

RECORD OF PROCEEDINGS

Minutes of

Meeting

MUNSON TOWNSHIP TRUSTEES REGULAR

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, June 23, 2020

The Regular Meeting was called to order at 6:00 pm by Chairman Irene McMullen with Trustees Andy Bushman and Jim McCaskey and Fiscal Officer Todd Ray all present via Zoom electronic teleconference. Four residents logged into the meeting.

Trustees signed warrants 17406 - 17425 dated 6/24/2020, totaling \$44,537.55, and EFT Vouchers 156-163 for the 5/29/2020 bi-weekly payroll totaling \$8,405.08 The May Financial Report has been available for review by the Trustees.

MINUTES

Mr. Bushman moved to approve the minutes of the Trustees Regular meeting June 9, 2020, as written. Mr. McCaskey seconded; with a unanimous vote, the motion carried.  
Mr. Bushman moved to approve the minutes of the Trustees Special meeting June 16, 2020, as written. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

FIRE DEPARTMENT/CHIEF MIKE VATTY

Chief Vatty reported that operations in the Fire Department continue to go well. He reported the year-to-date call count at 506, typical call volume, normal for this time of year.  
Chief Vatty opened a discussion on the 1.65 mill fire levy that is under consideration for placing on the ballot this fall. He noted that the MFD Treasurer had prepared a long-range budget forecast with an equipment replacement schedule, and MFD was proposing a new 2.25 mill levy with continuous collection. This levy, if passed, would provide revenue for operations as well as vehicle replacement, and the township could allow the current 1.65 mill levy to expire. The proposal includes a condition that the Trustees would transfer title to the Fire and EMS vehicles to the MFD to allow depreciation of these assets. He exchanged ideas with the Trustees regarding the merits of a continuing levy. The Trustees agreed to study the Treasurer's documents and consider the proposal. A decision to move forward with placing the levy on the ballot, or not, will be made at the next meeting. Mr. Bushman and Mr. McCaskey each expressed reluctance to transfer ownership of vehicles to MFD.

FIREWORKS

Chief Vatty discussed complaints in the community because of several recent displays of fireworks at Mayfield Rd. Drive-in. The fireworks are being set off late, after 11:30 pm, and this is disruptive to sleeping residents. He stated the Fire Dept. role, with staff members on-site to supervise safety, but assured the Trustees that MFD has no regulatory authority to limit the time of firing off displays. Chief Vatty agreed to continue to work with Mayfield Rd. Drive-in, and to ask for an understanding that fireworks displays will end by 10:30. He will try to secure an acceptable compromise.  
Mr. Bushman suggested finding ways to post information about upcoming fireworks displays, such as the Drive-in's marquee sign, as a way to alert the neighborhood to these scheduled events. Notice can also be posted on the township and MFD websites. Two more displays are currently scheduled for July 9 and July 12.

ROAD DEPARTMENT and TOWNSHIP BUSINESS

Clean-up Day

The Trustees discussed mounting challenges with implementing Township Clean-up Day and the restrictions presented by the pandemic. Township road crewmembers are reluctant to be exposed during the operation. Trustees agreed that a touchless, no-contact, self-service model is the only way to run the operation this year. The Trustees agreed to make a final decision at the next meeting.

Air Conditioner/ Town Hall

Rd. Superintendent Kirk Walker reported that two AC units that cool the town hall are old, both installed in 1993. One unit is shot, the other is failing. The Trustees agreed to have Mr. Walker get quotes for replacement of the units. Mr. Bushman said he would like to have the Township identify one preferred vendor to handle all HVAC service issues. Chair McMullen



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asked for and received approval to amend the NOPEC grant request to cover replacement of the ac units.

Landscaping

The Trustees discussed concerns about the quality of work performed by landscaping contractors at the cemeteries and parks. Mr. Walker said he had met with each of the contracted landscapers to inform them of needed improvement. Trustees asked that continued poor performance be documented and shared with the vendors, so that if a change in vendors is necessary, they were treated fairly. Additional discussion focused on rehabilitating the landscaping in the triangle at the intersection of Auburn and Wilson Mills Rd. Trustees will finalize a plan to fix the landscaping at the July 14 meeting.

Mr. McCaskey asked that the minutes reflect two reports from residents offering praise for excellent service provided by the Munson Road Dept. The praise was unsolicited, and the crew should take pride in knowing the residents notice their excellent work.

RESOLUTION 2020-27: CARES Act

Andy Bushman moved to approve Resolution 2020-27, a resolution affirming that the Township will use any funds received pursuant to State HB 481 will comply with requirements in the CARES Act and HB 481. Mr. McCaskey seconded. Motion carried with a unanimous vote. [The complete resolution is included on a separate page as part of the minutes.]

RESOLUTION 2020-28: Go Green Community Grant Agreement

Andy Bushman moved to approve Resolution 2020-28, approving to enter into an agreement with Geauga-Trumbull Solid Waste Management District to receive grant funds and use the funds in compliance with the conditions of GTSWMD. Mr. McCaskey seconded. Motion carried with a unanimous vote. [The complete resolution is included on a separate page as part of the minutes.]

Field 1 pitching mound repair

Trustees considered a quote from Pete Ianiro for \$796.00 to repair a pitching mound. Mr. Bushman expressed reservations about having a landscaping vendor determine the need for repairs to a park facility and submit a quote without Trustees awareness. After discussion, Kirk Walker agreed to assess the repair and safety concerns, and determine if the Rd. Dept. can fix it. If necessary, the vendor can do the work. Mr. Bushman moved to approve the pitching mound repair by P. Ianiro Lawn and Garden for the quoted price.

Health Insurance Renewal

The Trustees discussed renewal of the health insurance plan. Burnham and Flower Insurance Group provided the Township with four options with Medical Mutual. Trustees will review the options and discuss at the next meeting.

Park Restrooms

Trustees discussed a proposal to increase frequency of cleaning the restrooms in Munson Township Park and opening the restrooms for use. Andy Bushman moved to approve extending the current cleaning service contract from one time to three times per week, for eight weeks, not to exceed \$800. Mr. McCaskey seconded the motion. Motion carried with a unanimous vote.

Trustees discussed installing additional hand sanitizer stations in more locations in the parks and around township facilities, but decided not to proceed because of concerns about vandalism.

Board of Zoning Appeals Hearing- Lake Recovery House variance

Trustees discussed a proposed date for a hearing on a controversial variance application, July 22. Intense interest among residents will probably lead to high attendance and will present challenges to maintaining safe social distancing. Trustees noted that the scheduling of hearings



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is the decision of the BZA, but they support the date. They agreed to recommend additional conditions to maximize the safety of attendees, including opening all doors to increase airflow, in addition, having the Road Dept. set up the tent outside the large meeting room to accommodate overflow attendees.

Disinfecting Playground equipment

Trustees discussed sanitizing playground equipment in the parks. Chief Vatty provided information about disinfecting spray solutions used by MFD. He will gather more information for the Trustees. Trustees authorized Mr. Walker to purchase new spray equipment and disinfectant solution from existing purchase order blanket and to proceed with treating playground equipment.

FISCAL OFFICER

RESOLUTION 2020-29 / WITHIN FUND TRANSFER

Andy Bushman moved to approve Resolution 2020-29 for within fund transfers in the Permanent Appropriation in the Motor Vehicle License Fund. The motion was seconded by Jim McCaskey; with a unanimous vote, the motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

MONTHLY FINANCIAL REPORT

Mr. Bushman moved to approve the May Financial Report. Mr. McCaskey seconded, and the motion carried with a unanimous vote.

Public Comment

Journalist Collin Cunningham of Kent, Ohio, commented that he has attended several of the Trustees’ virtual (electronic, internet based) meetings, and believes that they work well. He encouraged the Trustees to continue to use the format even after they return to face-to-face meetings in a public space.

ENCUMBRANCE SHEET

Andy Bushman moved and Jim McCaskey seconded to approve the encumbrance sheet for June 23, 2020, as written:

Blanket	Repairs and Maintenance	\$5,238.81
Munson Fire Department.	Contract, EMS collections	\$89,399.05
IGM Copy Products	Service contract	\$1,400.00
Blanket	Office supplies	\$267.38
OTARMA	Insurance premiums	\$34,957.00
Penn Ohio Corp.	Oil/wastewater sludge service	\$1,600.00
Stonehuggers	Cemetery monument repairs	\$15,000.00

Motion carried with a unanimous vote.

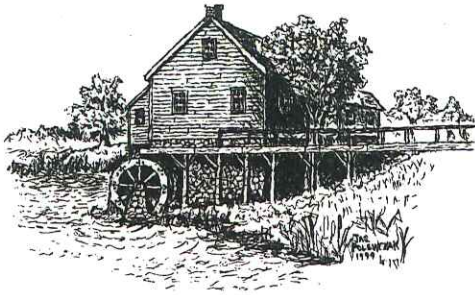
The Trustees noted that the next Regular meeting is Tuesday, July 14. Chair McMullen reported that she had contacted the Ohio COVID 19 Hotline to ask about any updates to the State recommendations on public gatherings. She was told that there are no updates at this time. Mr. McCaskey noted that Geauga Health District Director Tom Quade had sent out an email that advised public gatherings could resume with appropriate social distancing. Mr. McCaskey moved to have the Trustees next regular meeting “live”, in the public meeting space in the Town Hall large meeting room. After a pause, Ms. McMullen stated that the motion died for lack of a second.

MEETING ADJOURNED

Andy Bushman moved and Jim McCaskey seconded to adjourn the meeting at 7:16 pm. Motion carried with a unanimous vote.

Shane H. McMullen Chairman Todd R. Ray Fiscal Officer





## MUNSON TOWNSHIP

### Resolution 2020-27

### CARES ACT Fund

**WHEREAS**, the Coronavirus Aid, Relief, and Economic Security Act, 116 Public Law 136, (the CARES Act) was signed into law by the President of the United States on March 27, 2020; and

**WHEREAS**, the Ohio General Assembly established a process for distributing funds provided by the "Coronavirus Aid, Relief, and Economic Security Act" in House Bill 481 of the 133<sup>rd</sup> General Assembly (HB 481); and

**WHEREAS**, HB 481 requires subdivisions receiving funds under Section 1 of the act, to pass a resolution affirming that funds from the County Coronavirus Relief Distribution Fund may be expended only to cover costs of the subdivision consistent with the requirements of section 5001 of the CARES Act as described in 42 U.S.C. 601(d), and any applicable regulations before receiving said funds; and

**WHEREAS**, Munson Township is requesting its share of funds from the Geauga County Coronavirus Relief Distribution Fund.

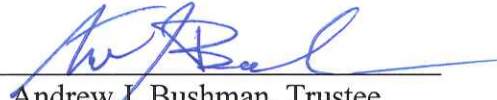
**NOW THEREFORE**, be it resolved that the Board of Trustees of Munson Township affirms that all funds received from the Geauga County Coronavirus Relief Distribution Fund pursuant to HB 481 be expended only to cover costs of the Township consistent with the requirements of section 5001 of the CARES Act as described in 42 U.S.C. 601(d), and any applicable regulations and guidance only to cover expenses that:

- (1) Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- (2) Were not accounted for in Munson Township's most recently approved budget as of March 27, 2020; and
- (3) Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

**FURTHERMORE**, in compliance with HB 481, be it resolved by the Board of Trustees of Munson Township that the Munson Township Fiscal Officer takes all necessary action to:

- (1) On or before October 15, 2020, pay any unencumbered balance of money in the Munson Township's local coronavirus relief fund to the Geauga County Treasurer;
- (2) On or before December 28, 2020, pay the balance of any money in the Munson Township's local coronavirus relief fund to the state treasury in the manner prescribed by the Director of the Ohio Office of Budget and Management; and
- (3) Provide any information related to any payments received under HB 481 to the Director of the Ohio Office of Budget and Management as requested.

Unanimously approved, this 23rd day of June, 2020, by the Munson Township Trustees.

  
Andrew J. Bushman, Trustee

  
James J. McCaskey, Trustee

  
Irene H. McMullen, Chair

Attest:  June 23, 2020  
Todd R. Ray, Fiscal Officer