

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, March 24, 2020

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.

For the record, because the nation is experiencing a pandemic, the meeting was held in observance of Ohio Department of Public Health guidelines for safe social distancing to reduce risk of transmission of COVID 19 corona virus between persons assembled in a public space. The meeting was conducted in the large meeting room, and agenda was limited to essential topics to limit the time of public gathering.

Mrs. McMullen opened the meeting with a brief statement acknowledging that this meeting was the final meeting for Fiscal Officer Judy Toth, and on behalf of the entire Board, Chair McMullen expressed her admiration and gratitude to Judy for her years of service to Township government. Mrs. McMullen noted that Judy served 27 years as township office manager, and was retiring after completing her eighth year as Fiscal Officer.

Trustees signed warrants 17210 - 17272 dated 3/24/2020, totaling \$423,057.28. The Board had signed EFT Vouchers 69-77 for the 3/20/20 bi-weekly payroll totaling \$9,064.10, EFT vouchers 96-104 for the 3/23/20 supplemental payroll totaling \$3,321.99, and EFT Vouchers 105-109 for the 3/31/20 monthly payroll totaling \$6,865.87.

MINUTES

Mr. Bushman moved to approve the minutes of the Trustees Regular meeting March 10, 2020, as written. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

CEMETERY DEED

The Board signed a deed to William Nyerges for Maple Hill Cemetery, Lot 350, Graves 1 & 2.

FIRE DEPARTMENT/CHIEF MIKE VATTY

Chief Vatty addressed the Board briefly, with an update on various ways that the MFD is preparing for the growing corona virus Covid19 epidemic, in consultation with the Geauga Health Department, Geauga Hospital staff, and state public health officials, now that Governor DeWine has issued the emergency Stay-at-Home order for all residents. The Department is anticipating the COVID 19 pandemic surge in the next two to three weeks. All prudent steps are being taken to protect first responders from exposure.

Chief Vatty discussed efforts to coordinate additional community resources to assist and support residents experiencing non-medical crises during the shelter-in-place period, specifically, collaboration with the Munson Road Dept. crew. Road Superintendent Walker and Chief Vatty agreed that the two Departments will provide reciprocal aid as challenges are encountered. Mr. Bushman provided a phone number for the Geauga Job and Family Services Emergency Committee. The Trustees expressed gratitude to all Road and Fire Dept. staff for the outstanding effort to prepare for the approaching crisis.

MOWING CONTRACTS

Mr. Bushman moved to approve mowing maintenance contracts for township properties, per the recommendation of Superintendent Walker. Mr. McCaskey seconded, and the motion carried with a unanimous vote. The Trustees approved contracts as follows:

- Munson Valley Landscaping, for maintenance of the Town Hall grounds and Scenic River Park, in the amount of \$9,303.00;
- Signature Lawns and Landscaping, for maintenance at the Township cemeteries and Nero Nature Preserve, in the amount of \$10,687.00;
- S.A.M. Landscaping, for maintenance at Munson Township Park, in the amount of \$14,260.00.

RESOLUTION 2020-15 / ROAD SALT CONTRACT

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Mr. Bushman moved to approve Resolution 2020-15, authorizing Munson Township to participate in procuring road salt through the Ohio Department of Transportation annual road salt bid in 2020. Mr. McCaskey seconded, and the motion carried with a unanimous vote.

RESOLUTION 2020-16 / ORDER THE RESURFACING OF VARIOUS ROADS

The Board addressed a Resolution to Order the Resurfacing of Various Roads in Munson Township, at a cost estimated at \$505,000. Jim McCaskey moved to approve Resolution 2020-16 to order the resurfacing of various roads to include Forest View Dr., Wood Hollow Dr., Sun Ridge Circle, Greenbrier Dr., Burlington Ridge Dr. and Burlington Glen Dr., as written. Mr. Bushman seconded, and the motion carried with a unanimous vote.

The Board addressed a series of scheduled Township events and the expected impact of the pandemic.

TOWNSHIP CLEAN-UP DAY

Mr. Bushman moved to postpone the Township Clean-up Day, scheduled for April 18, 2020, due to the pandemic, and to reschedule for September 19. Senior pick-up to be held September 14, 15, and 16. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

MEMORIAL DAY

Trustees noted concerns regarding public gatherings to celebrate Memorial Day, and questioned who would handle the planting of flowers at the cemetery during the pandemic. The Trustees agreed to move forward, and Mr. Bushman moved to purchase flowers for Memorial Day in the amount of \$710.10. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

EASTER EGG HUNT

Mr. Bushman moved to cancel the Township Easter Egg Hunt. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

COMMUNITY DAY PICNIC

The Board agreed to make no determination about the scheduled status of the Picnic.

GO GREEN COMMUNITY GRANT 2020

Mr. Bushman moved to approve the Go Green Community Grant for 2020, and to authorize Chair McMullen to sign on behalf of the Board. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

Mr. Bushman moved to authorize Pam Blair to refurbish/repaint eight "Entering Munson" signs, @ \$400 each. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

6:45 PM BID OPENING SPRING BIDS

The Trustees paused the business meeting to attend to the scheduled bid opening. Andy Bushman moved and Mr. McCaskey seconded to waive the reading of the legal notice published in the *Geauga Maple Leaf*, for road materials, catch basins and headwalls, and virgin asphalt concrete, with a unanimous vote. Motion carried.

Road Materials - the Township received two bids, properly sealed and labeled.

- 1) Arms Trucking, \$500 bid bond from the Old Republic Surety Company.
- 2) Shelly Materials Co., \$500 bid bond form Liberty Bond Services.

Virgin Asphalt Concrete – two bids, properly sealed and labeled.

- 1) Cuyahoga Asphalt Materials, \$500 bid bond from Liberty Mutual Insurance Company.
- 2) Arms Trucking, \$500 bid bond from the Old Republic Surety Company.

Catch Basins and Headwalls – one bid, properly sealed and labeled.

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- 1) James L. Szuszkiewicz. Bid package included a note indicating that due to the pandemic, the bidder was unable to secure a \$500 cashier's check from Chase Bank because the bank was closed, and could not secure a certificate of Workers Compensation coverage.

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

RESOLUTION 2020-17 / WITHIN FUND TRANSFER

A motion to approve Resolution 2020-17 was made by Andy Bushman and seconded by Jim McCaskey for within fund transfers in the Permanent Appropriation in the General Fund and Road and Bridge Fund, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

RESOLUTION 2020-18 / INCREASE PERMANENT APPROPRIATION

A motion to approve Resolution 2020-18 was made by Andy Bushman and seconded by Jim McCaskey to request the Budget Commission to increase the Permanent Appropriation, in the amount of \$75,000 in the Road and Bridge Fund, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

ENCUMBRANCE SHEET

Andy Bushman moved and Jim McCaskey seconded to approve the encumbrance sheet for March 24, 2020, as written:

CompManagement	TPA renewal fee	\$425.00
Blanket	Rents and Leases	\$800.00
ASAP Sanitary Services	Parks porta-potty service	\$896.00
Blanket	Memorial Day flowers	\$727.10
CCM Rental	Rent concrete saw	\$134.40

Motion carried with a unanimous vote.

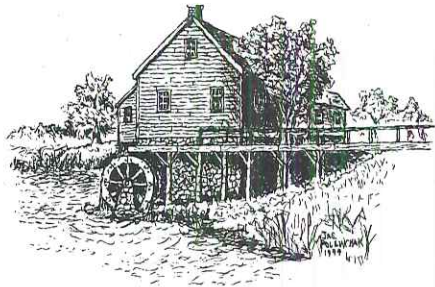
FAREWELL TO JUDY

Before closing the meeting, the Trustees paused to give final recognition to retiring Fiscal Officer Judy Toth. Chair McMullen recognized her 35 years of service as exceptional, and thanked Judy for her commitment to the community. Mr. McCaskey stated that a formal commendation and an appropriate celebratory gathering would be taken up by the Township Trustees after the pandemic crisis is over, when more members of the community can be present.

MEETING ADJOURNED

Andy Bushman moved and Jim McCaskey seconded to adjourn the meeting at 6:56 pm. Motion carried with a unanimous vote.

Irene H. McMullen Chairman Todd R. Ray Fiscal Officer



Munson Township

12210 Auburn Road, Chardon OH 44024-9454

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

Resolution 2020-18

Be it resolved by the Trustees of Munson Township, in a regular session on the 24th 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:

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 \$75,000 of these funds be appropriated in the Road and Bridge Fund, as follows:

\$75,000.00 to 2031-330-360-0002 Contracted Services Road Improvement Projects

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

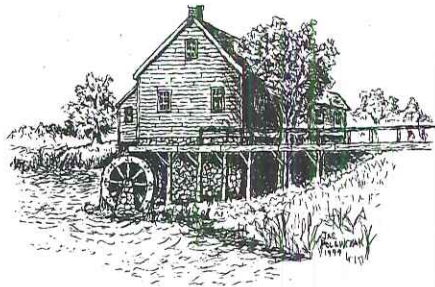
Voting

Andrew J. Bushman, yes

James J. McCaskey, yes

Irene H. McMullen, yes

Attest: Judy Toth, March 24, 2020
Judy Toth, Fiscal Officer



Munson Township

12210 Auburn Road, Chardon OH 44024-9454

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

Resolution 2020-17

Be it resolved by the Trustees of Munson Township, in a regular session on the 24th 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:

That the 2020 Permanent Appropriation be amended, as follows:

Transfers Within Funds

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

550.00	to 1000-410-490-0000	Other - Supplies and Materials
3,000.00	to 1000-610-329-0000	Other - Property Services
	from 1000-120-323-0000	Repairs and Maintenance

In the Road and Bridge Fund, a within fund transfer, as follows:

900.00	to 2031-330-321-0000	Rents and Leases
	from 2031-330-420-0000	Operating Supplies

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

Voting

Andrew J. Bushman, yes

James J. McCaskey, yes

Irene H. McMullen, yes

Attest: Judy Toth, March 24, 2020
Judy Toth, Fiscal Officer