

Held Tuesday, January 3, 2012

The meeting was called to order at 6:30pm by Chairman Irene McMullen with Trustees Todd Ray and Andy Bushman present. Fiscal Officer Patricia Bayer was absent and the minutes were taken by Office Manager Judy Toth. The Pledge of Allegiance was recited. Warrants 10081-10087 dated 12/31/2011 totaling \$6,837.51 were signed. Correspondence was available for review.

ORGANIZATIONAL MOTIONS

Officers

Mrs. McMullen nominated Todd Ray for Chairman.

Mr. Bushman moved and Mr. Ray seconded to close the nominations for Chairman, with a unanimous vote. Motion carried.

Mr. Bushman moved and Mrs. McMullen seconded to appoint Todd Ray Chairman of the Munson Township Board of Trustees for 2012, with a unanimous vote. Motion carried.

Mr. Ray nominated Andy Bushman Vice-chairman.

Mr. Bushman moved and Mr. Ray seconded to close the nominations for Vice-chairman, with a unanimous vote. Motion carried.

Mr. Ray moved and Mrs. McMullen seconded to appoint Andy Bushman Vice-chairman of the Munson Township Board of Trustees for 2012, with a unanimous vote. Motion carried.

Mr. Ray nominated Irene McMullen Clerk-pro-tem.

Mr. Bushman moved and Mr. Ray seconded to close the nominations for Clerk-pro-tem, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to appoint Irene McMullen Clerk-pro-tem of the Munson Township Board of Trustees for 2012, with a unanimous vote. Motion carried.

Meeting Days and Times

Mr. Ray moved and Mr. Bushman seconded that we schedule our regular meeting days and times for the second and fourth Tuesdays of every month at 6:30pm, and that special meeting dates and times will be called as needed, with a unanimous vote. Motion carried.

Mileage/Reimbursement/Allowances

Mr. Ray moved and Mr. Bushman seconded to reimburse the trustees, fiscal officer, road superintendent, road foreman, and zoning inspector for long distance telephone calls made on township business, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded that the Munson Township mileage reimbursement rate shall be equivalent to the current Internal Revenue Service rates when personal vehicles are used for township business outside the township, for elected officials, and for township business anywhere, for appointed officials and employees, with a unanimous vote. Motion carried. Let the record reflect the 2012 IRS rate for business is 55.5 cents per mile.

Mr. Ray moved and Mr. Bushman seconded to reimburse elected officials for year 2012 when a personal cellular phone is used for township business in compliance with the IRS regulations for reimbursement calculation; no roaming charges or other charges shall be reimbursed; requests for reimbursement shall be made monthly on a reimbursement form provided by the township to which a copy of the cellular bill has been attached, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to grant Munson Township Road Superintendent Jim Teichman a monthly cellular phone allowance for 2012 in the amount of \$99.00 per month to be included in his monthly paycheck; a copy of the cellular phone bill shall be submitted quarterly to the township fiscal officer, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to grant the road department employees a cellular phone allowance in the amount of \$~~8~~<sup>12</sup>00 per pay period for 2012 to be included in the employee's paycheck, with a unanimous vote. Motion carried. *ATTM TCR RD*

Mr. Ray moved and Mr. Bushman seconded to approve a 2012 clothing and safety equipment allowance for the road department employees of \$300, paid in \$150 increments in March and September, to be included in the employee's paycheck, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to allow township funds to be used to pay up to a 20% gratuity on meal bills when the meals are paid with or reimbursed from township funds, with a unanimous vote. Motion carried.

Depositories

Mr. Ray moved and Mr. Bushman seconded that the depositories for Munson Township funds for Year 2012 shall be The Middlefield Banking Company and Fifth Third Securities; the depository for EMS collections shall be The Middlefield Banking Company; and the HRA account shall be a separate checking account in The Middlefield Banking Company, with a unanimous vote. Motion carried.

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ORGANIZATIONAL MOTIONS (continued)

Holidays

Mr. Ray moved and Mr. Bushman seconded that the ten legally recognized Year 2012 holidays will be New Years Day, Sunday, January 1, observed Monday, January 2; Martin Luther King Jr. Day; Monday, January 16; Presidents' Day, Monday, February 20; Memorial Day, Monday, May 28; Independence Day, Wednesday, July 4; Labor Day, Monday, September 3; Columbus Day, Monday, October 8; Veterans Day, Monday, November 12, observed by township employees Friday, November 23, the day after Thanksgiving; Thanksgiving Day, Thursday, November 22; and Christmas, Tuesday, December 25, with a unanimous vote. Motion carried.

Memberships

Mr. Ray moved and Mr. Bushman seconded for Munson Township to continue membership in the Chagrin River Watershed Partners in 2012, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded for Munson Township to continue membership in the Western Reserve Land Conservancy in 2012, with a unanimous vote. Motion carried.

Appointments

Mr. Ray moved and Mr. Bushman seconded to appoint Todd Ray as Munson Township's representative to the Health District Advisory Council for 2012, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to appoint Irene McMullen as Munson Township's alternate to the Health District Advisory Council for 2012, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to appoint Todd Ray as Munson Township's representative to the Western Reserve Land Conservancy for 2012, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to appoint Irene McMullen as Munson Township's representative to the Chagrin River Watershed Partners for 2012, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to appoint Andy Bushman as Munson Township's alternate to the Chagrin River Watershed Partners for 2012, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to appoint Andy Bushman as Munson Township's liaison with the Geauga County Sheriff's Department for 2012, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to appoint Andy Bushman as Munson Township's liaison with the Munson Fire Department for 2012, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to appoint Andy Bushman as Munson Township's representative to the Geauga Safety Council for 2012, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to appoint Irene McMullen as Munson Township's representative to NOPEC [Northeast Ohio Public Energy Council] for 2012, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to appoint Judy Toth as Munson Township's prevailing wage coordinator for 2012, with a unanimous vote. Motion carried.

FIRE DEPARTMENT INVENTORY

Fire Chief Bernie Harchar submitted the fire department inventory on disk and advised a copy of the file was emailed to the trustees earlier in the day. The report is over 100 pages and is organized by category. Mr. Bushman will stop by the fire department to review the inventory.

TOWNSHIP HALL INVENTORY

Mr. Ray moved and Mr. Bushman seconded to accept the 2011 township hall inventory deletions, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to accept the 2012 township hall inventory, with a unanimous vote. Motion carried.

ROAD DEPARTMENT INVENTORY

Mr. Ray moved and Mr. Bushman seconded to accept the deletions from the 2011 road department inventory, with a unanimous vote. Motion carried.

Mr. Ray moved and Mr. Bushman seconded to accept the 2012 road department inventory, with a unanimous vote. Motion carried.

DAYTON LEGAL BLANK, INC., FORM NO. 10148

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FIRE DEPARTMENT

Chief Harchar reported on a suspicious death January 1 at a residence on Auburn Road. The death is under investigation. He discussed an incident during the last snowstorm in which a bus carrying children slid off the road on Parkside Road. He suggested that the road department purchase digital radios to allow them to be in direct communication with the sheriff's department and fire department. The state went to an interoperable system with police and fire, and the radios will get reception in all locations. The digital radios cost the fire department approximately \$270,000 and were acquired at a savings through a group purchase. The board will discuss Mr. Harchar's recommendation with the road superintendent.

COMMUNITY ROOM RENTAL

Mr. Ray moved and Mr. Bushman seconded to lease the community room for Girl Scout Troop 519 meetings (Evans) January 4, February 1, 15, and March 7, 21, 2012 from 6-7:30pm, 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 January 3, 2012 as written:

Mars Electric	Lighting	300.00
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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 7:02pm, with a unanimous vote. Motion carried.

June H. McWh Chairman Patricia A. Bayn Fiscal Officer