

RECORD OF PROCEEDINGS  
MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, July 28, 2020

The meeting was called to order at 6:30 pm by Chairman Irene McMullen, with Trustees Andy Bushman and Jim McCaskey and Fiscal Officer Todd Ray all present via Zoom electronic teleconference. Three residents logged into the meeting. The Chairman led the Pledge of Allegiance.

Trustees signed warrants 17451 - 17504 dated 7/28/2020, totaling \$438,720.96, and EFT Vouchers 210-215 for the 7/31/2020 monthly payroll, totaling \$7,476.91, and 202-209 for the 7/24/2020 bi-weekly payroll totaling \$8,312.41

CEMETERY DEED

The Board signed a deed to Carlo White for Fowlers Mill Cemetery, Section 2, Lot 343, graves 9 and 10.

MINUTES

Mr. Bushman moved to approve the minutes of the Trustees Budget Hearing and Regular meeting July 14, 2020, as written. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

FIRE DEPARTMENT/CHIEF MIKE VATTY

Chief Vatty was unable to attend. MFD Board treasurer Rich Ferlin addressed the Trustees on the Chief's behalf, and brought up two matters.

Generator

Mr. Ferlin discussed the emergency back-up generator that automatically provides electric service to the town hall and fire station during power outages on the electrical grid. Chief Vatty has three estimates from vendors for replacement. All three vendors agree that the current unit is oversized. Two vendors reported that the existing transfer switch that cuts off grid power during test mode might be replaced or re-programmed to correct the power cut-off problem. This could buy time if the Board did not wish to replace the generator yet. Andy Bushman asked the Munson Trustees to take responsibility for the generator project, and advised that the Township should get estimates on replacing the generator. The Trustees asked Kirk Walker to seek quotes for back-up generators for the Road Maintenance building, Town Hall, and Fire Station. Mr. Walker will solicit proposals and quotes for replacement over the next few weeks, but Trustees noted this is not an urgent matter, and they will take time needed to be thorough.

Fire Station Dorm air purifiers

Mr. Ferlin reported that the Chief is exploring individual air purifier units to install in the sleeping quarters of the Fire Station, as a safety upgrade in the COVID19 pandemic environment. He is looking at two units, at a cost of \$700/unit. Trustees agreed to allow the Chief to make a decision and have the units installed, if he is satisfied with the performance and cost. The purchase will be reimbursed to the MFD through the CARES Act Provider Relief Fund.

ROAD DEPARTMENT and TOWNSHIP BUSINESS

Clean-up Day

The Trustees discussed Township Clean-up Day after investigating a curbside pick-up, self-service operation. Mrs. McMullen reported that none of the trash-hauler vendors would offer price quotes for something like that on any Saturdays this fall. All vendors will do arranged pick-up of large trash items with individual residents, at the resident's expense. After exhausting numerous options to offer a Community Clean-up event this fall, and unable to find a satisfactory and safe option, the Trustees agreed to scrap the event for 2020.

Air Conditioners/ Town Hall

Road Superintendent Kirk Walker reported that he felt that Burton Sheet Metal, Inc. had given the lowest and best quote for replacing the air conditioner units at the Town Hall. Andy Bushman moved to approve the work to be done by BSM Inc., not to exceed \$8,500.00 Mr. McCaskey seconded the motion. With a unanimous vote, the motion carried. Andy Bushman moved to have Mr. Walker get final estimates for the installation of add-on air-purification units on the HVAC systems in the Town Hall and Fire Station building spaces. Mr. McCaskey seconded the motion. With a unanimous vote, the motion carried.



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## Landscaping

The Trustees revisited the issue of landscaping on Township properties and in the triangle at the intersection of Auburn and Wilson Mills Rd. Mr. Walker updated the Board on his discussions with the landscaping vendors, and explained that he had reduced the amount paid on the last invoices to adjust for inadequate work performed. Mr. Walker indicated that he will discuss the issues with each vendor.

## Resurfacing of north side parking lot

Andy Bushman moved to approve the repaving of the north side parking area, by Chagrin Valley Paving, Inc., not to exceed \$37,665.00 Mr. McCaskey seconded the motion. With a unanimous vote, the motion carried.

Mr. McCaskey asked that the Township get cost estimates to re-pave the remaining area of broken asphalt on the east (front) side of the Town hall and the Fire Station, with the intention of budgeting to complete the work next year. All three Trustees support the suggestion. Mr. Walker agreed to ask CV Paving to give an estimate when they are completing the work on the north side parking area.

## Cemetery Fencing

The Trustees discussed options to complete fencing the new section of Fowlers Mill Cemetery. Mr. Walker will explore costs for hiring out the work next year vs. the cost of completing it using Road Dept. crew resources over the winter and spring.

## Renovation/upgrades to Maintenance Building

Trustees discussed making improvements to Road Maintenance Building facilities. The discussion expanded to include upgrades to other Town Hall building spaces that are recommended due to COVID19 pandemic conditions, such as touchless water fixtures. The Trustees agreed to seek architectural services to develop a comprehensive program. Prioritized actions, with plans and drawings for a set of upgrades appropriate for the pandemic environment will be established. Mr. Bushman will speak with a Munson resident architect to get recommendations.

Andy Bushman moved to approve encumbering \$5,000.00 for architectural fees for upgrades to the Maintenance and Town Hall buildings. Mr. McCaskey seconded the motion. With a unanimous vote, the motion carried.

## Newsletter

Trustees agreed to move ahead with a newsletter, publication in late August or early September. Office staff will begin working on the template.

## OH Diesel Mitigation Trust Fund Grant

## OH 19 (h) EPA-10 NDCL Stream Restoration 319 Documentation

Mr. Bushman moved to authorize Chair Irene McMullen and Fiscal Officer Ray to sign the Quarterly Fiscal Report and Semi-Annual Progress Reports for the OH Diesel Mitigation Grant and the NDCL Stream Restoration Grant. Mr. McCaskey seconded the motion. With a unanimous vote, the motion carried.

## Level 2 Charging Station

Mrs. McMullen asked fellow board members if they would be interested in applying for a funding through the Ohio Diesel Emissions Grant for the creation of a Level 2 charging station at the township. Andy Bushman and Jim McCaskey each expressed that they did not support the idea.

Mr. Bushman moved to appoint Geauga County Assistant Prosecutor Susan Wieland as the Township's representative for pending litigation.

## FISCAL OFFICER

## RESOLUTION 2020-34: Resolution of Necessity for Fire Levy

Andy Bushman moved to approve Resolution 2020-34, a resolution calling for a 1.95 mill replacement levy with continuing collection, for fire operating and apparatus in Munson Township. The levy will be presented to voters on the November 3, 2020 ballot. Mr. McCaskey seconded. Roll call vote: Mrs. McMullen, Yes. Mr. Bushman, Yes. Mr. McCaskey, Yes. Motion carried with a unanimous vote. [The complete resolution is included on a separate page as part of the minutes.]

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RESOLUTION 2020-35: Fund Transfer

Andy Bushman moved to approve Resolution 2020-35, authorizing within fund transfers in the General Fund, and the Motor Vehicle License Fund in the Permanent Appropriation, with a unanimous vote. Mr. McCaskey seconded. Motion carried with a unanimous vote. [The complete resolution is included on a separate page as part of the minutes.]

RESOLUTION 2020-36: Increase Permanent Appropriations

A motion to approve Resolution 2020-36 was made by Andy Bushman and seconded by Jim McCaskey to request the Budget Commission to increase the Permanent Appropriations, in the amount of \$40,000, in the General Fund. Motion carried with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

Soccer field lease

Mr. Bushman moved to approve the soccer field lease agreement with the City of Chardon soccer league, August 1<sup>st</sup> through October 30. Mr. McCaskey seconded, and the motion carried with a unanimous vote.

Other Business

Mr. McCaskey inquired about the status of the annual stewardship paperwork for the MacDonald farm property, and was assured that it is being completed. Office Manager Paula Friebertshauser reported that she is seeking proposals and specifications for a new copier/multi-function device for the office, as the current machine is old and failing. She will present the Trustees with details and a recommendation at a future meeting. Mr. McCaskey encouraged everyone to visit the Geauga Planning Commission website and complete the on-line survey.

Public Comment

Resident Rich Ferlin inquired about an earlier motion referencing “pending litigation,” wondering if there was more than one lawsuit involving the Township; there is only one.

ENCUMBRANCE SHEET

Andy Bushman moved and Jim McCaskey seconded to approve the encumbrance sheet for July 28, 2020, as written:

Waste Management	Trash hauling, Town hall	\$1,000.00
Chagrin Valley Paving, Inc.	Repaving parking lot, north	\$37,665.00
Burton Sheet Metal, Inc.	Replace air conditioners	\$8,500.00
Blanket	Small tools	\$500.00
Blanket	Other expenses, cemeteries	\$350.00
Munson Fire Dept.	Contract payments	\$339,098.00

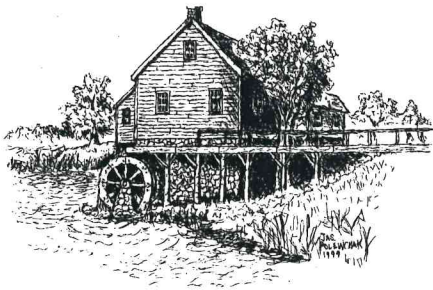
Motion carried with a unanimous vote.

MEETING ADJOURNED

Andy Bushman moved and Jim McCaskey seconded to adjourn the meeting at 7:38 pm. Motion carried with a unanimous vote.

Jane H. McPike Chairman Todd R. Ray Fiscal Officer





# Munson Township

12210 Auburn Road, Chardon OH 44024-9454

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

## Resolution 2020-36

Be it resolved by the Trustees of Munson Township, in a regular session on the 28th day of July, 2020, via Zoom internet-based teleconference meeting, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen that

Andy Bushman moved the adoption of the following resolution:

That the 2020 Permanent Appropriation be amended, as follows:

### Increase Appropriations:

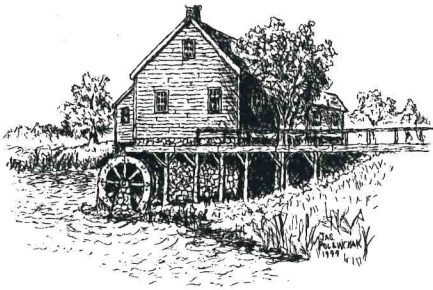
Whereas, the Township has funds that have been budgeted but not appropriated, the Board of Trustees requests that \$40,000 of these funds be appropriated in the General Fund, as follows:

\$40,000.00 to 1000-120-323-0000 Repairs and maintenance

Jim 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: Todd R. Ray, July 28, 2020  
Todd R. Ray, Fiscal Officer



# Munson Township

12210 Auburn Road, Chardon OH 44024-9454

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

## Resolution 2020-35

Be it resolved by the Trustees of Munson Township, in a regular session on the 28rd day of July 2020, with the following members present, via Zoom internet-based teleconference meeting, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen, that Mr. Bushman moved the adoption of the following resolution:

That the 2020 Permanent Appropriation be amended, as follows:

### Transfers Within Funds

In the Motor Vehicle License Fund, within fund transfers, as follows:

\$500.00 to 2021-330-430-0000 Small tools & minor equipment  
from 2021-330-323-0000 Repairs and maintenance

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

\$5,000.00 to 1000-120-319-0000 Other- Professional and technical services  
from 1000-120-323-0000 Repairs and maintenance.

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

	Voting
<u>Andrew J. Bushman</u>	yes
<u>James J. McCaskey</u>	yes
<u>Irene H. McMullen</u>	yes

Attest: Todd R. Ray, July 28, 2020  
Todd Ray, Fiscal Officer