

RECORD OF PROCEEDINGS

MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, March 22, 2022

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

Minutes

Andy Bushman moved to approve the minutes of the Trustees Special Meeting Tuesday March 8, 2022, as presented. Irene McMullen seconded; with a unanimous vote, the motion carried. Andy Bushman moved to approve the minutes of the Trustees Regular Meeting Tuesday March 8, 2022, as presented. Irene McMullen seconded; with a unanimous vote, the motion carried. Mr. McCaskey noted that the Trustees had warrants to sign. Trustees signed warrants 18584 through 18606 dated 3/22/22, totaling \$405,797.59, and 3/18/2022 bi-weekly payroll EFT vouchers 60 through 67, totaling \$13,423.71.

Public Comment

Mr. McCaskey called for any public comment. Resident Rich Ferlin offered comment on the desire to see Munson participate in Ohio Checkbook, the online government spending transparency website, noting that several Geauga County townships are enrolled in the program, and noting that it has been discussed in the past.

FIRE DEPARTMENT

Munson Fire Chief Mike Vatty reported that the Department has responded to 362 calls to date, and are averaging close to five calls per day. Treasurer Rich Ferlin expressed concerns about the challenges of tracking EMS billing and collections. He stated that the current process that has the third party billing agent, Medicount Management, route payments through the Munson’s lockbox account at Middlefield Bank adds a layer of complication to the challenge of reconciling billed services with payments received. Munson Fire Department has received some checks directly from insurance companies, and these are also difficult to account for against billing. Mr. Ferlin advocated for a new contract provision that would have the EMS collections be deposited directly in a Munson Fire Department bank account. Mr. Bushman noted that the current process has been in place for years and has functioned well, allowing the Trustees to oversee the flow of the revenue from EMS billing. The discussion was interrupted at 6:45 to allow the Trustees to open sealed bids for road materials as advertised.

6:45 PM BID OPENING SPRING BIDS

Andy Bushman moved and Irene McMullen seconded to waive the reading of the legal notice published in the *Gauga Maple Leaf* on Thursday, March 3, 2022, for road materials, catch basins and headwalls, and virgin asphalt concrete, with a unanimous vote. Motion carried.

Road Materials - the Township received one bid, properly sealed and labeled.

- 1) Arms Trucking, \$500 bid bond from the Old Republic Surety Company.

Virgin Asphalt Concrete – one bid, properly sealed and labeled.

- 1) Cuyahoga Asphalt Materials, \$500 bid bond from Liberty Mutual Insurance Company.

Catch Basins and Headwalls – No bids submitted.

Andy Bushman moved and Irene McMullen seconded to accept the bids and turn them over to the road superintendent for his review and recommendation, with a unanimous vote. Motion carried.

Fire Department, continued

Assistant Fire Chief Brian Gray made statements supporting the position that EMS collections should be paid directly to Munson Fire Department because they are earned by Fire Department staff due to their training and professional service. The Trustees agreed that the question will be taken up when changes to the contract are discussed at a future meeting.

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ROAD DEPARTMENT

Resolution 2022-10/Authorizing Participation in ODOT 2022 Road Salt Contracts

A motion to approve Resolution 2022-10 was made by Andy Bushman and seconded by Irene McMullen for Munson Township to participate in the ODOT road salt contracts for 2022, with a unanimous vote. Motion carried.

Mowing contracts

Andy Bushman moved to award mowing contracts of Township properties for the 2022 season according to the recommendations of Road Superintendent Kirk Walker, as follows:

The maintenance contract for the Town Hall and small park (on Auburn), and Nero Nature Preserve to MBS Landcare for \$13,820.

The maintenance contract for Scenic River Retreat to Innovative Companies, LTD. for \$12,350.48.

The maintenance contract for Maple Hill and Fowlers Mill Cemeteries to B.A.M. Landscaping for \$17,450.

The maintenance contract for Munson Township Park to Signature Lawns & Landscaping, Inc. in an amount not to exceed \$14,450.

Irene McMullen seconded the motion; with a unanimous vote, the motion carried.

The Trustees discussed the maintenance of the rain gardens in the parks and the triangle at the intersection of Wilson Mills and Auburn Roads. Mr. Bushman agreed to meet with Road Superintendent Kirk Walker to develop a plan for the triangle.

Cemetery driveways

Road Superintendent Walker presented the idea of paving some of the driveways in the cemeteries for the Trustees to consider, noting that it would improve plowing and access conditions during winter snowfalls. Trustees noted some problems that could be created by paving, but will give the idea some thought as they deliberate on how to spend ARPA funding. Mr. Walker noted that a tree was damaged in a motor vehicle accident at Maple Hill cemetery a few weeks ago. He will monitor the tree, and if it dies, will look to file an insurance claim to replace it.

Maintenance Building Renovation Project

Mr. Walker reported that he has received the updated electrical schematics to be used in quoting the electrical upgrades needed for the project, and will be asking the contractors to re-quote the electrical work.

TOWNSHIP BUSINESS

Zoning Violations

The Trustees addressed an ongoing zoning violation at 10416 Mayfield Road.

Resolution 2022-11: Abating Dangerous Conditions

Andy Bushman moved to approve Resolution 2022-11, to initiate action abating dangerous property conditions on a private property in the township. Irene McMullen seconded the motion. By a unanimous vote, the motion carried. The Resolution, in its entirety, is included on a separate page of the minutes.)

Scholarships Recipients

At the Trustees Regular meeting on March 8, the Trustees approved the recommendations of the Scholarship Committee for scholarships for 2022. Munson residents and high school seniors Ryan Zucker, Madeline Christie, Morgan Fisher, Julia Gray, Faith Tomsick, Ainsley Smith, Claire Suszynski, Katherine Snyder, Lauren Alexander, Ashley Nieset, and Finley Pitcock will each receive a scholarship.

Parks update

Road Superintendent Kirk Walker reported that the new electronic scoreboards have been installed at Munson Township Park and they look very good. Trustee Andy Bushman reported that the installation of underground conduit and wiring to power the scoreboards is likely to be delayed due to a supply chain shortage of necessary materials to complete the work. He is hopeful that materials can be secured and the work completed before games are played on the varsity fields.

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NDCL Stream Restoration project

Ms. McMullen reported that the excavation work for the project has been completed. The next step in the project calls for the creation of a conservation easement or covenant to protect the repaired area. The grant includes an allocation of \$5,000 for the legal work to create the required documents. Irene moved to authorize the expenditure of up to \$5,000 for the preparation of a conservation easement or covenant documents for the NDCL Stream Restoration project. Andy Bushman seconded; with a unanimous vote, the motion carried.

Other Business

No other business was presented.

Other Meetings

No meetings were reported.

Public Comment

Resident Rich Ferlin stated that a Township resident, Dr. Jim Parry, had learned about a Munson resident named Matt Ludwig who is a world-class pole-vaulter. Mr. Ludwig has competed for the United States in two Olympic competitions and medaled in one. Dr. Parry suggested that the Township formally recognize the accomplishments of Mr. Ludwig. Trustees expressed support for the idea and Mr. Bushman agreed to research the details of Mr. Ludwig's accomplishments to be used by the Trustees in determining recognition.

Encumbrances

Andy Bushman moved to approve the encumbrances for Tuesday March 22 as amended. Irene McMullen seconded. Motion carried with a unanimous vote.

Munson Fire Dept.	Contract payment from real estate tax	\$361,370.00
Davey Group	Stream Restoration project, 2/26/2022	\$35,272.04
Blanket	Park event expenses; egg hunt, fishing	\$800.00
Blanket	Office supplies, Road Dept.	\$57.14
Blanket	Title search for demolition property	\$100.00

Executive Session

At 7:37pm, Andy Bushman moved to have the Trustees enter into Executive Session to address personnel compensation and employment, and to invite Road Superintendent Kirk Walker and Fiscal Officer Todd Ray to join the session. Ms. McMullen seconded.

Roll call vote: Ms. McMullen, "Yes." Mr. Bushman, "Yes". Mr. McCaskey, "Yes." Motion carried.

The Trustees resumed the regular session at 8:03pm.

Andy Bushman moved to have the Trustees hold a Special meeting on Monday, March 28 at 6:30pm to address employment and hiring matters. Ms. McMullen seconded. With a unanimous vote, the motion carried.

Motion to Adjourn

Andy Bushman moved to adjourn the meeting at 8:03pm. Irene McMullen seconded; motion carried with a unanimous vote.

 Chairman  Fiscal Officer

RESOLUTION 2022-10
AUTHORIZING PARTICIPATION
IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2022

WHEREAS, Munson Township in Geauga County (hereinafter referred to as the "Political Subdivision") hereby submits this written agreement to participate in the Ohio Department of Transportation's (ODOT) annual road salt bid in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT road salt contract:

- a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Political Subdivision hereby acknowledges that upon the Director of ODOT's signing of the road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and
- c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Political Subdivision's participation in the road salt contract; and
- d. The Political Subdivision's electronic order for Sodium Chloride (Road Salt) will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
- e. The Political Subdivision hereby agrees to purchase a minimum of 90% of its electronically **submitted** salt quantities from its awarded salt supplier during the contract's effective period; and
- f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and
- g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, April 29 **by 5:00 p.m.** The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision's participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision's participation agreement and/or a Political Subdivision's request to rescind its participation agreement.

NOW, THEREFORE, be it ordained by the following authorized person(s) that this participation agreement for the ODOT road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT salt contract:

	(Authorized Signature)	<u>3/22/2022</u>	Approval Date
	(Authorized Signature)	<u>3/22/2022</u>	Approval Date
	(Authorized Signature)	<u>3/22/2022</u>	Approval Date
_____	(Authorized Signature)	_____	Approval Date
_____	(Authorized Signature)	_____	Approval Date

THIS RESOLUTION MUST BE UPLOADED TO THE SALT PARTICIPATION WEBSITE BY NO LATER THAN APRIL 29, 2022.

PLEASE NOTE: THE DEPARTMENT WILL NOT ACCEPT TYPED SIGNATURES. PARTICIPATION AGREEMENTS SUBMITTED WITH TYPED SIGNATURES WILL BE INVALID AND INELIGIBLE FOR APPROVAL. YOU CANNOT SUBMIT A WORD DOCUMENT VERSION OF THIS PARTICIPATION AGREEMENT. NO EXCEPTIONS.



A Resolution of the Munson Township Trustees No. 2022-11

RESOLUTION TO INITIATE ACTION ABATING DANGEROUS PROPERTY CONDITIONS PURSUANT TO OHIO REVISED CODE SECTION 505.86

WHEREAS, the Munson Township Zoning Inspector, Geauga County Building Department and the Munson Fire Department have declared the following property insecure, unsafe, and structurally defective: located at

10416 Mayfield Road, Chardon, Ohio 44024
(declared insecure, unsafe, and structurally defective); and

WHEREAS, the Munson Township Board of Trustees seeks to abate the dangerous property conditions listed above, and has the authority to do so pursuant to O.R.C. 505.86; and

WHEREAS, the Munson Township Board of Trustees seeks to assign Munson Township Zoning Inspector, James Herringshaw, as the person responsible for handling this notification and removal process.


NOW THEREFORE, BE IT RESOLVED that the Munson Township Board of Trustees in accordance with the aforementioned determinations seeks to abate the dangerous property conditions pursuant to O.R.C. 505.86 and assigns Zoning Inspector James Herringshaw as the person responsible for handling the notification and removal process.

BE IT FURTHER RESOLVED, that the cost expended by the Township for abatement of said dangerous property conditions be certified by the Fiscal Officer to the County Auditor, for placement as a lien on the property to be collected as other taxes and returned to the Township General Fund pursuant to O.R.C. 505.86.

Approved this 22nd day of March 2022, by the Munson Township Board of Trustees, voting

Andrew J. Bushman, Trustee

Irene H. McMullen, Trustee

James J. McCaskey, Chair

Attest:



Todd R. Ray, Fiscal Officer

March 22, 2022