

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR MEETING

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, February 13, 20 24

PUBLIC HEARING: ZONING AMENDMENT 2023-02

The Public Hearing for Zoning Amendment 2023-02 was called to order at 6:00 pm by Chair Andy Bushman with Trustees James McCaskey and Nate McDonald and Fiscal Officer Todd Ray present. Mr. Bushman led the Pledge of Allegiance.

Mr. Bushman noted that the legal notice was published Thursday, February 1, 2024, in the *Geauga County Maple Leaf*, and that the text of Zoning Amendment 2023-02 was available for public review February 1 through February 13, 2024.

Trustee Jim McCaskey moved to waive the reading of the legal notice. Nate McDonald seconded the motion. With a unanimous vote the motion carried. Mr. McCaskey noted that, as a member of the County Planning Commission, he excused himself from the discussion and vote relating to this Munson zoning amendment.

The Trustees did not read aloud the entire amendment due to the length of the document. Mr. McCaskey read aloud the recommendations of the Geauga County Planning Commission, offering a recommendation to approval of the amendment, action taken at the Planning Commission meeting January 9, 2024.

Mr. McDonald read aloud the recommendations of the Munson Zoning Commission, dated January 23, 2024.

Chair Andy Bushman asked for any public comment.

One resident asked a question about the impact of the zoning change to his property, but raised no objections to the amendment.

Jim McCaskey moved to close the Public Hearing at 6:04pm. Mr. Bushman seconded. Motion carried with a unanimous vote. Mr. Bushman stated that the Trustees' Regular meeting would not begin until 6:30pm.

REGULAR MEETING

Chair Andy Bushman opened the Trustees Regular meeting at 6:30pm., with Trustees James McCaskey and Nate McDonald and Fiscal Officer Todd Ray present. Mr. Bushman led the Pledge of Allegiance.

The Trustees signed warrants 19936 through 19976 dated 12/13/24, totaling \$62,690.21 and the Trustees' monthly (January) payroll EFT vouchers 28 and 29, totaling \$1,828.88, and the 2/16/2024 bi-weekly payroll EFT vouchers 31 through 38, totaling \$9,293.37.

Minutes

Jim McCaskey moved to approve the minutes of the Trustees Regular meeting Tuesday, January 23, 2024, as presented. Nate McDonald seconded. Motion carried with a unanimous vote.

FIRE DEPARTMENT

Fire Chief Mike Vatty reported that he had submitted the Ground Ambulance Medicare Report for the Department after collecting data for the past year in preparation for this required reporting.

Citizens Fire Academy

Chief Vatty distributed a summary sheet providing details on a Citizens Fire Academy project that Munson Fire will offer to the community this spring. The seven week program will run on Thursday evenings, with a rotation of Fire Department staff members presenting on various topics related to Fire Department operations. It will be open to any Munson Township residents ages 16 and up.

Automatic Electronic Defibrillators

Chief Vatty explained that the Department's current professional grade AEDs are now reaching the end of their useful life, and will no longer be supported for repair and maintenance. New, state-of-the-art high-performance AEDs will cost between \$30,000 and \$45,000 per unit, and Munson Fire will need two units. He is currently working to apply for a grant to cover a majority of the expenses, and will keep the Trustees informed as the grant application proceeds.

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ROAD DEPARTMENT

Ballfield maintenance

Road Superintendent Kirk Walker reported that the ballfield maintenance quote form had been prepared and there are at least two contractors interested in giving quotes for the full maintenance for the season, spring through fall. He pointed out that for this year, the mowing would be covered under the park mowing contracts, but in future years the ballfield mowing will be included in the ballfield maintenance quotes.

Jim McCaskey moved to authorize Road Superintendent Kirk Walker to get quotes for ballfield maintenance for the 2024 season. Nate McDonald seconded. Motion carried with a unanimous vote.

Mowing contracts

Jim McCaskey moved to authorize Office Manager Paula Frieberthauser to prepare contracts for mowing and maintenance on Township properties for the 2024 season, using the recommended quotes on the spreadsheet as presented. Nate McDonald seconded. Motion carried with a unanimous vote.

Maintenance garage heaters

Road Superintendent Kirk Walker reported that the oil burner used to provide back up heat to the maintenance garage had died and was unrepairable. He is getting quotes for overhead heating units, including gas burner options, and he has received one so far. The Trustees advised that he should get two more quotes, and that they must be eligible for the NOPEC Energy Efficiency grant funding.

Upgrade landscaping.

The Trustees discussed upgrading landscaping at township properties, including the removal of overgrown and dead trees and shrubs, replanting some beds, and similar improvements. They agreed to have Road Superintendent Walker request proposals from various landscapers in the community, using the list of recommendations that Mr. Walker had prepared. Mr. Bushman advised that the triangle at the intersection of Wilson Mills Rd. and Auburn Rd. should not be included in the list, because the County Engineer is expected to reconstruct the intersection this summer and may interfere with any landscaping improvements.

Jim McCaskey informed he Board that Hospital Drive had not been vacated yet, as the paperwork had not yet been executed by the county departments involved, but he will follow-up to see that it get taken care of.

Auburn Road Speed study

Mr. McCaskey also noted that the Trustees have continued to get inquiries from residents concerned about the safety of the intersection of Butternut Rd. and Auburn Rd., and he believes that traffic speed does contribute to the number of accidents at the intersection. The Board discussed the un-posted speed limit along Auburn Rd. through that intersection. Jim McCaskey moved to request the County Engineer to complete a speed study of Auburn Rd., from Mayfield Road south to the Township line. Nate McDonald seconded. Motion carried with a unanimous vote.

Hydraulic lift

The Trustees revisited the grant request for a hydraulic lift for the Road Department through a Bureau of Workers Comp program. The current round of funding was exhausted, but it is likely that the program will receive an additional round of funding in July.

New Road Dept. trucks

Road Superintendent Walker updated the Board on the two Western Star trucks. They are in production now, and could be equipped and ready for delivery in July. The Trustees will have to make a final decision on a lease-purchase agreement with a lender, or an outright purchase using current resources. Fiscal Officer Todd Ray noted that the permanent appropriation has funding assigned to several appropriation accounts that will give them options for a purchase decision.

Mr. Walker also reported that the crew had rebuilt several hydraulic cylinders in-house rather than sending them out. A single cylinder had been quoted at \$6,000. The guys rebuilt five cylinders so far, at a cost of four man-hours of labor and about \$400 in parts per cylinder.

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TOWNSHIP BUSINESS

Resolution 2024-05: Zoning Amendment 2023-02

Nate McDonald moved to approve Resolution 2024-05, and adopt the recommendation of the Munson Zoning Commission to approve and adopt Zoning Amendment 2023-02. Jim McCaskey seconded. Motion carried with a unanimous vote.

Sherman Road driveway apron

Jim McCaskey explained that he and the other trustees had all reviewed the matter of the disputed driveway apron on Sherman Rd. and he was recommending that the Board acknowledge some failures in communication and accept partial responsibility. He suggested a solution to resolve the matter fairly, while also setting in place a policy to eliminate this kind of problem in the future. In addition, he stated that he did not believe it would be advisable at this point for the property owner to replace the existing asphalt with concrete because it will not match the concrete on the rest of the driveway. He was concerned that she would not be pleased with the final result.

Jim McCaskey moved to authorize a one-time payment not-to-exceed \$2000, payable to the contractor that completes the concrete driveway apron repair on Sherman Rd. (located at 10235 Sherman Road.) Nate McDonald seconded.

Discussion followed, with Nate McDonald stating that a written policy will be drafted that makes clear that the Township will not pay for concrete apron work that a property owner may want resulting from the resurfacing of a Township road. Property owners will be notified in advance, informed that they may choose to accept the asphalt apron that is part of the road resurfacing project, or, if they choose, a concrete apron replacement will be the responsibility of the property owner, contracted and coordinated with a contractor of their choice, and will be paid for by the property owner. The Trustees agreed that the policy would be prepared and adopted. Motion carried with a unanimous vote.

Trash hauling contract

Jim McCaskey moved to approve the renewal of a trash-hauling contract with Waste Management as presented. Nate McDonald seconded. Motion carried with a unanimous vote.

New streetlights

Mr. McCaskey updated the Board on the process to get two new streetlights installed at Township intersections. First Energy has provided a quote and contract for the installation of lights at the Sherman and Bass Lake Road intersection, and the Wilbert and Wilson Mills Road intersection. Jim McCaskey moved to enter into a contract with First Energy for the installation in the amount of \$5,428.15. Nate McDonald seconded. Motion carried with a unanimous vote.

Scholarship Committee recommendations

Jim McCaskey moved to approve the recommendations of the Scholarship Committee for 2024. Nate McDonald seconded. Motion carried with a unanimous vote.

Baseball field lease

The Trustees discussed the ongoing process of updating the ball field lease with Chardon Schools Athletic department. Nate McDonald made some suggested revisions to the latest draft, which was also reviewed by the prosecutor's office. Andy Bushman will share this version with the athletic director. Andy Bushman asked that the lease agreement payment to Munson Township be increased to \$7,000 to reflect the actual costs Munson bears more accurately for the annual maintenance of the facilities, which averages close to \$12,000 per year. Mr. McCaskey pointed out that the agreement may need to include language assuring that the emergency medical access driveway to the varsity baseball field must be maintained clear and open at all times when the field is in use.

Town Hall interior painting

Jim McCaskey moved to approve interior painting of the Town Hall by M&M Painting and Remodeling not-to-exceed \$7,000. Nate McDonald seconded. Motion carried with a unanimous vote.

FISCAL OFFICER

Resolution 2024-06: Create Special Revenue Fund 2905: Croatia Lodge Stream Restoration

Jim McCaskey moved to approve Resolution 2024-06, to authorize the Fiscal Officer to create Special Revenue Fund 2905 and request approval of the Fund from the Auditor of State's office,

Held _____ Tuesday, February 13, _____ 20____ 24_____

for the purpose of tracking receipts and expenditures related to the H2Ohio Stream Restoration Grant awarded to Munson Township and the American-Croatian Lodge. Nate McDonald seconded. Motion carried with a unanimous vote.

Resolution 2024-07: 2024 Permanent Appropriations

Jim McCaskey moved to approve Resolution 2024-07, with total expenditures in the amount of \$5,195,669.84. Nate McDonald seconded. Motion carried with a unanimous vote. (The Resolution, in its entirety, is included on a separate page of the minutes.)

Audit agreement with C. E. Harris & Associates

Jim McCaskey moved to authorize Fiscal Officer Todd Ray to approve the AUP agreement with Charles E. Harris and Associates, the independent accounting firm that will complete the bi-annual audit of the Township in 2024. Nate McDonald seconded. Motion carried with a unanimous vote.

OTHER BUSINESS

A.R.P.A. Funds

Jim McCaskey asked that the Trustees consider scheduling a time for a new discussion of how the Township will spend the remaining American Rescue Plan Act funds. The Township has \$564,906 remaining in the Fund. Mr. McCaskey expressed his preference for investing in enduring assets rather than depreciating equipment or operational expenses, and suggested the possibility of purchasing a strip of land adjacent to Munson Township Park to provide better parking areas during peak baseball season, among other ideas. Mr. McDonald supported the idea of a special session to focus on the ARPA spending options.

Jim McCaskey moved set the date for a Special Meeting on Monday, March 18, at 6:30 pm for the purpose of discussing the allocation of A.R.P.A. funds. Nate McDonald seconded. Motion carried with a unanimous vote.

Mr. McCaskey addressed the matter of the temporary staging of excavation equipment and materials on the Township property at 10800 Mayfield Rd. by Jet Excavating. He noted that they had removed the temporary office trailer as requested by the Township, but the continued activity on the site has exceeded what the Trustees expected at the time they first agreed to it, and for a much longer time period. He would like to inform the company that the time was up, and they should find another location to stage as their projected work will continue into a new season. The other Trustees agreed. Chair Andy Bushman stated that he will contact the contractor and tell them to move along.

Park Board Liaison

Mr. McCaskey mentioned the fact that the Trustees do not have a formal liaison role with the Munson Park Board. He has observed that although Trustee Andy Bushman attends the park Board meetings, the lack of a formal liaison role leads to confusion or incomplete communication between the Park Board and the Trustees, and suggested Mr. Bushman serve in that role. The other Trustees agreed.

Jim McCaskey moved to appoint Andy Bushman as Trustee liaison to the Park Board for 2024. Nate McDonald seconded. Motion carried with a unanimous vote.

During the public comment period of the meeting, a resident commented on the women’s shelter proposed for property on the campus of the Sisters of Notre Dame. Andy Bushman noted that the hearing for a zoning variance application has been continued for six months. The nonprofit organization that seeks to operate the facility will hold public informational meetings at the Town Hall, with the first scheduled for February 20. Mr. Bushman expects that they will have two or three town hall meetings.

Mr. McCaskey stated that it is important that the Trustees remain independent of the Board of Zoning Appeals process, and they may not speak to any BZA matters nor attempt to influence BZA decisions in any way.

Other Meetings

Jim McCaskey attended the Geauga Planning Commission meeting earlier in the day. Nate McDonald reported that all three Trustees and Fiscal Officer Todd Ray attended all or portions of the Ohio Township Association Winter Conference February 7, 8, and 9.

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Mr. McDonald expressed gratitude for the opportunity to attend and felt that the sessions were very informative and particularly valuable for a newly elected trustee.

Executive Session

At 7:34 pm, Jim McCaskey moved to have the Trustees enter into Executive Session to address personnel compensation, and to invite Fiscal Officer Ray to join the session; Mr. McDonald seconded.

Roll call vote: Mr. McCaskey, "Yes." Mr. McDonald, "Yes." Mr. Bushman, "Yes". Motion carried.

The Trustees resumed the regular session at 8:13 pm.

Encumbrances

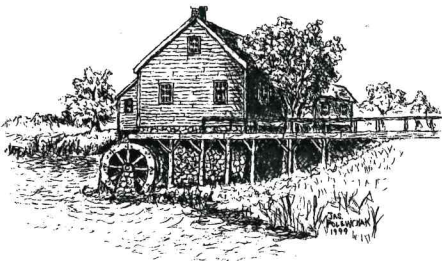
Jim McCaskey moved to approve the encumbrances for Tuesday, February 13 as presented. Nate McDonald seconded. Motion carried with a unanimous vote.

First Energy	Installation of new streetlights	\$5,428.15
Blanket	Clothing allowance, Rd. Dept.	\$1,500.00
Blanket	Other communications, printing, advert	\$700.00
Munson Fire Department	Contract payment from real estate taxes	\$50,000.00
CitiCards	Indigent burial monument	\$148.00

Motion to Adjourn

Jim McCaskey moved to adjourn the meeting at 8:14pm. Nate McDonald seconded; motion carried with a unanimous vote.

 Chairman  Fiscal Officer



Munson Township Board of Trustees

Resolution No. 2024-05

ZONING AMENDMENT 2023-02 ADOPTION OF RECOMMENDATIONS OF ZONING COMMISSION BY BOARD OF TOWNSHIP TRUSTEES R.C. 519.12 (H)

The Munson Township Board of Township Trustees, Geauga County, Ohio met in special session on the 13th day of February 2024, with the following members present:

Andrew J. Bushman
James J. McCaskey
Nathaniel J. McDonald

Nathaniel McDonald moved the adoption of the following resolution:

WHEREAS, on the 23rd day of January 2024, the Board of Township Trustees received a recommendation from the township Zoning Commission on a proposed amendment, identified as number 2023-02 to the Munson Township Zoning Resolution (map) together with the motion, and recommendation of the county Planning Commission relating thereto; and



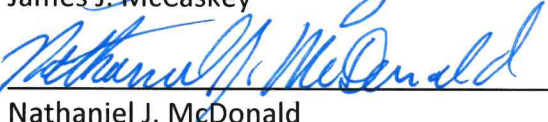
WHEREAS, on the 13th day of February 2024, the Board of Township Trustees conducted a public hearing on the proposed amendment as provided by law; therefore, be it

RESOLVED, that the Munson Township Board of Township Trustees, Geauga County, Ohio this 13th day of February 2024, hereby adopts the recommendations of the township Zoning Commission as attached hereto as Exhibit A and incorporated herein.

And be it further

RESOLVED, that the Munson Township Board of Township Trustees, Geauga County, Ohio, this 13th day of February 2024, hereby adopts an amendment to the Munson Township Zoning Resolution as set forth in the map attached hereto as Exhibit A-1 and incorporated herein.

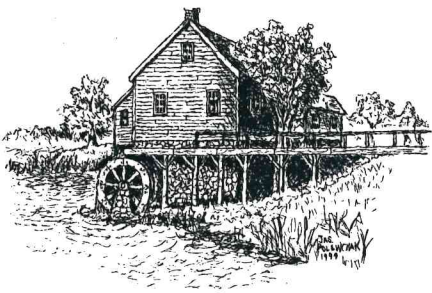
James McCaskey seconded the motion and the roll being called the vote of the Munson Township Board of Township Trustees was as follows:

Trustee	Vote: Yes or No
<u></u> Andrew J. Bushman	<u>yes</u>
<u></u> James J. McCaskey	<u>yes</u>
<u></u> Nathaniel J. McDonald	<u>yes</u>

Adopted this 13th day of February 2024.

I certify that the above was adopted by the Board of Trustees of Munson Township, Geauga County, at its February 13, 2024, meeting.

 February 13, 2024
Todd R. Ray, Fiscal Officer



Munson Township

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

Resolution 2024-06

A RESOLUTION ESTABLISHING A SPECIAL REVENUE FUND for the AMERICAN-CROATION LODGE DAM REMOVAL AND STREAM RESTORATION GRANT

Be it resolved by the Trustees of Munson Township, in a regular session on the 13th day of February, 2024, with the following members present, Andrew J. Bushman, James J. McCaskey, and Nathaniel J. McDonald, that Mr. McDonald moved the adoption of the following resolution:

Whereas, Munson Township is the subrecipient of an Ohio Department of Natural Resources H2Ohio grant for dam removal and stream restoration on the property of the American-Croation Lodge, on Harris Creek in Munson Township; and,

Whereas, the project is being implemented to achieve goals within the state and federally endorsed Chagrin River: East Branch Chagrin River HUC-12 Nine-Element Nonpoint Source Implementation Strategic Plan; and,

Whereas, Munson Township will be collaborating with the American-Croation Lodge, the Ohio Department of Natural resources, and the Chagrin River Watershed Partners; and

Whereas, ODNR agrees to provide Grantee Munson Township up to \$332,900.00 to be used toward the total cost of the project, and,

Whereas, all grant monies received and expenditures made shall be accounted for separately from other revenues received and expenditures made by the subrecipient; and

Whereas, Munson Township, as the subrecipient, will collect and disburse the grant money for ODNR,

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

- 1) Establish the Special Revenue fund for Croation Lodge Stream Restoration:
Fund 2905 – Special Revenue – Croation Lodge Stream Restoration
- 2) Direct the Fiscal Officer to submit the request for Fund 2905 for 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, ye
Andrew J. Bushman

James J. McCaskey, yes
James J. McCaskey

Nathaniel J. McDonald, yes
Nathaniel J. McDonald

Attest: Todd R. Ray, February 13, 2024 Todd R. Ray, Fiscal Officer