

# RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES SPECIAL

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, December 30, 2019

The meeting was called to order at 6:30pm by Chairman Jim McCaskey with Trustees Irene McMullen and Andy Bushman and Fiscal Officer Judy Toth present. The Chairman led the Pledge of Allegiance. Warrants 17051-17055 dated 12/18/19 for \$10,028.99 were signed between meetings. The Board signed EFT Vouchers 489-496 for the 12/27/19 bi-weekly payroll for \$8,857.32, EFT Vouchers 501-507 for the 12/31/19 monthly payroll for \$6,696.93, and Warrants 17056-17078 dated 12/30 and 12/31/19 for \$20,001.06.

## MINUTES

Irene McMullen moved and Andy Bushman seconded to approve the minutes of December 10, 2019, with a unanimous vote. Motion carried.

Irene McMullen moved and Andy Bushman seconded to approve the minutes of December 23, 2019, with a unanimous vote. Motion carried.

## FIRE DEPARTMENT REPORT/CHIEF MIKE VATTY

Chief Vatty reported that an Opticom system would be built into the Mayfield/Auburn intersection project to allow emergency vehicles to pass through quickly. Munson will participate in a task force training to develop policies and procedures, which will be hosted by Chardon. On June 13, the department will receive a fire behavior simulator at no cost. They plan to coordinate with baseball to find a location to hold the classes. All of the squads are now equipped for ALS response. He reviewed Munson's call history, 1,070 calls in 2016, 1,152 in 2017, 1,110 in 2018, and 1,202 in 2019, an 8.2 percent increase.

## ROAD REPORT/KIRK WALKER

Superintendent Walker updated the Board on the progress with the road department lunchroom. The plans are drawn up and will be taken to the building department. The neighbor to the north of the Town Hall gave permission to remove the trees and to install the fence. Due to the high winds, the road department received a number of calls regarding trees. He addressed an invoice from Phoenix Loss Control for \$2,496.51 for damaged cable at 11585 Lower Chelsea. Last May, the Road Department followed procedures to locate the wires. They called the cable company and advised that the wires were located on top of the pipe and that the homeowner would be left without access to his home. The coordinator told the road department to cut the wires and that they would restore them. They re-spliced the cable the same day in the same location. The matter will be referred to the Prosecutor.

## OHIO EPA DIESEL MITIGATION TRUST FUND GRANT

The Ohio EPA awarded Munson Township a grant for up to \$35,990 to fund 25 percent of the purchase of one replacement truck for the road department. The project period runs through January 3, 2022. Mrs. McMullen discussed two options, to go out for bids for a 2021 purchase, or to reduce the number of roads resurfaced in 2020. Mr. Bushman suggested waiting for the road estimates before making a decision. The Board will accept the grant, and Mrs. McMullen will work with the road superintendent regarding the most efficient process to purchase the vehicle.

Irene McMullen moved and Andy Bushman seconded to accept the Diesel Mitigation Trust Fund Grant and to have Chairman Jim McCaskey sign the document, with a unanimous vote. Motion carried.

## MCDONALD CONSERVATION EASEMENT

Mrs. McMullen will follow up with the McDonald family regarding their agricultural easement transfer for the property located on Auburn Road in Munson Township.

## OFFICIALS' COMPENSATION

Irene McMullen moved and Andy Bushman seconded that for 2020, the Trustees will be compensated by the salary method and receive the maximum amount allowable by the Ohio Revised Code, equal to the maximum amount that could be received annually by a Trustee if he or she were to be paid on a per diem basis, and payable in twelve equal monthly installments, with a unanimous vote. Motion carried.

Irene McMullen moved and Andy Bushman seconded to offer health insurance, dental insurance, and the highest amount available of life insurance under the Township life insurance policy up to \$50,000 for a newly elected or appointed Township Trustee or Fiscal Officer. Roll call vote: Mrs. McMullen, yes; Mr. McCaskey, yes; Mr. Bushman, no. Motion carried.



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BOARD APPOINTMENTS

Irene McMullen moved and Andy Bushman seconded to reappoint Gabe Kezdi as a member to the Munson Township Board of Zoning Appeals for a five-year term ending 12/31/2024, with a unanimous vote. Motion carried.

Irene McMullen moved and Andy Bushman seconded to reappoint Jim O'Neill as an alternate member to the Munson Township Board of Zoning Appeals for a two-year term ending 12/31/2021, with a unanimous vote. Motion carried.

Irene McMullen moved and Andy Bushman seconded to reappoint Ed Hren as a member to the Munson Township Zoning Commission for a five-year term ending 12/31/2024, with a unanimous vote. Motion carried.

Irene McMullen moved and Andy Bushman seconded to reappoint John McCreery as a member to the Munson Township Park and Recreation Board for a three-year term commencing ending 12/31/2022, with a unanimous vote. Motion carried.

Resident David Jirsa expressed an interest in serving on a Township Board. The Trustees will invite him to attend the next Park Board meeting.

NEW YEAR'S HOLIDAY

Irene McMullen moved and Andy Bushman seconded that the township employees shall be off Wednesday, January 1, 2020 for the New Year's holiday, with a unanimous vote. Motion carried.

2019 DONATIONS

Irene McMullen moved and Andy Bushman seconded to accept the list of 2019 donations, with a unanimous vote. Motion carried.

DAMAGE TO COMMUNITY ROOM DOOR

One of the doors to the storage room in the Community room, damaged during a cub scout meeting, is not repairable. The Board discussed options to replace the wood door for \$883.40, or to replace both doors with metal doors, which will be more durable, for \$1,133.40. The Board considered if the Cub Scout Troop would be charged for the wooden door. Mr. Bushman suggested replacing the door and then making a decision.

Irene McMullen moved and Andy Bushman seconded that the Marquee Door Company replace the doors with steel doors for \$1,133.40, with a unanimous vote. Motion carried.

PLANNING COMMISSION STEERING COMMITTEE

The Planning Commission requested two volunteers from each community to serve on the Geauga County General Plan Steering Committee, one Trustee and one resident. Mr. McCaskey offered to represent the Township. He had two candidates, Eric Payne and David Ryks, for the resident opening, both excellent candidates.

Irene McMullen moved and Andy Bushman seconded to appoint Eric Payne and Jim McCaskey to the Geauga County Steering Committee, with a unanimous vote. Motion carried.

BROWN BARN TAVERN LIQUOR LICENSE REQUEST FOR HEARING

The Board addressed a notice from the Ohio Division of Liquor Control regarding a transfer of ownership for a liquor license for the Brown Barn Tavern.

Irene McMullen moved and Andy Bushman seconded that Munson Township does not request a hearing for the Brown Barn Tavern LLC liquor license, with a unanimous vote. Motion carried.

JANUARY ORGANIZATIONAL MEETING

Irene McMullen moved and Andy Bushman seconded to hold a special meeting on Thursday, January 2, 2020 at 8am for organizational purposes and encumbrances, with a unanimous vote. Motion carried. Mrs. Toth asked to include tax advances.

PART TIME EMPLOYEE VACATION/SICK LEAVE ACCRUALS

The Board addressed an amendment to the Township policy for part time employee vacation and sick leave accruals. The proposed amendment would prorate accruals for actual hours worked. Mr. Bushman asked that the amendment be forwarded to the Prosecutor's office for review. Currently the policy allows accruals for part time employees regularly scheduled Monday through Friday. Mrs. Toth asked the Board to consider extending the benefit to employees regularly scheduled, but not working consecutive days. Mr. Bushman wanted the Prosecutor's opinion on the current amendment before considering other options.



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NDCL GRANT

Mrs. McMullen asked for authorization to sign a letter to the Ohio EPA grants administrator advising that the restored streambank and riparian corridor at Notre Dame will be protected through environmental covenants between the landowners, Munson Township and the Ohio EPA. The letter was prepared at the request of Notre Dame.

Irene McMullen moved and Andy Bushman seconded that Irene McMullen have the authority to sign the Section 319(h) Funded BMP Operating and Maintenance letter to the Ohio EPA, with a unanimous vote. Motion carried.

RESOLUTION 2019-43/FUND TRANSFER

Resolution 2019-43 was made by Irene McMullen and seconded by Andy Bushman for within fund transfers in the 2020 Temporary Appropriation in the General Fund and the Gasoline Tax Fund, with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.]

RESOLUTION 2019-44/SECTION 125 [POP] PREMIUM ONLY PLAN

Mrs. Toth submitted a Premium Only Plan prepared by the Burnham and Flower Insurance Group, which will allow the Township to continue deducting employee contributions for insurance under a cafeteria plan.

Resolution 2019-44 was made by Irene McMullen and seconded by Andy Bushman to accept a Section 125 Premium Only Plan for Munson Township, as written, effective January 1, 2011, with a unanimous vote. Motion carried.

CHARLES E HARRIS & ASSOCIATES CONTRACT

Mrs. Toth submitted an amended contract with C.E. Harris to provide additional assistance with end of year reporting in addition to preparing the notes to the financial statements.

Irene McMullen moved and Andy Bushman seconded to contract with Charles E. Harris and Associates and have Judy Toth sign on behalf of the Township, not to exceed \$500, with a unanimous vote. Motion carried.

OHIO CHECKBOOK INITIATIVE

Mr. Bushman will contact the state auditor's local liaison. The Board will put the Ohio Checkbook initiative back on the agenda for the January 14 meeting.

ACH TRANSFERS

As an outcome of his recent meeting with the State Auditor, Mr. McCaskey still had concerns about the Township's ACH banking activities. He asked the Fiscal Officer to set the limit as low as possible. Mrs. Toth will review the Township's ACH activities to determine the types of transactions that are made to give the Board a better sense of whether or not there are material weaknesses. She suggested that Mr. McCaskey speak with a bank representative regarding their security measures. Currently the Fiscal Officer signs the agreements with the bank. She asked if the Board would like to add their signatures.

RESIDENT COMPLAINTS

The Board addressed a complaint from a resident on Auburn Road regarding trees that are causing power outages. The trees may not be located in the road right-of-way. Mr. Bushman will follow up with the resident and with the electric company's local liaison.

A resident called with a concern that his taxes increased in spite of the fact that the school levy was voted down, and was referred to the county auditor's office.

DUGOUT LOGOS

Mr. Bushman advised that the baseball parents and school representatives would be meeting in January.

PUBLIC COMMENT

Resident Joe Bastulli asked if a formal complaint against the Bethlehem Hills light display at the Berkshire Hills Country Club would be heard at the Board of Zoning Appeals hearing in January and was advised it was not advertised for that meeting. He relayed a conversation with the Prosecutor that decisions were made by the Township and not the Prosecutor's office. He advised that traffic was backed up on Mayfield Road 30 minutes both ways and Mr. Bushman concurred. Humorous in one sense, but also not, he advised that when he walked the roadway to assess the situation, he was accosted by irate drivers who thought he was involved with the project. Dawn Bastulli was concerned that other activities in addition to the light show would



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PUBLIC COMMENT (continued)  
be planned. Resident Rich Ferlin added that he liked the light show, but not the disruption to the residents that lived there.

BETHLEHEM LIGHTS DISPLAY AT BERKSHIRE HILLS/EXTENSION  
The Board was notified that Walter Miraglia planned to extend the light show to January 4. Andy Bushman moved and Irene McMullen seconded to contact Walter Miraglia and tell him that he cannot do the light show on January 2, 3, 4, and to contact the prosecutor's office in the event the Township will need to get a restraining order to act in accordance with the Trustees' authority to shut down Berkshire Hills for the second, third, and fourth, with a unanimous vote. Motion carried.

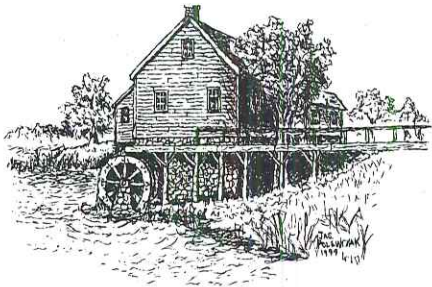
ENCUMBRANCE SHEET  
Irene McMullen moved and Andy Bushman seconded to approve the encumbrance sheet for December 30, 2019, as written:

S.A.M. Landscaping	Then and Now - Rain Garden Grant – Excavating	3,343.50
Irene McMullen	Then and Now – Rain Garden Grant – Expenses	308.42
Kurtz Bros. Inc.	Then and Now – Rain Garden Grant – Mulch	213.00
Pannier	Then and Now – Rain Garden Grant – Sign	669.00
Marquee Door	Replace Community Room Doors	1,200.00

with a unanimous vote. Motion carried.

MEETING ADJOURNED  
Irene McMullen moved and Andy Bushman seconded to adjourn the meeting at 7:30pm, with a unanimous vote. Motion carried.

Irene H. McMullen Chairman Judy Toth Fiscal Officer



# Munson Township

12210 Auburn Road, Chardon OH 44024-9454

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

## Resolution 2019-43

Be it resolved by the Trustees of Munson Township, in a special session on the 30th day of December 2019 at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen, that Irene McMullen moved the adoption of the following resolution:

That the 2020 Temporary Appropriation be amended, as follows:

### Transfers Within Funds

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

2,000.00	to 1000-110-122-0000	Salaries – Township Fiscal Officer’s Staff
1,000.00	from 1000-110-120-0000	Salaries – Township Fiscal Officer’s Office
1,000.00	from 1000-120-211-0000	Salaries – Trustees’ Staff

In the Gasoline Tax Fund, a within fund transfer, as follows:

400.00	to 2021-330-360-0000	Contracted Services
	from 2021-330-420-0000	Operating Supplies

Andy Bushman seconded the motion and the roll being called, resulted as follows:

Voting

Andrew J. Bushman, yes

James J. McCaskey, yes

Irene H. McMullen, yes

Attest: Judy Toth, December 30, 2019  
Judy Toth, Fiscal Officer