

RECORD OF PROCEEDINGS  
MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, February 9, 20 21

The meeting was called to order at 6:30 pm by Chairman Andy Bushman, with Trustees Irene McMullen and Jim McCaskey and Fiscal Officer Todd Ray all present via Zoom electronic teleconference. The meeting was held without any elected officials located in the same physical space, and was conducted in accordance with conditions established by the Ohio legislature to reduce risk of transmission of COVID 19 coronavirus.

Chairman Andy Bushman led the Pledge of Allegiance. The Board signed warrants 17833 - 17859 dated 2/09/2021, totaling \$39,898.47, and February 5, 2021 bi-weekly payroll EFT vouchers 23 through 30, totaling \$9,753.72.

Cemetery Deeds

The Board signed Deed #5-323 to Michelle Hammett for Maple Hill Cemetery, Section 3, Lot 319, Grave 1.

Jim McCaskey moved to approve the minutes for the Trustees Regular meeting Tuesday, January 26, 2021, as presented. Irene McMullen seconded. Motion carried with a unanimous vote.

Public Comment

Chair Andy Bushman called for any public comment from meeting attendees. No participants responded to offer comments.

Fire Department

Captain Brian Gray reported that he was waiting on one more contractor to return a quote for the plumbing upgrade and dryer ventilation work necessary to complete the installation of the commercial washer/dryer at the fire station. He hopes to have figures at the next meeting. He said that the remote devices for the automatic bay doors are having problems and the vendor is working to fix the issue. Captain Gray informed the Board that the Munson Fire Department staff have been working on interior painting and improvements to the Fire Station and demonstrating good teamwork and positive morale. The new Command vehicle on order from Junction Auto (purchased with CARES Act funds) is expected to be delivered around the middle of March.

Trustee McCaskey described seeing many ice-fishermen out on Bass Lake recently. He stated that a safety video he had watched demonstrated safe and life-saving strategies for recreation on frozen ponds and lakes, and said he would share it with the other Trustees and MFD. Mr. McCaskey asked if the Captain would evaluate it as an information resource for residents if posted on the Township website. Captain Gray agreed to review it and offer feedback.

Road Department

Road Superintendent Kirk Walker reported that he had researched the proposed pavement-marking proposal from the Geauga County Engineer's office, and was convinced that it was a better option than the Township contracting separately with a different vendor. Based on his recommendation, Jim McCaskey moved to approve Resolution 2021-05, a Memorandum of Understanding between Munson and the County Engineer for road pavement markings on Township Roads in 2021, with a Not-to-Exceed limit of \$19,250.00. Irene McMullen seconded. Motion carried with a unanimous vote.

Mr. Walker noted that preliminary estimates for proposed renovations to the maintenance building were quite high, and he has been talking with architect Don Alexander about ways to pare back and reduce costs. Irene McMullen reported that she had reviewed the project plans and felt the size and scope of the plans had exceeded the Trustees original intentions. Andy Bushman agreed to work with Kirk and Don to explore changes to the project, and will keep the Board informed on changes.



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Mr. Walker informed the Board that installation of the new generator at the Town Hall would begin Thursday, February 11, and he expects the weather to be sunny and 70 degrees; somewhere, but not in Munson. He also discussed the process for removing the old generator, explaining that the Road Department can move the generator to temporary, dry storage and allow the Board time to determine how to sell it, possibly on GovDeals.com. Kirk will also coordinate with the vendor on the installation of the new generator.

Mr. Walker asked for discussion about installing a streetlight at the corner of Bass Lake and Sherman Rd. The Trustees agreed to contact residents within 1000 feet of the intersection to invite comment before proceeding. Mr. Bushman will talk to The Illuminating Co. to get a cost estimate for installation and specifications on wattage for the light. Ms. McMullen noted that she had received a phone call from a resident praising the Township on the fine work by the Road Department keeping the roads in good shape this winter. A similar positive email message had been received at the Township praising the excellent plowing of roads in Bass Lake Community, a notoriously difficult area for plowing.

Township Business

Mr. Walker reported that he still only has one quote for spring ball-field prep work. Multiple landscaping contractors who were contacted directly and asked to submit quotes have declined to do so. The Board agreed to move forward. Jim McCaskey moved to award the ballfield prep work to Pete Ianiro Lawn and Garden, Inc., at the quoted price of \$1,750.00 per ballfield, for a total of \$8,750.00. Irene McMullen seconded. Mr. McCaskey voted yes, Ms. McMullen voted yes, and Mr. Bushman abstained.

NDCL Stream Restoration Grant

Ms. McMullen noted that the Stream Restoration Grant project RFP approved at the last meeting requires Board action to approve an amendment to extend the period for contractors to visit the site while preparing their proposals. Irene moved to approve the amendment. Jim McCaskey seconded. Motion carried with a unanimous vote.

Mr. Bushman noted that Munson is scheduled to host the next quarterly meeting of the Geauga County Township Association, and he would ask the office staff to begin exploring catering options for the event to be held in the community room. Mr. McCaskey pointed out that the last meeting was lightly attended in-person due to COVID 19 pandemic concerns, and the Zoom-attendance option is good, but only if the technology and Wi-Fi capacity is adequate. He advised that these details should be tested in advance. Mr. Bushman agreed to consult with GCTA president Laurie Sass-Benza.

Fiscal Officer

Resolution 2021-06: Fund Transfer

Jim McCaskey moved to approve Resolution 2021-04, a Fund Transfer. Irene McMullen seconded. Motion carried with a unanimous vote. Fiscal Officer Ray explained that due to December 30th action by the legislature to extend CARES Act fund expenditures into fiscal year 2021, the carry-over funds are earning a small amount of interest. Mr. Ray had placed a \$.50 interest revenue in the budget, but the County Auditor's first amended Certificate of Estimated Resources did not certify the \$.50, and he asked the Board to authorize him to delete the \$.50 from the revenue budget so that it would match the G.C. Auditor's amended Certificate. Jim McCaskey moved to authorize the fiscal officer to delete the \$.50 from the revenue budget. Irene McMullen seconded. Motion carried with a unanimous vote.

Room Use Agreements

Jim McCaskey moved to approve a Community Room use agreement with Geauga County Common Pleas Court for a court Mediation, March 3, 9:00 am to 3:00 pm, waive the fees. Irene McMullen seconded. Motion carried with a unanimous vote.

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Jim McCaskey moved to approve a Conference Room use agreement with Geauga County Common Pleas Court for a court Mediation, March 3, 9:00 am to 3:00 pm, waive the fees. Irene McMullen seconded. Motion carried with a unanimous vote.

Township Parks Field Lease

Adam Rogers, recreation coordinator for softball and soccer, was in attendance at the meeting. He answered Trustee questions concerning applications for Township Park field use for softball and soccer, as part of the City of Chardon Recreation programs. Trustees will work with the City to determine a fair process for reimbursing the Township for some field maintenance expenses. After discussion, Jim McCaskey moved to approve a Football/Soccer field lease agreement with the City of Chardon, from April through June, weekday evenings and Saturdays. Irene McMullen seconded. Motion carried with a unanimous vote.

Other Business

None.

Outside Meetings

Mr. McCaskey reported that he attended the County Zoning Commission meeting that morning.

Public Comment

Mr. Bushman asked for public comment. No participants in the meeting offered comments.


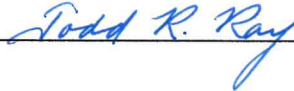
ENCUMBRANCES :

Jim McCaskey moved to approve the encumbrance sheet as written. Irene McMullen seconded. Motion carried with a unanimous vote.

Middlefield Banking Co.	Electronic fund transfer fees	\$605.00
P. Ianiro Landscaping	Spring ballfield prep	\$8,750.00
Streamline Technology	IT support, Town Hall & Maint.	\$1,000.00
G. C. Engineer	Pavement marking/stripping	\$19,250.00

MEETING ADJOURNED

Jim McCaskey moved and Irene McMullen seconded to adjourn the meeting at 7:13 pm, with a unanimous vote. Motion carried.

 Chairman  Fiscal Officer

**RESOLUTION # 2021-05**

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN THE MUNSON TOWNSHIP BOARD OF TRUSTEES**  
**AND THE GEauga COUNTY ENGINEER**  
**FOR THE APPLICATION OF PAVEMENT MARKINGS**  
**TO VARIOUS TOWNSHIP ROADS, YEAR 2021**  
**Munson Township, Geauga County, Ohio**

**WHEREAS**, the public interest demands the improvement hereinafter described;

**WHEREAS**, approximately 6.90 miles of Township maintained roads are in need of improvement by application of pavement markings; and

**WHEREAS**, the Geauga County Engineer's Office, hereinafter called "ENGINEER", improves a portion of County-maintained highways by the application of pavement markings through its annual application of pavement marking project, hereinafter called the "PROJECT"; and

**WHEREAS**, the public interest is best served through the cooperation of the ENGINEER and the Munson Township Board of Trustees, hereinafter called "BOARD OF TRUSTEES", to improve the Township maintained roadways.

**NOW THEREFORE, BE IT RESOLVED**, by the BOARD OF TRUSTEES, Geauga County, Ohio, that:

**SECTION I.** The public interest demands the improvement and maintenance of the roads situated in the Township.

**SECTION II.** The ENGINEER has offered to be the lead agent to improve the various roads maintained by the Township.

**SECTION III.** The BOARD OF TRUSTEES wish to participate and the funds for the reimbursement shall come from funds available to the Township to improve and repair roads and related items.


**SECTION IV.** The BOARD OF TRUSTEES agrees to fund the total cost of the improvements performed on the approximately 6.90 miles of Township maintained roads in need of improvement in conjunction with the Project. The division of funds will be based upon the centerline straight line mileage of work performed. The not to exceed cost for the Township portion which includes the allowable ten percent (10%) in excess of the estimated cost in accordance with ORC 5575.03 is \$19,250.00. Final cost will be based upon bid unit prices and actual quantities installed. Project costs in excess of the not to exceed amount will require additional certification and approval by the BOARD OF TRUSTEES or a reduction in the amount of work performed. The funds shall be reimbursed to the ENGINEER upon the completion and acceptance of the work.




**SECTION V.** The ENGINEER is hereby empowered and directed on behalf of the BOARD OF TRUSTEES to enter into contracts and agreements with the lowest and most qualified bidder to complete the construction of the improvement.

**BE IT FURTHER RESOLVED,** that the Township Fiscal Officer is hereby instructed to transmit both original signed copies of this resolution to the ENGINEER for acceptance. Upon acceptance by the ENGINEER, one original copy will be returned to the Township.

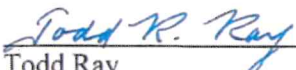
**AGREED AND APPROVED BY:**

  
\_\_\_\_\_  
Andrew J. Bushman  
Township Trustee

  
\_\_\_\_\_  
James J. McCaskey  
Township Trustee

  
\_\_\_\_\_  
Irene H. McMullen  
Township Trustee

ATTEST:

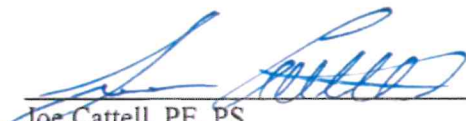
  
\_\_\_\_\_  
Todd Ray  
Township Fiscal Officer

Date: February 9, 2021

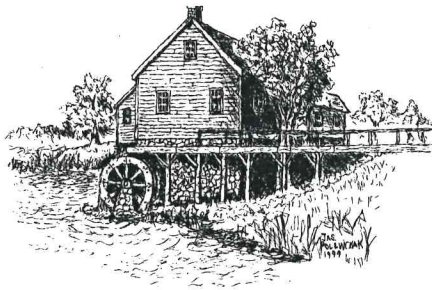
**GEAUGA COUNTY ENGINEER**

The foregoing is accepted as a basis for proceeding with the improvements herein described:

**AGREED AND ACCEPTED BY:**

  
\_\_\_\_\_  
Joe Cattell, PE, PS  
Geauga County Engineer

Date: 2-19-21



# Munson Township

12210 Auburn Road, Chardon OH 44024-9454

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

## Resolution 2021-06

Be it resolved by the Trustees of Munson Township, in a regular session on the 9th day of February, 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 2021 Temporary Appropriation be amended, as follows:

### Transfers Within Funds

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

\$1,000.00 to 1000-120-319-0000 Other- Professional and technical services  
from 1000-930-930-0000 Contingencies

Irene McMullen seconded the motion and the roll being called, resulted as follows:

Voting

Andrew J. Bushman no

James J. McCaskey yes

Irene H. McMullen yes

Attest: Todd R. Ray, February 9, 2021  
Todd Ray, Fiscal Officer