

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, December 12, 20 23

Chair Irene McMullen opened the Trustees Regular meeting at 6:30pm. Those in attendance joined in recitation of the Pledge of Allegiance.

The Trustees signed warrants 19845 through 19877 dated 12/12/2023 totaling \$107,509.75, and monthly payroll EFT vouchers 445 through 452 totaling \$12,847.43.

Kristi Pinkley from Geauga Public Health Department was invited to present information on the roll-out of a state-mandated septic system operation and maintenance monitoring program that will begin in 2024. Ms. Pinkley informed the board of how property owners with septic systems will be contacted, steps in the process, and related fees. Residents are advised to visit the GPH website for complete information.

FIRE DEPARTMENT

No administrative staff from the Fire Department were available to attend the meeting. Jim McCaskey moved to authorize the Fire Department to purchase a new computer system server at a cost in excess of \$10,000. Andy Bushman seconded, and the motion carried with a unanimous vote. (The approval of any purchase in excess of \$10,000 is a requirement in the contract.) Board Chair Irene McMullen noted for the record that she will make additional requests for public records from Munson Fire Dept., Inc., including a set of text and email messages.

ROAD DEPARTMENT

State Capital Budget Project Application

Mr. McCaskey made a motion to submit an application to the State capital budget FY2025-2026 through State Representative Sarah Arthur. Andy Bushman seconded the motion; with a unanimous vote the motion carried. The application requests funding for one Western Star 47X truck and snow and ice control package in the amount of \$230,506.

Mr. McCaskey made a motion to authorize Irene McMullen and Todd Ray to sign required paperwork for completion of the Ohio EPA Diesel Mitigation grant progress report. Andy Bushman seconded the motion; with a unanimous vote the motion carried.

Sherman Road driveway apron

Jim McCaskey informed the board that he had received a second quote for work to address the disputed driveway apron that resulted from the repaving project. Mr. McCaskey explained that the Munson Rd. Department could provide demolition service and remove new asphalt from the apron, and a contractor would provide the replacement concrete for the property owner, for \$3,000 at the owner’s expense.

Mr. McCaskey moved to authorize the Munson Road Department to complete the demolition work, but not complete the concrete work. Andy Bushman seconded the motion. Mr. Bushman stated his position that the Township should assume the cost of the complete job because the apron should have been handled properly in the first place, and because it has been done in the past. After discussion, the motion passed, 2-1, with Mr. Bushman voting “No.”

Road Superintendent Kirk Walker informed the Board that he has asked the County Engineer’s office to review the signage at the intersection of Parkside and Parkway Roads in the Bass Lake community. Location of current “Yield” signs are being evaluated.

TOWNSHIP BUSINESS

Fire Truck Title Dispute

Chair Irene McMullen asked for an update on getting the title to the tanker/pumper truck transferred to Munson Township. The Trustees’ original motion to authorize the purchase of the truck included a specification that the truck would be titled to Munson Township. The truck has been titled to Munson Fire Department, Inc. since it was delivered to the Township in October of 2022. Fire Department liaison Andy Bushman reported that he has made progress negotiating the title transfer, and it involves a purchase price and determination of which Township fund would be the source for the purchase of the truck from the Fire Department.

Fire Department Records Requests

Chair Irene McMullen noted again that she has not received copies of requested documents. She stated that she has requested proof of insurance for the pumper-tanker truck, with the

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specification that Munson Township is listed as co-insured. Andy Bushman said that he has seen the insurance documentation. Ms. McMullen asked him to have copies forwarded to her. In regard to the ongoing dispute over public records requests, Ms. McMullen noted that the Court of Claims Special Master had issued a ruling in favor of the Geauga County Prosecutor. Trustee Jim McCaskey added that the Fire Department had decided to appeal that ruling, so the dispute remains unresolved until the appeal is heard. Ms. McMullen pointed out that she has not received copies of records that are part of the existing contract. Ms. McMullen stated that she believes that Munson Fire Department’s authority to contract may be compromised because there appears to be multiple areas where the Fire Department is operating with ongoing contract compliance issues, such as the Fire Department bylaws and failure to provide access to documents.

Audit of Fire Department financial records

Ms. McMullen asked that the board seek an update on an estimate to have an outside audit of the Munson Fire’s financial records, paid for by Munson Township. Jim McCaskey moved to have Fiscal Officer Todd Ray get an updated quote from Charles E. Harris & Associates, Inc., or an equivalent accounting firm. Andy Bushman seconded, and the motion carried with a unanimous vote.

Organizational Meeting

Jim McCaskey moved to schedule the Trustees Organizational meeting for Monday, January 8, at 6:30 pm. Mr. Bushman seconded, and the motion carried with a unanimous vote.

2024 Road-Resurfacing Projects

Mr. McCaskey reported that the County Engineer’s office contacted him to say that the list of roads submitted for their office to prepare estimates is too long and has asked the board to pare back the list. He will discuss the matter with Road Superintendent Kirk Walker.

Liquor Permit Hearing

Mr. McCaskey noted that the Trustees still have an objection on record for the hearing for a liquor permit for local business Basil Place, the event venue on Bass Lake Rd. His discussion with the business owner did not produce a better option for a different kind of liquor permit. Mr. McCaskey felt that the owner has been working with the Township in good faith, and he recommended allowing the permit application to go forward without objection. After discussion, the Trustees decided not to withdraw the objection. Andy Bushman indicated that he would plan to attend the hearing as representative for the Township.

Fiscal Officer

Resolution 2023-44 / Certification and Appropriation of Additional Revenue

A motion to approve Resolution 2023-44 was made by Jim McCaskey and seconded by Andy Bushman to request the budget commission to certify and appropriate an additional \$40,000 in the Ambulance and EMS Fund; with a unanimous vote, the motion carried. [The resolution is included on a separate page as part of the minutes.]

Resolution 2023-45: 2024 Temporary Appropriations

Andy Bushman moved to approve Resolution 2023-45, temporary appropriations for the 2024 fiscal year in the amount of \$1,929,250. Jim McCaskey seconded. Motion carried with a unanimous vote. [The resolution is included on a separate page as part of the minutes.]

Beginning of the Year Encumbrances

Andy Bushman moved to approve the list of beginning of the year encumbrances as presented. Jim McCaskey seconded, and the motion carried with a unanimous vote.

Other Business

Resolution 2023-46: Termination of Contract with Munson Fire Department, Inc.

Board Chair Irene McMullen, referring to the difficulties resolving ongoing conflicts with Munson Fire Department, Inc., moved to approve Resolution 2023-46, a resolution to terminate the contract with Munson Fire Department, Inc., with termination effective December 31, 2024. Ms. McMullen read the resolution aloud. The Resolution noted that Munson Fire Department had already threatened to terminate the contract earlier in the year and referenced Article 17 of the current contract that requires either party intending to terminate the contract to give at least 90 days written notice. Her proposal would give more than a full year’s notice. Jim McCaskey seconded the motion. The Trustees discussed the proposed termination.

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Mr. McCaskey said that the Trustees have had numerous, ongoing discussions about the various disputes with the Department. He noted that Chief Vatty was absent from this meeting and stated that he was uncomfortable taking this action without the Chief present to respond. He pointed out that in a transition that would bring the Fire Department "in-house" into the Township government, there are many variables at stake, factors that could affect the livelihood of many staff members, such as health care and retirement, with costs to be determined. He would like to have a plan before taking this action. He did not feel he could vote for termination at this time.

Ms. McMullen pointed out that the proposed termination allows for a full year to prepare for a transition to bring the Fire Department on board.

Andy Bushman agreed that the Trustees need a plan. He believes that the transition will take more than a year.

Ms. McMullen stated that she has discussed the transition with the Geauga County Prosecutor's office and has been promised full support from that office. She noted that it is their opinion that the transition can be accomplished in fewer than 90 days. Ms. McMullen went on to express her deep concern that the way the Fire Department administration has responded to her requests for documents, handling of the truck title, and their overall noncompliance with the existing contract is unacceptable. She believes the lack of transparency is harmful to the residents, and this situation is untenable. She believes the taxpayers deserve better. She urged the other Trustees to act now, without delay, so as not to put a new Trustee in this position, to have to make this decision.

Andy Bushman said he would have liked to have seen the resolution in advance. Ms. McMullen responded that the Trustees have been talking about these problems for months.

When the vote was called, Ms. McMullen voted "Yes," Mr. McCaskey, "No," and Mr. Bushman, "No." Motion failed.

Ms. McMullen promised to bring the same resolution to a vote again at the next meeting.

Outside meetings

Mr. McCaskey attended the County Planning Commission meeting earlier in the day.

Encumbrances

Jim McCaskey moved and Andy Bushman seconded to approve the encumbrance sheet as presented:

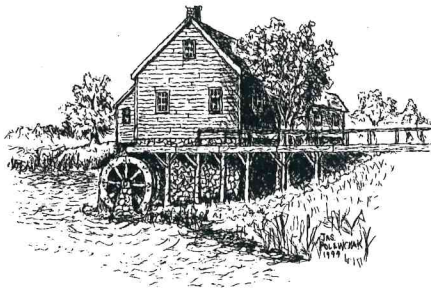
Emmons Forest Reserve LLC.	Sherman Rd. Easement fee	\$420.00
Western Reserve Land Conservancy	Sherman Rd. Easement fee	\$1.00
Munson Fire Department	Contract payment - EMS collections	\$40,000.00
Medicount Management	EMS Billing fees	\$3,000.00
VSP Insurance Co.	Vision insurance premiums	\$10.00
	Vision insurance premiums	\$30.00
DeGreen Construction Services	Septic system repairs	\$5.44
Blanket	Town Hall repairs and maintenance	\$2,000.00

The motion carried, with a unanimous vote.

Motion to Adjourn

Jim McCaskey moved to adjourn the meeting at 7:43pm. Andy Bushman seconded, and the motion carried with a unanimous vote.

James H. McMullen Chairman Todd R. Ray Fiscal Officer



Munson Township

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

Resolution 2023-44

Be it resolved by the Trustees of Munson Township, in a regular session on the 12th day of December, 2023, at the Munson Township office, with the following members present, Andrew J. Bushman, and Irene H. McMullen that James McCaskey moved the adoption of the following resolution:

That the 2023 Budget and Permanent Appropriation be amended, as follows:

Additional Revenues to be Certified:

To request the Budget Commission to certify additional revenues received, as follows:

In the Ambulance and Emergency Medical Fund 2281: additional revenues of \$40,000.00, for an increase in the Fund from \$353,396.12 to \$393,396.12.

310,000 350,000 James J.

Permanent Appropriation:

Increase the 2023 Permanent Appropriation by \$40,000.00, to increase appropriations in the Ambulance and Emergency Medical Fund 2281 from \$353,396.12 to \$393,396.12.

310,132.03 350,132.03 James J.

In the Fire Operating and Apparatus Fund, the increase of \$40,000.00 to be placed in 2281-230-360-0000 Contracted Services.

Andrew 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: Todd R. Ray, December 12, 2023
Todd R. Ray, Fiscal Officer

Munson Township Temporary Appropriation through March 31, 2024 Resolution 2023-45

That there be appropriated from the General Fund for MISCELLANEOUS PURPOSES:

1000 - General

General Government

Administrative		
Salaries	43,000.00	
Employee Fringe Benefits	71,100.00	
Purchased Services	50,900.00	
Supplies and Materials	1,600.00	
Other	7,400.00	
Total Administrative		174,000.00

Townhalls, Memorial Buildings and Grounds		
Salaries	3,000.00	
Employee Fringe Benefits	1,100.00	
Purchased Services	56,500.00	
Supplies and Materials	1,200.00	
Other	950.00	
Total Townhalls, Memorial Buildings and Grounds		62,750.00

Zoning		
Salaries	15,000.00	
Employee Fringe Benefits	5,650.00	
Purchased Services	4,000.00	
Supplies and Materials	300.00	
Other	1,200.00	
Total Zoning		26,150.00

Total General Government		262,900.00
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Public Safety

Police Protection		
Purchased Services	1,000.00	
Total Police Protection		1,000.00

Fire Protection		
Salaries	-	
Employee Fringe Benefits	-	
Purchased Services	-	
Supplies and Materials	-	
Other	-	
Total Fire Protection		-

Total Public Safety		1,000.00
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Public Works

Lighting		
Purchased Services	12,000.00	
Total Lighting		12,000.00

Highways		
Purchased Services	1,500.00	
Supplies and Materials		
Total Highways		1,500.00

Total Public Works		13,500.00
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Health

Cemeteries		
Salaries	5,000.00	

**Munson Township Temporary Appropriation through March 31, 2024
Resolution 2023-45**

Employee Fringe Benefits	1,150.00		
Purchased Services	5,550.00		
Supplies and Materials	2,100.00		
Other	1,500.00		
Total Cemeteries		15,300.00	
Total Health			15,300.00
Conservation - Recreation			
Parks and Recreation			
Salaries	2,000.00		
Employee Fringe Benefits	2,550.00		
Purchased Services	12,800.00		
Supplies and Materials	1,400.00		
Other	2,500.00		
Total Parks and Recreation		21,250.00	
Total Conservation - Recreation			21,250.00
Capital Outlay			
Capital Outlay			
Capital Outlay - Improvement of Sites	-		
Capital Outlay - Machinery, Equip., Furn.	-		
Capital Outlay - Other	-		
Total Capital Outlay		-	
Total Capital Outlay			-
Other Financing Uses			
Advances - Out			
Contingencies	10,000.00		
Total Other Financing Uses			10,000.00
Total 1000 - General			323,950.00
That there be appropriated from the Motor Vehicle License Tax Fund:			
2011 - Motor Vehicle License Tax			
Public Works			
Highways			
Purchased Services	6,000.00		
Supplies and Materials	-		
Total Highways		6,000.00	
Total Public Works			6,000.00
Total 2011 - Motor Vehicle License Tax			6,000.00
That there be appropriated from the Gasoline Tax Fund:			
2021 - Gasoline Tax			
Public Works			
Highways			
Purchased Services	13,700.00		
Supplies and Materials	15,500.00		
Total Highways		29,200.00	
Total Public Works			29,200.00
Total 2021 - Gasoline Tax			29,200.00

**Munson Township Temporary Appropriation through March 31, 2024
Resolution 2023-45**

That there be appropriated from the Road and Bridge Fund:

2031 - Road and Bridge

Public Works			
Highways			
Salaries	150,000.00		
Employee Fringe Benefits	57,000.00		
Purchased Services	36,150.00		
Supplies and Materials	36,600.00		
Other	400.00		
Total Highways		280,150.00	
Total Public Works			280,150.00
Capital Outlay			
Capital Outlay			
Capital Outlay	3,000.00		
Total Capital Outlay			3,000.00
Total 2031 - Road and Bridge			283,150.00

That there be appropriated from the Cemetery Fund:

2041 - Cemetery

Health			
Cemeteries			
Salaries	5,100.00		
Employee Fringe Benefits	900.00		
Purchased Services	2,150.00		
Supplies and Materials	1,800.00		
Other	2,000.00		
Total Cemeteries		11,950.00	
Total Health			11,950.00
Total 2041 - Cemetery			11,950.00

That there be appropriated from the Fire Operating and Apparatus Fund:

2192 - Fire Operating and Apparatus

Public Safety			
Fire Protection			
Purchased Services	825,000.00		
Total Fire Protection		825,000.00	
Total Public Safety			825,000.00
Total 2192 - Fire Operating and Apparatus			825,000.00

That there be appropriated from the Permissive Motor Vehicle License Tax Fund:

2231 - Permissive Motor Vehicle License Tax

Public Works			
Highways			
Purchased Services	-		
Supplies and Materials	-		
Total Highways		-	
Total Public Works			-
Total 2231 - Permissive Motor Vehicle License Tax			-

**Munson Township Temporary Appropriation through March 31, 2024
Resolution 2023-45**

That there be appropriated from the Coronavirus Relief Fund:

2273 - Coronavirus Relief Fund

Public Safety			
Other			
Purchased Services	-		
Other	400,000.00		
Capital Outlay	-		
Total Other		400,000.00	
Total Public Safety			400,000.00

Total 2273 - Coronavirus Relief Fund 400,000.00

That there be appropriated from the Ambulance & Emergency Medical Services Fund:

2281 - Ambulance & Emergency Medical Services

Public Safety			
Emergency Medical Services			
Purchased Services	50,000.00		
Total Emergency Medical Services		50,000.00	
Total Public Safety			50,000.00
Debt Service			
Note Principal Payment			
Debt Service	-		
Total Note Principal Payment		-	
Interest			
Debt Service	-		
Total Interest		-	
Total Debt Service			-

Total 2281 - Ambulance & Emergency Medical Services 50,000.00

That there be appropriated from the Scholarship Fund:

2902 - Scholarship

Other Financing Uses			
Other Financing Uses			
Other Financing Uses	-		
Total Other Financing Uses		-	
Total Other Financing Uses			-

Total 2902 - Scholarship Fund -

RECAPITULATION OF FUNDS:

1 GENERAL FUND

Administrative.....	174,000.00
Town Hall Purposes.....	62,750.00
Zoning Purposes.....	26,150.00
Police Protection Purposes.....	1,000.00
Fire Protection Purposes.....	-
Lighting Purposes.....	12,000.00
Highways.....	1,500.00
Cemeteries.....	15,300.00
Parks and Recreation.....	21,250.00
Capital Outlay.....	-
Contingencies.....	10,000.00

**Munson Township Temporary Appropriation through March 31, 2024
Resolution 2023-45**

1000 - GENERAL FUND (TOTAL)	323,950.00
2011 - MOTOR VEHICLE LICENSE TAX FUND.....	6,000.00
2021 - GASOLINE TAX FUND.....	29,200.00
2031 - ROAD & BRIDGE FUND.....	283,150.00
2041 - CEMETERY FUND.....	11,950.00
2192 - FIRE OPERATING & APPARATUS FUND.....	825,000.00
2231 - PERMISSIVE MOTOR VEHICLE LICENSE TAX FUND.....	-
2273 - CORONAVIRUS RELIEF FUND.....	400,000.00
2281 - AMBULANCE & EMERGENCY MEDICAL FUND	50,000.00
2902 - SCHOLARSHIP FUND.....	-

GRAND TOTAL OF ALL FUNDS:..... 1,929,250.00

Adopted by the Board of Township Trustees of Munson Township during regular session
this 12th day of December, 2023.



Todd R. Ray, Fiscal Officer





