

RECORD OF PROCEEDINGS  
MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, April 14, 2020

The meeting was called to order at 6:30pm by Chairman Irene McMullen with Trustees Andy Bushman and Jim McCaskey and Fiscal Officer Todd Ray all present via Zoom electronic teleconference. For the record, due to the ongoing viral disease pandemic, the meeting was held without any elected officials located in the same physical space. The meeting was a "virtual" teleconference, open to the public, with the access link posted on the Munson Township website, conducted lawfully, in accordance with conditions established by the Ohio legislature's Substitute Amended House Bill 197. Seven residents logged into the meeting.

Chair Irene McMullen led the Pledge of Allegiance.  
Trustees signed warrants 17273 - 17298 dated 4/14/2020, totaling \$22,470.29. The Board had signed EFT Vouchers 110-118 for the 4/03/20 bi-weekly payroll totaling \$8,937.97 between meetings, and EFT Vouchers 119-1127 for the 4/17/20 monthly payroll totaling \$8,610.19. The March Financial Report is available for review by the Trustees.

MINUTES

Mr. Bushman moved to approve the minutes of the Trustees Regular meeting March 24, 2020, as written. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

CEMETERY DEED

The Board signed a deed to Marjorie and Mark Holy for Fowlers Mill Cemetery, Lot 342, graves 9 & 10.

FIRE DEPARTMENT/CHIEF MIKE VATTY

Chief Vatty was unable to log in and join the meeting. Trustee Andy Bushman reported that, so far, MFD call volume is about the same as last year. The Department still has enough personal protective equipment available for responding to corona virus infected patients. The Department is investigating the purchase of an infra-red sterilization/decontamination unit to clean items exposed to the virus. A small unit runs about \$2000.00.

ROAD DEPARTMENT

Superintendent Kirk Walker had prepared recommendations for awarding contracts for spring bids on various road maintenance and repair materials.

Andy Bushman moved to approve a contract with Cuyahoga Asphalt Materials for asphalt concrete at the bid prices for year 2020; Mr. McCaskey seconded the motion. Motion carried with a unanimous vote.

Mr. Bushman moved to approve a contract with James L. Szuszkiewicz for catch basins and headwalls at the bid prices for year 2020; Mr. McCaskey seconded the motion. Motion carried with a unanimous vote.

Mr. Bushman moved to approve a contract with Arm Trucking Co. for road materials at the bid prices from May 1 2020 through April 30, 2021; Mr. McCaskey seconded the motion. Motion carried with a unanimous vote.

Mr. Bushman moved to approve a Maintenance Service Agreement for the drip septic system with DeGreen Construction Services, Inc. in the amount of \$150.00 for year 2020; Mr. McCaskey seconded the motion. Motion carried with a unanimous vote. Mr. Walker informed the Board that he would recommend that DeGreen do a full fall service check in order to avoid problems encountered in the fall of 2019. Mr. Bushman asked that the additional service be included in next year's agreement, and that it be included in the Trustees organizational meeting as it is a necessary and ongoing service required each year.

Mr. Bushman moved to allow township employees to use catastrophic leave in the event that an employee is unable to work and/or is quarantined due to infection with the COVID 19 virus; Mr. McCaskey seconded the motion. Motion carried with a unanimous vote.

Irene McMullen noted that many people in the community are making cloth masks that are now recommended by the Ohio Governor DeWine's Pandemic Task Force to be worn in public as an added precaution to limit the spread of the disease. A surplus of these homemade masks



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is now available and masks might be distributed to residents stopping at the town hall. The Trustees agreed to put a notice on the township website that residents can call in and request masks, then stop in to pick them up at a scheduled time. Mask recipients may be asked to make a voluntary donation of \$5.00 to the Munson scholarship fund.

## LAND DONATION

Ms. McMullen discussed the opportunity for the Trustees to accept the proposed donation of a parcel of land off Lake Rd., near Bass Lake and adjacent to Geauga Park District property. She noted that she had forwarded to the trustees the ecological assessment report prepared by Paul Pira of Geauga Park District. The trustees each expressed support for moving forward with accepting the donation. Mr. Bushman indicated that he would like to walk the property. Mr. McCaskey said he would speak with APA Susan Weiland about the next steps.

## NOPEC GRANT

Chair McMullen noted that she sent out the requested list of streetlights with current wattage and indicating which lights are waiting for conversion to LED. She suggested converting all of the remaining 38 conventional lights to energy efficient LED lights. She believes the current NOPEC grant can cover the cost of all 38 lights. The Board supports the idea, but would like to focus on choosing the wattage of lights at a few key locations that require more light. Mr. McCaskey will send an LED/conventional wattage conversion chart to help inform the decisions.

Ms. McMullen explained that adding new lights to three proposed intersections will require separate paperwork. She will acquire and prepare the paperwork and submit to the Illuminating Co. to get price estimates.

## MEETING SCHEDULE

The Trustees discussed the regular meeting schedule. All agreed that the "virtual" electronic meeting used now during the pandemic shelter-at-home directive seems to work okay, and allows the public business to proceed. Residents who logged into the meeting and in attendance made similar, positive comments during the public comment period at the end of the meeting. Trustees agreed to maintain the current meeting schedule for now.

## MEMORIAL DAY PLANS

The Trustees discussed considering alternative plans for a Memorial Day Ceremony gathering. Mr. McCaskey asked that the Trustees not cancel the Ceremony yet, and that the Trustees monitor the pandemic progress and plan to follow the guidelines of the Pandemic Task Force as the date approaches. The Trustees agreed, and will consider modifying the event, physical location, and other changes that may minimize health risk of attendees based on information that becomes available in the next month.

## TAX REVENUE and the PANDEMIC

Fiscal Officer Todd Ray mentioned the possibility that second-half real estate tax collections could be reduced if the economic downturn caused by the pandemic harms property owners' ability to pay. Mr. McCaskey reported that he spoke with County Auditor Chuck Walder about this. The Auditor's office intends to release a statement by the end of the week advising local government entities to be cautious, and adjust spending, reducing budgets by a percentage of expected collections. Standard practice has current budget based on 98% of expected collections.

Recent heavy rains have caused flooding in localized areas of the township. Mr. McCaskey reported that one location is the intersection of Township road Country Oaks Trail and State Rt. 44. He spoke with ODOT this week and confirmed that ODOT will replace the culvert at that intersection this summer in anticipation of repaving Rt. 44 in the summer of 2021.



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BALL FIELDS

Noting that the baseball season is shut down due to the pandemic, Mr. McCaskey said the need to prep the remaining ball fields is on hold. Trustees can reactivate the agreement with P. Ianiro to finish the last fields if the State Task Force gives the green light to start up baseball season.

ENCUMBRANCE SHEET

Andy Bushman moved and Jim McCaskey seconded to approve the encumbrance sheet for April 14, 2020, as written:

Waste Management	Trash removal, park totes	\$2,500.00
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Motion carried with a unanimous vote.

Office Manager Paula Friebertsthauser noted for the record that Munson resident Vince Crawford, with Waste Management Corp., had ordered a credit to the township invoice to adjust for reduced trash removal at Munson parks during the pandemic.

MEETING ADJOURNED

Andy Bushman moved and Jim McCaskey seconded to adjourn the meeting at 7:10 pm. Motion carried with a unanimous vote.

James H. McMullen Chairman

Todd R. Ray Fiscal Officer