

**MINUTES OF HUNTSBURG TOWNSHIP BOARD OF TRUSTEES MEETING
Held April 15, 2008**

Chairman Kothera called the regular meeting to order at 7:01 pm with the following members present: Trustees Adams, Kothera, and Rose, Fiscal Officer Michele Saunders, Zoning Inspector Erik Mirossay and Administrative Assistant Saunders. Residents Cy Zion, Pat Jonath and Michelle May were also in attendance. Tom Glassburner attended.

The proper papers were notified.

Administrative Assistant Saunders presented the minutes of the previous meeting held April 1, 2008.

**RESOLUTION # 2008-27
Approval of Minutes**

A motion was made by Trustee Adams and seconded by Trustee Rose to approve the minutes of the April 1, 2008 meeting as presented.

Roll Call:		Yes	No
	Kothera	X	
	Adams	X	
	Rose	X	
Motion Unanimously Carried			

FINANCIAL REPORT:

Fiscal Officer Saunders presented bills, vouchers, purchase orders and warrants for board approval.

**RESOLUTION # 2008-28
Approval of bills for payment**

A motion was made by Trustee Adams and seconded by Trustee Rose to approve for payment bills submitted.

Payroll Vouchers Totaling	\$ 5,334.08
Bills Voucher Totaling	\$16,474.20
Grand Total	\$21,808.28
See Exhibit A	

Roll Call:		Yes	No
	Kothera	Abstained	
	Rose	X	
	Adams	X	
Motion Carried			

Trustee Kothera abstained due to related party issue.

As of April 15, 2008	Fund	Amount
	General	\$191,609.27
	M.V.L. TAX	9,570.98
	Gas Tax	57,845.35
	Road & Bridge	143,103.09
	Cemetery	12,275.00
	Fire Protection	78,850.80
	Permanent Imp	188,197.96
	Total	\$681,452.45

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RESOLUTION # 2008-29
Amended Appropriations

A motion was made by Trustee Kothera and seconded by
Trustee Rose to adopt the following amended appropriations
For the General Fund.

2008 AMENDED	APPROPRIATIONS	
	15-Apr-08	
Per April, 2008 Estimated		
General Fund	ACCOUNT NUMBER	AMOUNT
General Expenses		
Trustee Salaries	1000-4110-111-0000	\$ 30,864.00
Fiscal Officer Salaries	1000-4110-121-0000	\$ 16,977.00
Trustee's Staff	1000-4110-112-0000	\$ 4,500.00
Fiscal Officers Staff	1000-4110-122-0000	\$ 4,500.00
OPERS	1000-4110-211-0000	\$ 5,000.00
Medicare	1000-4110-213-0000	\$ 500.00
Medical/Hospitalization	1000-4110-221-0000	\$ -
Worker's Comp	1000-4110-230-0000	\$ 6,000.00
Auditing Services	1000-4110-312-0000	\$ 3,500.00
Accounting Software Fees	1000-4110-313-0000	\$ 4,000.00
Property Tax Collection	1000-4110-314-0000	\$ 3,000.00
Election Expenses	1000-4110-315-0000	\$ 1,800.00
Trash Removal	1000-4110-322-0000	\$ 500.00
Travel & Meeting Exp	1000-4110-330-0000	\$ 2,000.00
Telephone	1000-4110-341-0000	\$ 750.00
Postage	1000-4110-342-0000	\$ 1,000.00
Advertising	1000-4110-345-0000	\$ 525.00
Property Insurance Premiums	1000-4110-381-0000	\$ 11,000.00
Office Supplies	1000-4110-410-0000	\$ 5,000.00
Dues & Fees	1000-4110-510-0000	\$ 240.00
Other Expenses	1000-4110-599-0000	\$ 8,257.15
Transfers Out	1000-4110-910-0000	\$ 25,000.00
Town Hall		
Town Hall Salaries	1000-4120-190-0000	\$ 8,000.00
OPERS	1000-4120-211-0000	\$ 1,000.00
Medicare	1000-4120-213-0000	\$ 300.00
Trash Removal	1000-4120-322-0000	\$ 500.00
Repairs & Maintenance	1000-4120-323-0000	\$ 40,000.00
Electricity	1000-4120-351-0000	\$ 3,500.00
Natural Gas	1000-4120-353-0000	\$ 3,500.00
Operating Supplies	1000-4120-420-0000	\$ 2,000.00
Other Expenses	1000-4120-599-0000	\$ 1,500.00
Zoning		
Zoning Travel & Meeting Exp	1000-4130-121-0000	\$ 1,000.00
Comp. Of BZA & ZC	1000-4130-150-0000	\$ 3,000.00
Other Salaries	1000-4130-190-0000	\$ 9,000.00

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OPERS	1000-4130-211-0000	\$	1,600.00
Medicare	1000-4130-213-0000	\$	150.00
Travel & Meeting Exp	1000-4130-330-0000	\$	300.00
Telephone	1000-4130-341-0000	\$	700.00
Postage	1000-4130-342-0000	\$	200.00
Advertising	1000-4130-345-0000	\$	1,200.00
Office Supplies	1000-4130-410-0000	\$	1,359.46
Other Expenses	1000-4130-599-0000	\$	400.00
Street Lights	1000-4310-359-0000	\$	3,000.00
Road Maintenance			
Contracted Services	1000-4330-360-0000	\$	50,000.00
Motor Vehicles	1000-4110-750-000	\$	7,092.00
Cemetery			
Salaries	1000-4410-190-0000	\$	4,500.00
OPERS	1000-4410-211-0000	\$	700.00
Medicare	1000-4410-213-0000	\$	300.00
Repairs & Maintenance	1000-4410-323-0000	\$	3,000.00
Operating & Supplies	1000-4410-420-0000	\$	2,000.00
Park			
Salaries	1000-4610-190-0000	\$	8,000.00
OPERS	1000-4610-211-0000	\$	2,000.00
Medicare	1000-4610-213-0000	\$	250.00
Trash Removal	1000-4610-322-0000	\$	1,000.00
Maintenance & Supplies	1000-4610-323-0000	\$	17,000.00
Electricity	1000-4610-351-0000	\$	2,500.00
Fuel Oil	1000-4610-354-0000	\$	3,500.00
Operating Supplies	1000-4610-420-0000	\$	2,500.00
Other Expenses	1000-4610-599-0000	\$	2,500.00
Buildings	1000-4610-720-0000	\$	45,000.00 *
Total General Fund		\$	368,964.61
Total All Funds			
General		\$	368,964.61
MVL Tax		\$	18,077.17
Gas Tax		\$	145,411.11
Road & Bridge		\$	391,552.84
Cemetery		\$	12,875.00
Fire Protection		\$	108,725.84
Permanent Improvement		\$	238,197.96
Total		\$	1,283,804.53

Roll Call:		Yes	No
	Kothera	X	
	Rose	X	
	Adams	X	
Motion Unanimously Carried			

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ZONING REPORT:

ZONING REPORT 04-01-08 -- 04-15-08

- Yoder's Coleman David Yoder received incomplete application for C.U.P. 15890 Durkee Rd.
- Mr. Ketchmeyer Princeton Rd. planning on putting up an AG. Barn, he will call when ready.
- Ron West Mayfield Rd. pre-manufactured home.
- Tire recycling
- Letter sent to Robert Warren. Have not heard back from him, will be following up with revocation process.
- Garbage piles Dennis Vargo, Chardon Windsor Rd. Health Dept. notified.
- Geauga Ground Maintenance, confirmed meeting with zoning board.

MAINTENANCE REPORT:

ROADS:

Trustee Kothera reported the roads are coming along nicely. We will not be able to obtain Salt Brine from our supplier last year for this summer. Administrative Assistant Saunders will request a list of other brine suppliers from the ODNR. Crews have spread loads of stone, graded and pull graded roads. Chris Whitney worked on Durkee Road extension. Spot ditching will be completed this summer on many of the township roads.

Administrative Assistant Saunders will gather the information needed to complete the Salt Brine Surface Application Report for ODNR.

Gauga County Commissioners removed the load limit reduction effective April 21 for all township & county roads.

Gauga County Engineer's office will make their crack-sealing machine available if requested by May 1, a fee was provided.

CEMETERY: Deeds were signed.

PARK: Tom Glassburner was present with a special request. He would like to place a geocache in the township park and needs permission to do so. He said there are already some in the Cemeteries. After discussion and questions asked and answered the following action was taken:

RESOLUTION # 2008-30

Approval Geocache

A motion was made by Trustee Adams and seconded by Trustee Rose to allow Tom Glassburner to place a geocache In the Township park.

Roll Call:		Yes	No
	Kothera	X	
	Adams	X	
	Rose	X	
Motion Unanimously Carried			

For more information about what a geocache is see this webpage:

<http://www.geocaching.com/faq/>

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OLD BUSINESS

The opening of Bids at 8:00 pm for Windmill Point Repaving project results were as follows

Company	Bid
The Shelly Co	173,281.50
Ronyak Paving	182,326.50
Burton Scot	186,000.00
Chagrin Valley Paving	190,046.00
Kokosing Construction Co	179,839.50

**RESOLUTION # 2008-31
Forward of Bids to County Engineer**

A motion was made by Trustee Adams and seconded by Trustee Rose to forward all bids received to the Geauga County Engineer's Office for review and comment.

Roll Call:		Yes	No
	Kothera	X	
	Rose	X	
	Adams	X	
Motion Unanimously Carried			

Bids were received from Ontario Stone and Armes Trucking Co. after review and comparing of the price of materials selected the following action was taken.

**RESOLUTION # 2008-32
Road Materials Bid**

A motion was made by Trustee Adams and seconded by Trustee Rose to accept the bid for Road Materials from The Arms Trucking Co. They were the lowest and best bidder.

Roll Call:		Yes	No
	Kothera	X	
	Rose	X	
	Adams	X	
Motion Unanimously Carried			

A Records Retention Policy & Schedule example was given to each Trustee to take home and study for discussion at the next meeting.

The DAS Cooperative Purchasing Program as it relates to Natural Gas Purchase sent a copy of a chart showing the savings and a copy of the MOU to review and take action at next meeting.

Ohio Power Siting Board:

We received a letter from Klaus Lambeck, Chief addressing our Resolution and inviting us to speak at the

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hearing. Janet Stoneking phoned and informed us we did not need to send a letter to intervene for the hearing on May 13. Anyone may speak at this hearing. If we wish to present evidence and become an intervener at the Hearing May 21 all documentation needs to be filed with the docketing board office.

Pat Jonath & Ct Zion informed the board a notice was just posted on the OPSB website stating the May hearings were postponed until sometime in June. Trustee Kothera read the letter presented. The OPSB is requesting First Energy review the Rachel Line.

NEW BUSINESS:

W. F. Hann & Sons HVAC contracts for 2008 all buildings:

Town Hall	2 Gas Furnaces	\$220.66
Fire Dept	1 Gas Furnace	\$110.34
Garage	1 Gas Furnace	\$110.34
Gym	2 Oil Furnaces	\$220.66
	Total	\$662.00

**RESOLUTION # 2008-33
HVAC W.F. Hann Service Contracts**

A motion was made by Trustee Kothera and seconded by Trustee Rose to approve the service contracts with W. F. Hann & Sons for all building furnaces. Total cost \$662.00.

Roll Call:		Yes	No
	Kothera	X	
	Rose	X	
	Adams	X	
	Motion Unanimously Carried		

H.B. 521 A Bill to create the Ohio Commission on Local Government Reform and Collaboration to develop recommendations on reforming and restructuring local government in Ohio.

Discussion was held on the need to renew the 1.5 mills Road & Bridge Levy that will expire this year. If the township is to move ahead with paving and ditching projects, purchase new equipment as needed and maintain roads and equipment we must ask voters to renew this levy.

**RESOLUTION 2008-034
Road & Bridge Fund 1.5 Mill Renewal Levy**

WHEREAS the Huntsburg Township Board of Township Trustees has determined that it will be necessary to levy a tax outside of the ten mill limitation, for the purpose of: the general construction, reconstruction, resurfacing and repair of streets, roads, bridges in Huntsburg Township as authorized by the R.C.5705.19 (G) and

BE IT RESOLVED BY THE Huntsburg Township Board of Township Trustees, after meeting in regular session on this 15th day of April, 2008 that pursuant to ORC §5705.03(B) said board hereby certifies this resolution to the Geauga County Auditor, and requests that the County Auditor certify back to the Township Board of Trustees the total current tax valuation of the subdivision, and the dollar amount of revenue that would be generated by a 1.5 mill levy, for the purpose of, a renewal 5 year levy for Road and Bridge purposes.

Trustee Nancy J. Kothera moved for the adoption of the foregoing, and Trustee Jerry M. Rose Jr. seconded the motion. Upon the call of the question, the vote was as follows.

TRUSTEE

YEA OR NAY

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Clark M. Adams	<u>Yea</u>
Jerry M. Rose Jr.	<u>Yea</u>
Nancy J. Kothera	<u>Yea</u>

**RESOLUTION # 2008-35
Dust Control Legal Notice**

A motion was made by Trustee Kothera and seconded by Trustee Rose to approve the following legal ad for dust control

LEGAL NOTICE

The Huntsburg Township Board of Trustees will receive sealed proposals until 8:00 p.m. on May 6, 2008, at which time proposals will be opened and read aloud for the Spraying of Dust Control on Township Roads in Huntsburg Township, during the 2008 construction season.

Bid proposals may be obtained by calling the Huntsburg Township Fiscal Officer at 440-636-5486 or mailing to P.O. Box 280, 12081 Hunt Road, Huntsburg, Ohio 44046. All bid proposals shall be submitted on forms provided by the Board of Trustees.

A bid bond or certified check, cashier's check, or money order, on a solvent bank or savings and loan association, in the amount of five percent (5%) of the total bid amount, and liability insurance for injury to persons and/or damage to property in an amount not less than \$1,000,000.00 and property damage liability insurance in an amount not less than \$500,000.00, shall accompany each bid. The bid shall be let on a unit price basis.

The Huntsburg Township Board of Trustees reserves the right to reject any or all bids, waive any informalities or irregularities in the bids received, and to accept any bid or bids which are deemed most favorable to the Board at the time and under conditions stipulated, all in accord with the applicable provisions of the laws of the State of Ohio governing the conduct of the Board of Trustees.

Legal notice shall be considered as part of the bid specifications.

Address all bids to The Huntsburg Township Board of Trustees, P.O. Box 280 Huntsburg, Ohio 44046, and identify sealed envelopes as "Proposal for the Spraying of Dust Control on Various Roads during the 2008 Construction Season".

By Order of the Huntsburg Township Board of Trustees.

Michele A. Saunders, Fiscal Officer

Publish: April 18, 2008
April 28, 2008

Roll Call:		Yes	No
	Kothera	X	
	Rose	X	
	Adams	X	
Motion Unanimously Carried			

CORRESPONDENCE:

OPERS employer Notice March 17, 2008

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Invitation to Congressman Steven C. LaTourette's Elected Officials Conference May 8 & 9 in Washington DC

Geauga Co Planning Commission US Census Bureau population Estimated for Geauga County growth of 4.5%

Geauga Children's Alliance newsletter Winter 2008

Middlefield Historical Society March 2008 Newsletter

OPERS Notice April 7, 2008

Job Opportunities for Geauga County Commissioners

Cleveland Bicycle Week Conference Making your Community Bicycle Friendly May 15

Transportation Times

CIC Dinner & Annual Meeting April 24

Breathing New Life into Communities 6th Annual Legislative Breakfast Quail Hollow Resort 7:30 am Breakfast May 2, 2008

Western Reserve Resource Conservation & Development Council

NOACA memorandum April 8 Notification of Proposed Transportation Projects in our County

RESOLUTION # 2008-36
Meeting Adjourned

A motion was made by Trustee Adams and seconded by Trustee Rose to adjourn the meeting

Roll Call:		Yes	No
	Kothera	X	
	Rose	X	
	Adams	X	
	Motion Unanimously Carried		

There being no further business the meeting was adjourned at 9:20pm.

Chairwoman Kothera

Fiscal Officer Saunders