

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES REGULAR MEETING

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, February 28, 2023

The meeting was called to order at 6:30pm by Chair Irene McMullen, with Trustees James McCaskey and Andy Bushman and Fiscal Officer Todd Ray present. Ms. McMullen led the Pledge of Allegiance.

The Trustees signed warrants 19280 through 19304 dated 2/28/23, totaling \$548,344.45, the 2/28/2023 monthly payroll vouchers 40 through 46 totaling \$8,311.05 and the 3/03/2023 bi-weekly payroll EFT vouchers 47 through 54, totaling \$9,129.83.

Minutes

Jim McCaskey moved to approve the minutes of the Trustees Regular Meeting Tuesday, February 14, 2023 as presented. Andy Bushman seconded; with a unanimous vote the motion carried.

FIRE DEPARTMENT

Fire Chief Mike Vatty stated that the Munson Fire Department annual report was complete and copies had been provided to each of the Trustees to review. He asked if any Trustees had questions.

Jim McCaskey asked for clarification regarding the difference between automatic aid and mutual aid. Chief Vatty distributed a handout that helped explain how certain calls, such as structure fires or smoke in a structure, trigger an automatic call to multiple neighboring community departments. The automatic call assures a required minimum of 17 personnel and equipment will be on site to safely attack the fire. (The document is attached as a separate part of the minutes.) Mutual aid is called when Munson Fire Department receives an emergency call while all Munson responders are already out of the station, or when they are on site of an emergency and determine that more personnel are needed to address that emergency. In these situations, Munson will call a neighboring fire department to provide mutual aid. Automatic aid and mutual aid assures that each community will receive critical resources as quickly as possible when there is a surge in demand that exceeds a single community department's capacity. By providing aid to others, Munson assures that it will have enough help when we need it. Chief Vatty also reported that there was a 9% increase in emergency calls statewide in 2022, and here in Munson the Fire Department experienced a 14% increase from the previous year.

ROAD DEPARTMENT

Maintenance Building Renovation Project Contracts

Road Superintendent Kirk Walker reported that the renovation project has been moving forward. The Road Department crew members have been doing the work, but he was requesting approval for having some of the next steps in the project completed by contractors. He offered recommendations for vendors for electrical, drywall, and flooring.

Jim McCaskey moved to approve electrical work by Kennington Electric in the amount of \$10,008; Andy Bushman seconded the motion; Mr. McCaskey, "yes," Ms. McMullen, "yes," Mr. Bushman, "no." Motion carried.

Road Superintendent Kirk Walker explained that he recommended the drywall work be done by Day Drywall because he felt that the Day crew could complete the project more quickly.

Jim McCaskey moved to approve drywall work by Day Drywall in the amount of \$2,450; Andy Bushman seconded the motion; with a unanimous vote, the motion carried.

Jim McCaskey moved to approve flooring work to be done by J & P Coatings in the amount of \$3,462; Andy Bushman seconded the motion; with a unanimous vote, the motion carried,

Two-way radios

The Trustees discussed a proposal to purchase portable 2-way radios for the Road Department. The current truck-mounted radios are going to be obsolete in two years, and the new radios will have service for at least 15 years. Mr. Walker believes the portable units with microphones will improve safety and communication on active work sites and directing traffic. A unit would be available in the Town Hall office and one in the maintenance building as a base station.

Fire Chief Mike Vatty offered comments attesting to the quality and versatility of the radios, as well as the favorable price for the package, about \$23,000 for eight units.

The Trustees agreed to research the radios and take up the proposal for a decision at the next meeting.

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Automatic External Defibrillator

The Trustees revisited the matter of acquiring a second, transportable AED for the Road Department. Road Superintendent Kirk Walker reported that after discussing with the crew, they felt the best option would be to have one portable AED in the Superintendent’s truck and one AED in the maintenance building shop. They are the same units installed in the Town Hall, in the amount of \$3,500 each. The Trustees decided to place the matter on the agenda for a decision at the next meeting.

TOWNSHIP BUSINESS

Due Process and Public Comment

Chair Irene McMullen raised for discussion the possibility of amending the Trustees’ policy regarding public comment during meetings. She acknowledged the rights of the public to communicate with public officials, and identified the ways residents can do so, by phone, email, and in Trustee meetings. Currently Trustees do not typically respond with answers to questions during public comment segment of their meetings, but instead ask residents to reach out individually to Trustees outside of meetings to discuss answers. Ms. McMullen explained that it is her understanding that an elected official must treat all members of the public “without favor”. The elected official who wishes to respond to public comments may do so, but they would be required to respond to all speakers “without favor.” She pointed out that this would require the Trustee to answer every resident’s questions; a Trustee could not choose to answer some but refuse to answer others. Therefore, Ms. McMullen wanted to open the discussion for consideration that an individual Trustee might choose to answer questions. She also expressed the possibility that Trustees might want to consider a Question and Answer segment in Trustee meetings, and suggested that a set time period for the Q & A segment of the meetings so the public would have an idea of how long this would take. If there is interest in the idea as a way to expand opportunity for public, let her know and she will place it on the agenda for an upcoming meeting.

Update on Requests for Information Regarding Potential Fire Levy

Chair Irene McMullen opened by stating that the Trustees have received many public information requests and questions from residents regarding Fire Department procedures. She wants to provide answers to residents’ questions concerning a possible levy to raise additional funding for the Fire Department. She reviewed the history and structure of the relationship between the Township and the Fire Department.

Ms. McMullen noted that Munson Fire Department, Inc., founded in 1953, is an IRS designated 501c-4 nonprofit corporation, with current by-laws published in 2021, and contracts with the Board of Trustees to provide fire and emergency medical protection for the Township. Many Townships, including Bainbridge and Chester Townships, have used this model in the past. She believes that the model has worked well in Munson.

Ms. McMullen shared her understanding that bringing the Fire Department “in-house,” into the Township as a part of the township government operations, would cause current members of the fire department to lose valuable retirement benefits. The community may lose important institutional memory as experienced members of Munson Fire Department leave and take positions where they can preserve their current retirement plans.

Ms. McMullen stated that Munson Fire Department Inc. requires honesty, harmonious relationships, and cooperative attitudes of all their personnel. The bylaws also call for one elected Township Trustee to serve as a member of the Munson Fire Department Inc. governing Board of Directors. Members of the Board of Directors serve in unpaid positions on the Board. Disrespect to residents or superior officers is grounds for disqualification from membership.

The Township’s practice of contracting with the Fire Department requires trust and understanding of changing circumstances. The Trustees are currently addressing the request by the Fire Department for additional funding to pay for an increase in full-time staffing, after Munson Fire Department Inc. came to the Board in December to explain the difficulty of meeting staffing needs with part time employees. She acknowledged that so far, the Fire Department has, at all times, been able to meet the contractual staffing of four firefighters on duty on all shifts.

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Ms. McMullen said that she is doing her due diligence in assessing the request for additional funding. She stated that she has made requests for documents, including the minutes of the Fire Department Board of Directors meetings, and she continues to ask for these documents. Munson Fire Department Inc. has held these documents as “privileged, private communications.” She believes Munson Fire Department Inc. is required to observe the Sunshine laws and provide these documents, and the Fire Department disagrees. Ms. McMullen asked that the Munson Trustee liaison inquire as to how personnel compensation decisions are made. She said that it appears from the bylaws that employees of the Fire Department may determine and vote for their own compensation, without oversight from anyone who does not hold a financial interest. In the interim, it is up to the Trustees to determine placing a levy on an upcoming ballot. The Township’s practice of contracting for fire and emergency service has served the residents well. Ms. McMullen noted that it is rare that an organization like Munson Fire Department Inc. requires its members to practice honesty, harmonious relationships, and cooperative attitudes. She then invited the other Trustees to offer comments on the matter. Trustee Jim McCaskey noted several other townships that contract with private nonprofit fire departments the same way that Munson does. There are many like this around the state. Andy Bushman agreed that most townships in Geauga County operate this way. Jim McCaskey stated that he understands the difficulty presented by the current tight labor market and the pressures it has placed on the Department’s staffing situation, everyone is having the same problems with labor. The Trustees job is to balance this with everything else that has to be paid for. He has discussed options for providing the funding, what will it take, involving the new tanker/pumper truck as a way to replenish the Fire Department reserves, and determining an appropriate levy increase to place on the ballot. Mr. McCaskey believes the game plan should try to cover at least a five-year plan, and he believes the Trustees are on the right track, working with Trustee liaison Andy Bushman and the Fire Department treasurer and administration to come up with a plan. Trustee Andy Bushman made similar statements, indicating that he would continue to meet with the Fire Department administrative team and he believed they would agree on a plan that would meet the Fire Department’s needs. The Board discussed the timeline for a decision regarding a possible levy for the November ballot. Fiscal Officer Todd Ray stated that he would check the dates and provide everyone an update on the timeline for completing the necessary steps to have a levy ready in November.

Technology Support and Security

Jim McCaskey moved to approve the Managed Service Agreement with Streamline Technology Group for \$5,210. Andy Bushman seconded. Motion carried with a unanimous vote. The agreement covers the remainder of 2023.

Garbage Hauling Service

At 7:12 pm, Trustee Jim McCaskey excused himself from the meeting and left the room so that the other two Trustees could discuss a garbage hauling service for the Township properties. He stated that he has immediate family members who are owner/operators of Dumpster Bandit, a garbage hauling company, and he was removing himself from the discussion to avoid any appearance of a conflict of interest. Chair McMullen reported that the Township had received new garbage hauling service quotes but were waiting for another vendor. Trustee Andy Bushman and Ms. McMullen agreed to address the matter at the next meeting. Trustee Jim McCaskey returned to the meeting at 7:14pm.

Streetlights

Andy Bushman reviewed the Trustees decision to have new streetlights installed at intersections of Bass Lake Rd. and Sherman Rd., and Wilbert Rd. and Wilson Mills Rd. Jim McCaskey reported that he had just received a quote from First Energy electronically for the cost of installing two streetlights, but he has not even had a chance to open it and review it. He stated it will be ready for board action at the next meeting.

FISCAL OFFICER

The Board considered a request to grant authorization for use of one day of vacation leave that

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had accrued in the payroll system leave balance for Road Superintendent Kirk Walker due to an oversight in setting up the account in the accounting software. The leave balance exceeded the limit by one day.

Jim McCaskey moved to approve a one-time authorization to use 8.36 hr. of vacation leave that accrued above 120 hours, payable in February to Kirk Walker. Andy Bushman seconded.

Motion carried with a unanimous vote.

Resolution 2023-08:

Resolution 2023-08: Permanent Appropriation

Jim McCaskey moved to approve Resolution 2023-08, the 2023 Permanent Appropriation in the amount of \$5,272,771.49, as presented. Andy Bushman seconded. Motion carried with a unanimous vote. Mr. Ray reported that the total amount appropriated does not reach the threshold that would trigger an increase in compensation for elected officials based on the Ohio legislature’s compensation schedule for elected officials.

Other Business

Andy Bushman reported that the Scholarship Committee had completed interviews of applicants and would make recommendations to the Board for awarding scholarships at an upcoming meeting.

Other Meetings

No outside were reported.

Public Comment

Resident Mark Stukbauer made a comment asking about the safety of aging trucks in the Road Department fleet and wondering if any of them should be taken out of service.

Resident Glen Kinter offered a comment in support of the Road Department and endorsed the idea that it would be prudent to plan to procure two more new trucks in addition to the one currently on order. With regard to the current policy for public comment in meetings, he believes the way it is done now is fine, that he does not think there should be time limits imposed. He also believes that the Fire Department has provided justification for the increase in staffing, and residents should be willing to pay for skilled, competent and professional emergency responders.

Resident John McCaulley commented that it was unclear how information would be made available to residents related to a levy, and he asked about the process the Trustees use for determining justification or need for additional funding and a levy amount.

Executive Session

At 7:29 pm, Jim McCaskey moved to have the Trustees enter into Executive Session to address possible land acquisition and personnel compensation, and to invite Fiscal Officer Todd Ray to join the session; Mr. Bushman seconded.

Roll call vote: Mr. McCaskey, “Yes.” Ms. McMullen, “Yes.” Mr. Bushman, “Yes”. Motion carried.

The Trustees resumed the regular session at 8:20 pm.

Encumbrances

Jim McCaskey moved to approve the encumbrances for Tuesday, February 28 as amended. Andy Bushman seconded. Motion carried with a unanimous vote.

Streamline Technology Group	Tech security and support contract	\$5,210.00
The News Herald	Annual subscription	\$1,681.00
Kenninton Electric	Electric panel installation	\$10,008.00
Day Drywall	Drywall work	\$2,450.00
J & P Coatings	Flooring	\$3,462.00

Motion to Adjourn

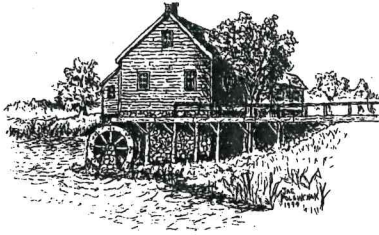
Mr. McCaskey moved to adjourn the meeting at 8:20pm. Mr. Bushman seconded; motion carried with a unanimous vote.

Jim H. McMullen

Chairman

Todd R. Ray

Fiscal Officer



**MUNSON TOWNSHIP
2023 ANNUAL APPROPRIATION
RESOLUTION**

RESOLUTION 2023-08

The Board of Trustees of Munson Township, Geauga County, Ohio, met in regular session on the 28th day of February, 2023, at the Munson Town Hall, with the following members present:

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

James McCaskey moved the adoption of the following Resolution:

BE IT RESOLVED by the Board of Trustees of Munson Township, Geauga County, Ohio that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year, ending December 31st, 2022, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as attached.

Andrew Bushman seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

Mr. Bushman, yes. Mrs. McMullen, yes. Mr. McCaskey, yes.

Adopted February 28, 2023

Todd R. Ray

Todd R. Ray, Fiscal Officer,
Board of Township Trustees

THE STATE OF OHIO, GEAUGA COUNTY, ss:

I, Todd R. Ray, Fiscal Officer of the Board of Trustees of Munson Township, Geauga County, Ohio, and in whose custody the Files, Journals and Records of said Board are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing Annual Appropriation Resolution is taken and copied from the original Resolution now on file with said Board, that the foregoing Resolution has been compared by me with the said original and that the same is a true and correct copy thereof.

WITNESS my signature, this 28 day of February, 2023.

Todd R. Ray
Township Fiscal Officer

RESOLUTION 2023-08

TOWNSHIP ANNUAL APPROPRIATION RESOLUTION

BOARD OF TOWNSHIP TRUSTEES

MUNSON TOWNSHIP
GEAUGA COUNTY, OHIO

Passed February 28, 2023

For the Fiscal Year Ending
December 31, 2023

Filed _____, 2022

County Auditor

By _____
Deputy

**MUNSON TOWNSHIP 2023 PERMANENT APPROPRIATION
RESOLUTION 2023-08
EFFECTIVE FEBRUARY 28, 2023**

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

1000 - General

General Government

Administrative

Salaries.....	154,047.00
Employee Fringe Benefits.....	174,900.00
Purchased Services.....	119,675.00
Supplies and Materials.....	1,900.00
Other.....	9,100.00

Total Administrative.....	459,622.00
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Townhalls, Memorial Buildings and Grounds

Salaries.....	8,000.00
Employee Fringe Benefits.....	1,950.00
Purchased Services.....	99,000.00
Supplies and Materials.....	1,900.00
Other.....	900.00

Total Townhalls, Memorial Buildings and Grounds.....	111,750.00
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Zoning

Salaries.....	36,250.00
Employee Fringe Benefits.....	5,650.00
Purchased Services.....	6,200.00
Supplies and Materials.....	1,500.00
Other.....	2,400.00

Total Zoning.....	52,000.00
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Public Safety

Police Protection

Purchased Services.....	4,000.00
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Total Police Protection.....	4,000.00
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Fire Protection

Salaries.....	-
Employee Fringe Benefits.....	-
Purchased Services.....	15,000.00
Supplies and Materials.....	-
Other.....	-

Total Fire Protection.....	15,000.00
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Public Works

Lighting

Purchased Services.....	16,000.00
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Total Lighting.....	16,000.00
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Highways

Purchased Services.....	1,200.00
Supplies and Materials.....	-

Total Highways.....	1,200.00
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Public Works

Purchased Services.....	500.00
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Total Public Works	500.00
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**MUNSON TOWNSHIP 2023 PERMANENT APPROPRIATION
RESOLUTION 2023-08
EFFECTIVE FEBRUARY 28, 2023**

Health

Cemeteries

Salaries.....	10,000.00
Employee Fringe Benefits.....	2,250.00
Purchased Services.....	12,350.00
Supplies and Materials.....	2,100.00
Other.....	2,200.00

Total Cemeteries..... 28,900.00

Conservation - Recreation

Parks and Recreation

Salaries.....	12,000.00
Employee Fringe Benefits.....	2,550.00
Purchased Services.....	76,100.00
Supplies and Materials.....	2,400.00
Other.....	14,750.00

Total Parks and Recreation..... 107,800.00

Capital Outlay

Capital Outlay

Capital Outlay - Improvement of Sites.....	115,000.00
Capital Outlay - Machinery, Equip., Furn....	5,000.00
Capital Outlay - Other.....	-

Total Capital Outlay..... 120,000.00

Other Financing Uses

Advances - Out.....	-
Contingencies.....	20,000.00
Other-Other Financing Uses {Scholarships}.....	-

Total 1000 - General..... 936,772.00

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

2011 - Motor Vehicle License Tax

Public Works - Highways

Purchased Services.....	31,000.00
Supplies and Materials.....	

Total 2011 - Motor Vehicle License Tax..... 31,000.00

That there be appropriated from the Gasoline Tax Fund:

2021 - Gasoline Tax

Public Works - Highways

Purchased Services.....	138,700.00
Supplies and Materials.....	40,000.00

Total 2021 - Gasoline Tax..... 178,700.00

**MUNSON TOWNSHIP 2023 PERMANENT APPROPRIATION
RESOLUTION 2023-08
EFFECTIVE FEBRUARY 28, 2023**

That there be appropriated from the Road and Bridge Fund:

2031 - Road and Bridge

Public Works - Highways		
Salaries.....	306,300.00	
Employee Fringe Benefits.....	167,500.00	
Purchased Services.....	726,050.00	
Supplies and Materials.....	125,700.00	
Other.....	400.00	
Capital Outlay.....	58,000.00	
Total 2031 - Road and Bridge.....		1,383,950.00

That there be appropriated from the Cemetery Fund:

2041 - Cemetery

Health - Cemeteries		
Salaries.....	4,800.00	
Employee Fringe Benefits.....	840.00	
Purchased Services.....	35,050.00	
Supplies and Materials.....	1,600.00	
Other.....	2,500.00	
Total 2041 - Cemetery.....		44,790.00

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

2192 - Fire Operating and Apparatus

Public Safety - Fire Protection		
Purchased Services.....	1,529,690.00	
Total 2192 - Fire Operating and Apparatus.....		1,529,690.00

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

2231 - Permissive Motor Vehicle License Tax

Public Works - Highways		
Purchased Services.....	45,000.00	
Total 2231 - Permissive Motor Vehicle License Tax.....		45,000.00

That there be appropriated from the Coronavirus Relief Fund:

2273 - Coronavirus Relief Fund

Public Safety - Other		
Purchased Services.....	698,691.46	
Total 2273 - Coronavirus Relief Fund.....		698,691.46

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

2281 - Ambulance & Emergency Medical Services

Public Safety - Emergency Medical Services		
Purchased Services.....	133,000.00	
Debt Service		
Note Principal Payment.....	77,089.40	
Interest.....	10,042.63	
Total 2281 - Ambulance & Emergency Medical Services.....		220,132.03

**MUNSON TOWNSHIP 2023 PERMANENT APPROPRIATION
RESOLUTION 2023-08
EFFECTIVE FEBRUARY 28, 2023**

That there be appropriated from the Scholarship Fund:

2902 - Scholarship Fund

Capital Outlay.....	4,046.00	
Total 2902 - Scholarship Fund		4,046.00

That there be appropriated from the Public Works Commission Project Fund:

4401 - Public Works Commission Project

Capital Outlay.....	200,000.00	
Total 4401 - Public Works Commission Project		200,000.00

RECAPITULATION OF FUNDS:

1 GENERAL FUND

Administrative.....	459,622.00
Town Hall Purposes.....	111,750.00
Zoning Purposes.....	52,000.00
Police Protection Purposes.....	4,000.00
Fire Protection Purposes.....	15,000.00
Lighting Purposes.....	16,000.00
Highways.....	1,200.00
Public Works.....	500.00
Cemeteries.....	28,900.00
Parks and Recreation.....	107,800.00
Capital Outlay.....	120,000.00
Contingencies.....	20,000.00
Other Financing Uses {Scholarships}.....	-

1000 - GENERAL FUND (TOTAL)	936,772.00
2011 - MOTOR VEHICLE LICENSE TAX FUND.....	31,000.00
2021 - GASOLINE TAX FUND.....	178,700.00
2031 - ROAD & BRIDGE FUND.....	1,383,950.00
2041 - CEMETERY FUND.....	44,790.00
2192 - FIRE OPERATING & APPARATUS FUND.....	1,529,690.00
2231 - PERMISSIVE MOTOR VEHICLE LICENSE TAX FUND.....	45,000.00
2273 - CORONAVIRUS RELIEF FUND.....	698,691.46
2281 - AMBULANCE & EMERGENCY MEDICAL FUND	220,132.03
2902 - SCHOLARSHIP FUND	4,046.00
4401 - PUBLIC WORKS COMMISSION PROJECT FUND	200,000.00

GRAND TOTAL OF ALL FUNDS:..... 5,272,771.49

