

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, February 11, 20 20

The meeting was called to order at 6:30pm by Chairman Irene McMullen with Trustees Andy Bushman and Jim McCaskey and Fiscal Officer Judy Toth present. The Chairman led the Pledge of Allegiance. Warrants 17136-17151 dated 2/11/2020 totaling \$236,318.16 were signed. The minutes were prepared by fiscal officer elect Todd Ray.

MINUTES

Andy Bushman moved and Jim McCaskey seconded to approve the February 4, 2020 minutes, as written, with a unanimous vote. Motion carried.

PUBLIC COMMENT/WATERFOWL LANE PROPOSED GROUP HOME

Approximately 15 residents from Waterfowl Lane and Ravenna Rd were in attendance, and used the public comment period to express grave concerns and displeasure with regard to a proposed residential group home in their neighborhood. A zoning variance application had been submitted by Lake-Geauga Recovery Center, the owner of the home at 12700 Ravenna Rd., on the northwest corner of the intersection. At the January Board of Zoning Appeals hearing a continuance was granted; a hearing is scheduled for March 19.

Mrs. McMullen opened the public comment period, and Mr. McCaskey distributed to those in attendance a one-page handout containing a summary of zoning variance process information. Residents posed a variety of questions, asking why the Zoning Resolution does not restrict or prohibit these group homes in a residential neighborhood, and what they can do to prevent the variance from being granted. Mr. Bushman stated that he is aware of one group home variance that was denied in the past. He provided a brief but accurate summary of background information about group homes in the Munson Zoning Resolution.

Residents' comments raised general concerns about safety, additional traffic, insufficient parking on the site of the group home, overflow on-street parking, and compliance with fire safety codes. Others raised safety concerns specific to this group home, noting that it will serve clients in recovery from chemical use and addiction. Residents believe the group home may at times house clients with criminal histories that neighborhood residents will have no knowledge of, and that the group home may attract illicit drug use and commerce activity outside the home, exposing neighborhood residents to related risks. Residents also reported that the home is already occupied by two clients and one resident house manager employee of Lake/Geauga Recovery, and is operating despite the fact that they do not yet have a zoning permit to operate a business at the location. Mr. McCaskey reported that this information was shared with Assistant Prosecutor Susan Wieland, and she is reviewing the Munson zoning resolution definition for "family" in order to advise the Trustees and Zoning Inspector on enforcement options if she determines this current occupancy is out of compliance. Residents asked about the role of AP Wieland, and the trustees stated that she represents Munson Twp. government. Residents asked if the Trustees ever hire and pay for outside counsel to represent the Township. Mr. McCaskey explained that although it is an option, the Township receives free legal counsel from the County Prosecutor's office. He also noted that the Trustees may attend BZA hearings, but have been advised not to advocate on any issue.

Residents raised several questions regarding the variance hearing and approval process. Mr. Bushman provided a summary of the sequence of events in the process, and advised residents to attend the hearing March 19 and express their concerns, noting that it is a formal hearing and they will be required to speak under oath. Mrs. McMullen explained the limits to submitting written testimony if a resident is unable to attend the hearing; notarized documents are considered unsworn statements, may be submitted and put in the record, but cannot be used as evidence because they cannot be cross-examined. Mr. Bushman described the appeal process for either side in response to a BZA decision. Trustees again encouraged residents to attend the BZA hearing and speak on the record to express their views. Joseph Bastulli stated his dissatisfaction with the Trustees' enforcement of zoning regulations in regard to the Bethlehem Hills holiday light show, and encouraged residents to continue to speak out. Rich Ferlin made a similar statement of dissatisfaction. Public comment period closed at approximately 7:30.

FIRE DEPARTMENT/CHIEF MIKE VATTY

Chief Vatty had notified Chair McMullen that he would not be present at the meeting and asked her to report that the department was working on year-end reports and financials.

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ROAD REPORT/SUPERINTENDENT KIRK WALKER

Superintendent Walker requested funds to purchase a cinder spreader for the new truck. He had two quotes and recommended Concord Road Equipment, a commercial grade spreader compatible with the Township's existing spreaders. Andy Bushman moved and Jim McCaskey seconded to purchase a spreader from Concord Road Equipment not to exceed \$5,581.12, with a unanimous vote. Motion carried. Mr. Walker reported that he is working on a five-year plan for equipment, trucks, and roads.

UNIFORM RENTAL

Mr. McCaskey reported that Assistant Prosecutor Susan Wieland reviewed the uniform rental contract and attempted to negotiate with Unifirst, but they will not agree to an early termination clause. Due to start-up costs and other financial considerations, they will require a 60-month contract. Mr. Walker will give the Board his recommendation at the next meeting.

DAMAGE TO COMMUNITY ROOM DOOR

Mr. Bushman advised the scout leader that restitution would be between 300 and 500 dollars for the damaged community room door. Mr. McCaskey believed \$400 would be fair. Mr. Bushman will contact Mr. Baldwin to discuss this further.

NOPEC GRANT

The Board discussed using the NOPEC grant for converting the remaining streetlights to LED, air conditioning for the maintenance building break room, and replacing the air conditioning units at the Town Hall. Mrs. McMullen will put together a cost for the streetlights. Mr. McCaskey asked for a list of the streetlights that were retrofitted last year.

PERFORMANCE AUDIT

Mr. McCaskey will get the cost for a performance audit.

VARSITY FIELD LOGOS

The Board reviewed four designs for Munson Township Park - Chardon Hilltoppers logos for the Zambory Field and Field No. 2. Andy Bushman moved and Jim McCaskey seconded to allow Stuart Landies of Chardon Baseball to put the #1 logo on the backstop at no cost to the Township, with a unanimous vote. Motion carried.

CHS BASEBALL PROGRAM

Mr. Bushman advised that Chardon High School baseball would like authorization to put up temporary signs on the ball field fences just for the duration of their baseball season. They do not have a proposal for the Board yet. They would like to enter into a five-year contract with the Township to use the ball fields and contribute \$5,000 per year for maintenance. Mrs. McMullen wanted to make sure the Township would have final approval for any signage that was erected.

PICKLEBALL

The Park Board would like to research using part of one of the existing courts or creating a new court for pickleball. They will have to postpone the project if the courts need resealing this year. Mr. Bushman will communicate the Board's interest back to them.

NDCL STREAM RESTORATION PROJECT

Mrs. McMullen and Mrs. Toth signed the Quarterly Fiscal Report for 4th Quarter 2019.

JANUARY FINANCIAL REPORT

Andy Bushman moved and Jim McCaskey seconded to accept the Fiscal Officer's monthly report for January 2020, with a unanimous vote. Motion carried.

RESOLUTION 2020-08/FUND TRANSFER

Resolution 2020-08 was made by Andy Bushman and seconded by Jim McCaskey to approve within fund transfers in the General Fund and Road and Bridge Fund in the Temporary Appropriation, with a unanimous vote. Motion carried. [The Resolution is included on a separate page as part of the minutes.]

RESOLUTION 2020-09/SCHOLARSHIP FUND

Resolution 2020-09 was made by Andy Bushman and seconded by Jim McCaskey to establish a custodial fund for scholarship donations, Fund 9001, to transfer the balance of the Fiduciary Fund 9751 to Fund 9001, and to authorize the Fiscal Officer to submit the request for the new fund to the State Auditor, with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.]

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PERMANENT APPROPRIATION

The Board reviewed a list of capital projects. The Board will need to make cost projections to determine which projects to include in this year's permanent appropriation.

OUTSIDE MEETINGS/CONFERENCE

Mr. Bushman attended a Geauga Safety Council meeting on February 7. Mr. McCaskey and Mr. Ray attended the Ohio Township Association Conference in Columbus. Mr. McCaskey brought back a flash drive with the materials from all of the sessions and will have the staff make copies for the Trustees.

RUBBISH SERVICE

A start-up company has requested authorization to submit a quote for weekly refuse pickup. Mr. McCaskey advised he wished to recuse himself from all consideration, as the owner is a relative.

FLYER FOR SENIOR RUBBISH PICKUP

The Board added the date of the rubbish day drop-off to the Department on Aging's senior rubbish pickup flyer. Rubbish Day will be Saturday, April 18 from 7am-2pm, Senior pickup will be Monday-Wednesday April 20-22.

COMMUNITY ROOM RENTAL

Andy Bushman moved and Jim McCaskey seconded to lease the community room to the Chardon Schools for an Educational Visioning Session on Wednesday, February 26, 2020 from 7:30am-4:30pm for 60-80 persons, and to waive the fees, with a unanimous vote. Motion carried.

GROUPS LEASE REQUEST

The Board addressed a request from the Chardon Lacrosse Club (Platz) to use the Township Park football and soccer field for four teams, Tuesdays and Thursdays from 6-8pm, spring through Memorial Day. Before acting on the request, the Board will need to evaluate the condition of the fields and determine if there is a conflict with any other group.

PUBLIC COMMENT

Marie Valince recommended a local company for air conditioning, whose owner is a Munson resident. Resident Rich Ferlin suggested that the Trustees hold a workshop for the Waterfowl Lane residents.

ENCUMBRANCE SHEET

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

Concord Road Equipment	Salt Spreader	5,581.12
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with a unanimous vote. Motion carried.

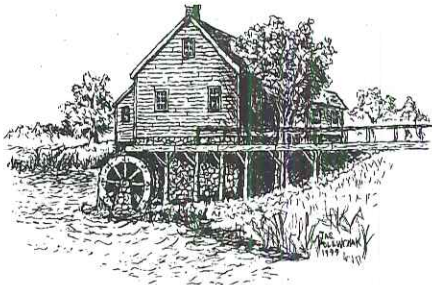
MOTION TO FORWARD RESIDENT COMPLAINT TO BZA

Mr. McCaskey asked the Board to give consideration to his motion to forward a resident's complaint regarding the Berkshire Hills Bethlehem Hills lighting display to the Board of Zoning Appeals.

MEETING ADJOURNED

Andy Bushman moved and Jim McCaskey seconded to adjourn the meeting at 8:21pm, with a unanimous vote. Motion carried.

Steve McWh Chairman Judy Toth Fiscal Officer



Munson Township

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

Resolution 2020-08

Be it resolved by the Trustees of Munson Township, in a regular session on the 11th day of February 2020, at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen, that Mr. Bushman moved the adoption of the following resolution:

That the 2020 Temporary Appropriation be amended, as follows:

Transfers Within Funds

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

5,000.00 to 1000-760-730-0120 Improvement of Sites{Township}
from 1000-110-112-0000 Salaries – Trustees' Staff

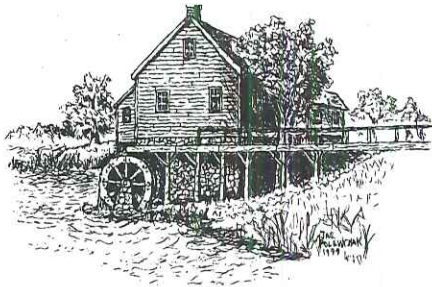
In the Road and Bridge Fund, a within fund transfer, as follows:

6,000.00 to 2031-760-740-0000 Machinery, Equipment and Furniture
from 2031-330-420-0000 Operating Supplies

Mr. McCaskey 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: Judy Toth, February 11, 2020
Judy Toth, Fiscal Officer



Munson Township

12210 Auburn Road, Chardon OH 44024-9454

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

Resolution 2020-09

A RESOLUTION ESTABLISHING A FUND FOR MUNSON TOWNSHIP SCHOLARSHIP DONATIONS

Be it resolved by the Trustees of Munson Township, in a regular session on the 11th day of February, 2020, at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen, that Mr. Bushman moved the adoption of the following resolution,

Whereas, Munson Township currently places proceeds from its Township Sponsored Flea Markets and Community Picnic, as well as donations from local residents and businesses in a Fiduciary Fund set aside for the purpose of scholarships; and

Whereas, with the implementation of GASB 84, these comingled funds no longer meet the criteria for a Fiduciary Fund, and

Whereas, the Board of Township Trustees of Munson Township wishes to continue to set aside private donations made for the purpose of scholarships;

Now, therefore, be it resolved, that the Board of Township Trustees of Munson Township shall

- 1) Establish the following custodial fund for private donations: Fund 9001 – Scholarship
- 2) Approve the transfer of the balance in the Fiduciary Fund in the amount of \$2,908 from Fund 9751 to Fund 9001; and
- 3) Direct the Fiscal Officer to submit the request for fund approval to the Auditor of the State of Ohio.

Mr. McCaskey 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: Judy Toth, February 11, 2020
Judy Toth, Fiscal Officer