

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES REGULAR MEETING

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

Tuesday, February 22,

20 22

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 February 8, 2022, as presented. Irene McMullen seconded; with a unanimous vote, the motion carried, with Mr. McCaskey abstaining. Mr. McCaskey noted that the Trustees had warrants to sign. Trustees signed warrants 18534 through 18551 dated 2/22/22, totaling \$24,114.69.

Public Comment

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

FIRE DEPARTMENT

Assistant Fire Chief Brian Gray reported that the new squad was not yet in service, as an interior compartment to hold the LifePac advanced life-saving apparatus was not properly sized by the manufacturer, and a custom-made bracket was being installed. The installation should be ready in a few days. He also reported that the old squad 4052 has been in-and-out of service, but the Department has not missed any calls while it was down.

Mr. McCaskey indicated that the Trustees would need to reschedule the Special meeting with the Fire Department to discuss possible federal grant funding. Andy Bushman moved to schedule a Special meeting Tuesday, March 8 at 5:30pm immediately prior to the Trustees Regular meeting at 6:30. Irene McMullen seconded the motion. With a unanimous vote, the motion carried.

Fire Department gear lockers

Assistant Chief Gray noted that the new gear lockers for the fire station have been installed and are a great upgrade for the Fire Department staff. He stated that the Department has made some additional improvements to the laundry room facilities by re-appropriating cabinets and granite counter tops that were made available to the Department by Covia as they were salvaged from the former office building that will be used in a structure-fire practice burn later this spring.

ROAD DEPARTMENTRecognition of Retiring Road Foreman John Toth

Chair McCaskey opened the Road Department report portion of the meeting by noting that Foreman John Toth is retiring, and his last day will be before the Trustees' next meeting. He stated that Mr. Toth has been a capable and dedicated employee serving the Munson community for almost 24 years, and the Trustees are grateful for his good work on behalf of the Township.

2022 Road projects: Sherman Road

Chair McCaskey reported that he had been in contact with the County Engineer's office and met with Engineer Shane Hajjar and a property owner on the hilltop on Sherman Road by Maple Crest Farm to discuss changes to the road profile and hill. Mr. Hajjar informed him that design drawings and plans for this section of Sherman Road to be improved and resurfaced would not be ready to go to bid this season due to an engineer staffing shortage and workload. Mr. Hajjar advised the Trustees to move ahead with the resurfacing of Fowlers Mill Road, from Mayfield Road north to Wilson Mills Road this summer. He could have plans and bid documents prepared for that project in time for this season. Irene McMullen asked that the Fire Chief or Assistant Chief meet with Superintendent Kirk Walker and drive the section of the road and identify any places along the roadway that present a greater safety concern to fire trucks, possibly calling for widening in those places.

Road Superintendent Walker reported that the crew had posted Township roads with signs indicating a reduction in the weight limit up to 33%, effective February 15, 2022 and filed the list of postings with the Engineer's office. He explained that he was working with one logging contractor who contacted him in regard to hauling logs and heavy equipment from a logging site on Fowlers Mill Road. The contractor gave the Township a check to hold pending possible

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damages to the roadway. Chair McCaskey discussed the matter of requiring a bond instead and will explore the matter with legal counsel.

Mowing quotes

Mr. Walker reported that he has received quotes for mowing Township properties from three vendors so far and is expecting additional quotes. Two past vendors declined to submit quotes this year due to their staffing/hiring shortage. Andy Bushman moved to authorize Road Superintendent Walker to solicit additional quotes for mowing. Irene McMullen seconded the motion. By a unanimous vote, the motion carried.

Mr. Walker made a request for the Township to join the Northeast Ohio Service Directors Association (NOSDA) so that the Road Department can have someone attend quarterly events that demonstrate new equipment and innovations. Andy Bushman moved to approve the membership in NOSDA in the amount of \$25.00. Irene McMullen seconded the motion. By a unanimous vote, the motion carried.

The Trustees discussed a proposal to have Munson host a ditching and erosion-control demonstration field day, in partnership with Chagrin River Watershed Partners. Munson will provide the crew and equipment and will close a section of Sherman Road between Fowlers Mill Road and Carroll Drive. Attendees will include Road Department staff from other townships in the area. The Town Hall Community room will be used as the gathering and presentation venue.

Andy Bushman moved to approve the proposal to have Munson partner with CRWP for the demonstration field day on April 9, 2022, with April 21 as the rain date. Irene McMullen seconded the motion. By a unanimous vote, the motion carried.

Maintenance Building Renovation Project

Mr. Walker noted that the vendor source for the beam needed for the project has not been determined yet. The Trustees discussed additional questions surrounding the electrical upgrades needed, including automatic switches, total amperage, and surge protectors required as part of the back-up generator tie-in. Further research into these questions is ongoing.

FISCAL OFFICER

Fiscal Officer Todd Ray noted a recommendation from the independent auditor currently auditing Munson Township financial records. In response to the recommendation, Mr. Bushman read the following statement: "Let the Record Reflect: Elected officials and supervisors understand and affirm their responsibility to identify and report or otherwise declare any possible private interest in matters coming before them for official action." Chair McCaskey noted that this statement will be included in the annual organizational meeting as a reminder of this responsibility.

American Recovery Plan Act

Andy Bushman moved to designate Fiscal Officer Todd Ray as the Township Account Administrator, Point-of-contact Reporter, and Authorized Representative for Munson Township for reporting Township activity using ARPA funds through the U.S. Department of Treasury online portal. Irene McMullen seconded. Motion carried with a unanimous vote.

Resolution 2022-06: Authorization to allocate funds in EMS Fund 2281

Andy Bushman moved to approve Resolution 2022-06, authorizing the Fiscal Officer to reserve and allocate funds collected through Fire Department EMS billing as prescribed in the contract with Munson Fire Department. Irene McMullen seconded. Motion carried with a unanimous vote. (The Resolution, in its entirety, is included on a separate page of the minutes.)

TOWNSHIP BUSINESS

Resolution 2022-07: Resolution of Convenience and Necessity to Improve Fowlers Mill Road

Andy Bushman moved to approve Resolution 2022-07, affirming that the Munson Trustees have determined that the public convenience and welfare require the improvement of Fowlers Mill Road. Irene McMullen seconded. Motion carried with a unanimous vote. (The Resolution, in its entirety, is included on a separate page of the minutes.)

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Special meeting: Workshop on ARPA funds

Andy Bushman moved to reschedule the Special meeting for a workshop session to discuss ARPA funding priorities, Tuesday, March 22, at 5:30pm, immediately prior to the Trustees regular meeting. Irene McMullen seconded. Motion carried with a unanimous vote.

Go Green Grant

Irene McMullen reported that she attended the required meeting at Geauga Trumbull Solid Waste District and had prepared the paperwork to apply for the Go Green Grant. Irene moved to approve the application for the grant, to purchase picnic tables made entirely from recycled materials (the grant requirement), requesting the maximum \$3,500. Mr. McCaskey seconded the motion. The motioned carried by a 2 – 1 vote, with Mr. Bushman opposing.

NDCL Stream Restoration Project

Ms. McMullen reported that the long-delayed start of the project has arrived, and earth-moving work has begun. In anticipation of invoices to be received in the next two weeks, the Township is prepared to request an advance in the EPA grant funds to pay those bills. Andy Bushman moved to authorize Irene McMullen to sign the request for an advance of the EPA grant funds. Ms. McMullen seconded. With a unanimous vote, the motion carried.

Chair McCaskey reported that Ohio House Bill 51 was recently passed and it authorizes Townships to hold electronic Zoom meetings under emergency conditions. The Trustees agreed to explore the specifics of HB 51 to see if it would be useful for Munson.

The Trustees signed an amendment to the Township Personnel Policy enacted February 8, 2022.

Parks update

Trustee Bushman reported that the Park Board is getting updated quotes for the planned repaving of basketball courts and installation of a new pickleball court at Munson Township Park. The project should be completed this summer.

The new electronic scoreboards are scheduled for installation, with the contracted installer to be on site next week. The Township is awaiting delivery of the scoreboards from the manufacturer.

Resolution 2022-08: Resolution to Vacate Hospital Drive

Andy Bushman moved to approve Resolution 2022-08, petitioning the Geauga County Board of Commissioners to vacate the public right of way on Hospital Drive. Irene McMullen seconded. Motion carried with a unanimous vote. (The Resolution, in its entirety, is included on a separate page of the minutes.)

Field Leases

Andy Bushman moved to approve two lease agreements for Township baseball and softball fields with Chardon High School. Irene McMullen seconded. Motion carried with a unanimous vote. Mr. Bushman noted that the agreements include a \$4,000 contribution to the Township to help share maintenance costs.

Other Business

No other business was presented.

Other Meetings

No meetings were reported.

Public Comment

No one in attendance offered comment.

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Andy Bushman moved to approve the encumbrances for Tuesday February 22 as amended. Irene McMullen seconded. Motion carried with a unanimous vote.

Blanket	Natural Gas, Fire Dept.	\$1,356.13
Guido's Pizza	Road Dept. appreciation	\$100.00
VSP Vision	Vision insurance	\$1,100.00
	Vision insurance	\$800.00
Blanket	Small tools & equipment, Road Dept.	\$2,000.00

Executive Session

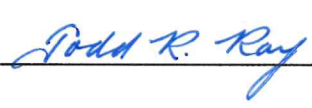
At 7:45pm, Andy Bushman moved to have the Trustees enter into Executive Session to address personnel compensation and employment, and to invite Road Superintendent Kirk Walker and Fiscal Officer Todd Ray to join the session. Ms. McMullen seconded.

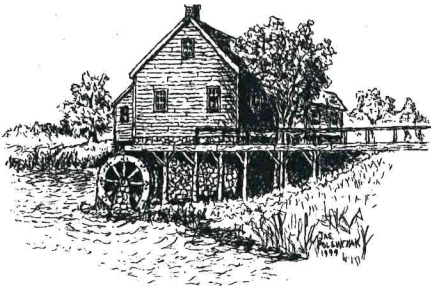
Roll call vote: Ms. McMullen, "Yes." Mr. Bushman, "Yes". Mr. McCaskey, "yes." Motion carried.

The Trustees resumed the regular session at 8:26pm.

Motion to Adjourn

Andy Bushman moved to adjourn the meeting at 8:31pm. Irene McMullen seconded; motion carried with a unanimous vote.

 Chairman
  Fiscal Officer



Munson Township

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

Resolution 2022-06

Be it resolved by the Trustees of Munson Township, in a regular session on the 22nd day of February, 2022, at the Munson Township office, with the following members present, James J. McCaskey, Andrew J. Bushman, and Irene McMullen, that

Andy Bushman moved the adoption of the following resolution:

Whereas in 2003 Munson Fire Department implemented a billing program for emergency medical response services provided by the Department, and

Whereas since 2003 the EMS billing has generated collections that Munson Township receives into a dedicated lockbox account for banking purposes, and

Whereas funds from the lockbox account are certified and receipted into Special Revenue Fund 2281, to be appropriated for Fire and EMS purposes only, and

Whereas the current contract between Munson Fire Department and Munson Township, executed December 27, 2018 specifies the following:

Beginning January of each year the Township will begin to accrue, from the EMS fund carryover and new EMS funds, net of collection processing fees, received after the first of the new year, the total expenditure required to pay the current year's borrowed or leased payments for Fire Department Township-owned and titled apparatus and equipment vehicles. All EMS billing funds received by the Township in excess of the total expenditure required to pay the current year's borrowed or leased payments for Fire Department Township-owned and titled apparatus and equipment or for additional EMS funds which have been mutually agreed by the Parties are due and payable to the Fire Department within thirty days of receipt of such by the Township.

Therefore, be it resolved,

That the Trustees authorize the Fiscal Officer to reserve the necessary funds in the EMS Fund 2281 until sufficient funds accrue to meet all borrow and lease obligations, and to prepare corresponding purchase orders for Fire Department Township-owned apparatus and equipment lease payments from said Fund,

Be it further resolved,

That the Trustees authorize the Fiscal Officer to make all borrow and lease payments per the calendar schedule, and to make the necessary payment of all EMS collections in excess of the total required for the year's borrowed or lease payments payable to Munson Fire Department.

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

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

Attest: Todd R. Ray, February 22, 2022
Todd R. Ray, Fiscal Officer

Resolution No. 2209

RESOLUTION OF CONVENIENCE & NECESSITY FOR
THE IMPROVEMENTS OF FOWLERS MILL ROAD
Munson Township, Geauga County, Ohio

WHEREAS, the Munson Township Board of Trustees (Board) has determined that the public convenience and welfare require the improvement of Fowlers Mill Road (TR-0108), from Mayfield Road (US 322) to Wilson Mills Road (CH 0008), and to authorize the Geauga County Engineer to prepare engineering plans in accordance with Section 5573.01 of the Ohio Revised Code.

NOW, THEREFORE, BE IT RESOLVED by a unanimous vote of the Board that the public convenience and welfare requires the improvement by repairing the existing pavement and embankments, replacing culverts, improving drainage structures, asphalt resurfacing, subgrade stabilization, stabilizing the shoulders, and related improvements, as necessary.

BE IT FURTHER RESOLVED that the Geauga County Engineer is hereby directed to make such surveys, plans, profiles, cross sections, estimates and specifications as are required for the improvement and to transmit copies of the same to this board.


BE IT FURTHER RESOLVED that the costs and expenses of said improvement shall be apportioned as follows:


The right of way costs, if any, and the construction costs for the project shall be paid from local funding sources and state grants and/or loan funds should they be available for this project. The engineering will be provided by the Geauga County Engineer at no cost to the Township.

BE IT FURTHER RESOLVED that the Fiscal Officer of the Board is hereby instructed to transmit a certified copy of this resolution to the Geauga County Engineer.

Voting thereon:


Andrew Bushman


Jim McCaskey


Irene McMullen

Vote:







I, Todd Ray, Fiscal Officer of the Munson Township Board of Trustees, Geauga County, Ohio certify that the foregoing is a true and correct copy of a resolution adopted at a legally convened Board meeting held on February 22, 2022.


Todd Ray, Fiscal Officer

Munson Township Board of Trustees
Resolution No. 2022-08

RESOLUTION PETITIONING THE GEAUGA COUNTY BOARD OF COUNTY COMMISSIONERS TO VACATE THE PUBLIC RIGHT OF WAY UPON ALL OF HOSPITAL DRIVE (TR-0603), PURSUANT TO SECTION 5553.045 OF THE REVISED CODE

A motion was made by Trustee Irene McMullen and seconded by Trustee Andy Bushman to proceed with the following resolution:

WHEREAS, the Munson Township Board of Trustees desires to vacate the public right-of-way upon all of Hospital Drive (TR-0603), in Munson Township as being in the best interest of the Township; and

WHEREAS, the Munson Township Board of Trustees desires to vacate said Hospital Drive, beginning at point located at the intersection of the easterly margin of Ravenna Road (State Route 44) and the existing centerline of Hospital Drive (TR-0603), easterly along the centerline of said Hospital Drive approximately 785 feet to the existing terminus located at the Munson / Claridon Township Line as dedicated by the Geauga County Board of Commissioners in Volume 26, Page 53 of the Geauga County Board of Commissioners Journal.

WHEREAS, Section 5553.045 of the Ohio Revised Code authorizes a board of township trustees to petition the board of county commissioners to proceed with a vacation of this nature; and

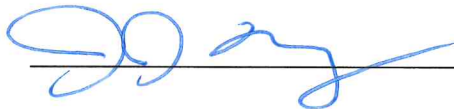
NOW THEREFORE BE IT RESOLVED by the Munson Township Board of Trustees that, pursuant to R.C. 5553.045, the Geauga County Board of County Commissioners are hereby requested to proceed with the vacation of said Hospital Drive, from the intersection of the centerline of said Hospital Drive where it intersects with the easterly right-of-way of said Ravenna Road, to approximately 785 feet to the current easterly terminus of said Hospital Drive located at the Munson / Claridon Township line.

Adopted and effective this 22nd day of February 2022.

Voting thereon:



Andrew J. Bushman, Trustee



Jim McCaskey, Trustee



Irene H. McMullen, Trustee

Vote:



yes

yes