

RECORD OF PROCEEDINGS

Minutes of

Meeting

MUNSON TOWNSHIP TRUSTEES REGULAR

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, May 26, 2020

The meeting was called to order at 6:30pm by Chairman Irene McMullen with Trustees Andy Bushman and Jim McCaskey and Fiscal Officer Todd Ray all present via Zoom electronic teleconference. Due to the ongoing viral disease pandemic, the meeting was held without any elected officials located in the same physical space. The meeting was open to the public, with the access link posted on the Munson Township website, in accordance with the Ohio legislature’s Substitute Amended House Bill 197. Five residents logged into the meeting.

Chair Irene McMullen led the Pledge of Allegiance.
Trustees signed warrants 17348 - 17371 dated 5/26/2020, totaling \$30,308.90, and EFT Vouchers 156-163 for the 5/29/2020 bi-weekly payroll totaling \$8,405.08, and EFT vouchers 164 – 169 for the 5/29/20 monthly payroll. The April Financial Report is available for review by the Trustees.

MINUTES

Mr. Bushman moved to approve the minutes of the Trustees Regular meeting May 12, 2020, as written. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

FIRE DEPARTMENT/CHIEF MIKE VATTY

Chief Vatty reported that things are going well within the Fire Department, with somewhat returning to normal. He noted that the Township has one fire levy that is eligible for placing on the ballot this fall as a renewal or replacement, one year ahead of its expiration. The MFD would like the Trustees to move forward with placing the levy on the ballot. Mr. Bushman asked Mr. Ray to determine the timeline for actions by the Board to assure the levy appears on the November ballot.

ROAD DEPARTMENT

Mrs. McMullen reported that the 1990 GMC Truck 102 has been sold.

TOWNSHIP BUSINESS

The Trustees discussed pest-control spraying quotes for Township properties, and agreed to stay with the vendor the Township has used in past years. Mr. Bushman moved to have the Township enter into the pest-control service agreement with Bill Horvath, not to exceed \$500. Mr. McCaskey seconded the motion. Motion carried with a unanimous vote.

Mr. Walker reported that the Kurtz Brothers has the best and lowest price on certified playground mulch specified by the risk management auditor, at \$23/yard, delivered. The Township will need 300 yards to meet standards. After discussion, Mr. Bushman moved to authorize the purchase of 300 yards of mulch from Kurtz Brothers, not to exceed \$7000. Mr. McCaskey seconded; motion carried with a unanimous vote.

The trustees discussed quotes for making changes to bathroom water facilities, retrofitting “touchless” accessories. Mr. Walker reported that a township resident, Tim Randles, of Monroe Plumbing, offered to install the upgrade plumbing fixtures at no cost for labor in the Munson Township Park bathrooms. Mr. Walker indicated that the Rd. Dept. crew could install filters that they believe will reduce maintenance issues with the touchless fixtures. Mr. Bushman moved to accept the quote from Monroe Plumbing not to exceed \$2010. Jim McCaskey seconded; Motion carried with a unanimous vote.

Trustees discussed options installing hand sanitizer stations in more locations in the parks and around township facilities. Trustees will revisit the topic later in the year. Mr. Walker reported that a number of vendors are preparing prices and options for hand sanitizer fixtures. Trustees discussed increasing access to sanitizer stations at more locations, such as courts and pavilions, but noted concerns about possible theft of the fixtures or their contents, and want secure devices. Mr. McCaskey noted that ideally, the sanitizer re-supplies would be included in ongoing cleaning/maintenance program in the parks. Trustees will gather more information before taking action.

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COMMUNITY DAY PLANS

The Trustees discussed the scheduled Community Day Picnic, and agreed that public gatherings such as this are still risky. In order to give office staff direction on planning and preparation, the Trustees agreed to cancel the event. Mr. Bushman moved, to postpone the 2020 Munson Community Day Picnic due to the coronavirus pandemic. Mr. McCaskey seconded; motion carried with a unanimous vote.

Ms. McMullen pointed out that the Township has already received donations from four Munson businesses. She will write thank you notes to these generous donors to the Picnic, (Payne and Payne Builders, University Hospitals, Petersen and Petersen, and Junction Auto) and will invite them to redirect their gifts to the scholarship fund.

NOPEC GRANT- Streetlights

Irene McMullen updated the Board, stating that the next step in the process to convert the remaining streetlights to LED is the Board's authorization to have Illuminating Co. engineers prepare the engineering specifications for all the lighting upgrades. All three trustees supported moving ahead, and have Ms. McMullen communicate authorization to proceed.

The Trustees noted that the next Regular meeting is Tuesday, June 9, and considered holding the meeting in the community room, with expanded social distancing for all attendees. Mr. McCaskey stated that he felt it was time to resume meeting in the public space, using social distancing, noting that other county agencies have resumed face-to-face meetings. After discussion, Trustees decided to hold the next meeting by Zoom electronic teleconference.

FISCAL OFFICER

Mr. Ray explained that the County Auditor, following directives from the Auditor of State, expects each township to create a Special Fund to receive and track spending of the HHS CARES Act federal pandemic relief funds.

RESOLUTION 2020-23: Establish a Special Revenue Funds 2903

Andy Bushman moved to approve Resolution 2020-23, seconded by Jim McCaskey, to request the Auditor of State to approve establishment of Fund 2903, and to request the Budget Commission to certify additional revenue in the amount of \$7,593.84, and place it in Fund 2903. Mr. McCaskey seconded. Motion carried with a unanimous vote. [The resolution is included on a separate page as part of the minutes.]

RESOLUTION 2020-24 / WITHIN FUND TRANSFER

A motion to approve Resolution 2020-24 was made by Andy Bushman and seconded by Jim McCaskey for within fund transfers in the Permanent Appropriation in the General Fund, with a unanimous vote. 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 April Financial Report. Mr. McCaskey seconded, and the motion carried with a unanimous vote.

The Trustees agreed that the Township no longer needed to keep a safe deposit box at Middlefield Bank, and asked Mr. Ray to notify the Bank and take care of returning the key. Mr. Ray reviewed the timeline for preparing and approving the 2021 budget, and noted that the scheduled date for a workshop meeting, June 23, makes for a tight timeline for the Trustees to hold their public hearing and approve the budget to send to the Budget Commission.

Mr. Bushman moved to schedule a Special Meeting for a workshop to prepare the 2021 budget for June 16, at 6:30 p.m., location to be determined. Mr. McCaskey seconded. Motion carried with a unanimous vote.

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Public Comment

Resident Joe Bastulli informed the Board that, regretfully, the Bastullis have filed a lawsuit against the township and the township officials due to the Bastullis' ongoing dissatisfaction with the handling of their objections to the zoning issues created by the holiday light show near their home. The official written notice will be arriving at the town hall in the coming days. Rich Ferlin, resident of Fowlers Mill Rd., offered comments on the disruption of electrical service each week during scheduled testing of the emergency back-up generator that powers the Fire Station and Town Hall during power outages, and his opinion that NOPEC funds be used to fix this. Resident Dave Partington of Rockhaven Rd., offered praise for the Memorial Day observance presented on line and in the local newspaper, with special mention of resident and State Senator John Eklund's exceptional speech.

ENCUMBRANCE SHEET

Andy Bushman moved and Jim McCaskey seconded to approve the encumbrance sheet for May 26, 2020, as written:

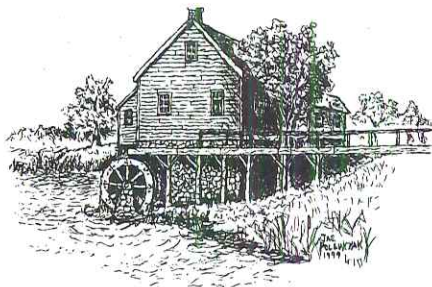
Blanket	Scholarships	\$7,500.00
Sunrise Springs Water Co.	Bottled water	\$525.00
Portage Tree	Trees, north property line	\$3,560.00
Blanket	Court reporter, Zoning	\$700.00
Blanket	Other communications, printing, Zoning	\$1000.00
Blanket	Postage- Zoning	\$300.00
Blanket	Printing- Zoning	\$200.00

Motion carried with a unanimous vote.

MEETING ADJOURNED

Andy Bushman moved and Jim McCaskey seconded to adjourn the meeting at 7:21 pm. Motion carried with a unanimous vote.

Steve H. McWh Chairman Todd R. Ray Fiscal Officer



Munson Township

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

Resolution 2020-23

A RESOLUTION ESTABLISHING A SPECIAL REVENUE FUND for CARES ACT RELIEF

Be it resolved by the Trustees of Munson Township, in a regular session on the 26th day of May, 2020, with the following members present via Zoom internet-based teleconference meeting, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen, that ANDY BUSHMAN moved the adoption of the following resolution:

Whereas, the nation has been beset by a pandemic attributed to the Coronavirus COVID19, and,

Whereas the Congress of the United States has passed the Health and Human Services CARES Act that provides economic resources to state and local government entities to offset unanticipated expenses that occur due to the pandemic, and,

Whereas, the Ohio Auditor of State has directed local government entities in Ohio to establish a Special Revenue Fund to receive and track spending of these CARES Act funds,

Now, therefore, be it resolved, that the Munson Township Board of Trustees authorize the Fiscal Officer to submit the application for fund approval to the Auditor of the State of Ohio to establish the following fund:

Special Revenue Fund 2903- COVID19 Relief Fund

And to request the Geauga County Budget Commission to certify additional revenue in the amount of \$7,593.84, and place it in Fund 2903.

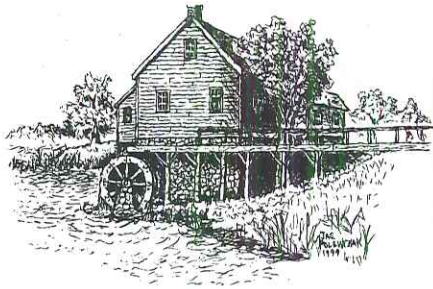
JIM MCCASKEY seconded the motion, and the roll being called resulted as follows: voting

Andrew J. Bushman, yes

James J. McCaskey, yes

Irene H. McMullen, yes

Attest: Todd R. Ray, May 26, 2020
Todd R. Ray, Fiscal Officer



Munson Township

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

Resolution 2020-24

Be it resolved by the Trustees of Munson Township, in a regular session on the 26th day of May 2020, with the following members present, via Zoom internet-based teleconference meeting, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen, that ANDY 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:

700.00	to 1000-130-319-0000	Other – Professional and Technical Services
1,000.00	to 1000-130-349-0000	Other – Communications, printing, & advertising
300.00	to 1000-130-342-0000	Postage
200.00	to 1000-130-344-0000	Printing
	from 1000-130-190-0000	Salaries

JIM MCCASKEY seconded the motion and the roll being called, resulted as follows:

Voting

Andrew J. Bushman

James J. McCaskey

Irene H. McMullen

Attest: Todd R. Ray, May 26, 2020
Todd Ray, Fiscal Officer