

RECORD OF PROCEEDINGS  
MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, June 14, 2022

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

Minutes

Andy Bushman moved to approve the minutes of the Trustees Public Hearing and Regular Meeting Tuesday May 24, 2022, as presented. Irene McMullen seconded; with a unanimous vote, the motion carried.

Andy Bushman moved to approve the minutes of the Trustees Special Meeting Tuesday May 31, 2022, as presented. Irene McMullen seconded; with a unanimous vote, the motion carried.

Cemetery Deeds

Mr. McCaskey stated that the Trustees had cemetery deeds to sign. Trustees signed deed #5-346 for Timothy R. O'Brien, Maple Hill Cemetery, section 3, lot 347, graves 13 and 14; deed #5-348 for Steven and Linda DiFranco, Maple Hill Cemetery, section 3, lot 342, grave 1, and deed #5-349 for Ellen and Greg Fadorsen, Maple Hill Cemetery, section 3, lot 341, grave 1.

Mr. McCaskey noted that the Trustees had warrants to sign. The Trustees signed warrants 18736 through 18781 dated 6/14/22, totaling \$95,718.02, and 6/10/2022 bi-weekly payroll EFT vouchers 125 through 132, totaling \$9,178.52. Between meetings the Trustees had signed warrants 18734 and 18735 dated 6/03/2022 totaling \$1,427.24.

Mr. Andrew Pado, property owner at 10416 Mayfield Rd., was present and was asked to address the Board. Mr. Pado's property has been condemned and determined to be a public health and safety nuisance. The Board had previously taken action to begin a process for demolition. Mr. Pado spoke to the Trustees and referenced a letter dated June 13 that he had sent to Munson Zoning Inspector Jim Herringshaw. Mr. Pado acknowledged that he had missed an earlier deadline to communicate with the Trustees detailing his plans to correct the unsafe conditions on his property, but he stated that he has started to put action steps in place. Mr. Pado explained that he would have the driveway cleared of downed trees, and then have four junk automobiles removed. He was also making arrangements for demolition of the residential structure.

Trustee Irene McMullen pointed out that there are some important gaps in his plan, loose ends that do not assure progress will be made, and she emphasized the need for him to show he is earnest in working on his property.

Chair McCaskey stated that Mr. Pado has been given a break by being allowed to work on the clean-up of the property. The Township has the authority to proceed on its own to correct the unsafe conditions, at greater expense to Mr. Pado. Mr. McCaskey told Mr. Pado that the Board must receive direct communication from Mr. Pado on his progress in the next two weeks, prior to the next regular Trustee meeting on June 28.

Public Comment

Before opening the floor for public comment, Mr. McCaskey stated that he was offering an apology to those in attendance at the last meeting, a Special meeting on May 31. He had told those in attendance that evening that the published public notice for the Special meeting did not include "public comment" as an item to be addressed, and so it was prohibited; no public comment would be taken. After further research on the matter, he has learned that public comment can be allowed without the published notice. It is not prohibited, nor is it required; public comment is permitted at the discretion of the Board.

Mr. McCaskey then called for any public comment. No one in attendance offered comment.

Ohio Department of Transportation- Ohio Facilities Construction Commission

Mr. Sulaiman Bah, ODOT-OFCC was in attendance. His office had requested a waiver of the fees for a zoning variance and zoning permit related to the new road-salt storage facility being built at the ODOT yard on Bass Lake Rd.



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Before responding to the request, Mr. McCaskey described how a Munson resident in the work zone of the Mayfield Rd./Auburn Rd. intersection reconstruction had been adversely impacted by problems with the construction work, and stated that ODOT has not been a cooperative neighbor, and has not provided help to get relief for the property owner. Mr. Bushman also detailed other property owners with similar hardships that had not been addressed. Ms. McMullen pointed out that a few words from ODOT to the contractor prior to closing out the contract may do wonders to get the problems addressed promptly. Mr. Bah agreed, and stated that he would speak directly with the deputy director to get a helpful response. He asked for the specific information about the residents, addresses, and nature of the problems that require action. With that assurance, Mr. Bushman moved to waive the zoning fees for ODOT related to the construction of a salt storage building on Bass Lake Rd. Ms. McMullen seconded. With a unanimous vote, the motion carried.

FIRE DEPARTMENT

Munson Fire Chief Mike Vatty reported that the Department responded to a cement truck roll-over accident at the intersection of Mayfield Rd. and Ravenna Rd. and noted that it was a reminder of the need to get the Opticon traffic signal override system contract completed so that the installation can be completed. Andy Bushman reported that the contract has been forwarded to Assistant Prosecutor Susan Wieland for review and hopefully ODOT will approve it so the installation can proceed. Chief Vatty told the Trustees that two Fire Department vehicles, the old Ford Expedition command vehicle 4081 and the retired Ford ambulance 4052, are ready for disposal (to be sold). Andy Bushman moved to have the command vehicle placed out front of the Township offices for sale, to be sold by accepting the best offer. Ms. McMullen seconded; with a unanimous vote, the motion carried. The Trustees noted that the vehicle is not expected to attract an offer above the \$2,500 threshold that requires sealed bids. The Trustees discussed options for sale of the ambulance. Fire Department Treasurer Rich Ferlin indicated that they expect at least one offer of \$30,000. Andy Bushman moved to have the ambulance advertised for receiving sealed bid offers until July 8, 2022, with a minimum offer of \$25,000, and the winning bid to be awarded on July 12 at the Trustees Regular meeting. Ms. McMullen seconded; with a unanimous vote, the motion carried. Chief Vatty noted that the Fire Department has received quotes for upgrading some areas in the Fire Station with new flooring. He will forward the information to the Trustees for review and evaluation. Chair McCaskey reported that he had spoken to a representative with CEI regarding the problems with street lighting in front of the Fire Station. He has received assurances that the lighting will be replaced and corrected as soon as the necessary equipment arrives.

ROAD DEPARTMENT

Road Superintendent Kirk Walker reported that the crew has been working on preparations for resurfacing Fowlers Mill Rd. later this summer. He noted that the old berm-side mower was failing but they are limping it along until the new mower/tractor unit is delivered in late June. Mr. Walker also reported that he is collaborating with Munson Fire Department for the bulk purchase of DEF (diesel exhaust fluid) at a reduced price, as both Departments use enough quantities to justify the bulk purchase and they anticipate significant price increases in the coming months.

TOWNSHIP BUSINESS

Baseball Booster proposal

Mr. McCaskey acknowledged that the Board has been approached by the Chardon Baseball Boosters with a proposal for making upgrades to the varsity baseball field at Munson Township Park, and want to get approval before they begin fund raising. The Trustees agreed to have the



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Booster group arrange and schedule a presentation to the Township Park Board and the Board of Trustees at a future meeting.

NOPEC rate change

Trustee Bushman reported that he is reviewing the electricity usage records of the Township and Fire department and will have a recommendation on the utility rate changes through NOPEC to report back to the Board at the next meeting.

Go Green Grant

Andy Bushman reported that a current Eagle Scout project will involve replacement of decayed and damaged wood on Township Park benches with recycled plastic wood, and the scout is ready to proceed. The materials meet the requirements to satisfy the Go Green Grant the Township was awarded. Mr. Bushman moved to approve the order and purchase of the materials from Detweiler Outdoor Furniture in the amount of \$2,646. Ms. McMullen seconded; with a unanimous vote, the motion carried. Mr. Bushman agreed to fill out and sign the application for reimbursement of the expenses through the Grant.

Croation Center Stream Restoration Grant

Irene McMullen reported that the Croation Center application for an EPA 319 Stream Restoration grant (that Munson Township is a partner in) was denied, but the applicant was encouraged to re-submit in the next round of applications. Ms. McMullen indicated that Chagrin River Watershed Partners will work with the applicant and Munson to prepare an improved application for the next round.

ESID

Ms. McMullen reported that the County Auditor's office has asked for commitments of \$3,000 from any communities interested in establishing an ESID (Erosion Control Special Improvement District.) Ms. McMullen reiterated that, as it currently stands, Munson Township does not appear to have any residents with severe flooding problems who might benefit from this funding source, so she does not suggest the Board commit to the ESID.

Pickleball Courts

Mr. Bushman reported that construction of the pickleball courts at Munson Township Park will begin the first week in July.

The Trustees noted that a partition in the men's restroom of the Town Hall was in disrepair. Andy Bushman moved to approve the purchase and installation of the restroom partition through Institutional Diversified for \$1,365. Ms. McMullen seconded; with a unanimous vote, the motion carried.

RESOLUTION 2022-23 Commendation of Donald Alexander

Chair Jim McCaskey noted that the Board of Trustees is accepting the resignation of Board of Zoning Appeals member Don Alexander, with regret, and the Board wishes to acknowledge and thank him for his 13 years of volunteer service to the Township on the BZA. To that end, Andy Bushman moved to approve Resolution 2022-23, a Resolution of Commendation for Mr. Alexander. Irene McMullen seconded. By unanimous vote, the motion carried. (The Resolution, in its entirety, is included on a separate page of the minutes.)

Board of Zoning Appeals appointment

With the resignation of Donald Alexander, effective June 30, the Trustees attended to the vacancy on the Board of Zoning Appeals. The Trustees noted that the next Alternate in line will move to the BZA seat vacated by Mr. Alexander, and the vacancy will be for an Alternate slot on the BZA.

Andy Bushman moved to appoint resident Carol Maver to fulfill the remainder of the alternate's term through 12/31/2023, effective July 21, 2022. Ms. McMullen seconded; with a unanimous vote, the motion carried.

FISCAL OFFICER

2023 Budget- Draft

Fiscal Officer Todd Ray explained that he had prepared the first draft of the 2023 Budget and the Trustees have received copies of the worksheet along with fiscal officer notes to review. He asked for feedback from the Trustees and hopes that any Trustee's edits can be incorporated



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into the budget by the next meeting so that a final version suitable for the display and public hearing could be ready at that June 28 meeting.

Levy renewals

Mr. Ray noted that the next Resolutions were the first steps in a process to place levy renewals on the November 8 general election ballot. The Trustees discussed the advantages and disadvantages of whether to make the levies renew for five years, or to be continuing levies that will not need renewal. Mr. Bushman stated that of the existing Fire levies, approximately half of the levy revenue funding the Fire Department is collected on continuing levies, and the other half is collected on 5-year renewal levies. He believes that is a nice balance.

Mr. McCaskey commented that he likes the voters to have an opportunity to re-evaluate the levies periodically, but is aware that there is a cost to the Township for election expenses charged to the general fund each time a levy renewal is on the ballot. Continuing levies let the Township avoid that cost.

After discussion, the Board chose to make each levy renew for five-years.

RESOLUTION 2022-24

Fiscal Officer Todd Ray presented Resolution 2022-24, a Resolution requesting the County Auditor to certify the tax valuation of a 2.0 mill Road and Bridge levy under consideration for renewal for a five-year period.

Andy Bushman moved to approve Resolution 2022-24. Ms. McMullen seconded; with a unanimous vote, the motion carried. (The Resolution, in its entirety, is included on a separate page of the minutes.)

RESOLUTION 2022-25

Fiscal Officer Todd Ray presented Resolution 2022-25, a Resolution request the County Auditor to certify the tax valuation of a 1.0 mill Fire levy under consideration for renewal for a five-year period.

Irene McMullen moved to approve Resolution 2022-25. Andy Bushman seconded; with a unanimous vote, the motion carried. (The Resolution, in its entirety, is included on a separate page of the minutes.)

Other Business

New Recycling Center opening

Irene McMullen reported that she had attended the official opening of the new Recycling Center on June 2<sup>nd</sup>, located at 12685 Merritt Dr. near the new Geauga County offices. She reported that residents must sign up for a scheduled time slot to drop off recycling materials through the month of June, but, beginning in July, no sign-up time will be required.

Other Meetings

Jim McCaskey attended the County Planning Commission meeting earlier in the day. No other meetings were reported.

Public Comment

Resident Sandy Ferlin thanked Mr. McCaskey for his apology in regard to the decision not to take public comment at the Special meeting May 31<sup>st</sup>, and pointed out that public comment in public meetings is addressed in the Township Trustees Handbook that each Trustee has a copy of. Rich Ferlin offered comment that he is encouraged by the statement and asked if the Trustees might define more clearly what rules or circumstances will be in force during public meetings and particularly public comment.

Community Room Rental Agreement

Andy Bushman moved to approve the Community Room rental agreement for a Christmas Brunch on December 4<sup>th</sup> by Philanthropic Educational Organization International, waiving the fee. Ms. McMullen seconded the motion, and with a unanimous vote, the motion carried.

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Executive Session

At 7:46pm, Andy Bushman moved to have the Trustees enter into Executive Session to address possible land acquisition, and an employment matter. Ms. McMullen seconded.  
Roll call vote: Ms. McMullen, "Yes." Mr. McCaskey, "Yes." Mr. Bushman, "Yes". Motion carried.  
The Trustees resumed the regular session at 8:20pm.

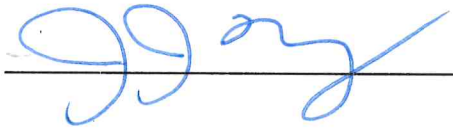
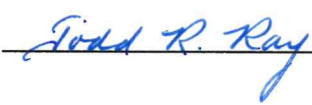
Encumbrances

Andy Bushman moved to approve the encumbrance sheet as presented. Irene McMullen seconded; motion carried with a unanimous vote.

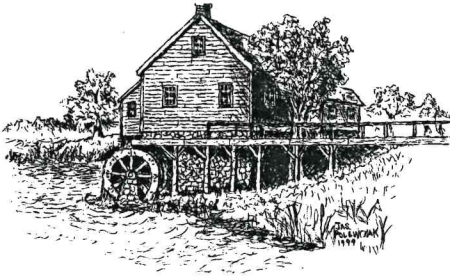
Pontem Software	Cemetery data software subscription	\$895.00
Chardon Postmaster	Bulk mail, Com. Day Picnic postcards	\$775.00
Stonehuggers	Cemetery monument restoration	\$15,000.00
Blanket	Community Day Picnic	\$9,000.00

Motion to Adjourn

Andy Bushman moved to adjourn the meeting at 8:21pm. Irene McMullen seconded; motion carried with a unanimous vote.

 Chairman  Fiscal Officer





**Resolution of  
Commendation for  
Board of Zoning Appeals  
Member Don Alexander  
No. 2022-23**

WHEREAS, Don Alexander volunteered and was first appointed as an alternate member of the Munson Township Board of Zoning Appeals in July of 2009, and then became a regular member in January 2013; and

WHEREAS, Don has served the community these past 13 years with patience and dedication to the preservation of our zoning while also providing thoughtful judgment for applicants seeking relief from zoning restrictions; and

WHEREAS, Don has sat through untold numbers of meetings and contributed hours of thoughtful interaction and observations with his fellow Board of Zoning Appeals members; and

WHEREAS, the Board of Trustees regrettably recognizes that Don is retiring from this service in June of 2022, and ultimately leaving the Township;

NOW THEREFORE, BE IT RESOLVED, on this 14<sup>th</sup> day of June, 2022, that it is the duty and the pleasure of this Board of Trustees to hereby recognize Don Alexander for his generous service to our Township, and to thank his wife Kiersten and their family for sharing him with us, and to thank Don for his time, his good work and, on behalf of all of Munson, to express our gratitude for all that he has done to make Munson a better place.

Let this resolution be recorded and forever be a part of the permanent record of our Township from this day forward.

Unanimously approved, this 14<sup>th</sup> day of June 2022, by the Munson Township Trustees.

Andrew J. Bushman, Trustee

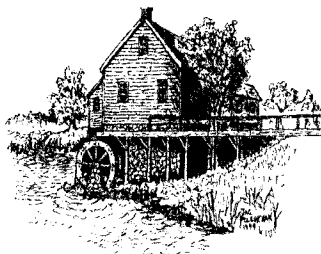
James J. McCaskey, Trustee

Irene H. McMullen, Trustee

Attest:

Todd R. Ray, Fiscal Officer

June 14, 2022



# MUNSON TOWNSHIP

## Resolution No. 2022-24

### CERTIFICATE OF NEED

**WHEREAS** the Board of Trustees of Munson Township, Geauga County, Ohio has determined that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Township and it is necessary to levy a tax in excess of such limitation for the purpose the general construction, reconstruction, resurfacing, and repair of streets, roads, and bridges in Munson Township as provided and authorized in Section 5705.19 (G); and

**WHEREAS** the levy is at a rate of 2.0 mills for a 5-year period of time and is a renewal of an existing 2.0 mill levy first voted in 1994, and

**WHEREAS** the ballot measure shall be submitted to the entire territory of Munson Township and the tax shall be levied on the entire territory of Munson Township and within Geauga County; and

**WHEREAS** the levy is to be placed on the November 8, 2022 ballot and shall be first levied in tax year 2023 and begin collection in 2024.

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Munson Township, after meeting in regular session on the 14th day of June, 2022, at the office of the Munson Township Trustees, that pursuant to ORC Section 5705.03(B) said Board hereby certifies this resolution to the Geauga County Auditor, and requests that the County Auditor certify back to Board of Trustees the total current tax valuation of the subdivision and the dollar amount of revenue that would be generated by a 2.0 mills for a five-year period levy for the purpose of the general construction, reconstruction, resurfacing, and repair of streets, roads, and bridges in Munson Township as provided and authorized in Section 5705.19 (G).

Resolution 2022-24  
Passed: June 14, 2022

Andy Bushman moved for the adoption of the foregoing, and Irene McMullen seconded the motion. Upon the call of the question, the vote was as follows:

**TRUSTEE**

**YEA or NAY**

Andrew J. Bushman, Yes

James J. McCaskey, yes

Irene H. McMullen, yes

Munson Township, Geauga County, Ohio

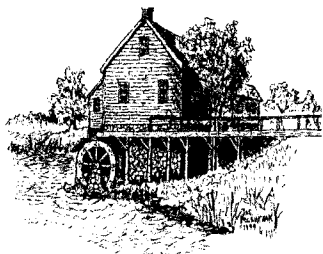
Attest: Todd R. Ray June 14, 2022  
Todd R. Ray, Fiscal Officer

**CERTIFICATE**

The foregoing is a true and correct excerpt from the minutes of the meeting held on June 14, 2022, of the Board of Trustees of Munson Township, Geauga County, Ohio, showing the adoption of the resolution hereinabove set forth.

Todd R. Ray  
Todd R. Ray, Fiscal Officer





# MUNSON TOWNSHIP

## Resolution No. 2022-25

### CERTIFICATE OF NEED

**WHEREAS** the Board of Trustees of Munson Township, Geauga County, Ohio has determined that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Township and it is necessary to levy a tax in excess of such limitation for the purpose of providing and maintaining fire apparatus, mechanical resuscitators, underwater rescue and recovery equipment, or other fire equipment and appliances, buildings and sites therefor, or sources of water supply and materials therefor, for the establishment and maintenance of lines of fire-alarm communications, for the payment of firefighting companies or permanent, part-time, or volunteer firefighting, emergency medical service, administrative, or communications personnel to operate the same, including the payment of any employer contributions required for such personnel under section 145.48 or 742.34 of the Revised Code, for the purchase of ambulance equipment, for the provision of ambulance, paramedic, or other emergency medical services operated by a fire department or firefighting company, or for the payment of other related costs in Munson Township as provided and authorized in Section 5705.19 (I); and

**WHEREAS** the levy is at a rate of 1.00 mills for a 5-year period of time and is a renewal of an existing 1.00 mill levy first voted in 2008, and

**WHEREAS** the ballot measure shall be submitted to the entire territory of Munson Township and the tax shall be levied on the entire territory of Munson Township and within Geauga County; and

**WHEREAS** the levy is to be placed on the November 8, 2022 ballot and shall be first levied in tax year 2023 and begin collection in 2024.

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Munson Township, after meeting in regular session on the 14th day of June, 2022, at the office of the Munson Township Trustees, that pursuant to ORC Section 5705.03(B) said Board hereby certifies this resolution to the Geauga County Auditor, and requests that the County Auditor certify back to Board of Trustees the total current tax valuation of the subdivision and the dollar amount of revenue that would be generated by a 1.00 mill 5-year levy for the purpose of fire operating and apparatus in Munson Township as provided and authorized in Section 5705.19 (I).

Resolution 2022-25  
Passed: June 14, 2022

Irene McMullen moved for the adoption of the foregoing, and Andy Bushman  
seconded the motion. Upon the call of the question, the vote was as follows:

**TRUSTEE**

**YEA or NAY**

Andrew J. Bushman,

James J. McCaskey,

Irene H. McMullen,

As per

yes

Irene H. McMullen

yes

yes

Munson Township, Geauga County, Ohio

Attest:

Todd R. Ray  
Todd R. Ray, Fiscal Officer

June 14, 2022

**CERTIFICATE**

The foregoing is a true and correct excerpt from the minutes of the meeting held  
on June 14, 2022, of the Board of Trustees of Munson Township,  
Gauga County, Ohio, showing the adoption of the resolution hereinabove set forth.

Todd R. Ray

Todd R. Ray

Fiscal Officer