

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, December 8, 20 20

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. Approximately 12 residents logged into the meeting. The Chairman led the Pledge of Allegiance.

Chair McMullen opened the meeting with a statement of gratitude and appreciation for the community-wide response to the heavy snowfall that hit the township last week, bringing down trees, knocking out power lines, and creating distress throughout Munson. Weather sources reported snowfall accumulations approaching 24 inches accumulated in the Township. Ms. McMullen shared that numerous residents assisted their neighbors as well as joining in the effort with public service crews, clearing trees from roadways and helping each other out in getting through a difficult time. The Board recognizes that positive community spirit.

Ms. McMullen stated that the trustees had warrants to sign. Warrant numbers 17722 - 17749 dated 12/8/2020, totaling \$114,728.24 and EFT Vouchers 446 - 453 for the 12/11/2020 bi-weekly payroll, totaling \$11,190.00, are ready for the Trustees to sign.

MINUTES

Mr. Bushman moved to approve the minutes of the Trustees Special Meeting November 20, 2020, as written. Mr. McCaskey seconded; with a unanimous vote, the motion carried. Mr. Bushman moved to approve the minutes of the Trustees Regular Meeting November 24, 2020, as written. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

RESOLUTION 2020-53: A Resolution of Commendation for Judy Toth

Irene McMullen stated that it was her privilege to move to approve Resolution 2020-53. Ms. McMullen read the resolution in its entirety. The Resolution recognized Judy Toth, retired Fiscal Officer as of March 31, 2020, for her years of service to Munson Township, commending her for the outstanding quality of her performance in various roles, and highlighting her exceptional character and personal attributes that made her a pleasure to work with. The Resolution notes with regret that, since April of 2020, the Munson community was denied the opportunity to gather and celebrate this recognition in person due to the pandemic. Mr. McCaskey seconded the motion. By a unanimous vote, the motion passed. [The resolution is included on a separate page as part of the minutes.] It is noted for the record that many of Judy's adult children, and some grandchildren, attended the meeting, logging into the Zoom conference to witness and celebrate this honor.

FIRE DEPARTMENT

Chief Vatty was unable to attend the meeting, and Captain Brian Gray addressed the Board to make the case for purchasing a new ambulance squad. Capt. Gray noted that emergency medical response is nearly 80% of the Fire department's response load, and with two aging squad, this is an important consideration. He reported that the Department has decommissioned the third squad, and is stripping it for valuable equipment to reuse. The Board is already aware of the mechanical issues experienced by Munson rescue squad 4052, a 2012 Ford squad that is second in line. Ms. McMullen inquired about the maintenance schedule and plan that has been set up with Preston Ford dealership recently, asking if it is satisfactory for keeping the 2012 squad operational. Captain Gray said the plan is satisfactory, but it is a stopgap to keep the ambulance operational until a new squad can be brought in. He stated that MFD Treasurer Rich Ferlin has presented financial documents to show how the Department can execute the purchase of a new squad. Trustee Jim McCaskey stated that he met with Mr. Ferlin and was satisfied with the plan that was presented, including paying down to eliminate the notes on the two fire trucks currently carrying loans, and using cash reserve to make a down payment on a new note to secure a new squad. Mr. McCaskey made a motion to authorize the Fire Department to enter into a purchase agreement for a new squad, in the amount of \$247,468.00, including a \$40,000.00 down payment by Munson Fire Dept., and including the condition of paying off existing loans

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, December 8, 20 20

on the fire engine and the bucket truck, and the condition that the new squad would be titled to Munson Township, as are all Munson Fire Dept. vehicles.

Trustee Andy Bushman expressed concern that the motion was too complex, and should be broken into two separate motions.

Mr. McCaskey noted that a motion was on the floor, and discussion should follow a second. Ms. McMullen seconded the motion and called for discussion.

Mr. Bushman stated that the financial plan to execute a purchase of a squad is critical to this decision, and he was not a part of the meeting that reviewed these details. He asked for a special meeting, a workshop to dig into the financial details of a purchase before moving ahead.

Captain Gray reviewed the timeline for acquiring a new squad, a seven month-process, minimally, from purchase agreement to delivery, and urged the Board to act now.

Ms. McMullen asked for clarification about financing details in the motion before the Board, specifically, the MFD cash position to pay off two truck loans and also make a \$40,000 down payment on a new squad. Captain Gray assured her that the Department could cover these expenses. Mr. Bushman restated his position that this is why the Board should wait, and spell out all of these details with all three Trustees in a special meeting, with Chief Vatty present. He would like to be able to review the terms of a contract before approving it.

Ms. McMullen said that the Board appears to be in agreement with the Fire Department's position that the squad is now the first priority for replacement, and the question seems to be one of timing and urgency.

Mr. McCaskey stated that the Township contract with the Munson Fire Department (nonprofit) Corp. requires Trustee approval for the Fire Dept. to enter into any contract in excess of \$10,000. The motion gives them authorization to proceed with ordering a new squad, and start the process that will take seven months.

Mr. McCaskey called for a vote. Ms. McMullen, "yes." Mr. McCaskey, "yes." Mr. Bushman, "no." Motion carried.

Fiscal Officer Todd Ray noted, for clarification, that the motion just passed provides the Fire Department authorization to make the purchase of a new ambulance but it does not obligate the Township in any way, nor take on debt, or involve its finances. There will be nothing in the Township's encumbrances to reflect this purchase, as it does not involve Township funds. The Board agreed with this statement.

ROAD DEPARTMENT

Road Department building renovations

The Trustees discussed a proposal from Institutional Diversified to install lockers as part of the Road Department facility improvement plan. Trustees agreed to hold off on committing to the proposal until Fiscal Officer Ray can make sure certain funds are in place.

Trustees addressed plans submitted by Onyx architect Don Alexander for renovation/improvements to the Road Department maintenance building. Andy Bushman moved to authorize Onyx to move forward to obtain building permits and prepare bid packages. Mr. McCaskey seconded. During discussion, Mr. McCaskey asked questions about locker placement and raised concern about arrangement of space so that female employees in the future will having discreet and appropriately private space. The vote was called, with Mr. Bushman and Ms. McMullen voting "yes", and Mr. McCaskey abstaining. Motion carried.

Road Paving Project, change order

The Trustees addressed the change order for reduction in work performed on the summer repaving projects. Mr. Bushman moved to approve the change order as written by the Geauga County Engineer's office, reducing the contract amount by \$44,875.10, and establishing a final payment of \$8,777.70. Mr. McCaskey seconded. With a unanimous vote, the motion carried.

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, December 8, 2020

Road Superintendent Walker closed by making a statement of appreciation for the assistance provided to the Munson Road crew by Munson Fire Dept. during the storm emergency, and the volunteer help provided by residents and Trustees. The Road crew was not fully staffed during this weather event due to COVID 19 illness and medical leave, but the community effort was impressive.

Munson Fire Captain Gray made a reciprocal statement of gratitude for the good work done by the Road Department clearing roadways for emergency response and for help the Road Department provided in restarting the generator that faltered during the power outage. The Trustees recognized the mutual support and cooperation is a great benefit to the Township.

TOWNSHIP BUSINESS

Fowlers Mill Cemetery fence

Road Superintendent Kirk Walker reviewed two quotes for the aluminum fencing for the cemetery, and one for steel. The Board discussed the desire to have the fence closely match existing fence in the cemetery. Mr. Bushman moved to authorize the installation of the fence by approving the agreement with R & T Fence, Inc., for \$5,305.00. Jim McCaskey seconded. With a unanimous vote, the motion carried.

Community Clean-up and Seniors Pick-up

Mr. Bushman confirmed that he had secured a spring date for Community Clean-up: Saturday, May 8, 2021. He reported that a fall back-up date was available, with weekends in October "wide-open." The Board agreed to have Andy secure and confirm a back-up date in October of 2021, in case the pandemic prevents the May Clean-up event from taking place.

Resolution 2020-54: Commendation for Chardon High School Hilltoppers Football Team

Jim McCaskey moved to approve Resolution 2020-54, a Resolution commending the Hilltoppers football team for winning the Ohio High School Athletic Association Division III State Championship. Mr. Bushman seconded the motion. By a unanimous vote, the motion carried. [The resolution is included on a separate page as part of the minutes.]

Mr. Bushman moved to approve payment to Gattozzi and Son Funeral Home for cremation services, indigent resident, in the amount of \$850.00. Mr. McCaskey seconded the motion, and with a unanimous vote, the motion carried.

Mr. Bushman moved to approve an agreement for Town Hall cleaning services, for 2021, in the amount of \$550.00 per month. Mr. McCaskey seconded the motion, and with a unanimous vote, the motion carried.

Mr. Bushman moved to approve a contract with Streamline Technology Group for upgrading Township IT systems, in the amount of \$1,300.00. Mr. McCaskey seconded the motion, and with a unanimous vote, the motion carried.

Meeting Schedule

Trustees discussed the possibility of a special meeting to address end-of-the-year financial matters. Mr. Bushman moved to schedule a Special meeting for Tuesday, December 29 at 6:30 pm to address financial matters. Mr. McCaskey seconded the motion, and with a unanimous vote, the motion carried.

JANUARY ORGANIZATIONAL MEETING

Mr. Bushman moved to schedule a Special meeting for Saturday, January 2, at 9:00 am, for the Trustees Organizational meeting. Mr. McCaskey seconded the motion, and with a unanimous vote, the motion carried.

RESOLUTION 2020-55/2021 TEMPORARY APPROPRIATION

Resolution 2020-55 was made by Andy Bushman and seconded by Jim McCaskey to approve the 2021 Temporary Appropriation for \$1,983,091.94 through March 31, 2021, with a unanimous vote. Motion carried.

RESOLUTION 2020-56/FUND TRANSFER

Resolution 2020-56 was made by Jim McCaskey and seconded by Andy Bushman for within fund transfers in the General Fund and the Fire Operating and Apparatus Fund, with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.]

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, December 8, 20 20

RESOLUTION 2020-57/FUND CERTIFICATION AND DE-CERTIFICATION

Resolution 2020-57 was made by Andy Bushman and seconded by Jim McCaskey to request the Budget Commission to increase the revenues in the General Fund, Gasoline Tax Fund, Road and Bridge Fund, Cemetery Fund, Fire Operating and Apparatus Fund, Permissive Motor Vehicle License Tax Fund, and Ambulance and Emergency Medical Fund; reduce the revenues in the Motor Vehicle License Tax Fund and Zoning Fund; and to reduce the Permanent Appropriation in the Zoning Fund, and to increase appropriations in the Fire Operating and Apparatus Fund, Ambulance and Emergency Medical Services Fund, and in the General Fund, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

BONUSES

Jim McCaskey moved and Andy Bushman seconded to give full time and part time employees a \$500 bonus, in appreciation for work performed during a very challenging year, to be paid as soon as possible, with a unanimous vote. Motion carried.

Outside meetings

Mr. McCaskey attended the Planning Commission meeting Tuesday morning. (December 8) Before moving to public comment, Mr. McCaskey made a statement regarding community concerns related to the Bethlehem Hills holiday light show taking place at the former Berkshire Hills golf course property. He had spoken to Geauga County Sheriff Scott Hildenbrand in advance of the light show to relay concerns about the potential traffic issues, and discussed possible detour options to address safety, but the Sheriff said detouring traffic off St. Rt. 322 was not an option. The Sheriff reported that he had been out to observe the traffic pattern and problems after the display opened to the public. He expressed confidence that his deputies staffing the event would address any issues necessary to assure emergency vehicles could get through the traffic back-ups, and he felt the situation was manageable, in a way similar to that at the County Fairgrounds during the Fair.

Public Comment

Chair McMullen asked if anyone in attendance on Zoom wanted to offer public comment for the Board.

Resident Joseph Otto of Heath Rd. described the traffic back-ups as ¾ of a mile long due to patrons lining up to attend the light show as untenable and a debacle, and expressed profound regret that the Trustees are apparently unable to do anything about it. He noted that it is a zoning issue that has not been corrected, and the impacts on the residents cannot be defended in any way.

Resident Joe Bastulli made statements of support for the Munson Fire Dept., the plan to purchase a new ambulance, and disapproval of the Township subgranting any CARES Act funds to Geauga Hospital. He expressed great disappointment with the light show and its impact on the community.

Resident Jacqueline Gruerlich stated that she is deeply disappointed, that the traffic has created a terrible situation.

Resident Kim Gray of River Rd. expressed frustration and concern about the traffic problem created by the light show, and skepticism that emergency vehicles will be able to get through.

ENCUMBRANCE SHEET

Andy Bushman moved and Jim McCaskey seconded to approve the encumbrance sheet for December 8, 2020, as written:

Munson Fire Dept.	Contract payment, Fire Fund	\$27,645.88
Munson Fire Dept.	Contract payment, EMS collections	\$20,362.05
Munson Fire Dept.	COVID expenses, Provider Relief Fund	\$2.55
Gattozzi and Son Funeral	Indigent burial/cremation	\$850.00
Blanket	Other dues and fees, Parks	\$250.00

With a unanimous vote, the motion carried.

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held _____ Tuesday, December 8, _____ 20__ 20__

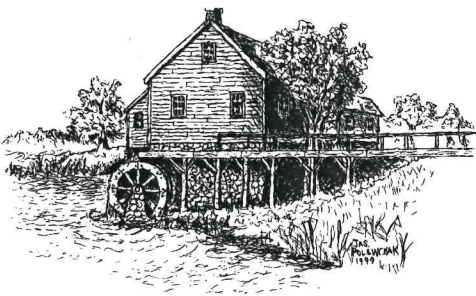
2021 ENCUMBRANCES

Andy Bushman moved and Jim McCaskey seconded to approve the encumbrance sheet for January 1, 2020. With a unanimous vote, the motion carried. [A complete list of 2021 encumbrances in its entirety is included on a separate page as part of the minutes.]

Motion to Adjourn

Mr. Bushman moved to adjourn the meeting at 8:02 pm. Mr. McCaskey seconded; motion carried with a unanimous vote.

Joan H. McMullen Chairman Todd R. Ray Fiscal Officer



**A Resolution of Commendation for
Judy Toth
retired March 31, 2020
No. 2020-53**

WHEREAS, it is the distinct privilege and pleasure of the Board of Township Trustees of Munson Township to recognize and honor the achievements of its residents; and

WHEREAS, Judy Toth has served the Township for 35 years, as Fiscal Officer the past eight, and prior, held the positions of Secretary and Office Manager; and

WHEREAS, Judy has sat through untold numbers of meetings, contributed countless hours of dedicated work, and endured the various terms of twelve Trustees; and

WHEREAS, Judy has made an enduring contribution to her community by overseeing the Township's finances, fostering positive relations with the public, and participating in countless community events; and

WHEREAS, Judy quietly, and completely, revealed her character to our community, and has continuously met the highest standards of honesty, integrity, and competence in the performance of her duties; and

WHEREAS, Judy retired from her service to the Township on March 31, 2020, it is our responsibility and distinct pleasure to see that Judy's many contributions to the Munson community over the past 35 years be recognized this evening and recorded in the permanent records of the Township; and

WHEREAS, Judy Toth leaves a legacy of goodness and humility that few can ever live up to; daily, she went beyond the spirit and scope of her professional responsibilities, treating everyone with kindness and respect, without regard for power, position, status or social skills, we wish Judy the best of health and time to enjoy her retirement; and


WHEREAS, it must be noted with deep regret that this recognition was not able to be passed, presented, and celebrated in her presence, among family and friends, due to the ongoing pandemic,

NOW THEREFORE, BE IT RESOLVED that the Munson Township Trustees, on behalf of all of the residents of Munson Township, and many more throughout Geauga County, extend our sincere congratulations to Judy and whole-heartedly applaud and celebrate her legacy. It is with our sincere gratitude for all that she has done to make Munson a better place that we honor her today.


Unanimously approved, this 8th day of December, 2020, by the Munson Township Trustees.



Andrew J. Bushman, Trustee



James J. McCaskey, Trustee

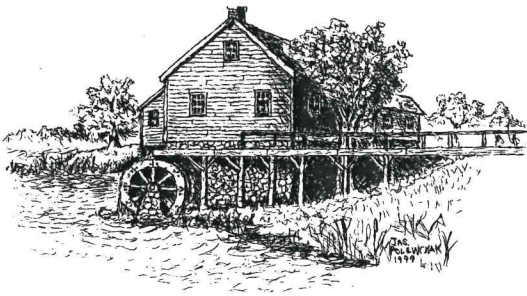


Irene H. McMullen, Chair

Attest: 

Todd R. Ray, Fiscal Officer

December 8, 2020



Resolution No. 2020-54 Munson Township Trustees

A Resolution Commending the Chardon Hilltoppers Football Team

WHEREAS, on Saturday, November 21, 2020, Chardon High School's Hilltopper football team brought home the Division III State Championship title – the second title for Chardon in 26 years; and

WHEREAS, with an undefeated regular season behind them, Coach Mitch Hewitt and the Hilltoppers were calm and confident for their trip to State; and

WHEREAS, having maintained their strong work ethic, and with mental toughness and focus, the Chardon Hilltoppers persevered and defeated Columbus' DeSales in double overtime 31 - 28, rallying from a 14-point deficit in the fourth quarter to force the overtime;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Munson Township, during regular session on this 8th day of December, 2020, that Coach Hewitt and the Chardon High School Hilltopper football team be recognized and commended for winning the state championship and providing Chardon and the surrounding communities with an exhilarating and welcome diversion from what has certainly been a challenging year with the pandemic;

AND, BE IT FURTHER RESOLVED, that their exemplary performance be permanently recorded in the Township records to serve as an inspiration to all, what talent, combined with true commitment and teamwork, can achieve.

Unanimously approved by the Munson Township Trustees.

Andrew J. Bushman, Trustee

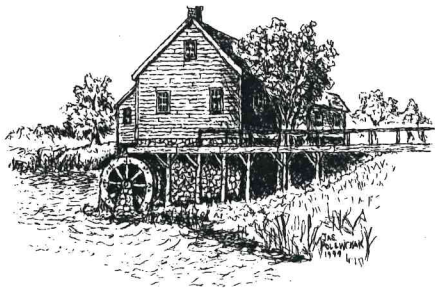
James J. McCaskey, Trustee

Irene H. McMullen, Chair

Attest:

Todd R. Ray, Fiscal Officer

December 8, 2020



Munson Township

12210 Auburn Road, Chardon OH 44024-9454

Phone: (440) 286-9255 Fax: (440) 286-1180

Resolution 2020-56

Be it resolved by the Trustees of Munson Township, in a regular session on the 8th day of December, with the following members present, via Zoom internet-based teleconference meeting, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen, that

Jim McCaskey moved the adoption of the following resolution:

That the 2020 Permanent Appropriation be amended, as follows:

Transfers Within Funds

In the General Fund, within fund transfer, as follows:

\$200.00 to 1000-410-599-0000 Other- other expenses, and
from 1000-410-329-0000 Other property services, cemeteries

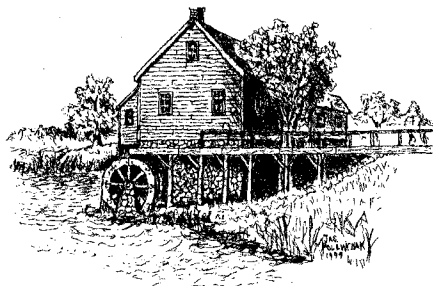
In the Fire Operating and Apparatus Fund, a within fund transfer as follows:

\$4,955.71 to 2192-220-360-0000 Contract payments
from 2192-220-314-0000 Tax collection fees

Andy Bushman seconded the motion and the roll being called, resulted as follows:

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

Attest: Todd R. Ray, December 8, 2020
Todd Ray, Fiscal Officer



Munson Township

12210 Auburn Road, Chardon OH 44024-9454

Phone: (440) 286-9255 Fax: (440) 286-1180

Resolution 2020-57

Be it resolved by the Trustees of Munson Township, in a regular session on the 8th day of December, 2020, via Zoom internet-based teleconference meeting, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen that Andy Bushman moved the adoption of the following resolution:

That the 2020 Budget and Permanent Appropriation be amended, as follows:

Additional Revenues to be Certified

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

In the General Fund: additional revenues collected for Other, Miscellaneous non operating, \$16,000, for an increase in the General Fund in the amount of \$16,000;

In the Gasoline Tax Fund: additional gasoline tax revenues \$48,000, for an increase in the Gasoline Tax Fund of \$48,000;

In the Road and Bridge Fund: additional revenues collected for Other Revenues in the amount of \$16,000.00, and Sale of Fixed Assets in the amount of \$2,499.00, for an increase in the Road and Bridge Fund of \$18,499;

In the Cemetery Fund: additional revenues collected for fees and cemetery lots sales of \$9,000.00, for an increase in the Cemetery Fund of \$9,000.00;

In the Fire Operating and Apparatus Fund, additional revenues collected in the amount of \$28,085.17, for an increase in the Fire Operating and Apparatus Fund of \$28,085.17;

In the Permissive Motor Vehicle License Tax Fund: additional permissive motor vehicle tax revenues collected for an increase in the Permissive Motor Vehicle Tax Fund of \$5,800.00;

In the Ambulance and Emergency Medical Services Fund: additional revenues collected for an increase in the Ambulance and Emergency Medical Services Fund of \$20,362.05.

Revenues to be De-certified

In the Motor Vehicle License Tax Fund, reduce revenues anticipated, taxes collected, from \$17,700 to \$17,200.00 and, interest, from \$400.00 to \$180.00, for a reduction in the Motor Vehicle License Tax Fund of \$720.00.

In the Zoning Fund, reduce revenues anticipated fees from \$8,000.00 to \$1,936.80, and Anticipated revenue, fees, {variance} from \$4,000.00 to \$400.00, for a reduction in the Zoning Fund in the amount of \$9,663.20

Permanent Appropriation:

Reduce the 2020 Permanent Appropriation by \$2,941.88, in the following Funds, as follows:

In the Zoning Fund,

2181-130-190-0000	D Other- salaries	from \$9,000.00 to \$8,349.63
2181-130-211-0000	OPERS	from \$1,260.00 to \$ 970.98
2181-130-213-0000	D Medicare	from \$ 150.00 to \$ 128.56
2181-130-319-0000	Professional services	from \$1,200.00 to \$ 253.12
2181-130-330-0000	Travel expenses	from \$ 100.00 to \$ 65.83
2181-130-349-0000	Printing and advert.	from \$1,000.00 to \$ 0.00

For a total reduction in appropriations in the Zoning Fund to \$9,768.12

And,

Increase the 2020 Appropriations by \$48,652.22, in the following Funds:

In the Fire Operating and Apparatus Fund,

2192-220-360-0000 Contracted Services, from \$1,339,098.00 to \$1,361,788.17
an increase of \$22,690.17, and

In the Ambulance and Emergency Medical services Fund,



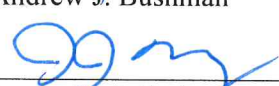

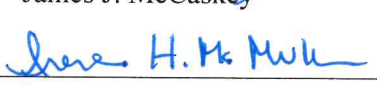

2281-230-360-0000 Contracted Services, from \$139,399.05 to \$159,761.10
an increase of \$20,362.05

In the General Fund,

1000-760-730-410 Improvement of sites, Cemetery, an addition of \$5,500.00
an increase of \$5,500.

Jim McCaskey seconded the motion and the roll being called, resulted as follows:

Voting

	
Andrew J. Bushman	
	
James J. McCaskey	
	
Irene H. McMullen	

Attest: Todd R. Ray, December 8, 2020
Todd R. Ray, Fiscal Officer