

Minutes of

Meeting

Wednesday, March 20,

13

20

The meeting was called to order at 6:30pm by Chairman Andy Bushman, with Trustees Todd Ray and Irene McMullen and Fiscal officer Judy Toth present. The Pledge of Allegiance was recited. Warrants 11145-11153 dated 3/14 and 3/15/13 totaling \$70,612.49 and EFT vouchers 88-96 for the 3/15/13 bi-weekly payroll in the amount of \$10,560.56 were signed between meetings. [Warrant 11154 was voided.] Warrants 11155-11177 dated 3/20/13 totaling \$43,818.74 and Warrant 1152 dated 3/20/13 in the amount of \$20,889.20 to transfer EMS collections from the lockbox to the primary account were signed. Correspondence was on the table.

MINUTES

Todd Ray moved and Irene McMullen seconded to approve the February 12, 2013 minutes, as written, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to approve the February 26, 2013 minutes, as written, with a unanimous vote. Motion carried.

CEMETERY DEEDS

The Board signed cemetery deeds to Dennis J. & Anne E. Schmidt, Maple Hill III, Lot 332, Grave 3; Gary L. & Lucy I. Coakley, Fowlers Mill II, Lot 343, Graves 1 & 2; and Noreen A. Smith, Maple Hill III, Lot 319, Grave 13.

Todd Ray moved and Irene McMullen seconded to buy back cemetery deed number 4-192 for \$200, with a unanimous vote. Motion carried.

UNCLAIMED FUNDS

Andy Bushman signed an application for unclaimed funds through the Ohio Department of Commerce Division of Unclaimed Funds. Irene McMullen notarized his signature.

FISCAL OFFICER'S MONTHLY REPORT

Mr. Bushman advised that the fiscal officer's monthly report for February 2013 was available for the Trustees to review.

PUBLIC COMMENT

Mr. Bushman opened the meeting for public comment. The board was asked if they had made a decision on the town hall project. Mr. Bushman responded that the Board had selected a short list of candidates for construction manager at risk and that a decision was scheduled on the time table for April 23.

FIRE REPORT

Fire Chief Mark Lynn submitted a quote of \$6,656 from Communications Services for a new paging system for the fire department. He solicited other vendors over the past month, but was unsuccessful in getting a second quote. He will make one more attempt to get additional quotes for the next Trustees meeting.

ROAD REPORT

[Let the record reflect bids for catch basins and headwalls, road materials and virgin asphalt concrete were opened at 7pm on Tuesday, March 12<sup>th</sup>.] Road Superintendent Jim Teichman reported there was one bidder for catch basins and one bidder for road materials. Both met all requirements.

Todd Ray moved and Irene McMullen seconded to award the catch basin and headwall contract for the township for 2013 to James L. Szuszkiewicz, Concrete and Masonry Contractor, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to approve the contract to supply road materials to the township to The Arms Trucking Company, with a unanimous vote.

The board signed the contracts.

The township received mowing quotes from Munson Valley Landscaping, Signature Lawns and Landscaping, and Vinecourt Landscaping and Gas Line Service. Mr. Teichman sent the Trustees a spreadsheet with the quotes and his recommendation to award contracts to the contractors with the lowest quotes.

Todd Ray moved and Irene McMullen seconded to award contracts for mowing township properties as follows: Town Hall and Triangle, Fowlers Mill Cemetery, Munson Township Park, Scenic River Retreat, and Nero Nature Preserve to Munson Valley Landscaping, with a unanimous vote. Motion carried.



## RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES SPECIAL

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Wednesday, March 20, 20 13ROAD REPORT (continued)

Todd Ray moved and Irene McMullen seconded to award a contract to mow Maple Hill Cemetery to Signature Lawns and Landscaping, with a unanimous vote. Motion carried.

Mr. Teichman asked the Trustees if they wished to complete an application for Issue 2 funding for a joint project with Chester Township for Heath Road and for Sherman Road between Fowlers Mill and Heath. May 3 is the deadline to submit the application to the county engineer for 2014 funding. Mr. Ray had the sense that the county engineer would support the Heath Road joint project. The board wanted a representative from the engineer's office to come to a meeting to discuss options for Sherman Road. Mrs. McMullen was under the impression that the township was waiting for the latest statistics [safety data] before scheduling a meeting. Mr. Ray said the trustees were not all getting the same information. Mr. Bushman noted that a letter was sent to the engineer's office asking them to stake the road right-of-way. The board agreed it would be advisable to have the engineer attend a meeting to discuss options before funding is considered and to determine how much reconstruction can be done by the township. Mr. Teichman advised there were different levels for Issue 2 funding. The township can apply for culvert work. Mr. Bushman will contact the engineer's office to attend a meeting to discuss Issue 2 options, staking, and what improvements the township could make "in house".

Mr. Teichman had three quotes for crack seal material.

Todd Ray moved and Irene McMullen seconded to purchase crack sealer material from Meredith Brothers not to exceed \$16,500, delivered, with a unanimous vote. Motion carried.

The cost to repair the garage overhead door is \$2,056 plus labor. The cost to replace the door with a steel Haas door is \$1,748 for the door and \$978 for the opener.

Todd Ray moved and Irene McMullen seconded to approve the purchase of an insulated steel Haas door and opener from Door Works not to exceed \$2,750, with a unanimous vote. Motion carried.

Mr. Teichman submitted information to replace the tennis court nets to the Park Board. The park board (memo dated 3/12/13) recommended that the trustees approve the purchase of two Putterman tennis court nets, with a five-year warranty, from David Williams and Associates for \$300 plus \$30 freight.

Todd Ray moved and Irene McMullen seconded to authorize the purchase of two tennis court nets from David Williams and Associates for park and recreation use for \$330, with a unanimous vote. Motion carried.

The small tandem trailer is old and is undersized to carry the grinder. The Trustees gave Mr. Teichman authorization to get quotes to replace the trailer and to make decisions for the old trailer.

Mr. Teichman received quotes from PennOhio, Waste Management, Major Waste Disposal, and Cotterman Trucking for rubbish day roll-offs and recommended PennOhio for an 80 yard roll-off for metal collection and a 40 yard roll-off for scrap tire collection, and Major Waste Disposal for roll-offs for trash collection.

Todd Ray moved and Irene McMullen seconded that we contract with PennOhio for the 80 yard metal collection roll-off and 40 yard scrap tire roll-off for rubbish day not to exceed \$1,000, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to approve the trash hauling for spring clean up with Major Waste Disposal, not to exceed \$2,500, with a unanimous vote. Motion carried.

There is a free pipeline safety seminar April 3 at 5:30pm in Geneva. Mr. Teichman will ask if any of the road department members are interested and let the trustees know at the March 26<sup>th</sup> meeting.

Mr. Teichman asked the Board to approve use of the safety sign grant for eight 36 x 36 mesh work zone safety signs (two road construction ahead, two workers signs, two prepare to stop, and two mowing signs.) He received quotes from four sign companies and recommended Lightle Enterprises of Ohio, cost \$340 plus shipping.

Todd Ray moved and Irene McMullen seconded to approve eight work zone safety signs from Little Enterprises not to exceed \$400, with a unanimous vote. Motion carried.

The two new trucks were delivered. Radios were installed in both trucks and a new plow installed on one truck. Mr. Teichman had quotes from four vendors for safety lighting for the trucks, and will make his recommendations for vendors and amounts at the next meeting.

Mr. Teichman had applications from two college students for seasonal summer help and asked the Trustees to interview them at a special meeting on March 30<sup>th</sup> when the students are on spring break. He contacted the county for their policy regarding seasonal help. Students are hired



Held Wednesday, March 20, 2013

#### ROAD REPORT (continued)

for three months, accrue sick leave and holiday leave, but not vacation, and are given time off without pay. Student employees that return the following year are given a 50 cent increase in pay. March 30<sup>th</sup> is the township Easter Egg Hunt. Mr. Teichman will check to see if the students are available for an 8am meeting.

#### RESOLUTION 2013-07/COLIN FARAGHER O'CONNOR [EAGLE SCOUT]

Resolution 2013-07 was made by Todd Ray and seconded by Irene McMullen to honor Colin Faragher O'Connor of Boy Scout Troop 91 for his achievement of the rank of Eagle Scout, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

#### RESOLUTION 2013-08/FUND CERTIFICATION AND TRANSFER

Resolution 2013-08 was made by Irene McMullen and seconded by Todd Ray to amend the Permanent Appropriation to certify additional estate tax and fire funds [sale of jeep] received and to place the funds in various line items in the General Fund and Fire Operating and Apparatus Fund; to decertify funds in the Road and Bridge, Cemetery, and Zoning Funds; and for within fund transfers in the Road and Bridge and Cemetery Funds, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

#### SCHOLARSHIP AWARDS

The Trustees received the recommendations from the scholarship committee. There were 15 applicants. The township will award \$500 to ten applicants. An anonymous donor will award \$500 to each of the remaining five applicants. The board encumbered \$5,000.

#### FRACKING SEMINAR

Mrs. McMullen requested \$300 to reimburse speaker Bernard Goldstein for travel and overnight accommodations.

Todd Ray moved and Irene McMullen seconded that we reimburse Dr. Bernard Goldstein for the cost of travel and an overnight stay for the April 4<sup>th</sup> fracking seminar not to exceed \$300, with a unanimous vote. Motion carried.

#### ABITIBI PAPER RECYCLING CONTRACT

Todd Ray moved and Irene McMullen seconded to approve a contract with Abitibi for paper recycling at \$25 per ton for one year commencing March 1, 2013, with a unanimous vote. Motion carried. Chairman Bushman signed the contract.

#### SEMINARS

Fiscal Officer Judy Toth asked the board to reimburse expenses to attend a required CPIM (Center for Public Investment Management) seminar on June 5<sup>th</sup> in Warrensville Heights, cost \$210, and a free Prevailing Wage Seminar April 25<sup>th</sup> in Akron.

Todd Ray moved and Irene McMullen seconded to authorize Fiscal Officer Toth to attend a CPIM seminar June 5<sup>th</sup> and to reimburse expenses, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to authorize Fiscal Officer Toth to attend a Prevailing Wage seminar on April 25<sup>th</sup> and to reimburse expenses, with a unanimous vote. Motion carried.

#### STAR OHIO/STAR PLUS

Mrs. Toth asked the Board to open Star Ohio and Star Plus accounts through the Ohio State Treasurer. Funds must be placed in a Star Ohio account before they can be moved to Star Plus. Yields are .05 and .22. A minimum of \$500,000 is required to open a Star Plus account. Once the accounts are opened there is no required minimum balance in either account. Funds can be removed daily from Star Ohio and weekly from Star Plus.

Todd Ray moved and Irene McMullen seconded to authorize the fiscal officer to move \$1,000,000 to Star Ohio, and to move \$750,000 of those funds to Star Plus, with a unanimous vote. Motion carried.

#### EXECUTIVE SESSION FOR LAND ACQUISITION

Todd Ray moved and Irene McMullen seconded to go into executive session at 7:45pm to discuss land acquisition, with a unanimous vote. Motion carried.

The regular meeting resumed at 8:09pm.

#### PAVILION RENTAL

Todd Ray moved and Irene McMullen seconded to approve the Scenic River pavilion rental for a child's birthday party (Lanese-Turkish) on June 22, 2013 from 10am-4pm, approx. 40, \$25 fee, \$25 security deposit, with a unanimous vote. Motion carried.



## RECORD OF PROCEEDINGS

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MUNSON TOWNSHIP TRUSTEES SPECIAL

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DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Wednesday, March 20, 20 13COMMUNITY ROOM RENTAL

Todd Ray moved and Irene McMullen seconded to approve the community room rental agreement for an Easter party (Myers) on March 31, 2013 from 2:30-11pm, approx. 25, \$75 room, \$50 kitchen, \$250 security deposit, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to approve the community room rental agreement for a Guiding Eyes for the Blind Training Program (Bocciarelli) on April 7, 2013 from 9am-3pm, approx. 30, and to waive the fees, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to approve the community room rental agreement for Rug Hooking (Webster) on April 22, 2013 from 9am-3pm, approx. 10, and to waive the fees, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to approve the community room rental agreement for a First Communion Party (Kessler) on May 4, 2013 from 11am-6pm, approx. 100, \$75 room, \$50 kitchen, \$250 security deposit, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET APPROVAL

Todd Ray moved and Irene McMullen seconded to approve the encumbrance sheet for March 20, 2013 as written:

Operating Supplies	Super Blanket to 12/31/2013	50,000.00
Barbara Collins	Purchase Back Grave	200.00
Natural Gas	Blanket to 12/31/2013	1,250.00
Natural Gas – Fire Dept.	Blanket to 12/31/2013	1,300.00
Natural Gas – Road Dept.	Blanket to 12/31/2013	3,000.00
The Middlefield Banking Co.	HRA Deductions (Fire)	1,500.00
Unemployment Compensation	Super Blanket to 12/31/2013	10,088.00
Training Services	Blanket to 12/31/2013	350.00
Meredith Brothers	Crack Sealer Material	16,500.00
Door Works	Garage Door & Opener	2,750.00
David Williams & Associates	Tennis Court Nets	330.00
PennOhio	Tire and Metal Roll-offs/Rubbish Day	1,000.00
Major Waste Disposal	Trash – Munson Clean Up Day	2,500.00
Lightle Enterprise of Ohio	Safety Signs for Work Zones	400.00
Scholarship Awards	Blanket to 12/31/2013	5,000.00
Dr. Bernard Goldstein	Travel Expenses for Fracking Seminar	300.00

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

MEETING ADJOURNED

Todd Ray moved and Irene McMullen seconded to adjourn the meeting at 8:11pm, with a unanimous vote. Motion carried.

[Signature] Chairman Judith Toth Fiscal Officer



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Todd Ray moved and Irene McMullen seconded to approve the March 4, 2013 minutes, as written, with a unanimous vote. Motion carried.

Todd Ray moved and Irene McMullen seconded to approve the March 9, 2013 minutes, as written, with a unanimous vote. Motion carried.

#### CEMETERY DEEDS

The Board signed cemetery deeds to Dennis J. & Anne E. Schmidt, Maple Hill III, Lot 332, Grave 3; Gary L. & Lucy I. Coakley, Fowlers Mill II, Lot 343, Graves 1 & 2; and Noreen A. Smith, Maple Hill III, Lot 319, Grave 13.

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## A Resolution of the Munson Township Trustees No. 2013-07

*Munson Township recognizes*

*Colin Faragher O'Connor*

*of Boy Scout Troop 91 for his achievements of the Rank of Eagle Scout, the highest rank in scouting, as he adds his name to an elite group of outstanding young citizens.*

*Colin is a kind young man who is willing to help people whenever they are in need. He is dedicated to his family and holds a strong commitment to family values and shows respect toward people throughout his everyday life. Colin also demonstrates a strong work ethic and determination in academics, athleticism and community, showing the necessary strength and effort to go above and beyond what it takes to succeed.*

*Colin's Eagle Project, to design and build four benches and a scoreboard, with perennial landscaping, for the baseball diamond at St Anselm School, located on Chillicothe Road in Chesterland, Ohio, stands as a representation to his commitment to both church and community. The leadership and organizational skills that Colin showed during the completion of this project, demonstrates the qualities that will enable Colin to accomplish his future goals in life. Colin wants to strive to be a Man for Others, serving people both in his community and in areas that are less fortunate than his.*

*It is with great pride that Munson Township records Colin's exemplary accomplishment in the permanent records of the Township.*

*Unanimously approved, this 20<sup>th</sup> day of March, 2013 by the Board of Township Trustees of Munson Township:*

*Irene H. McMullen*

*Irene H. McMullen*

*Todd R. Ray*

*Todd R. Ray, Trustee*

*Andrew J. Bushman*

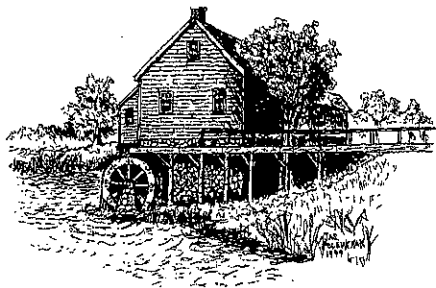
*Andrew J. Bushman, Chair*

Attest:

*Judith Toth*

*Judith Toth, Fiscal Officer*

*March 20, 2013*



# Munson Township

12210 Auburn Road, Chardon OH 44024-9454

Phone: (440) 286-9255 Fax: (440) 286-1180

## Resolution 2013-08

Be it resolved by the Trustees of Munson Township, in a special session on the 20th day of March, 2013, at the Munson Township office, with the following members present, Andrew J. Bushman, Irene H. McMullen, and Todd R. Ray, that Irene McMullen moved the adoption of the following resolution, that the 2013 Permanent Appropriation be amended as follows:

### Funds to be Decertified:

Request the Budget Commission to decertify revenues in the following funds: Road and Bridge, \$2,252.18; Cemetery, \$29.10; and Zoning, \$88.83, due to the December 2012 OPERS payment paid in 2013, not reflected in the beginning fund balances reported on the 1/1/13 Certificate of Estimate Resources.

The following line items in the Permanent Appropriation will be reduced by these amounts:

2031-330-211-0000	Ohio Public Employees Retirement System	2,252.18
2041-410-211-0000	Ohio Public Employees Retirement System	29.10
2181-130-211-0000	Ohio Public Employees Retirement System	88.83

### Additional Revenues to be Certified

To request the Budget Commission to certify additional monies received in Estate Tax in the amount of \$33,127.73 and in Sale of Fixed Assets (Fire Department Jeep) \$6,500.

### Placement of Additional Revenues in the Permanent Appropriation

That additional revenues be placed in the following line items in the General Fund [\$31,762.37] and in the Fire Operating and Apparatus Fund [\$6,500] in the Permanent Appropriation:

#### General Fund:

1000-110-344-0000	Printing	539.73
1000-120-319-0000	Other – Professional and Technical Services	13,334.64
1000-120-353-0000	Natural Gas	1,000.00
1000-120-353-0220	Natural Gas – Fire Department	5,000.00
1000-130-330-0000	Travel and Meeting Expense	300.00
1000-220-221-0008	Medical/Hospital (MED/HOSP HRA)	1,500.00
1000-330-240-0000	Unemployment Compensation	10,088.00

#### Fire Operating and Apparatus Fund:

2192-220-360-0000	Contracted Services	6,500.00
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[Note: the total amount available in the General Fund has not been appropriated to correct an over-appropriation in the General Fund in the amount of \$1,365.36, due to an OPERS December payment not included as “reserved for encumbrances” in the 1/1/13 Certificate of Estimated Resources.]

### Transfers Within Funds

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

3,000.00	to 2031-330-353-0000	Natural Gas
	from 2031-330-420-0000	Operating Supplies

In the Cemetery Fund, a within fund transfer as follows:

200.00	to 2041-410-599-0000	Other – Other Expenses
	from 2041-410-323-0000	Repairs and Maintenance

Todd Ray seconded the motion and the roll being called resulted as follows: voting

Andrew J. Bushman, yes  
Andrew J. Bushman

Irene H. McMullen, yes  
Irene H. McMullen

Todd R. Ray, yes  
Todd R. Ray

Attest: Judith Toth, March 20, 2013  
Judith Toth, Fiscal Officer