

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, March 9, 20 21

The meeting was called to order at 6:30 pm by Chairman Andy Bushman, with Trustees Irene McMullen and Jim McCaskey and Fiscal Officer Todd Ray all present via Zoom electronic teleconference. The meeting was held without any elected officials located in the same physical space, and was conducted in accordance with conditions established by the Ohio legislature to reduce risk of transmission of COVID 19 coronavirus.

Chairman Andy Bushman led the Pledge of Allegiance. The Board signed warrants 17890 - 17915 dated 3/09/2021, totaling \$472,986.45 and the March 5, 2021 bi-weekly payroll EFT vouchers 51 through 58, totaling \$9,328.11.

Cemetery Deeds

The Board signed Deed #5-324 to Jennifer Fry for Maple Hill Cemetery, Section 3, Lot 340, Grave 1, and Deed #5-325 to Emerson and Elizabeth McArthur III for Maple Hill Cemetery, Section 3, Lot 349, Graves 1 thru 11.

Jim McCaskey moved to approve the minutes for the Trustees Regular meeting Tuesday, February 23, 2021, with a correction noting that the field lease agreement approved for Chardon High School varsity softball was for fields 2 and 3, not 1 and 2. Irene McMullen seconded. Motion carried with a unanimous vote.

Public Comment

Chair Andy Bushman called for any public comment from meeting attendees. No participants responded to offer comments.

Fire Department

Chief Mike Vatty reported that he has been auditing the Medicount Management EMS billing reports, and is close to reconciling collections with submitted billing. He also noted that he has not yet renewed the contract with Medicount Management for EMS billing services, but will do so as soon as he is satisfied with the audit. Chief Vatty stated that is seeking a quote from Burton Sheet Metal Inc. for ventilation work necessary to complete the installation of the commercial washer/dryer at the fire station, and he can't make a recommendation to the Trustees for completing the installation. Chief Vatty will schedule a meeting with Trustee Bushman to discuss updating the Fire contract with the Trustees, and some possible changes. He will reach out to Mr. Bushman to arrange a time.

Road Department

Road Superintendent Kirk Walker reported the Road Department operations to be running smoothly. He will be putting together the quotes for a truck and wheel-loader purchases, and should have them ready to present to the Trustees at the next meeting. With the improving weather, the crew has been working on tree removal. Mr. Walker noted that he continues to explore changes to the maintenance building renovation project, and the crew has been working to make some interior improvements as they go along.

Township Business

Irene McMullen reported that only one contractor submitted a bid for the stream restoration project at Notre Dame Cathedral Latin High School. The committee reviewed the proposal, and determined that it met all the requirements, and recommended approval. Ms. McMullen moved to approve Davey Resources Group as the contractor for the project. Jim McCaskey seconded, and the motion carried with a unanimous vote. Irene stated that the next step involves drafting an agreement between NDCL, Chagrin River Watershed Partners, The Davey Resources team, and the EPA for the specifications on the project.

Andy Bushman moved to approve a contract for supplying portable restrooms and weekly cleaning at two township park sites through the summer, April through October, with ASAP Sanitation Services, \$70/site/ per month. Jim McCaskey seconded. Motion carried with a unanimous vote.

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Jim McCaskey moved to approve the installation of a security firewall for the public wireless (Wi-Fi) in the Town Hall, by Streamline Technology, for \$750.00. Irene McMullen seconded. Motion carried with a unanimous vote.

Memorial Day Commemoration event

Jim McCaskey asked the Trustees to begin considering how to plan and host an outdoor, public commemoration event, in anticipation of improving pandemic conditions and availability of vaccines. Mr. Bushman and Ms. McMullen expressed support, and agreement that such an event would be possible while observing any existing public health guidelines in effect on Memorial Day.

Fiscal Officer

Fiscal Officer Todd Ray noted that, for the record, in reviewing the permanent appropriation approved February 23 with the auditor’s office, he corrected two data entry errors prior to entering the appropriations in the accounting system. In the Coronavirus Relief Fund, the final appropriation amount is \$23,096.38. He explained that all interest earned by this fund, as long as the fund exists, will have to be certified and appropriated as new income before spending. In the NDCL Stream Restoration Fund, the final appropriation amount is \$204,893.00. The grand total of all Funds is \$4,051,603.25.

Other Business

Mr. McCaskey reported that he had spoken with Geauga County Sheriff Scott Hildenbrand, and that a deputy had been identified and assigned to Munson Township for providing additional patrol coverage per the ongoing contract with the Sheriff department. In 2020, due to staffing issues, no deputy was been assigned to Munson, and Munson received little extra patrol coverage.

The Trustees discussed a proposal from P. Ianiro Lawn and Garden, Inc., for spring ballfield preparation on Zambory Field. This field was not included in the ballfield prep quote for the other Township ballfields approved on February 9. Mr. Bushman expressed frustration that the quote was not solicited by the Township, and was presented to the Trustees at the last minute. He would like to review it with the Chardon High School Athletic Director Doug Snyder and varsity baseball to determine if all the work specified in the quote was necessary before acting on it. Ms. McMullen agreed that the quote was late to arrive, but noted that time is running short to get the necessary work done. Mr. McCaskey acknowledged that the quote should have been submitted much earlier, but suggested the quote be approved, with the understanding that some elements of the proposal may be eliminated after Mr. Bushman talks with the Chardon folks. Mr. McCaskey moved to approve the Zambory ballfield prep work, not to exceed \$5,750.00. Ms. McMullen seconded the motion. On the vote: Mr. Bushman, “No,” Ms. McMullen, “Yes,” and Mr. McCaskey, “Yes.” Motion carried. Mr. Bushman stated that he would follow up with Doug Snyder to assess exactly what work would be needed by Chardon varsity baseball.

Trustees discussed a field lease agreement from the Chardon Storm ball team, and possible conflicts with other teams using the same fields during the requested dates. The agreement was tabled until Mr. Bushman can speak with the parties and get clarification and resolution that there will not be any scheduling conflicts.

Outside Meetings

Mr. McCaskey attended County Planning Commissions on March 3 and March 9.
Mr. Bushman attended the Safety Council meeting March 5.

Public Comment

Mr. Bushman asked for public comment. No participants in the meeting offered comments.

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ENCUMBRANCES :

Jim McCaskey moved to approve the encumbrance sheet as written. Irene McMullen seconded. Motion carried with a unanimous vote.

Chardon Postmaster	Bulk rate charges, newsletter	\$725.00
Blanket	Admin., printing expenses, newsletter	\$2,000.00
Blanket	Cemeteries; Other expenses	\$500.00
ASAP Sanitation,	Porta-potty service, parks	\$980.00
Streamline Technology	Wi-Fi firewall installation, Town Hall	\$750.00
P. Ianiro Lawn and Garden	Zambory ballfield prep	\$5,750.00

MEETING ADJOURNED

Jim McCaskey moved and Irene McMullen seconded to adjourn the meeting at 7:04 pm, with a unanimous vote. Motion carried.

 Chairman  Fiscal Officer