

RECORD OF PROCEEDINGS

MUNSON TOWNSHIP TRUSTEES REGULAR MEETING

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, January 25, 2022

The meeting was called to order at 6:30pm by Chair James McCaskey with Trustees Andy Bushman and Irene McMullen and Fiscal Officer Todd Ray present. Mr. McCaskey led the Pledge of Allegiance.

Minutes

Andy Bushman moved to approve the minutes of the Trustees Regular Meeting Tuesday January 11, 2022, as written. Irene McMullen seconded; with a unanimous vote, the motion carried. Mr. McCaskey noted that the Trustees had warrants to sign. Trustees signed warrants 18496 through 18513 dated 1/25/2022, totaling \$7,342.99.

Public Comment

Mr. McCaskey called for any public comment. No one in attendance offered public comment.

FIRE DEPARTMENT

Chief Mike Vatty reported that the Department has responded to 102 calls to date. He updated the Board on delivery of the new ambulance. It arrived at the Fire Station on Saturday and a representative from the manufacturer/vendor will visit the station this week to work through a complete check-out of all features on the ambulance. Chief Vatty inquired about a proposal from the last meeting to install new gear-lockers for the fire station. Trustee Bushman had asked to consult with the Assistant Prosecutor regarding whether American Rescue Plan Act funds could be used to pay for the lockers. He reported that he was unable to speak with her, but expects to have an answer in time for the Trustees to act on the proposal at the February 8 meeting. The Chief also reported that the Department has been working with a grant writer to prepare an application for a "SAFER" grant to fund an increase in staffing at the Fire Department. He noted that if they are awarded the grant, they could hire additional staff. At the end of the three-year grant period, the Department and the Township would have to have in place a plan to fund the new staff positions, or cut the staff and return to current staffing levels. The Department is developing a long-range plan to present to the Trustees.

ROAD DEPARTMENT

2022 Road projects

Sherman Road

Kirk Walker reported that two Trustees have completed ride-along trips on Sherman Road with Geauga County Deputy Engineer Shane Hajjar, and the third is scheduled. Trustees discussed the merits of reaching out to property owners on the west end of Sherman Road in the area under consideration for reconstruction and resurfacing. A letter to property owners was proposed and discussed. Andy Bushman moved to authorize Irene McMullen to draft a letter to property owners and residents on Sherman Road alerting them to possible road improvements, including a two-page diagram of possible changes in the roadway, and inviting their comments and feedback for the Trustees. Ms. McMullen seconded the motion. Motion carried with a unanimous vote. Chair Jim McCaskey reminded the Board that Engineer Shane Hajjar was waiting to receive clear guidance from the Trustees on the extent of profile, ditch and berm reconstruction work to be included in the project, as well as the section and length of the Sherman roadway to be improved and resurfaced, and he will not begin design and drawing work until he hears from the Trustees. Mr. Bushman and Ms. McMullen asserted that it was necessary to hear from the residents before acting to give the Engineer direction. Mr. McCaskey stated that the Engineer's office has made it clear that they cannot wait and further delay design and drawing for the project, and he believes the delay could jeopardize the \$200,000 Ohio Public Works grant funding that has been allocated to Munson for this project. He reviewed four key elements of the project that the Trustees should address. Mr. Bushman stated that he does not want to proceed until residents have had an opportunity to respond to the letter.



RECORD OF PROCEEDINGS  
MUNSON TOWNSHIP TRUSTEES REGULAR MEETING

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, January 25, 2022

In the interest of giving the Engineer directions to get started, Mr. McCaskey made a motion to direct the County Engineers to begin to draw up plans for improvements to Sherman Road, to include a final pavement width minimum of 21 feet, with 20 feet between the white lines; addressing the steep crest at one hill; correcting the road alignment at the intersection with Heath Road; straightening through the slight curves near Valley Vista Drive; and identifying and marking all trees that should be removed in the clear zone of the road section to be improved. Ms. McMullen seconded the motion. Voting as follows, Mr. McCaskey, Yes, Ms. McMullen, No, Mr. Bushman, No. Motion failed.

Ms. McMullen stated that Trustees will get feedback from residents to present at the February 8 meeting and noted that the section of Sherman Road in Chester Township immediately west of Heath Road is a comparable width to the improvements proposed for the Munson Township section.

Tractor/berm mower

Road Superintendent Kirk Walker provided the Trustees with his recommendation for purchase of a new tractor-and-berm mower unit, and provided an updated quote for the equipment at the Ohio Cooperative Purchasing program State Bid price. Andy Bushman moved to approve the purchase of a Massey-Ferguson tractor from Ohio Ag Equipment for \$58,348.00. Irene McMullen seconded; with a unanimous vote, the motion carried. Andy Bushman moved to approve the purchase of a side mount flail mower from Kalida Truck Equipment for \$29,600.00. (Ohio STS # 515) Irene McMullen seconded; with a unanimous vote, the motion carried.

Maintenance Building Renovation Project

Mr. Walker advised the Trustees that he is seeking quotes on replacing the electrical panel for the Road Department maintenance building, to upgrade the panel to include a reset-able automatic switch and surge protection and to better integrate with the back-up power generator installed last year, with a possible cost in the range of \$16 – 19,000. Ms. McMullen said the cost would likely qualify for reimbursement through the NOPEC energy efficiency grant.

FISCAL OFFICER

Resolution 2022-01: Real Estate Tax Advance

Andy Bushman moved to approve Resolution 2022-01, to request the Geauga County Auditor to advance Real Estate tax collections as they are received in 2022. Irene McMullen seconded. Motion carried with a unanimous vote.

Resolution 2022-02: Fund Transfer, Temporary Appropriations

Andy Bushman moved to approve Resolution 2022-02, to amend the 2022 Temporary Appropriation by a Within-Fund Transfer. Irene McMullen seconded. Motion carried with a unanimous vote. (The Resolution, in its entirety, is included on a separate page of the minutes.)

Resolution 2021-03: Advance Funds from General Fund

Andy Bushman moved to approve Resolution 2022-03, authorizing the Fiscal Officer to advance funds from the General Fund to the Stream Restoration Fund, and to advance the exact same amounts back to the General Fund as they are received into the Stream Restoration Fund by direct deposits from the EPA and Notre Dame-Cathedral Latin High School. Irene McMullen seconded; with a unanimous vote, the motion carried. The Resolution, in its entirety, is included on a separate page of the minutes.)

Township audit

Fiscal Officer Ray reported that the Township financial records are scheduled for the biannual audit per Ohio Revised code. He explained the two kinds of audits and the fee schedule, and asked the Trustees to direct the independent private accounting firm what level of audit to conduct. Andy Bushman moved to authorize the firm to conduct a full audit. Irene McMullen seconded. Motion carried with a unanimous vote.

TOWNSHIP BUSINESS

Andy Bushman moved to approve a contract for cleaning Park restrooms through the summer, April through October, with Custodial Services, at \$30/visit per week. (Same rate as 2021.) Irene McMullen seconded. Motion carried with a unanimous vote.



RECORD OF PROCEEDINGS

MUNSON TOWNSHIP TRUSTEES REGULAR MEETING

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, January 25, 2022

Andy Bushman moved to approve a contract for IT maintenance and security services with Streamline Technology at a monthly rate of \$150 per month. Irene McMullen seconded. Motion carried with a unanimous vote. (Monthly rate updated, January 2022.)

Resolution 2021-04: NOPEC Energized Community Grant

Andy Bushman moved to approve Resolution 2022-04, approving the NOPEC Energized Community Grant agreement. Irene McMullen seconded. Motion carried with a unanimous vote.

Andy Bushman moved to authorize Irene McMullen to sign the NOPEC Energized Community Grant agreement and handle communications for the Township. Irene McMullen seconded. Motion carried with a unanimous vote.

Vacate Hospital Drive

Mr. Bushman reported that UH attorney Scott Esposito had been on vacation and has not yet responded to Mr. Bushman.

Other Business

No other business was presented.

Other Meetings

No meetings were reported.

Public Comment

Resident Dawn Bastulli offered comments praising the Road Department for maintaining good road conditions during recent storms, and disappointment that Trustees did not take action to advance the road improvement project on Sherman Road. Resident Joe Bastulli commented that the Trustees kicked the can down the road. Resident Rich Ferlin offered similar criticism and stated that residents are likely to be confused by their action. Resident Carol Maver offered comment of appreciation that the Trustees want to get input from property owners and residents.

Executive Session

At 7:29 pm, Andy Bushman moved to have the Trustees enter into Executive Session to address personnel compensation, and to invite Road Superintendent Kirk Walker and Fiscal Officer Todd Ray to join the session. Ms. McMullen seconded. Roll call vote: Ms. McMullen, "Yes." Mr. McCaskey, "Yes." Mr. Bushman, "Yes".

Motion carried.

The Trustees resumed the regular session at 8:25 pm.

Andy Bushman moved to authorize Kirk Walker and Paula Friebertshauser to prepare notice and advertise for applicants for Road Department employee for the Township. Irene McMullen seconded. Motion carried with a unanimous vote.

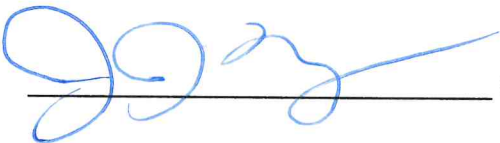
Encumbrance Sheet

Andy Bushman moved and Irene McMullen seconded to approve the encumbrance sheet for Tuesday, January 25 as presented; with a unanimous vote, the motion carried.

Cerni Motors	Truck brake parts	\$222.38
--------------	-------------------	----------

Motion to Adjourn

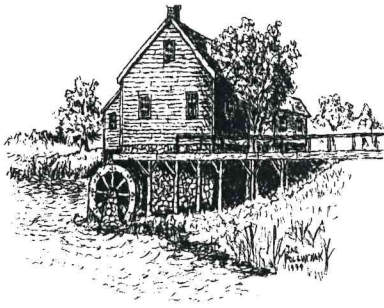
Andy Bushman moved to adjourn the meeting at 8:26 pm. Irene McMullen seconded; motion carried with a unanimous vote.



Chairman



Fiscal Officer



**MUNSON TOWNSHIP**  
12210 Auburn Road  
Chardon OH 44024-9454  
(440) 286-9255 Fax: (440) 286-1180

**REQUEST FOR ADVANCE OF TAXES COLLECTED**

Rev. Code Sec. 321.34

**RESOLUTION NO. 2022-01**

To the Auditor of Geauga County, Ohio:

YOU ARE HEREBY REQUESTED to issue your warrant upon the County Treasurer of said County, in favor of Todd Ray as Fiscal Officer of Munson Township in said County for

Real Estate Advances – total amount available in all funds per memo dated December 6, 2021 from the Geauga County Auditor,


Dates of advance for 2022 collection period are as follows:

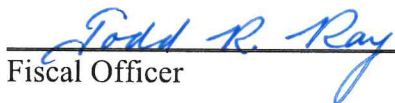
January 21, 2022                      February 8, 2022

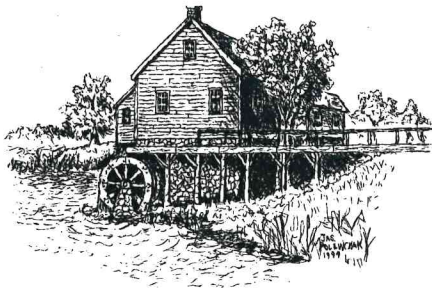
July 7, 2022 (payments through June 30)      July 20, 2022

of the current collection of taxes assessed and collected for and in behalf of said Munson Township which shall be held and treated as an advance payment on the current collection of taxes due said Munson Township at the ensuing settlement, as provided by law.

Pursuant to a Resolution adopted by the Board of Township Trustees of Munson Township on Tuesday, January 25, 2021, Resolution 2022-01.

  
Chairman

  
Fiscal Officer



# Munson Township

12210 Auburn Road, Chardon OH 44024-9454  
Phone: (440) 286-9255 Fax: (440) 286-1180

## Resolution 2022-02

Be it resolved by the Trustees of Munson Township, in a regular session on the 25th day of January, with the following members present, James J. McCaskey, Andrew J. Bushman and Irene H. McMullen, that

Andy Bushman moved the adoption of the following resolution:

That the 2022 Temporary Appropriation be amended, as follows:

### Transfers Within Funds

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

\$90,000.00 to 2031-760-750-0000 Capital – Motor vehicles

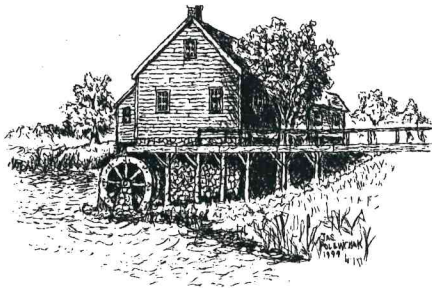
\$50,000.00	from 2031-330-190-0000	Salaries
\$30,000.00	from 2031-760-730-0000	Improvement of sites, and
\$10,000.00	from 2031-760-740-0009	Machinery and equipment, scrap metal

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

<u>Andrew J. Bushman</u>	Voting <u>yes</u>
<u>James J. McCaskey</u>	<u>yes</u>
<u>Irene H. McMullen</u>	<u>yes</u>

Attest: Todd R. Ray, January 25, 2022  
Todd Ray, Fiscal Officer





# Munson Township

12210 Auburn Road, Chardon OH 44024-9454  
Phone: (440) 286-9255 Fax: (440) 286-1180

## Resolution 2022-03

Be it resolved by the Trustees of Munson Township, in a regular session on the 25th day of January, 2022, with the following members present, James J. McCaskey, Andrew J. Bushman, and Irene H. McMullen, that

Andy Bushman moved the adoption of the following resolution:

Whereas Munson Township is serving as the sponsor for the Notre Dame-Cathedral Latin Stream Restoration Project, and as such serves as the subrecipient of all EPA grant funds, as well as local match funds, and

whereas Munson Township is the fiscal agent responsible for payment of all project expenses as they are invoiced, and

whereas contractual obligations related to the Stream Restoration Project are encumbered within the UAN accounting system prior to the release of funds from Ohio EPA, and therefore are recorded as negative values in the NDCL Stream Restoration Fund in UAN,

Therefore, be it resolved,

that the Board of Trustees does authorize the Fiscal Officer to advance the necessary funds from the General Fund to the NDCL Stream Restoration Fund sufficient to cover said obligations, and

that the Fiscal Officer will advance the full amount of these advances back to the General Fund upon receipt of each deposit from Ohio EPA and Notre Dame Cathedral Latin High School.

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

	Voting
<u>Andrew J. Bushman</u>	yes
<u>James J. McCaskey</u>	yes
<u>Irene H. McMullen</u>	yes

Attest: Todd R. Ray, January 25, 2022  
Todd Ray, Fiscal Officer

RESOLUTION 2022-04

NORTHEAST OHIO PUBLIC ENERGY COUNCIL (NOPEC)  
ENERGIZED COMMUNITY GRANT PROGRAM  
(2022 NEC GRANT(S))

A RESOLUTION AUTHORIZING ALL ACTIONS NECESSARY  
TO ACCEPT NORTHEAST OHIO PUBLIC ENERGY COUNCIL  
(NOPEC) 2022 ENERGIZED COMMUNITY GRANT

**WHEREAS**, the Township of Munson, in Geauga County, Ohio is a member of the Northeast Ohio Public Energy Council ("NOPEC") and is eligible for one or more NOPEC Energized Community Grant(s) for 2022 ("NEC Grant(s)") as provided for in the NEC Grant Program guidelines; and

**WHEREAS**, the GRANTEE wishes to enter into a Grant Agreement with NOPEC, Inc. in substantially the form presented to this Board of Trustees to receive one or more NEC Grant(s); and


**NOW, THEREFORE**, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF MUNSON TOWNSHIP, COUNTY OF GEAUGA, AND STATE OF OHIO, THAT:

**SECTION 1.** This Board of Trustees of the GRANTEE (the "Board") finds and determines that it is in the best interest of the GRANTEE to enter into the Grant Agreement to accept the NEC Grant(s) for 2022 and authorizes Irene McMullen to execute the Grant Agreement to accept the NEC Grant(s) funds.

**SECTION 2.** This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board and of any committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

**SECTION 3.** This Resolution is declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of the GRANTEE; wherefore, this Resolution shall be in full force and effect immediately upon its adoption and approval by Irene McMullen of the GRANTEE.

Unanimously adopted this 25<sup>th</sup> day of January 2022 by the Board of Trustees of Munson Township, Geauga County, Ohio:

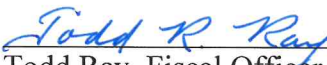
  
\_\_\_\_\_  
Andrew J. Bushman, Trustee

  
\_\_\_\_\_  
James J. McCaskey, Chair

  
\_\_\_\_\_  
Irene H. McMullen, Trustee

Attest:

I, Todd Ray, as Fiscal Officer of the Board of Trustees of Munson Township, County of Geauga, State of Ohio, do hereby certify that the foregoing is a true and correct copy of Resolution No. 2022-03 adopted by the Board of Trustees of said Township on the 25th day of January, 2022.

  
\_\_\_\_\_  
Todd Ray, Fiscal Officer