

RECORD OF PROCEEDINGS  
MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, June 12, 2012

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 meeting opened with the Pledge of Allegiance. The Trustees signed Warrants 10444-10472 dated 6/12/12 totaling \$22,296.48 and warrant 1134 dated 6/12/12 in the amount of \$9,911.12 to transfer EMS collections from the lockbox to the primary account. Correspondence was available for review.

FISCAL OFFICER’S MONTHLY REPORT

Andy Bushman moved and Irene McMullen seconded to accept the Fiscal Officer’s monthly report for May 2012, with a unanimous vote. Motion carried.

MINUTES

Andy Bushman moved and Irene McMullen seconded to approve the June 5, 2012 minutes, as written, with a unanimous vote. Motion carried.

CEMETERY DEED

The board signed a cemetery deed to Paul E. and Helen G. Greenough for Fowlers Mill II Cemetery, Lot 347, Graves 15 and 16.

JOB DESCRIPTION FOR PARK & EVENT ASSISTANT

Andy Bushman moved and Irene McMullen seconded to approve the event assistant job description, with a unanimous vote. Motion carried. The board signed the document.

PUBLIC COMMENT

Mr. Ray asked for public comment. Resident Eleanor Semenik inquired if the number of group homes was limited in the township and was advised that the total number of group homes is not limited. However, the distance is regulated by zoning.

AUBURN BRIDGE PROJECT

Alan Prescott from the Geauga County Engineer’s office was present to answer questions about the Auburn/Sherman intersection realignment and bridge replacement project. Sherman Road has already been closed, and Auburn Road will be closed tomorrow. There will be no access allowed to the intersection except for the fire department and other safety forces. The barricades will be staggered and he anticipated that there would be an issue with drivers trying to get through. He asked that the sheriff’s department be contacted to monitor the enforcement. Blocking off the route with parked vehicles was also discussed. The traffic pattern will not change until the project is completed. The height of the crane requires that the wires be moved. FirstEnergy will relocate the poles, which will take 2-3 weeks. After they relocate, the rest of the utilities will move their wires. Once the bridge is removed, an alternate path will be created for safety forces.

BID OPENING FOR RESURFACING VARIOUS ROADS

At 6:45pm the board opened sealed bids for the asphalt resurfacing of various roads [Sherman Road from Fowlers Mill to Auburn Road, and the entire lengths of Hospital Drive, Britton Lane, Grey Friar Way, Keystone Lane, and Walden Oaks Drive].

Andy Bushman moved and Irene McMullen seconded to waive the reading of the legal notice published May 29, 2012 in *The News Herald*, with a unanimous vote. Motion carried.

Three bids were received all sealed and properly labeled:

- 1) Kokosing Construction Company, Inc.; bid bond from Liberty Mutual Insurance Company and Travelers Casualty and Surety Company of America; \$453,216.40
- 2) Karvo Paving Company; bid bond from Travelers Casualty and Surety Company of America; \$415,145.00
- 3) Ronyak Paving, Inc.; bid bond from International Fidelity Insurance Company; \$385,477.00

Andy Bushman moved and Irene McMullen seconded to accept the bids and turn them over to the county engineer for his review and recommendation, with a unanimous vote. Motion carried.

AUBURN BRIDGE PROJECT (continued)

Mr. Prescott noted that when the bridge is removed, the first links will still provide access to the safety vehicles. It was a serious concern of the county that motorists would try to go through. Mr. Ray brought up the concurrent town hall project. The township is consulting with the engineer’s office to coordinate the projects.

TOWNSHIP HALL RENOVATION

Architect Hank Penttila advised that he is conferring with his engineers and moving ahead with the plans. Most of the renovation will be on the south side of the corridor wall. The east and west vestibules will be left intact. The site plan needs to be addressed, to determine how much will be undertaken in the project. All windows with outside exposure will be replaced with



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TOWNSHIP HALL RENOVATION (continued)

Andersen double pane thermal windows with a vinyl exterior to fit the character and design of the new building. Adding a third window to the meeting room will not be an option as the walls may be too brittle. He went over the plans for the interior design and for the new construction. The spaces have been organized for central access and cross access. The toilet rooms are directly opposite the doors to the offices and community room. The size of the community room will be 64 ft. x 40 ft., and will accommodate 161 people. Forty feet is a typical truss span. The overhang eaves will be reduced from 3 feet to 2'6" to save construction cost. A small courtyard will be put in next to the mechanical room for condensers and other exterior equipment. The community room will have gable ends, double height windows and an 11 ft. ceiling. The lobby area will have a raised ceiling with cove lighting. The height of the entrance roof with the cupola is 31'6"; the fire station roof will be 34'8" and the ridge height of the community room, 25'8".

As part of his contractual agreement, Mr. Penttila is soliciting proposals for civil engineering and hazardous materials. Civil engineers will be required to include two meetings with the trustees, one meeting with the contractor, and to stake the building. The hazardous materials proposal will include one meeting with the trustees. Requests for proposals were sent to four civil engineering and four hazardous materials companies. The proposals will be summarized for the Trustees. He asked if the Board wished to invite additional proposals. Mr. Ray asked to see the list of respondents before the board makes a decision.

Mr. Penttila anticipated that the drawings would be completed by the beginning of July. He asked the board to submit comments on the current plans by the end of the week. Samples of brick and siding materials will be brought to the next meeting.

The architect reduced the size of the cupola by 25%. Mr. Bushman believed it might still be too large. The architect will bring the model to the next meeting to show the building proportions. He proposed a glass door for the community room to open out onto an outdoor area, which would lend itself to future development as a walking path or community garden.

Preliminary construction estimates are \$549,181 for the new construction, \$144,589 for the renovation of the existing building, and \$109,105 for the new roof. The site work is under discussion. The estimate for complete site work is \$416,704.

The architect recommended eliminating the current hallway access door to the trustees meeting room. The exterior walls will be insulated and the ceilings removed and raised to approx. 9 ft. The community room ceiling will be approximately 11'5" with a 10' soffit around the perimeter for ducts. The board will examine the proposals for engineering and hazmat at a special meeting on the 19<sup>th</sup> and look at building plans at their regular meeting on the 26<sup>th</sup>.

Andy Bushman moved and Irene McMullen seconded to hold a special meeting on June 19, 2012 at 6:30pm for building renovation and other regular business, with a unanimous vote. Motion carried.

ROAD REPORT

Resident Joseph Birli discussed drainage issues at his residence at 12355 County Oaks Trail and submitted pictures of flooding that occurred last spring. He is located three houses down from Route 44. After a heavy storm, water backs up and ponds to a depth of 1-1/2 feet filling his septic tank, and encroaching upon his power transformer and phone connections. If his sump pump cannot keep up with the excess water, his basement floods. The water drains within a few hours. The photos showed two pipes that drain into a smaller pipe at the flooding location, one along the south side of Country Oaks and a larger pipe that crosses under the road. He proposed ditching along the south side of Country Oaks to drain some of the water along the road. Irene McMullen noted that the pipe was sized when the subdivision went in. Road Superintendent Teichman explained that the problem was caused by blockage of a neighbor's 18" concrete pipe, which is located on private property. The pipe is failing due to gravity and erosion, and has shifted or partially filled in. Because it is located beyond the road right-of-way, the township has no authority. The road department shot the grade. To create a ditch, a pine tree would have to be removed and the pipe in the right of way relocated at the first home. This would create a ditch in front of homes that previously had mowable areas. Andy Bushman suggested that the county engineer be consulted for his recommendations. The Board also discussed issues with the 24" pipe on Rt. 44. The Board asked the road superintendent to facilitate conversations with the property owners and with the county engineer to find out if there was an option that everyone could agree upon. If not, the Board will ask the residents to come to a meeting.



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ROAD REPORT (continued)

Chester Township contacted Mr. Teichman regarding seeking Issue 2 funds for a joint project to resurface Heath Road. Mr. Teichman requested \$220 to purchase gutters, downspouts, and elbows for the Eloo restroom building from Ken's Seamless Gutters. Both sides need to be guttered to prevent ice formation from water runoff and for less disturbance to the soil. He asked for the board's decision on reflective materials for the sign pole at Sutton Place to be used in place of a street light. The board asked him to install three 6" wide bands of white reflective tape.

FIRE CHIEF'S REPORT

The fire department attended the funeral last week for Munson firefighter David Schantz.

PARKS

Park Board chairman Bob Marn and Park Board member John Kaczynski were present. Chairman Marn asked if the board wished to pursue parking for the tennis courts. The Board of Zoning Appeals turned down the township's request for a variance to place it on the north side of the driveway. The Park Board is not recommending an alternate location. The Trustees agreed to drop the project. The Park Board recommended removal of the concrete slab at Nero Park. The slab is unsightly, and is a hazard, as there are pipes and electric wires protruding. The Park Board recommended that the wires be placed in an enclosure and the area seeded. Mr. Teichman advised that the power has been cut off. FirstEnergy told him that once the wires are de-energized, they will deteriorate, and will not be reusable. The Trustees discussed covering the slab with topsoil and seeding it to avoid the removal cost. This would leave the option open to add to the concrete in the future, providing a better base at less expense. Mr. Kaczynski believed that the concreted area would be too large to allow grass to grow. Mrs. McMullen asked if the road department could generate the topsoil and Mr. Teichman responded that the soil was generally good only for fill. The board asked Mr. Teichman to come up with recommendations and cost estimates to have a contractor remove or cover the slab.

Mr. Marn asked the Board to approve a concert at Scenic River on Saturday, June 16 and for a \$500 encumbrance to the Swamp Rattlers.

Andy Bushman moved and Irene McMullen seconded to allow the Park Board to spend up to \$500 for the concert in the park at Scenic River on Saturday, June 16, by the Swamp Rattlers, with a unanimous vote. Motion carried.

Bob Marn advised that the kiosk at Scenic River cannot be accessed without walking through the flower beds. The Park Board recommended that it be moved to a better location. Andy Bushman suggested that the Park Board stake out the new location before the Trustees give their approval. Bob Marn reported on the Park Board's inspection of the playgrounds. This was done at the request of the Trustees following recommendations made to Jim Teichman by OTARMA's loss control agency. As a result of their inspection and discussion, the Park Board recommended that the play structures behind the fence at Field #2 at the Munson Township Park be removed as soon as possible. The structures are not commercial grade equipment and are considered unsafe. Andy Bushman asked if there was an immediate plan for its replacement. John Kaczynski responded that the board had informally discussed planting trees and providing a small play area for children 2-6 years of age. Mr. Bushman was concerned about removing the structure before there was a plan for its replacement. Because of imminent safety issues, Bob Marn recommended that the structure be removed immediately. The park board also recommended removal of the wood playground equipment at Nero Park and the wood playground equipment behind pavilion number 2 at the Munson Township Park. The remaining playground area behind pavilion number 2 at the Munson Township Park and the wellness stations need replacement mulch. The approximate cost for 100 yards of mulch, delivered, is \$2,400, and delivered and installed by the vendor, \$3,000. The playground area is at the bottom of a sloping hill. To prevent erosion of the playground mulch, the Park Board recommended that additional drainage be installed. Mr. Ray asked if the road department would be able to disassemble the equipment. Mr. Teichman responded that if it needed to be done immediately, it would have to be contracted out. He recommended that the mulch and drainage also be contracted out.

Andy Bushman moved and Irene McMullen seconded that the noncommercial playground behind Field No. 2 be removed, with a unanimous vote. Motion carried. If donated or sold to a private resident, the Board asked that a copy of the loss control recommendations be included. Andy Bushman moved and Irene McMullen seconded to get quotes to remove the other two wooden structure playgrounds, with a unanimous vote. Motion carried.



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PARKS (continued)

The contractor for the mulch is Ready to Haul. The Trustees will need quotes for the drainage. Public opinion will be sought on replacement equipment for the playgrounds. Andy Bushman suggested that models be requested from the playground vendors for residents to vote on at the community picnic.

JUVENILE COURT VOLUNTEERS

Irene McMullen discussed an opportunity to have youth, who have been sentenced to community service by the juvenile court, volunteer to pick up trash at the parks and recycling center. The work crews are transported and supervised.

Irene McMullen moved and Todd Ray seconded that the Geauga County Juvenile Court work crews be requested to perform cleanup of trash one time a week through the month of July on all township properties, with a unanimous vote. Motion carried.

OPWC DISTRICT 7 BALLOT

Andy Bushman moved and Irene McMullen seconded to fill out the Ohio Public Works Commission District Seven ballot with member and alternate teams as follows: Member James Hammar, Freedom Township, and Alternate Victor Grimm, Mantua Township; Member Chuck Klco, Leroy Township and Alternate Rich VanPelt, Leroy Township; Member Patrick J. Cavanagh, Auburn Township and Alternate Daniel Whiting, Burton Township, with a unanimous vote. Motion carried.

RESOLUTION 2012-23/TAX ADVANCE SECOND HALF COLLECTIONS

Resolution 2013-23 was made by Andy Bushman and seconded by Irene McMullen to request an advance of the second half collections, dates for advances: July 6 and July 13, 2012, with a unanimous vote. Motion carried.

RESOLUTION 2012-24/FIRE CONTRACT ADDENDUM

Resolution 2012-24 was made by Andy Bushman and seconded by Irene McMullen for an addendum to Article 14 Compensation for Services to the Munson Fire Contract in the amount of \$104,327 for the June contract payment, with a unanimous vote. Motion carried.

OPWC ISSUE 2 FUNDING

The Board discussed Issue 2 funding for Heath Road. After discussion, the board agreed that the road did not need resurfacing at this time. The board is also not interested in pursuing Issue 2 funding to resurface Sherman Road because of the requirement to widen the road to state specifications.

2013 BUDGET

The fiscal officer will need the board's decisions about major projects for 2012 and 2013 in order to finalize the budget. Information regarding the 2013 budget will be distributed on June 19<sup>th</sup> for discussion at the June 26<sup>th</sup> meeting. She requested that the budget hearing be held July 10<sup>th</sup> prior to the regular meeting.

BUDGET HEARING JULY 10

Andy Bushman moved and Irene McMullen seconded to hold the hearing for the 2013 Budget on July 10, 2012 at 6pm, with the regular meeting to immediately follow, with a unanimous vote. Motion carried.

EXECUTIVE SESSION FOR PERSONNEL PROMOTION

Andy Bushman moved and Irene McMullen seconded to go into executive session at 9:22pm to discuss personnel promotion, with a unanimous vote. Motion carried.

The regular meeting resumed at 10:22pm.

RESOLUTION 2012-25/FUND TRANSFER & CERTIFICATION

Resolution 2012-25 was made by Andy Bushman and seconded by Irene McMullen to request the Budget Commission certify additional inheritance tax collected and place it in the General Fund, and for a within fund transfer in the 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.]

OTHER BUSINESS

Todd Ray will write thank you notes for Munson's Memorial Day service. The board has one possible applicant in file for the opening on the Board of Zoning Appeals. Mr. Bushman will contact the applicant and the board will place an editorial in the newspaper.

Andy Bushman moved and Irene McMullen seconded to advertise for a Board of Zoning Appeals alternate, with a unanimous vote. Motion carried. The deadline for submissions will be Monday, June 25.

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PAVILION RENTAL

Andy Bushman moved and Irene McMullen seconded to lease the Emmons pavilion for a birthday party (Bartoszek) on June 15, 2012, approx. 40, for a \$50 rental fee and \$25 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to lease the Emmons pavilion for a graduation party (Bannan) on July 21, 2012, approx. 30, for a \$25 rental fee and \$25 security deposit, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to lease the Scenic River pavilion for fishing (Word of Grace Church Group-Hendrickson) on July 4, 2012, approx. 50, 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 June 12, 2012, as follows:

Rents and Leases	Blanket to 12/31/2012	500.00
Treasurer of State of Ohio	Financial Audit	3,000.00
Chesterland News	Flea Market Ad	8.70
Ken's Seamless Gutters, Inc.	Gutter for Elooo	220.00
Swamp Rattlers	Concert at Scenic River 6/16/12	500.00
Ready to Haul	Playground Mulch	3,000.00

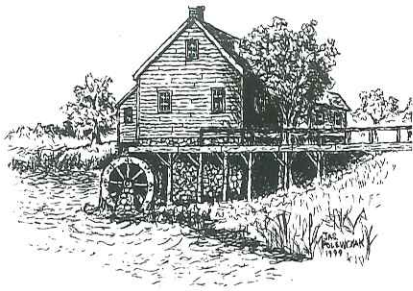
with a unanimous vote. Motion carried.

MEETING ADJOURNED

Andy Bushman moved and Irene McMullen seconded to adjourn the meeting at 10:31pm, 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 2012-25

Be it resolved by the Trustees of Munson Township, in a regular session on the 12th day of June, 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 funds received in Estate Tax in the amount of \$54,206.42.

### Placement of Additional Revenues in the Permanent Appropriation

That the additional monies received be placed in the following line items in the General Fund in the Permanent Appropriation:

#### General Fund

1000-110-312-0000	Auditing Services	500.00
1000-130-319-0000	Other Professional & Technical Services	300.00
1000-760-710-0000	Land	53,406.42

#### Transfers Within Funds

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

✓ 400.00 to 2031-330-321-0000 Rents and Leases  
from 2031-330-316-0000 Engineering Services

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

Andrew J. Bushman  
Andrew J. Bushman

Irene H. McMullen  
Irene H. McMullen

Todd R. Ray  
Todd R. Ray

Attest: Judith Toth June 12, 2012  
Judith Toth, Fiscal Officer