

RECORD OF PROCEEDINGS

MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, August 25, 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. Three residents logged into the meeting. The Chairman led the Pledge of Allegiance.

Trustees signed warrants 17536 - 17558 dated 8/25/2020, totaling \$26,684.96, and EFT Vouchers 234-239 for the 8/31/2020 monthly payroll, totaling \$7,458.99.

MINUTES

Mr. Bushman moved to approve the minutes of the Trustees Regular meeting August 11, 2020, as written. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

FIRE DEPARTMENT/CHIEF MIKE VATTY

Chief Vatty updated the Trustees on emergency response activity, reporting normal call volume averaging three calls per day. He noted recent high numbers of MVAs, with three accidents at the intersections of Sherman and Fowlers Mills Rds.

He reported that Munson Fire Dept. will cover one evening shift at the Geauga County Fairgrounds during the Fair this year, even though it will be a much smaller, Junior Fair only.

Intersection Pre-emption for Emergency Response Vehicles

Chief Vatty reported that he has recruited a community corporation willing to cover the costs associated with establishing electronic preemption for emergency responders at the intersection of Rt.44 and Mayfield Rd., and the Township will only be responsible for an estimated \$500.00 annual maintenance cost.

Andy Bushman made a motion to authorize Chair McMullen to sign paperwork as necessary to proceed with intersection signal-preemption installation. Mr. McCaskey seconded the motion. Motion carried with a unanimous vote.

Mr. McCaskey asked the Chief to provide year-to-date financials, at least the most recent quarterly, as well as proof of insurance coverage carried by the Fire Department on Township-owned vehicles. Chief Vatty agreed to provide the documents the next day.

ROAD DEPARTMENT and TOWNSHIP BUSINESS

2021 Road Projects

Trustees engaged in discussion around road resurfacing projects to submit for estimates and possible OWPC application in the next cycle. Mr. Walker asserted his judgment that Fowlers Mills Rd. is in worse condition than Sherman Rd. Trustees exchanged ideas and concerns about which roads have the greatest need for resurfacing. They discussed the Engineers' point system for scoring roads. Mr. McCaskey stated that the key sticking point for safety on through-roads like Sherman and Fowlers Mills Roads is the width of pavement- 18 feet vs. 20 feet, and the Trustees will have to confront that concern at some point. Irene McMullen agreed to talk with the County Engineer to get clarification on the point scoring method they use, and will report at the next meeting. The Trustees agreed that they need to make decisions at the next meeting, September 8, regarding which roads to submit by September 15.

Generator

Road Superintendent Kirk Walker reported one more quote came in, but he is still waiting on additional details; he expects more information will coming in by the next meeting.

NOPEC Grant

The Trustees discussed amending the NOPEC Grant for this year, noting that they have considered a variety of projects, and that First Energy has elected to switch all remaining streetlights to LED, at their expense, negating the need to use the grant for that purpose. Approximately \$21,000 is available this year. Trustees agreed that Ms. McMullen would process paperwork to amend the grant application this year to include the \$8,500.00 for the new air conditioning units.

Tractor/Berm mower

Mr. Walker informed the Board of the major engine failure on the 31-year-old tractor used for berm mowing. He has explored several options for repairing the machine, but all options will extend beyond the current mowing season, and are costly, even if he can get parts, and parts are not available anywhere at this time. He was unable to secure a rental machine to close out



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berm-mowing for this season. He has asked the County Road Department to consider renting a mower to the township for two weeks. He will update the Board at the next meeting.

New Copier

Office Manager Paula Friebertshauser presented the Trustees with a proposal to replace the aging copier with a new machine. Andy Bushman moved to approve the purchase agreement for a new Kyocera networked copier with IGM Copy Products, not-to-exceed \$3,800.00. Jim McCaskey seconded the motion. Motion carried with a unanimous vote.

COVID-19 Renovation/Upgrades to Township Facilities

Trustees reviewed the list of possible projects to upgrade Township facilities due to COVID19 pandemic conditions, such as touchless water fixtures. Several potential projects are still awaiting quotes or additional vendor recommendations.

Mr. Bushman moved to approve the purchase of a hand-washing station for the Road Department, including a sink, cabinet, and fixtures, from Home Depot, not-to-exceed \$500.00. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

Mr. Bushman moved to approve the purchase and installation of four touchless hand dryers for the Town Hall, by Institutional Diversified, Inc., not-to-exceed \$2,000.00. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

Mr. Bushman moved to approve special COVID 19 cleaning of the Town Hall on the day after the election, November 4, due to the polling site traffic in the Community Room. Work to be performed by Custodial Services and Supply, not-to-exceed \$270.00. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

Mr. Bushman moved to approve the annual window-washing service at the Town Hall, by Crystal Clear Glass Cleaning, at a cost of \$914.27. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

Munson Township Park project proposal

Mr. McCaskey presented the Board with a possible project for the Park. He stated that he was approached by an individual from Chardon Softball who expressed interest in making a significant financial contribution to a park improvement project, and suggested an ADA accessible, paved path to the lower ball fields. Hazen Paving agreed to provide a preliminary estimate, and the Trustees have reviewed it. Mr. Bushman expressed concern that the estimate is getting way out ahead of the normal process. The Munson Park Board has not even been approached with the idea, nor had the opportunity to review it. Mr. McCaskey acknowledged that this is very preliminary. He would go to the Park Board next, and present the idea. Ms. McMullen noted that the project would be appropriate for Nature Works grant application, if properly vetted with the community and included ample opportunity for public input. Mr. Bushman noted that existing Park Board plans include a similar ADA path proposal, but have not been advanced to the Trustees for action. The Trustees agreed that the project concept would go before the Park Board next, for their consideration.

Mr. McCaskey also asked the Board if they would consider adding another storage shed behind Field 2 at Munson Township Park. The site presents several challenges. The idea was tabled.

Hearing for Zoning Amendment 2020-01

Mr. Bushman moved to set the date for a Public Hearing of Zoning Amendment 2020-01 for September 22, at 6:00 p.m, with the Trustees regular meeting to follow immediately after the close of the Hearing. Mr. McCaskey seconded; with a unanimous vote, the motion carried. Office Manager noted that the Hearing and Trustees meeting will be noticed as a "Zoom," internet-based teleconference.

FISCAL OFFICER

RESOLUTION 2020-38: Resolution of Amounts and Rates, & Authorization and Certification of Tax Levies

Andy Bushman moved to approve Resolution 2020-38, a resolution to accept the amounts and rates as determined by the budget commission and to authorize the necessary tax levies and

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certify them to the county auditor. Mr. McCaskey seconded. Motion carried with a unanimous vote. [The complete resolution is included on a separate page as part of the minutes.]

Resolution 2020-39 Fund Transfer

Resolution 2020-39 was made by Andy Bushman and seconded by Jim McCaskey for a within fund transfers in the General Fund; with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.]

Public Comment

Chair McMullen asked if anyone in attendance wanted to offer public comment for the Board. No one responded.

ENCUMBRANCE SHEET

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

Blanket	Postage, office	\$600.00
Blanket	Other- Dues and fees	\$500.00
Institutional Diversified	Touchless hand dryers	\$2,000.00
IGM Copy Products	Networked copier	\$3,800.00
Crystal Clear Glass Cleaning	Town Hall windows	\$914.27
ASAP Sanitary Services	Porta- potty service	\$50.00
CitiCards/Home Depot	Hand-washing station	\$500.00
Custodial Services	COVID cleaning, post-election	\$270.00

Outside meetings

Mr. Bushman noted that he attended the Geauga Safety Council meeting via Zoom.

Mr. McCaskey moved to have the Trustees next Regular meeting “live”, in a public space, the Community Room. Motion died for lack of a second.

Let the Record Reflect:

Chair McMullen noted, for the record, that she was not notified that the Budget Hearing on September 17 with the County Budget Commission was also given published notice as a Munson Trustees meeting. In the past, Trustees’ attendance at the Budget Hearing, a public meeting called by the Budget Commission, has not been treated as a simultaneous Trustee meeting. Ms. McMullen stated that she would have attended the meeting if she had been made aware that it was going to be treated as a Trustee meeting. Trustees Bushman and McCaskey attended the Hearing. The meeting was opened at 1:43 p.m. and closed at 1:50, and no decisions were made during the seven minutes of the hearing.

Motion to Adjourn

Mr. Bushman moved to adjourn the meeting at 7:33 pm. Mr. McCaskey seconded; motion carried with a unanimous vote.

Shane H. McMullen Chairman Todd R. Ray Fiscal Officer



RESOLUTION 2020-38

Tax Year 2020 ( 2021 Collection Year)

**<sup>1</sup>RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE  
BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND  
CERTIFYING THEM TO THE COUNTY AUDITOR**

(BOARD OF TOWNSHIP TRUSTEES)

Revised Code, Secs. 5705.34, 5705.35

The Board of Trustees of Munson Township, Geauga County, Ohio, met in REGULAR session on the  
(Regular or Special)

25TH day of AUGUST, 2020 ~~at the office of~~ via ZOOM teleconference

with the following members present:

Andrew J. Bushman

James J. McCaskey

Irene H. McMullen

Mr. Andy Bushman moved the adoption of the following Resolution:

RESOLVED, By the Board of Trustees of Munson Township, Geauga County, Ohio, in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing on January 1st, 2021; and

WHEREAS, The Budget Commission of Geauga County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within the ten mill tax limitation; therefore, be it

RESOLVED, By the Board of Trustees of Munson Township, Geauga County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Township the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

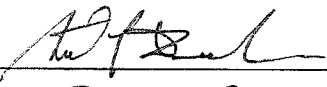
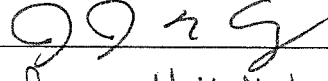
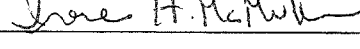
<b>SCHEDULE A</b> <b>SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY</b> <b>BUDGET COMMISSION, AND COUNTY AUDITORS ESTIMATED TAX RATES</b>										
FUND	Amount to Be Derived from Levies Inside 10 Mill Limitation				Amount Approved by Budget Commission Outside 10 Mill Limitation				County Auditor's Estimate of Tax Rate to Be Levied	
									Inside 10 Mill Limit	Outside 10 Mill Limit
	Column I				Column II				III	IV
General Fund		475	218	00					2.00	
Road and Bridge Levy Fund		237	609	00		611	824	00	1.00	4.85
Police Levy Fund										
Fire Levy Fund										
Fire and Emergency Levy Fund										
Fire OP & APP Fund					1	318	493	00		6.05
Fund										
Fund										
TOTAL		712	827	00	1	930	317	00	3.00	10.90

<b>SCHEDULE B</b> <b>LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES</b>						
FUND	Maximum Rate Authorized to Be Levied	County Auditor's Estimate of Yield of Levy (Carry to Schedule A, Column II)				
General Fund: Levy authorized by voters on not to exceed _____ years						
General Fund: Levy authorized by voters on not to exceed _____ years						
General Fund: Levy authorized by voters on not to exceed _____ years						
1976 Road and Bridge Fund: Levy authorized by voters on November 5, 2019 not to exceed <u>5</u> years	2.10		128	683	00	
1994 Road and Bridge Fund: Levy authorized by voters on November 6, 2018 not to exceed <u>5</u> years	2.00		313	321	00	
2007 Road and Bridge Fund: Levy authorized by voters on November 7, 2017 not to exceed <u>5</u> years	0.75		169	820	00	
Road and Bridge Fund: Levy authorized by voters on not to exceed _____ years						
Police Levy Fund: Levy authorized by voters on not to exceed _____ years						
Police Levy Fund: Levy authorized by voters on not to exceed _____ years						
Police Levy Fund: Levy authorized by voters on not to exceed _____ years						
2012 Fire Levy Fund: Levy authorized by voters on November 6, 2012 not to exceed <u>Continuing</u> years	1.00		226	427	00	
2008 Fire Levy Fund: Levy authorized by voters on November 6, 2018 not to exceed <u>5</u> years	1.00		226	426	00	
1994 Fire Levy Fund: Levy authorized by voters on November 6, 2018 not to exceed <u>5</u> years	0.65		101	829	00	
2016 Fire & Emergency Fund: Levy authorized by voters on November 8, 2016 not to exceed <u>5</u> years	1.65		375	060	00	
2005 Fire Fund: Levy authorized by voters on November 5, 2019 not to exceed <u>5</u> years	1.75		388	751	00	
Fund: Levy authorized by voters on not to exceed _____ years						

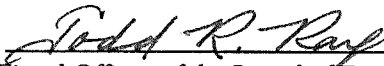
and be it further

RESOLVED, That the Fiscal Officer of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Mr. Jim McCaskey seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

Mr. Bushman		<u>Yes</u>
Mr. McCaskey		<u>Yes</u>
Mrs. McMullen		<u>Yes</u>

Adopted the 25th day of August, 2020.

  
 Fiscal Officer of the Board of Township Trustees of  
 Munson Township Todd R. Ray  
 Geauga County, Ohio

CERTIFICATE OF COPY  
ORIGINAL ON FILE

The State of Ohio Geauga County, ss.

I, Todd Ray, Fiscal Officer of the Board of Township Trustees of  
Munson Township in said County, and in whose custody the Files and Records of said Board are required by the  
Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original  
now on file with said Board, that the foregoing has been compared by me with said original document, and that  
the same is a true and correct copy thereof.

WITNESS my signature, this 25 day of August, 2020.

Todd R. Ray  
Fiscal Officer of the Board of Township Trustees of  
Munson Township  
Gauga County, Ohio

<sup>1</sup> A copy of this Resolution must be certified to the County Auditor before the first day of October, or at such later date as may be approved by the Department of Taxation of Ohio.

No. 2020-38

BOARD OF TOWNSHIP TRUSTEES,  
Munson Township,  
Gauga County, Ohio

RESOLUTION  
ACCEPTING THE AMOUNTS AND RATES AS  
DETERMINED BY THE BUDGET COMMISSION  
AND AUTHORIZING THE NECESSARY TAX  
LEVIES AND CERTIFYING THEM TO THE  
COUNTY AUDITOR.

(Board of Township Trustees)

Adopted August 25, 2020

Todd Ray  
Township Fiscal Officer

Filed \_\_\_\_\_

County Auditor

By \_\_\_\_\_  
Deputy Auditor