

Held Tuesday, June 19, 20 12

The meeting was called to order at 6:31pm 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 10473-10493 dated 6/22 and 6/19/12 totaling \$49,701.81 and EFT vouchers 2076-2085 for the 6/22/12 bi-weekly payroll totaling \$8,657.37. Correspondence was available for review. The Chairman signed the Statements of Values for the OTARMA 6/18/12 Insurance Renewal.

CEMETERY DEED

The board signed a cemetery deed to David and Paul Leber for Fowlers Mill II Cemetery, Lot 342, Grave 2.

TOWNSHIP HALL RENOVATION

Architect Hank Penttila submitted a summary of the responses to his request for proposals for environmental testing and civil engineering, and copies of the proposals. The township is responsible for contracting for these services. He received responses from EA Group and HzW Environmental for environmental testing and recommended that a decision be made that evening. The board noted that HzW has done work for the township and has donated their services in the past.

Andy Bushman moved and Irene McMullen seconded to have HzW do the environmental testing for the town hall expansion project not to exceed \$2,250, with a unanimous vote. Motion carried. Mr. Penttila received civil engineering responses from C.W. Courtney, Land Design, and Stephen Hovancsek and Associates. All three quotes included construction services. Chagrin Valley Engineering did not respond. Land Design's quote was substantially lower, and was more general and did not include the bioswales and rain gardens. It has been Mr. Penttila's experience that a lower quote will result in additional costs. Mr. Penttila will contact Land Design for a more detailed proposal and will also talk to the other two contractors. Superintendent Jim Teichman noted that the township has not received the necessary as built design for the septic system. Mr. Penttila will check with Land Design.

ROAD REPORT

Road Superintendent Jim Teichman asked if the board wished to purchase road salt under the state bid contract for 2012, and recommended contracting for 400-500 tons. The township will be required to purchase 85 percent of the promised tonnage. The board agreed to participate in the state bid contract through the Ohio Department of Transportation. The township received notification from the county regarding box culverts that are now the township's responsibility. He asked the board to make a decision on micro-surfacing and replay. He recommended micro-surfacing 2.56 miles of township road, at an approximate cost of \$100,000; 6.25 miles of replay, and 4.79 miles of striping. Micro-surfacing and replay can be purchased on state bid contract through the Ohio Cooperative Purchasing Program and do not need to be bid out. The 1997 pickup truck needs to be replaced. He will check state bid contracts for prices. It may not be possible to get the truck in a green color to match the fleet. He installed the reflectors on Sutton Place, four 6" strips one inch apart beginning at chest height. He discussed the Auburn/Sherman bridge replacement project. The contractors requested permission to use the electricity from the small park building to run their pump. The building has a meter and the contractor can be charged for electric usage.

PUBLIC COMMENT

Mr. Ray asked if anyone from the public wished to raise an issue not on the agenda. Resident Otis Meeks inquired about several matters including township services to residents living on county roads, and township regulations for mailbox placement and oil and gas well fracking. Irene McMullen informed him that the township has no authority regarding oil and gas well drilling.

RESURFACING CONTRACT

Andy Bushman moved and Irene McMullen seconded to accept the recommendation of the county engineer to award the contract for the resurfacing of various roads to Ronyak Paving, Inc. for \$385,477.00.

ZONING INSPECTOR CELL PHONE COMPENSATION

Andy Bushman moved and Irene McMullen seconded to include Zoning Inspector Tim Kearns on the cellular phone compensation allowance of \$10 per pay period, with a unanimous vote. Motion carried.

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DONATION TO VFW 6519 AND AMERICAN LEGION POST 167

Andy Bushman moved and Irene McMullen seconded that the township make a check to the VFW and the American Legion for their services on Memorial Day at \$100 each, with a unanimous vote. Motion carried.

RESOLUTION 2012-26/FUND TRANSFER

Resolution 2012-26 was made by Andy Bushman and seconded by Irene McMullen 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.]

BUDGET

The fiscal officer will prepare spreadsheets to facilitate discussion of the 2013 Budget. She asked the board to give her projections for capital projects for 2012 and 2013 at the June 26 meeting.

FIRE CHIEF TRANSITION

Mr. Ray discussed transitioning to a new fire chief. The first step will be to create a township fire administrative position to oversee fire and EMS services. The employee will be eligible for OPERS and will be on the township payroll. The second step will be to offer the newly created position to the township's top candidate and to reach an agreement on compensation.

Andy Bushman moved and Irene McMullen seconded to create the position of Fire Administrator and EMS, to be a township employee, with a unanimous vote. Motion carried. The Township will use Chester Township as a model and Fire Chief Harchar will prepare the job description. Mrs. McMullen conferred with Assistant Prosecuting Attorney Rebecca Schlag regarding transfer of benefits. The prosecutor advised that the township personnel policy is clear that there is no way to transfer sick leave or vacation from the fire department. Because the position has been brought into the township domain, it must be as consistent as possible with other comparable township positions. However, the ORC does allow the township to compensate for outstanding performance in the form of a bonus. The board discussed a cellular phone allowance, a clothing allowance, and the fire chief's vehicle. The township gives an allowance to employees for use of personal cellular phones for township business. Chief Harchar suggested that the township review the sheriff's policy for use of company cellular phones. The chief's vehicle is owned by the township and will not be an issue. The board will offer a base pay, reserving an allowance for growth, and set a probationary period of 60 days, with reviews after 30 and 60 days. This will be a salaried position with no overtime. Chief Harchar discussed the fire department's policy to compensate for recalls. The Board was not in agreement that the fire chief should be paid by two entities.

Todd Ray moved and Andy Bushman seconded that we offer the position of Fire Administrator and EMS to Mark Lynn at the starting pay of \$59,000 per year, with reviews after 30 and 60 days. Irene McMullen questioned the base salary. Andy Bushman made the recommendation based on the amount of Mark Lynn's compensation last year as reported on his fire department W-2. After discussion, the vote was taken. The vote was unanimous and the motion carried. Mark Lynn was in attendance and accepted the offer.

The Board reviewed a press release prepared by Chief Harchar announcing his retirement and the appointment of Mark Lynn.

FIRE DEPARTMENT

Assistant Chief Mark Lynn requested \$2,250 to purchase a new refrigerator and domestic washing machine for the fire department. He had four quotes, the lowest from Bloom Brothers in Chesterland. Bloom Brothers will install the appliances and dispose of the old ones. Funds were encumbered.

LAND PURCHASE

Mr. Ray reported that the township has an opportunity to purchase approximately 1.2 acres of old interurban railroad property behind Fowlers Mill Cemetery. The property is owned by Tom and Luann Brown. This would connect the township's property between Fowlers Mill Road and Auburn Road. The township will offer a per acre amount for the property. If the property owners are in agreement, the township will have a survey conducted to determine the acreage.

Todd Ray moved and Irene McMullen seconded to authorize Trustee Andy Bushman to make an offer to the Browns of a \$15,000 per acre unit price, for a strip of land to be surveyed if they are in agreement, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to authorize Art Temple to complete the survey of the parcel not to exceed \$500, with a unanimous vote. The survey will be contingent upon the Browns accepting the offer.

DAYTON LEGAL BLANK, INC., FORM NO. 10148

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COMMUNITY ROOM RENTAL

Andy Bushman moved and Irene McMullen seconded to lease the community room to the Geauga Christ Child Sewing Group (Matyka) on July 11, 2012, from 9am-3pm, approx. 6, and to waive the fees, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to lease the community room to the Geauga County Tea Party (Gostola) for a meeting on July 26, 2012, from 6-9pm, approx. 45, with a unanimous vote. Motion carried.

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

Andy Bushman moved and Irene McMullen seconded to lease the community room to the Geauga County Board of Elections for a special election on Tuesday, August 7, 2012 from 5:30am to approximately 8pm, 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 19, 2012, as follows:

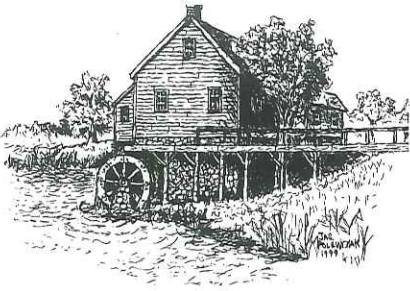
IGM Copy Products	Copy Machine Service	1,000.00
Small Tools & Minor Equipment	Blanket to 12/31/2012	450.00
OTARMA Service Center	Township Insurance 6/18 Renewal	29,675.00
Bloom Bros Appliances	Refrigerator, Washing Machine	1,250.00
Art Temple Surveying	Surveying Brown Property	500.00

with a unanimous vote. Motion carried.

MEETING ADJOURNED

Andy Bushman moved and Irene McMullen seconded to adjourn the meeting at 8:10pm, with a unanimous vote. Motion carried.

Todd R. Ray Chairman Judith L. Toth Fiscal Officer



Munson Township

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Resolution 2012-26

Be it resolved by the Trustees of Munson Township, in a regular session on the 19th 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 Andy Bushman moved the adoption of the following resolution, that the 2012 Permanent Appropriation be amended as follows:

Transfers Within Funds

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

287.00	to 1000-110-111-0000	Salaries – Trustees
117.88	to 1000-110-121-0000	Salary – Township Fiscal Officer
3,000.00	to 1000-110-316-0000	Engineering Services
300.00	to 1000-110-330-0001	Travel and Meeting Expense - Employee
355.00	to 1000-110-381-0000	Property Insurance Premiums
851.00	to 1000-110-382-0000	Liability Insurance Premiums
33.00	to 1000-610-381-0000	Property Insurance Premiums
	all from 1000-760-710-0000	Land

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

709.00	to 2031-330-381-0000	Property Insurance Premiums
377.00	to 2031-330-382-0000	Liability Insurance Premiums
	from 2031-330-353-0000	Natural Gas

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

<u>Andrew J. Bushman</u>	<u>for</u>
<u>Irene H. McMullen</u>	<u>yes</u>
<u>Todd R. Ray</u>	<u>yes</u>

Attest: Judith Toth June 19, 2012
Judith Toth, Fiscal Officer