

RECORD OF PROCEEDINGS

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held

Tuesday, February 25,

2020

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. The minutes were prepared by fiscal officer elect Todd Ray.

PUBLIC HEARING FOR ZONING AMENDMENT 2019-02

Mrs. McMullen opened the Public Hearing for Zoning Amendment 2019-02 by reading a statement detailing how the legal notice for the amendment was published Thursday, Feb 13, 2020 and the text of the amendment was available for public review.

Mr. Bushman moved to waive the reading of the legal notice, seconded by Mr. McCaskey; motion carried with a unanimous vote.

Mrs. McMullen read the recommendations of the Munson Zoning Commission urging adoption of the amendment, and the recommendation of the Geauga County Planning Commission supporting adoption of the amendment with suggested modifications. Mr. McCaskey commented that he had reviewed the amendment with members of the Planning Commission, and was satisfied that the amendment was satisfactory as written.

Mrs. McMullen asked if there was any public comment from those in attendance; there being none, Mr. Bushman moved to close the Public Hearing at 6:33 p.m.; Mr. McCaskey seconded, with a unanimous vote, the motion carried.

REGULAR MEETING

Warrants 17152-17173 dated 2/25/2020 totaling \$11,135.63 were signed. The Board also signed EFT Vouchers 34-42 for the 2/21/20 bi-weekly payroll totaling \$9,254.01.

RESOLUTION 2020-10/ ZONING AMENDMENT 2019-02

Mrs. McMullen announced the opening of the Trustees Regular meeting at 6:33 p.m.

Mr. Bushman moved to approve Resolution 2020-10, a resolution to adopt Zoning Amendment 2019-02. Mr. McCaskey seconded, motion carried with a unanimous vote. [The Resolution is included on a separate page as part of the minutes.]

MINUTES

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

CEMETERY DEED

The Board signed a deed to Anna R. Fatica for Maple Hill III Cemetery, Lot 340, Graves 14 & 15. Mr. Bushman noted that the Munson Fire Department provided a fine show of respect for the passing of Mr. Anthony Fatica, a past member of Munson Road Department and Munson Fire Department, when the funeral procession passed the fire station.

FIRE DEPARTMENT/CHIEF MIKE VATTY

Chief Vatty presented the Board with copies of the Munson Fire Department 2019 Annual Report and provided some comment highlighting certain details in the report. He explained that the Department is using new reporting software that integrates data from both fire-suppression response and emergency medical response activity by the Department. The software allows better reporting and data presentation. He explained one example of cost analysis of Engine 4022 that is currently out-of-service for repairs.

ROAD REPORT/SUPERINTENDENT KIRK WALKER

Superintendent Walker asked the Board for clarification on how he should handle recording and accounting for his hours worked on holidays when he must plow snow. Mrs. McMullen reported that the assistant prosecutor advised that the Township is free to provide accommodation to compensate Mr. Walker for holiday time worked. Mr. Bushman said a comp-time policy might be appropriate in this case. Fiscal Officer Toth suggested that Mr. Walker can detail holiday hours worked on a leave request form at the time he requests unused time for holiday hours worked, and the Board would review and approve when they sign off on the leave request. The Trustees liked this suggestion.

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MUNSON TOWNSHIP TRUSTEES PUBLIC HEARING & REGULAR

Meeting

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UNIFORM RENTAL

Mr. Walker reported back that the crew is satisfied with the uniform program offered by Unifirst. Mrs. McMullen reported that we are still waiting for a final copy of the contract. The Board decided to wait to act on the contract until the final agreement is available to review.

PROPERTY LINE FENCE

Mr. Walker stated that Shannon Fence is ready to proceed with installing the fence along the north property line, without a 1/3 advance payment.

Mr. Walker reported that they have finally taken delivery of the new truck and cinder spreader, and it is ready for service. He added that an old truck, one scheduled for replacement, has had ongoing transmission problems and is unreliable.

Mr. McCaskey discussed having Mr. Walker coordinate with the County Highway Dept. for removal of trees in the road ROW at the request of an Auburn Rd. resident.

Mr. McCaskey reported that he had received via email an agreement between Ohio Dept. of Transportation and Munson Twp. for annual maintenance of pre-emption equipment for emergency response vehicles. The equipment will be installed at the intersection of Mayfield and Auburn Rd. as part of the scheduled reconstruction of this intersection. Chief Vatty reported that the equipment and installation costs were built into the bid contract. MFD will only purchase and install the equipment necessary for fleet vehicles that require emergency responder preemption at the traffic signal. The agreement commits the Township to pay \$300 annually to maintain the equipment. Mr. McCaskey will forward the agreement to the other Trustees for review.

DAMAGE TO COMMUNITY ROOM DOOR

Mr. Bushman reported that he has not finalized a cost to be shared by the Boy Scouts for repair of the community room door. Mr. Bushman will contact Mr. Baldwin to discuss this further.

GREAT LAKES PROTECTION FUND GRANT

Mrs. McMullen shared with the Board an opportunity for Munson Twp. be considered for a stream flow/water level monitoring site. Equipment for the monitoring will be funded through the Great Lakes Protection Grant, administered through Chagrin River Watershed Partners. The Board supports the idea, and Mrs. McMullen will convey the Township's interest in the project to the staff at CRWP.

Mrs. McMullen shared with the Board that she was approached by a resident with an offer to donate a parcel of land to Munson Twp. The property has shore frontage on Bass Lake and road access on Lake Rd. Resident Barbara Partington suggested that she could provide the Trustees with information collected by Paul Pira at Geauga Park District because he has completed a natural resources inventory and assessment of the same parcel, or Mrs. McMullen can contact Mr. Pira. The Board expressed interest in gathering more information. Mrs. McMullen will follow up.

Mrs. McMullen presented to the Board a preliminary draft of wording for a possible change to the Zoning Resolution, section 803.8, addressing "changes of use of property." She offered it as a starting point, for their review and consideration. If there is interest and agreement, it could be forwarded on to the Zoning Commission.

NOPEC GRANT

The Board addressed the NOPEC grant. Trustees agreed to work from a list of the remaining streetlights that should be converted to LED, and identify 10 – 15 that they want to prioritize for this year. Mrs. McMullen will send out the list of streetlights.

MARCH NEWSLETTER

The Board agreed to prepare a March newsletter and have it printed and mailed to residents.

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Minutes of MUNSON TOWNSHIP TRUSTEES PUBLIC HEARING & REGULAR Meeting

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Held _____ 20_____

CHS BASEBALL Scoreboard

Mr. Bushman advised that Chardon High School baseball would like to put up a lighted scoreboard on the Zambory ball field. They do not have a proposal for the Board yet, and are exploring ways to get power to the scoreboard. They are seeking Board support so they can begin soliciting donations to cover the cost, preliminary estimate of \$10,000, but no cost to Munson Twp. Mr. McCaskey moved to permit Chardon High School baseball to solicit donations for the scoreboard. Mr. Bushman second, motion carried, with a unanimous vote.

Mrs. McMullen informed the Board that a group of trained, certified Master Rain Garden volunteers are interested in doing maintenance work with the rain gardens at the Munson park property. The Board supported the idea and encouraged Mrs. McMullen to follow-up with the group.

SAFE DEPOSIT BOX

Fiscal Officer Toth asked the Board to consider if there is a need for the safe deposit box the Township rents at Middlefield Bank. The \$30 fee is due. The Board agreed to have the contents retrieved and brought to the town hall so they can be examined, and a determination will be made to keep or close the safe deposit box.

RESOLUTION 2020-11/FUND TRANSFER

Resolution 2020-11 was made by Jim McCaskey and seconded by Andy Bushman to approve within fund transfers in the General Fund, the Fire Operating and Apparatus 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 2020-12/CLOSE THE ZONING FUND

Resolution 2020-12 was made by Andy Bushman and seconded by Jim McCaskey to authorize the Fiscal Officer to place new zoning receipts in the General Fund- Zoning accounts, draw down the remaining funds in the separate Zoning Fund, and close the Zoning Fund at the end of the fiscal year. Motion carried with a unanimous vote. [The resolution is included on a separate page as part of the minutes.]

PERMANENT APPROPRIATION

The Board discussed funding a short list of capital projects, and agreed to include the funding in the 2020 permanent appropriation. Fiscal Officer Toth left the meeting briefly to make the changes.

OUTSIDE MEETINGS/CONFERENCE

Mrs. McMullen attended the Chagrin River Watershed Partners meeting February 20. Mr. McCaskey attended the Geauga County Planning Commission meeting February 11.

GROUND'S LEASE REQUEST / SOCCER FIELD USE

The Board discussed competing use requests for the soccer field, between the City of Chardon soccer and lacrosse teams. Several options were suggested for alternative field space to offer the lacrosse team for practice. Andy Bushman moved and Jim McCaskey seconded to approve the field use request by City of Chardon soccer; with a unanimous vote; the motion carried.

PUBLIC COMMENT

Mrs. McMullen asked if anyone present wished to offer public comment. No one responded.

ENCUMBRANCE SHEET

Andy Bushman moved and Jim McCaskey seconded to approve the encumbrance sheet for February 25, 2020, as written:

Santander Leasing LLC	Lease payment- Engine	34,006.47
Santander Leasing LLC	Lease payment- Bucket	18,137.19
Geauga Credit Union	Lease payment- Squad	33,224.28

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ENCUMBRANCE SHEET (continued)

Charter Communications	Settlement, damaged cable	2,246.86
Blanket	Travel/mtg expenses Zoning	100.00
Blanket	Travel/mtg expenses Zoning	400.00
Blanket	Other- communications- Zoning	1,000.00

Motion carried with a unanimous vote.

RESOLUTION 2020-13/PERMANENT APPROPRIATION

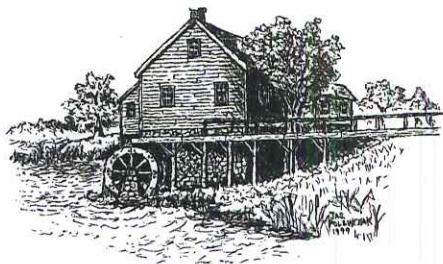
Andy Bushman moved and Jim McCaskey seconded to approve Resolution 2020-13, the Munson Township 2020 Permanent Appropriation, in the amount \$3,442,874.00. The motion carried with a unanimous vote.

MEETING ADJOURNED

Andy Bushman moved and Jim McCaskey seconded to adjourn the meeting at 7:39pm, with a unanimous vote. Motion carried.

Steve Morrow Chairman Judy Toth Fiscal Officer

Todd R. Ray Fiscal Officer elect



Munson Township Board of Trustees Resolution No. 2020-10

ZONING AMENDMENT 2019-02 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 regular session on the 25th day of February, 2020, at the Munson Town Hall at 12210 Auburn Road in Munson Township, with the following members present:

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

Andrew J. Bushman moved the adoption of the following resolution:

WHEREAS, on the 4th day of February, 2020, the Board of Township Trustees received a recommendation from the township Zoning Commission on a proposed amendment, identified as number 2019-02, to the Munson Township Zoning Resolution together with the motion, text and recommendation of the county Planning Commission relating thereto; and

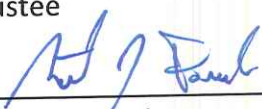

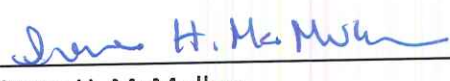
WHEREAS, on the 25th day of February, 2020, the Board of Township Trustees conducted a public hearing on the proposed amendment as provided by law; therefore be it

RESOLVED, that the Munson Township Board of Township Trustees, Geauga County, Ohio this 25th day of February 2020, hereby adopts the recommendations of the township Zoning Commission as attached hereto as Exhibit A-1 and incorporated herein.

And be it further

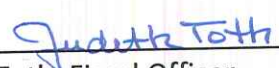
RESOLVED, that the Munson Township Board of Township Trustees, Geauga County, Ohio, this 25th day of February, 2020, hereby adopts an amendment to the Munson Township Zoning Resolution as set forth in the text attached hereto as Exhibit A-1 and incorporated herein.

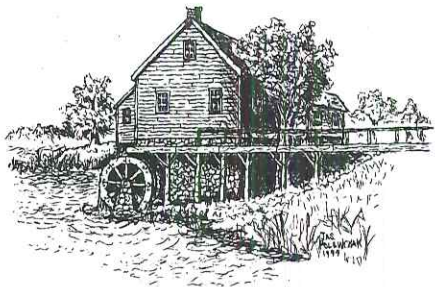
James J. McCaskey seconded the motion and the roll being called the vote of the Munson Township Board of Township Trustees was as follows:

Trustee	Vote: Yes or No
<u></u> Andrew J. Bushman	<u>yes</u>
<u></u> James J. McCaskey	<u>yes</u>
<u></u> Irene H. McMullen	<u>yes</u>

Adopted this 25th day of February, 2020.

I certify that the above was adopted by the Board of Trustees of Munson Township, Geauga County, at its February 25, 2020 meeting.

 February 25, 2020
Judith Toth, Fiscal Officer



Munson Township

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

Resolution 2020- 11

Be it resolved by the Trustees of Munson Township, in a regular session on the 25th 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. McCaskey 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:

2,000.00	to 1000-110-122-0000	Salaries – Township Fiscal Officer's staff
3,000.00	to 1000-120-190-0000	Other- salaries
420.00	to 1000-120-211-0000	Ohio Public Employees Retirement System
50.00	to 1000-120-213-0000	Medicare
	from 1000-110-121-0000	Salary- Township Fiscal Officer
3,105.00	to 1000-820-820-0221	Principal Payments-Notes{Engine}
	from 1000-760-740-0220	Machinery, Equipment and Furniture {Fire Dept.}

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

1,000.00	to 2031-330-420-0000	Operating Supplies
	from 2031-330-323-0000	Repairs and Maintenance

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

5,395.00	to 2192-820-820-0221	Principal Payments-Notes{Engine}
	from 2192-760-740-0000	Machinery, Equipment and Furniture{Fire Dept.}

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

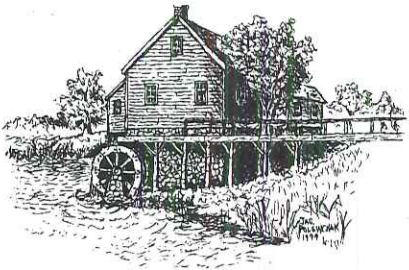
Voting

Andrew J. Bushman

James J. McCaskey

Irene H. McMullen

Attest: Judy Toth, February 25, 2020
Judy Toth, Fiscal Officer



Munson Township

12210 Auburn Road, Chardon OH 44024-9454

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

Resolution 2020-12

A RESOLUTION CLOSING AND DISCONTINUING ZONING FUND 2181

Be it resolved by the Trustees of Munson Township, in a regular session on the 25th 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 Trustees adopted the Munson Township Zoning Resolution on March 19, 1948, the first Township in Ohio to enact zoning; and

Whereas, provision for a separate Zoning Fund first appears in the Auditor's Township Annual Appropriation Resolution Form in 1951; and,

Whereas, Munson Township has continuously appropriated revenues in a Zoning Fund from 1951 through 2020, with the exception of Year 1968, where provision for a Zoning Fund does not appear in the Appropriation Resolution; and

Whereas, Townships are not statutorily mandated to place Zoning fees in a separate fund; the Zoning Fund does not support all of the zoning expenses; and zoning fund balances are mapped to the General Fund for financial year end reporting; and

Whereas it is the recommendation of the auditing firm responsible for the Township's biennial audits for the Township to eliminate the zoning fund, and process all financial transactions of zoning activities within the General Fund;

Now, therefore, be it resolved, that the Board of Township Trustees of Munson Township shall close and discontinue Zoning Fund 2181 effective December 31, 2020, and direct the Fiscal Officer to:

- 1) Place all future zoning revenues in the General Fund, effective February 25, 2020;
- 2) Spend down the balance in the Zoning Fund until the remaining funds are exhausted;
- 3) Forward copies of this resolution to the Geauga County Auditor and to the auditing firm Charles E. Harris & Associates.

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 25, 2020
Judy Toth, Fiscal Officer