

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, March 10, 20 20

The meeting was called to order at 6:30pm by Chairman Irene McMullen with Trustees Andy Bushman and Jim McCaskey and Fiscal Officer Judy Toth present. The Chairman led the Pledge of Allegiance. The minutes were prepared by fiscal officer elect Todd Ray.

REGULAR MEETING

Mrs. McMullen opened the meeting with a brief announcement that Geauga County Board of Elections, in preparation for the March 19 Primary election, has changed the polling place for Munson Precincts D and F from the Notre Dame Provincial Center on Auburn Rd., to the Fowlers Mill Golf Course clubhouse on Rockhaven Rd. in Munson, as a precautionary step to protect senior residents of the provincial center from exposure to the Covid19 virus that is circulating in communities as an epidemic. Trustees signed warrants 17174 - 17209 dated 3/10/2020 totaling \$101,152.30. The Board also signed EFT Vouchers 49 -53 for the 2/28/20 monthly payroll totaling \$6,873.50, and EFT Vouchers 55 – 68 for the 3/06/20 bi-weekly payroll totaling \$10,084.26.

MINUTES

Mr. Bushman moved to approve the minutes of the Trustees Public Hearing and Regular meeting Feb. 25, 2020, as written. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

CEMETERY DEED

The Board signed a deed to Ivan Garrabrant for Fowlers Mill II Cemetery, Lot 346, Graves 10 & 11.

208 WATER QUALITY MANAGEMENT PLAN

Department of Water Resources Director Steve Oluic presented an amendment to the Munson 208 Water Quality Management Plan, and explained that it includes a parcel of land owned by University Hospitals, adjacent to Hospital drive, that would be designated “May be sewered” in the amended Plan. UH would like to connect an existing residential house on the parcel to the existing sewage treatment plant. After a brief discussion, Mr. Bushman moved to approve the amendment to Munson’s 208 Plan. Mr. McCaskey seconded, and the motion carried with a unanimous vote. The Board also addressed the Chardon Township sewage treatment plant project for Berkshire Estates, bordering Munson on Thwing Rd. Mr. Oluic and Geauga County staff engineer Shane Hajjar explained that the Thwing road northside right-of-way could not accommodate the sewer trunk line, and in the final project design plans it has been located on the south side of the road ROW bordering Legend Lake Golf Club property. Mr. Bushman expressed his dissatisfaction that this change was made after discussions with Munson Township and the Trustees were not informed of the change. The Trustees had been assured that the sewer line would not be located on the Munson side of the road. Mr. Bushman felt that someone should have been in contact with the Trustees to discuss the changes. Mr. Oluic acknowledged that this was an oversight and should be handled better in the future.

PUBLIC COMMENT

One resident asked if the Legend Lake property would be included in the area designated as “May be sewered.” Mr. Oluic said that none of the Munson Township property was included.

2020 ROAD PROJECTS

Mr. Shane Hajjar addressed some issues related to the current set of road projects that the engineer’s office has been preparing for Munson. He recommended that two roads, Forestview and Greenbrier, be milled to reduce the asphalt thickness, and extensive deep depth repairs be included in the project bid program rather than be completed in-house by Munson Rd. Dept. crew prior to repaving. A meeting is scheduled for Friday Mar. 13, and Mr. Bushman and Superintendent Kirk Walker will attend, with the goal to have details resolved in time for the next meeting March 24th.

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FIRE DEPARTMENT/CHIEF MIKE VATTY

Chief Vatty discussed ways that the MFD is preparing for the growing corona virus Covid19 epidemic, in consultation with state public health officials. Steps are being taken to protect first responders from exposure. The Chief noted that the MFD has responded to 349 calls year-to-date, and project to over 1300 for the year.

Mr. Vatty noted that the Board should have received emailed copies of the Munson Fire Department 2019 financials. He advised the Trustees of a variety of grants that MFD is applying for to supplement capital investments in equipment. Trustees should be aware of the Citizens Fire Academy being offered this summer, described in the current newsletter.

Chief Vatty explained that the Company is also revamping and updating the MFD governing by-laws and expanding their Board to seven members, including one Township elected official.

Mr. McCaskey asked if the new plan will have staggered terms for boardmembers, and Mr. Vatty indicated that it will. A completed document detailing the changes will be prepared and presented for the first Trustee meeting in April.

ROAD REPORT/SUPERINTENDENT KIRK WALKER

Superintendent Walker discussed mowing contracts for 2020, and pointed out an increase by one current vendor, SAM Landscaping. Trustees decided to ask the other mowing contractors to submit quotes for the portion of township mowing most recently under contract to SAM Landscaping, to assure that the work is competitively priced.

Trustees asked that the engineer's office place a marker stake on Forestview Dr. at the proper location of a requested "No Thru Access" sign, so that residents can decide if they want the sign.

Mr. Walker discussed ventilation solutions to the Munson Township Park restroom storage area, and was asked to proceed with improvements. Costs will be submitted for reimbursement through the NOPEC grant.

PARK RESTROOM CLEANING CONTRACT

Mr. Bushman moved to approve the Munson Twp. Park restroom-cleaning contract for 2020, in the amount of \$25 per week per park location. Mr. McCaskey seconded, and the motion carried with a unanimous vote.

Mr. Bushman moved to approve the Waste Management garbage-hauling contract. Mr. McCaskey expressed dissatisfaction that the Township does not seek competitive bids for this contract. Mr. McCaskey then seconded the motion. The motion carried, with McMullen and Bushman voting yes, and Mr. McCaskey voting no. He asked the Board to commit to seeking new quotes prior to awarding the contract for 2021.

Mr. Bushman moved to approve renewal of the contract to have Compmanagement as the Munson's third party administrator on Workers' Comp claims. Mr. McCaskey seconded, and the motion carried with a unanimous vote.

Mr. Bushman moved to approve the findings of the Scholarship Committee, recommending a list of students to be awarded scholarships and the assigned amounts. Mr. McCaskey seconded, and the motion carried with a unanimous vote.

Mr. Bushman moved to have Chair Irene McMullen sign the agreement with the Sisters of Notre Dame and Notre Dame Cathedral Latin High School for the Notre Dame Stream Restoration Project on behalf of the Munson Trustees. Mr. McCaskey seconded, and the motion carried with a unanimous vote.

FLEA MARKET

The Board discussed questions about the upcoming Spring Flea Market hosted by the Township. Growing concerns about the public health risks related to the corona virus/Covid19 epidemic have led to inquiries about cancelation or postponement. The Board agreed to stay the course and proceed with the event as planned.

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Mrs. McMullen discussed a proposal to have GTV tape and broadcast Munson Trustee meetings. The Board shared pros and cons of the proposal, and the idea was tabled, for further consideration.

Mrs. McMullen reported that she has spoken with Geauga Park District's Paul Pira regarding the property offered as a donation to Munson. She has not yet received a biodiversity assessment report from Mr. Pira. The Board took no action on the proposed donation.

Mrs. McMullen reminded the Board that she provided a draft version of language to be considered for an amendment to the Zoning Resolution, section 803.8, addressing "changes of use of property." She would like to have the topic on the agenda for the next meeting.

DAMAGE TO COMMUNITY ROOM DOOR

The Board noted that the damaged community room door has been replaced. Mr. Bushman reported that he has spoken with Mr. Baldwin with the Boy Scouts, but has not yet finalized a cost to be shared by the Boy Scouts for repair of the community room door. Mr. McCaskey suggested that we prepare an invoice to send as soon as the amount is determined.

NOPEC GRANT

Chair McMullen noted that she sent out the requested list of streetlights with current wattage and indicating which lights are waiting for conversion to LED. The Board noted that they have to identify 10 – 15 that they want to prioritize for this year. Road Superintendent Walker asked to review the list and said he would like to point out lights at intersections that are not adequately lit for snowplowing at night.

The Board noted that a separate request for a new light to be installed at the unlit intersection of Sherman and Rockhaven Roads has to follow a different course of action, independent of the list to convert existing streetlights to LED. A letter will be sent to effected residents at the intersection prior to proceeding with requesting installation of a new light.

CHS BASEBALL Scoreboard

Mr. McCaskey provided the Board with folders containing information on the fund-raising initiative to be undertaken by Chardon High School baseball/softball for proposed improvements to Munson's Zambory Field, including a lighted scoreboard. Mr. McCaskey met with the project leaders on site and shared several details about supplying electric power to the dugouts and scoreboard. The Board has several questions about the solicitation of donations to cover the cost, the process for approval of any improvements prior to starting, and details about the handling of donated funds. APA Wieland has been asked to draft an agreement to cover lease arrangements and improvements, but this will take some time.

FISCAL OFFICER

RESOLUTION 2020-13/CLOSE THE SCHOLARSHIP FUND

Resolution 2020-13 was made by Andy Bushman and seconded by Jim McCaskey to authorize the Fiscal Officer to close Scholarship Fund 9751 and transfer the balance of \$2908.00 to the General Fund. Mr. McCaskey seconded. Motion carried with a unanimous vote. [The resolution is included on a separate page as part of the minutes.]

RESOLUTION 2020-14/FUND CERTIFICATION OF ADDITIONAL REVENUES

Resolution 2020-14 was made by Jim McCaskey and seconded by Andy Bushman to request the Budget Commission to certify additional revenues in the General Fund and the NDCL Stream Restoration Fund. Motion carried with a unanimous vote. [The Resolution is included on a separate page as part of the minutes.]

SAFE DEPOSIT BOX

Fiscal Officer Toth reported that the contents of the safe deposit box had been brought to the town hall for examination. She suggested the Board close the safe deposit box the Township rents at Middlefield Bank. The Board decided not to act, and a determination will be made to keep or close the safe deposit box at the next meeting

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OHIO CHECKBOOK

Mr. Bushman reported that he was advised by the State Treasurer’s office to talk with a set of townships that are already posting financial information on Ohio Checkbook, including additional financial information than the minimum expected when a local government joins the platform. He will try to contact them by next meeting. No action taken at this time.

MONTHLY FINANCIAL REPORT

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

POST-AUDIT MEETING AND AUDIT COMMITTEE MEETING

Mrs. Toth reported that the bi-annual audit of township fiscal records has been completed. March 24 was offered as the date for the post-audit conference. Mrs. McMullen indicated that she will not be available on the 24th, but she was comfortable with the Board proceeding with the meeting in her absence. Mr. Bushman moved to have the Post-audit conference at 5:30 p.m. on March 24, followed by the Audit Committee meeting at 6:00, and the Trustees Regular meeting to follow. Mr. McCaskey seconded, and the motion carried with a unanimous vote.

OUTSIDE MEETINGS/CONFERENCE

Mrs. McMullen asked that the record reflect that the Township Records Commission met March 10 at 9:00 am. Mr. McCaskey reported that he attended the Geauga County Planning Commission meeting March 10.

GROUND'S LEASE REQUEST / SOCCER FIELD USE

Andy Bushman moved and Jim McCaskey seconded to approve the field use request by Chardon Softball League, April through July dates. The motion carried with a unanimous vote.

PUBLIC COMMENT

Mrs. McMullen asked if anyone present wished to offer public comment. No one responded.

EXECUTIVE SESSION

At 8:11 pm., Mr. Bushman moved to go into Executive Session to discuss Personnel Compensation and Employment. Mr. McCaskey seconded the motion. Mr. Bushman, yes. Mrs. McMullen, yes. Mr. McCaskey, yes. Motion carried. The Board asked Superintendent Walker to join them in Executive Session, and they retired to the small meeting room.

RESUMED REGULAR SESSION

The Board returned and the regular meeting resumed at 8:33.

Mr. Bushman moved to set Mr. Walker’s compensation at a monthly rate of \$5200.00, for an annual rate \$62,400, effective April 1. Mr. McCaskey seconded. Motion carried with a unanimous vote.

Mr. Bushman moved to set new compensation rates for township employees, according to the schedule provided, each employee receiving approximately a 3% increase on existing wage rates. Mr. McCaskey seconded. Motion carried with a unanimous vote.

Mr. Bushman moved to give all full-time township employees a bonus of \$500.00, and all part-time employees a \$250.00 bonus. Mr. McCaskey seconded. Motion carried with a unanimous vote.

ENCUMBRANCE SHEET

Andy Bushman moved and Jim McCaskey seconded to approve the encumbrance sheet for March 10, 2020, as written:

Residence Artists	Baseball dugouts improvements	\$2,500.00
Gauga Local Access Cable	Local programming	\$39,000.0
Motion carried with a unanimous vote.		

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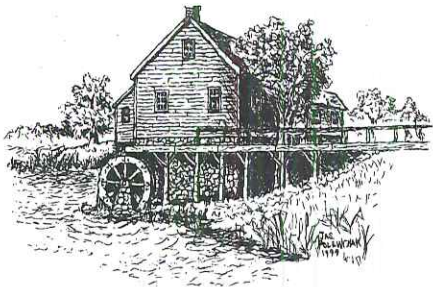
Held Tuesday, March 10, 20 20

MEETING ADJOURNED

Andy Bushman moved and Jim McCaskey seconded to adjourn the meeting at 8:36 pm, with a unanimous vote. Motion carried.

Jane H. McWhorter Chairman Judy Toth Fiscal Officer

Todd R. Ray Fiscal Officer elect



Munson Township

12210 Auburn Road, Chardon OH 44024-9454

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

Resolution 2020-13

A RESOLUTION CLOSING SCHOLARSHIP FUND 9751 AND TRANSFERRING THE BALANCE TO THE GENERAL FUND

Be it resolved by the Trustees of Munson Township, in a regular session on the 10th day of March, 2020, at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen, that Mr. Bushman moved the adoption of the following resolution,

Whereas, Munson Township places proceeds from its Township Sponsored Flea Markets and Community Picnic, as well as donations from local residents and businesses in a Fiduciary Fund set aside for the purpose of scholarships; and

Whereas, with the implementation of GASB 84, these funds no longer meet the criteria for a Fiduciary Fund, and

Whereas, the Geauga County Prosecutor's Office has determined that these funds should be placed in the General Fund and further, that the Board of Trustees has the authority to transfer the balance of the Scholarship Fund to the General Fund by Trustee Resolution.

Now, therefore, be it resolved, by the Board of Township Trustees of Munson Township that Scholarship Fund 9751 shall be closed effective March 10, 2020, and the Fiscal Officer directed to transfer the balance in the amount of \$2,908 to the General Fund.

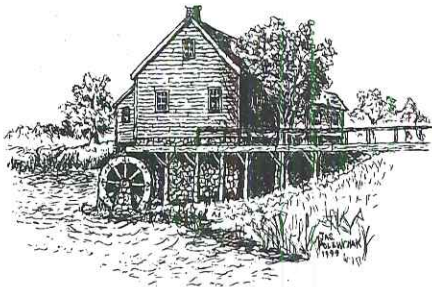
Mr. McCaskey seconded the motion and the roll being called resulted as follows:

Andrew J. Bushman, yes voting

James J. McCaskey, yes

Irene H. McMullen, yes

Attest: Judy Toth, March 10, 2020
Judy Toth, Fiscal Officer



Munson Township

12210 Auburn Road, Chardon OH 44024-9454
Phone: (440) 286-9255 Fax: (440) 286-1180

Resolution 2020-14

Be it resolved by the Trustees of Munson Township, in a regular session on the 10th day of March, 2020, at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen that Mr. McCaskey moved the adoption of the following resolution:

Request the Budget Commission to certify additional revenues as follows:

General Fund

Request the Budget Commission to certify \$2,500 received from Covia Corp and place it in the following line item in the Permanent Appropriation:

1000-760-730-0610 Improvement of Sites{Parks and Recreation} 2,500.00

NDCL Stream Restoration Fund

Munson Township is the subrecipient of a Federal Environmental Protection Agency Clean Water Act Section 319(h) Nonpoint Source Implementation grant for stream bank restoration at Notre Dame Cathedral Latin School in the amount of \$291,000, with the following funding sources: Federal \$174,600, Local Match \$116,400. The contract executed between the Ohio Environmental Protection Agency and Munson Township, as subrecipient, stipulates that all award monies received and expenditures made under this agreement shall be accounted for separately from other revenues received and expenditures made by the subrecipient. Munson Township has received authorization from the Ohio Auditor to establish Fund 2901 – NDCL Stream Restoration.

Request the Budget Commission to certify \$291,000 in Fund 2901 and place it in the following line item in the Permanent Appropriation:

2901-760-730-0000 Improvement of Sites \$291,000.00

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

Voting

Andrew J. Bushman

James J. McCaskey

Irene H. McMullen

Attest: Judy Toth, March 10, 2020
Judy Toth, Fiscal Officer