

RECORD OF PROCEEDINGS

Minutes of

Meeting

MUNSON TOWNSHIP TRUSTEES REGULAR

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, August 11, 2020

The meeting was called to order at 6:30 pm by Chairman Irene McMullen, with Trustees Andy Bushman and Jim McCaskey and Fiscal Officer Todd Ray all present via Zoom electronic teleconference. Five residents logged into the meeting. The Chairman led the Pledge of Allegiance.  
Trustees signed warrants 17505 - 17535 dated 8/11/2020, totaling \$128,408.02, and EFT Vouchers 210-215 for the 7/31/2020 monthly payroll, totaling \$7,476.91.

MINUTES

Mr. Bushman moved to approve the minutes of the Trustees Regular meeting July 28, 2020, as written. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

FIRE DEPARTMENT/CHIEF MIKE VATTY

Chief Vatty thanked the Trustees for paving the north side parking lot where MFD staff park, noting that it was a nice improvement. He updated the Trustees on emergency response activity, reporting call volume at 655 calls as of August 11, with approximately 75% emergency medical service calls. He described accident data from the intersections of Mayfield and Auburn Rds., and Mayfield and Ravenna Rds. The Chief updated the Board on an application for grant funding being submitted on behalf of multiple townships for radio equipment upgrades.

Intersection Pre-emption for Emergency Response Vehicles

The Board discussed costs associated with establishing electronic preemption for emergency responders at critical intersections. Mr. McCaskey will verify with the ODOT supervisor of the Mayfield/Auburn intersection reconstruction project that the preemption equipment for eight Munson Fire Dept. vehicles will be covered in the project costs, and the Township will only be responsible for an estimated \$500.00 annual maintenance cost.

Generator

Kirk Walker reported that three vendors have submitted quotes for back-up generators for the Fire Station/Town Hall, and Road Maintenance building, but the process is not complete. More information will be coming in.

Fire Station Dorm air purifiers

Chief Vatty reported that two units were purchased that use ultra-violet light and HEPPA filters at a cost of \$1,400.00. Employees are satisfied with the performance so far. The purchase will be reimbursed to the MFD through the CARES Act Provider Relief Fund.

ROAD DEPARTMENT and TOWNSHIP BUSINESS

Air Conditioners/ Town Hall

Mr. Walker reported that quotes for the installation of add-on air-purification units on the HVAC systems in the Town Hall and Fire Station building spaces are not all in yet. Vendors are telling him that they are swamped with air conditioning work due to the hot weather. He will do what he can to get quotes by the next meeting.

Landscaping

The Trustees revisited the issue of landscaping on Township properties and in the triangle at the intersection of Auburn and Wilson Mills Rd. Trustees stated ongoing dissatisfaction with the quality of work performed. Mr. Walker indicated that he would press the issue with the vendor, M.V.L. Landscaping.

Resurfacing parking lot

Mr. Walker reported that the repaving of the north side parking area has been completed. He has not yet received cost estimates to re-pave the remaining area of broken asphalt on the east (front) side of the Town hall and the Fire Station.

Mr. Walker also noted that the Township road resurfacing work is nearly completed. He will be reviewing some details with the County Engineer inspector prior to final approval.

Board of Zoning Appeals Appointments

Due to health related attendance concerns, Trustees discussed adjusting term assignments. Mr. Bushman moved to appoint Jim O'Neill to the remainder of the BZA term ending December 2024, and to appoint Gabe Kezdi to the BZA Board Alternate term ending December



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2021. Mr. O'Neill and Mr. Kezdi are thus switching positions as standing board member and alternate.  
Mr. McCaskey seconded. Mrs. McMullen, Yes. Mr. Bushman, Yes. Mr. McCaskey, Yes.  
Motion carried with a unanimous vote.

COVID-19 Renovation/upgrades to Township Facilities

Trustees discussed upgrades to Township facilities due to COVID19 pandemic conditions, such as touchless water fixtures. Mr. Bushman reported that he spoke with Munson resident and architect Don Alexander, who agreed to work with the township to develop plans and drawings for upgrades appropriate for the pandemic environment. Office manager Paula Friebertshauser will speak with Mr. Alexander to identify specific features of the renovations.  
Trustees noted that action on these upgrades must be expedited so that CARES Act funding can be used for the projects.

FISCAL OFFICER

RESOLUTION 2020-37: Resolution of Acceptance of CARES Act Funding

Andy Bushman moved to approve Resolution 2020-37, a resolution formally accepting CARES Act funding and affirming the Township's obligation to comply with all conditions specified in HB 481 regarding expenditures using those funds. Mr. McCaskey seconded. Mrs. McMullen, Yes. Mr. Bushman, Yes. Mr. McCaskey, Yes. Motion carried with a unanimous vote. [The complete resolution is included on a separate page as part of the minutes.]

Assertion of Necessity memos

The Trustees reviewed the County Auditor and County Prosecutor's guidance on memos of Assertion of Necessity as documentation to support expenditures using CARES Act funding. Fiscal Officer Todd Ray will prepare memos as appropriate when invoices are submitted for payment. Memos will be retained with all other documentation of CARES Act expenditures, to be presented in the next audit.

Ohio Checkbook

Mr. Ray reported that he has reviewed with Andy Bushman a set of financial reports that can be posted to the Township website to provide additional information and increased transparency to Township residents regarding Township tax dollars. These reports would be available as a supplement to the information available on Ohiocheckbook.gov, the Ohio Treasurer website, at such time as the Township subscribes to that service.

\_\_\_\_\_ moved to approve Resolution 2020-35, authorizing within fund transfers in the General Fund, and the Motor Vehicle License Fund in the Permanent Appropriation, with a unanimous vote.  
Mr. McCaskey seconded. Motion carried with a unanimous vote. [The complete resolution is included on a separate page as part of the minutes.]

Baseball field leases

Mr. Bushman moved to approve the Major League field lease agreement with the Chardon Scrappers team, August 10 through September 28. Mr. McCaskey seconded, and the motion carried with a unanimous vote.

Mr. Bushman moved to approve the baseball fields 2 & 3 lease agreement with the Chardon Storm team, August 10 through October 31. Mr. McCaskey seconded, and the motion carried with a unanimous vote.

Public Comment

Resident Rich Ferlin inquired about asphalt applied to the berm of Fowlers Mill Rd.  
Mr. Walker will follow up with Mr. Ferlin.  
Resident Joe Bastulli asked if the Trustees and Zoning Commission meetings agendas could be posted on the Township website, or as an attachment in the chat window of the Zoom meeting interface. Mrs. Friebertshauser will explore this option.

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ENCUMBRANCE SHEET

Andy Bushman moved and Jim McCaskey seconded to approve the encumbrance sheet for August 11, 2020, as written:

|         |                                 |          |
|---------|---------------------------------|----------|
| Blanket | Repairs and maintenance, admin. | \$101.50 |
| Blanket | Operating supplies, parks       | \$312.52 |

Outside meetings

Mr. McCaskey noted that he attended the Planning Commission meeting that morning.

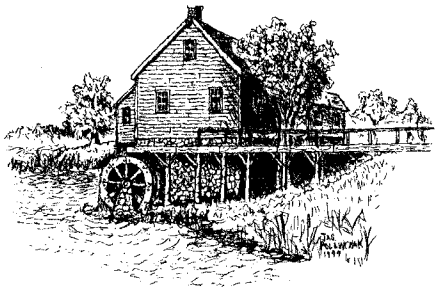
Motion to Adjourn

Mr. Bushman moved to adjourn the meeting at 7:14 pm.  
Before addressing the motion, Mr. McCaskey inquired about the Trustees resuming face-to-face meetings in the Community room, pointing out that the Geauga Health District is meeting now, in a public space, with attendance reaching 25 persons. Most County departments are meeting in public in this way. Mr. Bushman noted that the State Task Force guidelines have not changed, and remain at a recommendation of gatherings “not to exceed 10.”  
The standing motion to adjourn was called. For lack of a second, the motion died.

Mr. McCaskey moved to have the Trustees next meeting, August 25, in-person, in the Township Community room, with appropriate social distancing in place. For lack of a second, the motion died.

Mr. Bushman moved to adjourn the meeting at 7:18 pm. Mr. McCaskey seconded; motion carried with a unanimous vote.  
Before ending the session, Mr. McCaskey confirmed that the Munson Budget Hearing with the Budget Commission is scheduled for Monday, August 17, in Building Eight at the County offices at 470 Water Street in Chardon.

James H. McCaskey Chairman Todd R. Ray Fiscal Officer



# Munson Township

12210 Auburn Road, Chardon OH 44024-9454

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## Resolution 2020-37

### A Resolution of Acceptance Approving CARES Act Expenditures

The Board of Trustees of Munson Township, Geauga County, Ohio, ("the Board") met in regular session on the 11th day August, 2020, via Zoom internet-based teleconference meeting, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen, and that

Andy Bushman moved the adoption of the following resolution:

WHEREAS, the Coronavirus Aid, Relief, and Economic Security Act, 116 Public Law 136, (the CARES Act) was signed into law by the President of the United States on March 27, 2020; and

WHEREAS, the Ohio General Assembly established a process for distributing funds provided by the "Coronavirus Aid, Relief, and Economic Security Act" in House Bill 481 of the 133rd General Assembly (HB 481); and

WHEREAS, the Governor signed HB 481, which was effective June 19, 2020; and

WHEREAS, HB 481 requires subdivisions receiving funds under Section 1 of the act, to pass a resolution affirming that funds from the County Coronavirus Relief Distribution Fund may be expended only to cover costs of the subdivision, consistent with the requirements of section 5001 of the CARES Act, as described in 42 U.S.C. 601(d), and any applicable regulations before receiving said funds; and

WHEREAS, Munson Township passed **Resolution 2020-27** affirming that funds so received would be expended only to cover costs of the Township consistent with the requirements of section 5001 of the CARES Act as described in 42 U.S.C. 601(d), and any applicable regulations before receiving said funds; and

WHEREAS, the attached documents, including the assertion of necessity memorandum have been reviewed by the Board, for the purchase of hand sanitizer, cleaning supplies, personal protective equipment, and related supplies and equipment necessary to protect employees, and the general public from community spread of the COVID-19 virus, for the Board to consider whether said funds can be expended to cover said costs;

NOW THEREFORE, be it resolved that the Board of Trustees of Munson Township, upon review of invoices and associated documents, affirm that said expenditures are approved, and are:

- (1) A necessary expense incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- (2) Was **not** accounted for in Munson Township's most recently approved budget (August 19, 2019) as of March 27, 2020; and




(3) Was incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

FURTHERMORE, be it resolved by the Board of Trustees of Munson Township that the Munson Township Fiscal Officer take all necessary action to use and/or encumber CARES Act funds to pay for the above referenced expenditure.


Motion seconded by Jim McCaskey.

The Resolution and the roll being called upon its adoption, the vote resulted as follows:

Voting

, yes  
Andrew J. Bushman

, yes  
James J. McCaskey

, yes  
Irene H. McMullen

Attest: , August 11, 2020  
Todd R. Ray, Fiscal Officer