

Held Tuesday, August 23, 20 11

The 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 9709-9710 dated 8/19/11 totaling \$214.95 were signed between meetings. Warrants 9711-9745 dated 8/23/11 totaling \$38,851.70; EFT Vouchers 1786-1795 for the 8/19/11 bi-weekly payroll totaling \$10,845.34; and Warrant 1115 dated August 24, 2011 in the amount of \$6,418.31 to transfer EMS collections from the lockbox to the primary account, were signed. Correspondence was available for review. The board signed thank you letters to the Community Day Picnic donors and volunteers.

FIRE DEPARTMENT

Assistant Fire Chief Mark Lynn reported that the ladder truck is out for maintenance, which is why the Community Picnic banner has not been taken down. The fire department is working on an application for a federal grant for \$40,000 for new hose.

ROAD DEPARTMENT

Road Superintendent Jim Teichman informed that board that Hillcrest Drive needs ditching, which will require tree trimming and brush removal. Mrs. McMullen offered to speak to the residents who are opposing the project.

The road department has been using road funds exclusively for truck fuel costs. Truck fuel is also used for park and cemetery projects. The board agreed to encumber \$1,000 in operating supplies for fuel in the cemetery fund and \$2,000 in the park fund.

LEGEND CREEK DRIVE

The county engineer submitted a change order and final invoice for the Legend Creek Drive Surfacing Project.

Mr. Ray moved and Mr. Bushman seconded to approve a change order to the contract with Kokosing Construction, Inc. for the Asphalt Surfacing of a Portion of Legend Creek Drive in Chester and Munson Townships: original contract amount, \$129,718.00, total additions \$869.40, total deductions \$11,379.90, for a revised contract amount of \$119,207.50, with a unanimous vote. Motion carried. The board signed the change order.

Mr. Ray moved and Mr. Bushman seconded to approve the final payment to Kokosing Construction, Inc. for the asphalt surfacing of Legend Creek Drive in the amount of \$119,207.50, with a unanimous vote. Motion carried. [Chester Township will reimburse Munson Township its portion of the cost of the project, as determined by the county engineer, in the amount of \$46,490.93.]

KLINGMANN PROPERTY 13417 ROCKHAVEN ROAD

Kris Klingmann was in attendance at the request of the trustees to discuss a time table for the removal of the structure at 13417 Rockhaven Road. Mr. Klingmann gave the board a copy of a letter dated April 2008 from Jeffrey R. Spangler, a registered professional engineer, which stated that the house was structurally sound at the time of his inspection. Zoning Inspector Tim Kearns noted that the building is a commercial, not a residential, structure due to its former use as a nursing home. Mr. Klingmann plans to take a four-day class October 25-28 to become certified as an abatement specialist to allow him to remove his own asbestos. He will keep the building secured. Mr. Ray advised it is a safety issue if someone can get in. Residents will be pleased to see the deteriorating building removed. Mr. Klingmann did not want to dismantle the building during the winter months and agreed to bring in a time line in the spring.

SCENIC RIVER ELOO RESTROOM PROJECT

Mr. Kearns advised that the application for a permit to install the Eloo restroom facility at the Scenic River Retreat has been submitted to the Ohio EPA. The EPA requires that a contract for the removal and disposal of the wastewater be included with the application. He submitted a letter from the Tim Frank Septic Tank Cleaning Company verifying that they have agreed to haul, accept and process the wastewater, and a contract to provide the service. The company contracts with the Geauga Park District for their Eloo systems.

Mr. Ray moved and Mr. Bushman seconded to approve the one year service contract with Tim Frank Septic Tank Cleaning Company at a waste removal and disposal cost of \$285.00 per service call, as needed. Roll call vote: Mr. Ray, yes; Mrs. McMullen, yes; Mr. Bushman, no. Motion carried. Mr. Ray and Mrs. McMullen signed the contract.

RECYCLING AREA

The suggested relocation of the recycling units was reviewed by AbiBow (paper) and Geauga Trumbull (mixed recycling). The design was declined by AbiBow as the driver was concerned about access during the winter months. Mr. Bushman advised the design is being successfully used in another community and agreed to contact AbiBow for further discussion.

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PUBLIC HEARING FOR ZONING AMENDMENTS 2011-01 AND 2011-02

Mr. Ray moved and Mr. Bushman seconded to hold a public hearing for Zoning Amendments 2011-01 and 2011-02 on Tuesday, September 13, 2011 at 6:30pm, with the regular meeting to follow, at the Notre Dame Provincial Center Auditorium at 13000 Auburn Road, with a unanimous vote. Motion carried. The meeting is being held at the Auditorium because of the Notable Reception, which is on the agenda for 7:00pm.

RESOLUTION 2011-43/FUND TRANSFER

Resolution 2011-43 was made by Mr. Bushman and seconded by Mr. Ray for within fund transfers in the General 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.]

ZONING BULLETIN SUBSCRIPTION

The Zoning Commission is requesting that the Trustees renew their *Zoning Bulletin* subscription. Mr. Ray moved and Mr. Bushman seconded to approve the Quinlan Zoning Bulletin Subscription for one year in the amount of \$222.96, with a unanimous vote. Motion carried.

TOWNSHIP HALL PROJECT

The board interviewed architect Don Alexander from Herschman Architects.

RESOLUTION 2011-44 DISBURSEMENT FOR GEAUGA COUNTY BUDGETCOMMISSION

The Geauga County Budget Commission has ordered the township to show how carryover funds will be disbursed to avoid having the funds taken away.

Resolution 2011-44 was made by Mr. Ray and seconded by Mr. Bushman to itemize how carryover funds in the amount of \$2,130,000 will be disbursed, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.] As an attachment to the resolution, the board signed a letter explaining in greater detail the need for the funds and how they are to be spent.

RECORDS COMMISSION

Mrs. Bayer and Mrs. McMullen held a Records Commission meeting on Friday, August 19, 2011 at 9am. They approved a records retention schedule for submission to the Ohio Historical Society.

GROUNDS USE

Mr. Ray moved and Mr. Bushman seconded to lease Baseball Field #2 at the Munson Township Park to the YMCA of Greater Cleveland – Geauga Branch (Dutton) Fridays from 5-7pm from September 5 through October 30, 2011, and to waive the fees, with a unanimous vote. Motion carried. A certificate of insurance was provided.

Mr. Ray moved and Mr. Bushman seconded to lease one tennis court at the Munson Township Park to the YMCA of Greater Cleveland – Geauga Branch (Dutton) Saturdays from 9am-9:45am from September 5-October 9, 2011, and to waive the fees, with a unanimous vote. Motion carried.

PAVILION RENTAL

Mr. Ray moved and Mr. Bushman seconded to lease the Scenic River Retreat pavilion to the Cleveland Sports Car Club (Prusha) for a picnic on September 4, 2011 from 1-6pm, approx. 25, for a \$25 fee and \$25 security deposit, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the Scenic River Retreat pavilion to the Geauga Council for Arts and Culture (Prusha) for a concert by the Floorwalkers on September 18, 2011 from 9am-9pm, approx. 250, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the Emmons Pavilion to the Riverview Church (Ferris) for a picnic on Saturday, September 24, 2011 from 2-8pm, approx. 75, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the Emmons Pavilion for a family reunion (Little) on September 25, 2011 from 11:30am-5pm, approx. 45, for a \$25 fee and \$25 security deposit, with a unanimous vote. Motion carried.

COMMUNITY ROOM RENTAL

Let the record reflect the community room was leased for CYF cheerleading (Evans) on August 21, 2011 from 6-8pm, with approximately 25 persons in attendance. Mr. Ray moved and Mr. Bushman seconded to waive the fees, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the community room for Rug Hooking (Webster) on September 19, October 17, and November 21, 2011 from 9am-3pm, approx. 10, and to waive the fees, with a unanimous vote. Motion carried.

RECORD OF PROCEEDINGS MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____ Tuesday, August 23, _____ 20 11

COMMUNITY ROOM RENTAL (continued)

Mr. Ray moved and Mr. Bushman seconded to lease the community room for Girl Scout meetings (Evans) September 21, October 5, 19, 22, November 9, and December 7, 2011 from 6-7:30pm, 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 to Quilt and Caboodle (Havel) on October 6, and December 1, 2011 from 10am-4pm, approx. 12-15, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the community room to the Sewing Group (Fabian) on October 20, November 17, and December 15, 2011 from 10am-4pm, approx. 10-15, and to waive the fees, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the community room for an 80th Birthday Party (Cicchella) on September 17, 2011 from noon-midnight, approx. 50, for a \$75 fee, \$50 kitchen fee, and \$250 security deposit (liquor), with a unanimous vote. Motion carried.

Permission was granted to bring an outdoor gas grill.

Mr. Ray moved and Mr. Bushman seconded to lease the community room for general meetings of the Geauga Tea Party (Kline) September 15, 29, October 20, November 17, and December 15, 2011 from 6-9pm, approx. 75-100, for a \$25 meeting fee, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to lease the community room to the Geauga County Board of Elections for use as a polling place Tuesday, November 8, 2011 from 5:30am to approximately 8pm, and to waive the fees, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET APPROVAL

Mr. Ray moved and Mr. Bushman seconded to approve the encumbrance sheet for August 23, 2011 as written:

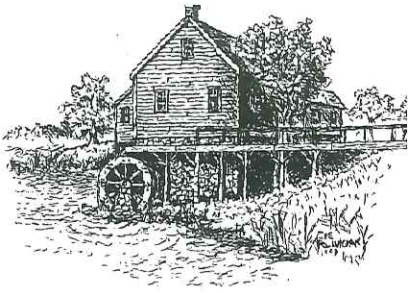
| | | |
|---|--------------------------------------|----------|
| West Payment Center | Quinlan Zoning Bulletin Subscription | 222.96 |
| Western Reserve Farm Co-op | Truck Fuel – Cemeteries | 1,000.00 |
| Western Reserve Farm Co-op | Truck Fuel – Parks | 2,000.00 |
| Operating Supplies – Parks | Blanket to 12/31/2011 | 5,000.00 |
| Operating Supplies – Cemeteries | Blanket to 12/31/2011 | 1,500.00 |
| Other Professional & Technical Services | Blanket to 12/31/2011 | 1,000.00 |

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 8:20pm, with a unanimous vote. Motion carried.

Jane H. McWhorter Chairman Patricia A. Bayer Fiscal Officer



Munson Township

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

Resolution 2011-43

Be it resolved by the Trustees of Munson Township, in a regular session on the 23rd day of August, 2011, 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 2011 Permanent Appropriation be amended as follows:

Transfers Within Funds

In the General Fund, within fund transfers, as follows:

| | | | |
|------------|------------------------|----------------------|-------------------------|
| ✓ 2,000.00 | to 1000-110-315-0000 | Election Expenses | <i>changed 8/26</i> |
| ✓ 1,500.00 | from 1000-110-314-0000 | Tax Collection Fees | |
| ✓ 500.00 | from 1000-110-230-0000 | Workers Compensation | |
| ✓ 1,500.00 | to 1000-410-420-0000 | Operating Supplies | |
| | from 1000-760-710-0000 | Land | |

In the Road and Bridge Fund, a within fund transfer, as follows:

| | | | |
|------------|------------------------|-------------------------|-------------------------|
| ✓ 1,500.00 | to 2031-330-329-0000 | Other Property Services | <i>changed 8/26</i> |
| | from 2031-330-353-0000 | Natural Gas | |

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

| | | |
|---------------------------------|-------------------|--------|
| <u><i>Andrew J. Bushman</i></u> | <u><i>Yes</i></u> | voting |
| Andrew J. Bushman | | |
| <u><i>Irene H. McMullen</i></u> | <u><i>yes</i></u> | |
| Irene H. McMullen | | |
| <u><i>Todd R. Ray</i></u> | <u><i>yes</i></u> | |
| Todd R. Ray | | |

Attest: *Patricia A. Bayer* August 23, 2011
Patricia A. Bayer, Fiscal Officer



Munson Township

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



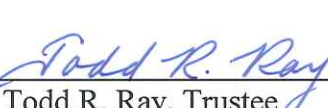
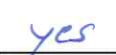
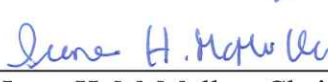

Resolution 2011-44

BE it resolved at the August 23, 2011 meeting by the Township Trustees of Munson Township, that the Trustees have anticipated expenditures for future projects as requested by the Geauga County Budget Commission;

- 1) Renovation of the Town Hall including redesign and construction of the roof over the current Town Hall and Fire Department building plus additional office space. The parking area will be expanded including a compensative plan for traffic flow. Anticipated cost is expected to be \$700,000 to \$800,000.
- 2) Emergency response equipment of another EMS vehicle of \$180,000 in 2013.
- 3) Road Department rotation of one dump truck and plow combination next year in the amount of \$150,000. We anticipate costs relating to the Road Improvement of Sherman Road, an expenditure of at least \$300,000. This work must be scheduled in conjunction with the County Engineer's plans for replacing the bridge over the Chagrin River at Sherman and Auburn Roads.
- 4) Recent negotiations for the purchase of a parcel of land which is currently being negotiated at a probable cost of \$700,000.

In conclusion, this will amount to approximately \$2,130,000. We will need money to continually upgrade our current township parks. Since there have been no levies requested for the four parks we have, they will certainly need upkeep, and additional expenditures, as requested, are made from our Park Board. Attached to the resolution is an expanded letter in more detail.

Roll call vote:

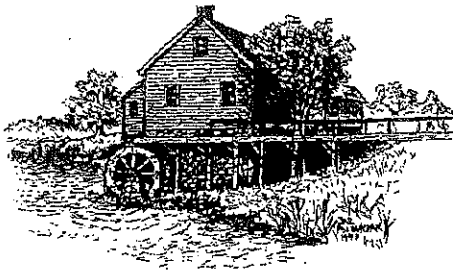
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|--|---|
|  _____ Andrew J. Bushman, Trustee |  _____ Yes |
|  _____ Todd R. Ray, Trustee |  _____ yes |
|  _____ Irene H. McMullen, Chairman |  _____ yes |

I certify that the above was adopted by the Board of Trustees of Munson Township, Geauga County at its August 23, 2011 meeting.



Patricia A. Bayer, Fiscal Officer

August 23, 2011



Munson Township

August 23, 2011

Geauga County Budget Commission
Frank J. Gliha, Auditor
Christopher Hitchcock, Treasurer
David P. Joyce, Prosecutor

Dear Budget Commission,

The Munson Township Trustees and Fiscal Officer appreciate your interest in our long-term budgeting process. It should be evident that we are operating within our means, and you have noted that our yearly spending is in close alignment with our anticipated annual revenue from inside and outside millage. We feel that we have been clear in identifying that the surplus, or carry-over, in our annual budgets the past few years represents the accumulation of inheritance taxes, and this board, like past boards, shares a philosophical approach that such windfall receipts should be used for significant capital investments in our community rather than using it for routine annual operations expenses.

To that end, we have itemized contemplated expenditures below.

As you are aware, we have made clear an intention to upgrade the township office facilities, and at a recent meeting we committed to this significant investment, having unanimously passed the statutory resolution regarding renovation and expansion of the Town Hall building. We will select an architectural firm to plan the Town Hall renovation, including a redesign and construction of the roof over the fire department bays, as well as a comprehensive plan for traffic flow, including an expanded parking lot, connection to the adjoining park area, access to Sherman Road, resurfacing, and landscaping. We will break ground in the spring of 2012. We expect this investment to be in the range of \$700,000 to \$800,000.

Emergency response equipment is a costly capital investment. Munson purchased a new EMS squad in 2010 at a cost of \$140,000. In consult with Chief Bernie Harchar, we agreed to replace a second aging squad with a new vehicle, but to delay the purchase until 2013. We agree with the chief that staggering the purchase of EMS squads is prudent. We anticipate a carry-over, set aside for an EMS vehicle of \$180,000.

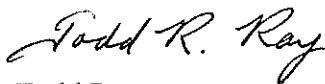
Similarly, we invest in replacing our Road Department vehicles on a rotation, and we plan to replace one dump truck and plow combination in the next year at an estimated cost of \$150,000. We anticipate costs relating to the Road Improvement of Sherman Road, an expenditure of at least \$300,000. This work must be scheduled in conjunction with the County Engineer's plans for replacing the bridge over the Chagrin River at Sherman and Auburn Roads

Finally, we have recently initiated negotiations with a property owner for the purchase of a parcel of land. We feel that the current market favors a cash buyer, and we feel that the parcel holds significant strategic value to the community. This land purchase could exceed \$700,000, although a rushed negotiation of a purchase price would certainly raise the cost to Munson, while a patient approach strengthens our bargaining position.


Please feel free to contact any of the Munson officials if you have further questions regarding Munson Township finances.

Signed,

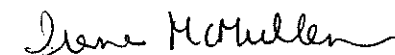
Munson Township Trustees



Todd Ray



Andrew Bushman



Irene McMullen, Chair