be sought to offset the cost. Chief Lynn will get estimates to replace the fire department's radios. The road department has 13 radios to be replaced.

TOWNSHIP HALL PROJECT

Architect Hank Penttila reported that the civil engineering drawings are 90 percent complete. The language in the legal document was approved by Carmella Shale at Geauga Soil and Water. The construction documents are substantially complete. He addressed the leak in the fire department roof in the section not included in the township project, and recommended that the roof area be re-flashed to waterproof it instead of shedding the water. A six foot swath should be taken out and the roof re-flashed at the junction of the garage and addition. The drawings for the township hall project will be submitted to the assistant prosecutor by December 15. The tentative date for the legal notice will be January 15. A walk through will be scheduled for prospective bidders and bids will be due back in February. Legal notices will be placed in the *Plain Dealer* and *The News Herald*. He is working on the lighting and looking at the circulation for the campus. He met with the Park Board to get their thoughts on relocating the playground and other site improvements, and will meet with them again after the first of the year. He will send the bidding schedule and the list of alternate bid items to the Trustees. The dates for advertising and bid opening will be set at the November 27 meeting. At that time he will also have a tentative construction schedule. He is open to revisions based on input from his contractors, but the schedule will ultimately be determined by the Trustees. Mr. Ray brought up the option of a metal roof. The architect agreed to include it as an alternate bid item. He noted that a metal roof is not impervious to leaks and needs to be maintained. Shingles can have a 15, 25, or 30-year warranty. Mr. Bushman asked him to get a reasonable estimate for a metal roof. The Trustees will look at the numbers to determine if it should be included as an alternate. The State of Ohio has made changes to construction laws that may impact the project. Mr. Penttila will forward the information to the Trustees. The law changes allow greater latitude with subcontractors.

BOARD INTERVIEWS

At 7:35pm the Trustees interviewed three candidates for the Board of Zoning Appeals and one candidate for the Park Board. BZA Chairman Bobbie Nolan was present for the interviews. Regular business resumed at 8:55pm. Mr. Ray will contact the candidates to let them know that no decisions will be made until the next Trustees meeting.

RESOLUTION 2012-49 RESCINDED [FUND CERTIFICATION]

Andy Bushman moved and Irene McMullen seconded to rescind Resolution 2012-49 dated October 23, 2012, with a unanimous vote. Motion carried. The resolution over appropriated funds in the Road and Bridge and Fire Operating and Apparatus funds.

RESOLUTION 2012-51 – FUND CERTIFICATION

Resolution 2012-51 was made by Andy Bushman and seconded by Irene McMullen to replace rescinded Resolution 2012-49 to certify additional funds received in the General Fund (estate tax), Road and Bridge Fund, Cemetery Fund, Zoning Fund and Fire Operating and Apparatus Fund and to place them in various line items in the Permanent Appropriation, with a unanimous



Held \_\_\_\_\_ Tuesday, November 13, \_\_\_\_\_ 20\_\_\_\_ 12\_\_\_\_

FUND CERTIFICATION (continued)

vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

RESOLUTION 2012-50 - GEAUGA TRUMBULL RECYCLING DROP-OFF PROGRAM

Resolution 2012-50 was made by Andy Bushman and seconded by Irene McMullen to approve the contract with the Geauga Trumbull Solid Waste Management District for the recycling fixed container drop-off program from January 1, 2013 through December 31, 2015, with a unanimous vote. Motion carried.

RESOLUTION 2012-52 – INHERITANCE TAX ADVANCE

Resolution 2012-52 was made by Andy Bushman and seconded by Irene McMullen to request an advance of the inheritance tax collected during the month of October, with a unanimous vote. Motion carried.

RESOLUTION 2012-53 – GEAUGA TRUMBULL SOLIC WASTE MANAGEMENT PLAN

Resolution 2012-53 was made by Andy Bushman and seconded by Irene McMullen to approve the Geauga Trumbull Solid Waste Management District's 15-year Solid Waste Management Plan as written, with a unanimous vote. Motion carried.

OTA CONFERENCE

Andy Bushman moved and Irene McMullen seconded to authorize the elected officials to attend the Ohio Township Association Conference January 30-February 2, 2012 and to reimburse conference and travel expenses, with a unanimous vote. Motion carried.

OUTSIDE MEETINGS

Irene McMullen attended an Opticom meeting November 12 and a three-hour NOPEC general assembly meeting November 13.

CHRISTMAS GIFTS

Andy Bushman moved and Irene McMullen seconded to encumber \$800 for \$50 Christmas gift certificates for the Zoning and Park Boards, with a unanimous vote. Motion carried.

EMPLOYEE EVALUATIONS

The Trustees will conduct employee evaluations. Chairman Ray will interview the office staff, Andy Bushman, the road superintendent and fire chief, and Irene McMullen, the zoning inspector.

ERICKSON CEMETERY REQUEST

The board reviewed a memo from sexton Paula Friebertshauser. The owners of the Fowlers Milling Company, located in Munson Township, would like to purchase graves at resident rates. Andy Bushman moved and Irene McMullen seconded to allow Billie Erickson to purchase graves at Fowlers Mill Cemetery at township rates, with a unanimous vote. Motion carried.

DECEMBER MEETINGS

The second meeting in December will fall on Christmas Day. The Trustees will keep the December 11 meeting and check their calendars in order to schedule the second meeting.

SHERMAN ROAD LIMITED SIGHT DISTANCE SIGNS

The Board discussed locations for the limited sight distance signs to be placed on Sherman Road. The hill makes placement difficult. Too short a distance from the intersection will not allow enough reaction time.

BATTERY COLLECTION

Mrs. McMullen advised that the response to the battery collection was very good, and the students wanted to continue the collection to the end of the year.

OIL AND GAS FORUM

Mrs. McMullen discussed her progress with scheduling an oil and gas drilling forum. The County Commissioners have agreed to co-sponsor the event. Tentative dates are January 17 or January 31, both Thursdays to give legislators a chance to attend. Commissioner Mary Samide recommended Judge Forrest Burt for the moderator. Mrs. McMullen wished to make it an information session as opposed to a pro and against panel. She had a list of potential speakers. It may be necessary to reimburse speakers for travel expenses. Mrs. McMullen will ask for additional support from the other townships at the Geauga County Township Association meeting November 14.



## RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, November 13, 20 12COMMUNITY ROOM RENTAL

Andy Bushman moved and Irene McMullen seconded to lease the community room for a Boy Scout meeting (King) on October 25, 2012 from 7-8:30pm, approx. 15, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to lease the community room for a Munson Baseball meeting (Clark) on October 28, 2012 at 8pm, approx. 15, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to lease the community room for a Chardon Healing Fund/United Way meeting (Leininger) on November 5, 2012 from 5:30-8:30pm, approx. 30, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to lease the community room for Troop 91 Boy Scout meetings (Breier) on November 1, 19, and 26, 2012 from 6-9pm, approx. 50, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to lease the community room for a Chardon Youth Football Banquet (Toth) on November 17, 2012 at noon, approx. 50, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to lease the community room for Boy Scout Troop 91 meetings (Breier) December 3, 10, 17, 24, 2012 from 6-9pm, approx. 50, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to lease the community room for a Red Cross Blood Drive (Pacileo) on December 18, 2012 from 11:30am-7:30pm, approx. 24, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to lease the community room for Boy Scout Troop 91 meetings (Breier) January 7, 14, 21, 28, 2013 from 6-9pm, approx. 50, and to waive the fees, with a unanimous vote. Motion carried.

PAVILION RENTAL

Andy Bushman moved and Irene McMullen seconded to lease the Munson Township Park pavilions for a softball tournament (McCaskey) Memorial Day weekend, May 25, 26, 27, 2013, all day, approx. 200, and to waive the fees, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET

Andy Bushman moved and Irene McMullen seconded to approve the encumbrance sheet for November 13, 2012, as follows:

Printing (Admin)	Blanket to 12/31/2012	350.00
Other Communications, Printing (Rd)	Blanket to 12/31/2012	500.00
Natural Gas	Blanket to 12/31/2012	500.00
Natural Gas – Fire Dept.	Blanket to 12/31/2012	1,200.00
Operating Supplies (Gas Tax)	Blanket to 12/31/2012	5,000.00
Treasurer of the State of Ohio	Auditing Services	500.00
Road Dept Heaters -NOPEC Grant	Blanket to 12/31/2012	5,900.00
Geauga Local Access Cable Corp	Contract Payment	12,200.24
Printing (Town Hall, Mem Bldg)	Blanket to 12/31/2012	4,000.00
Munson Fire Department	Fire Contract – Fire Funds	45,000.00
Alvord Yard & Garden	Back Pack Blower	399.96
Other – Dues and Fees (Town Hall)	Blanket to 12/31/2012	5,000.00
HZW Environmental	Analysis/Asbestos Abatement Report	510.00
Breakfast with Santa Expenses	Blanket to 12/31/2012	700.00

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

MEETING ADJOURNED

Andy Bushman moved and Irene McMullen seconded to adjourn the meeting at 9:56pm, with a unanimous vote. Motion carried.

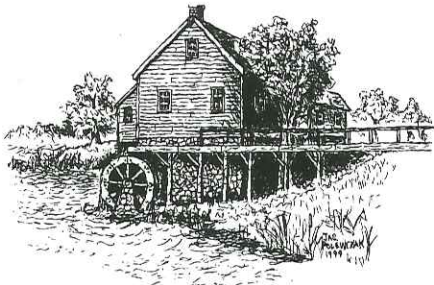
Todd R. Ray

Chairman

Judith Toth

Fiscal Officer





# Munson Township

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

## Resolution 2012-51 (Replacing Resolution 2012-49)

Be it resolved by the Trustees of Munson Township, in a regular session on the 13th day of November, 2012, at the Munson Township office, with the following members present, Andrew J. Bushman, Irene H. McMullen, and Todd R. Ray, that Andrew Bushman moved the adoption of the following resolution, that the 2012 Permanent Appropriation be amended as follows:

### Additional Revenues to be Certified

To request the Budget Commission to certify additional monies received in

- 1) Estate Tax in the amount of \$110,572.33 to be placed in the General Fund
- 2) General Property Tax-Real Estate 2031-101-0000 \$16,590.00, Property Tax Allocation 2031-535-0000 \$9,883.76, and Other-Miscellaneous 2031-892-0000 \$4,561.64, totaling \$31,035.40, to be placed in the Road and Bridge Fund
- 3) Sale of Cemetery Lots 2041-804-0000 in the amount of \$5,235 to be placed in the Cemetery Fund
- 4) Fees 2181-302-0000 in the amount of \$4,750 to be placed in the Zoning Fund
- 5) General Property Tax-Real Estate 2192-101-0000 \$16,075.83, Property Tax Allocation 2192-535-0000 \$11,312.46, and Sale of Fixed Assets 2192-951-0000 \$1,900, totaling \$29,288.29, to be placed in the Fire Operating and Apparatus Fund.

### Placement of Additional Revenues in the Permanent Appropriation

To be placed in the following line items in the Permanent Appropriation:

#### General Fund

1000-110-213-0000	Medicare	400.00
1000-110-323-0000	Repairs and Maintenance	1,000.00
1000-110-342-0000	Postage	800.00
1000-110-349-0000	Other-Communications, Printing & Adv.	500.00
1000-110-519-0000	Other – Dues and Fees	20,000.00
1000-120-344-0000	Printing	4,000.00
1000-120-349-0000	Other-Communications, Printing & Adv.	500.00
1000-120-351-0000	Electricity	500.00
1000-120-353-0000	Natural Gas	500.00
1000-120-519-0000	Other – Dues and Fees	5,000.00
1000-130-341-0000	Telephone	100.00
1000-130-330-0000	Travel and Meeting Expense	500.00
1000-760-730-0120	Improvement of Sites – Township	76,772.33

#### Road and Bridge Fund

2031-330-221-0008	Medical/Hospitalization HRA	5,000.00
2031-330-319-0000	Other – Professional and Technical Services	500.00
2031-330-349-0000	Other-Communications, Printing & Advertising	500.00
2031-330-420-0000	Operating Supplies	24,535.40
2031-330-490-0000	Other – Supplies and Materials	500.00

#### Cemetery Fund

2041-410-190-0000	Other – Salaries	2,235.00
2041-410-329-0000	Other – Property Services	3,000.00

#### Zoning Fund

2181-130-190-0000	Other – Salaries	4,750.00
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#### Fire Operating and Apparatus Fund

2192-220-360-0000	Contracted Services	29,288.29
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This will correct funds over appropriated in the Road and Bridge Fund in the amount of \$7,421.60 and in the Fire Operating and Apparatus Fund in the amount of \$7,696.52.

Irene McMullen seconded the motion and the roll being called resulted as follows:

Andrew J. Bushman, yes voting

Irene H. McMullen, yes  
Irene H. McMullen

Todd R. Ray, yes  
Todd R. Ray

Attest: Judith Toth Judith Toth, Fiscal Officer, November 13, 2012