

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, November 12, 20 19

The meeting was called to order at 6:30pm by Chairman Jim McCaskey with Trustees Andy Bushman and Irene McMullen and Fiscal Officer Judy Toth present. The Chairman led the Pledge of Allegiance. The Board signed warrants 16951-16968 dated 10/31 and 11/5/19 totaling \$6,716.88, EFT Vouchers 403-407 for the 10/31/19 monthly payroll totaling \$6,696.86, and EFT Vouchers 413-420 for the 11/01/19 bi-weekly payroll for \$8,185.06 between meetings. The Board signed warrants 16969-16995 dated 11/12/19 totaling \$43,307.42 and EFT Vouchers 429-436 for the 11/15/19 bi-weekly payroll totaling \$8,414.45 at the meeting.

MINUTES

Irene McMullen moved and Andy Bushman seconded to approve the minutes of October 22, 2019, with a unanimous vote. Motion carried.

PUBLIC COMMENT – none.

FIRE REPORT/ACTING CHIEF MIKE VATTY

The last two weeks have been busy. The fire department responded to a garage fire on Pinehurst and was able to keep the fire from extending to the main structure. An engine responding to downed trees on Cedar Road the following morning was diverted to a Newbury chicken coop fire. Fast action saved the adjoining barn. They responded to a house fire on Cedar Road November 1 called in by a passerby, and on November 6, a commercial structure fire in Newbury. Maintenance is complete on the vehicles. Some of the work was done in-house at an estimated savings of \$2,000. The monthly report is late due to restructuring. They will be changing programs in January, as it is difficult to extrapolate information from the current program. A virus corrupted some information, but was isolated and fixed. McCaskey asked if they had an insurance rider and was told they did. Computers were down for five days, and some data will have to be re-entered. The department logged 1050 calls by last Friday, and estimated 1185 for the year. Last year's total was 1110. McCaskey personally thanked the department for their response to an incident involving a garbage truck fire and praised their Facebook page. Prior to the meeting he had requested a third quarter budget comparing actual to budget, and Chief Vatty passed out a spreadsheet, which Fire Board member Rich Ferlin reviewed. They budgeted \$48,000 for vehicle repairs and expected to need the full amount.

ROAD REPORT/SUPERINTENDENT KIRK WALKER

Irene McMullen moved and Andy Bushman seconded to allow Kirk Walker to take leave November 25 through November 27 in advance, with a unanimous vote. Motion carried. Mr. Walker had three quotes for a fence for the north property line. He discussed a shorter fence and replacing the trees, if the homeowner agrees, in order to reduce cost, and for ease of mowing for both the Township and homeowner. McCaskey asked Mr. Walker to have a plan ready for the next meeting if possible. Due to the time change, McCaskey asked the fire department to back into the parking spaces to reduce headlight glare on the neighbor's property. He discussed road estimates prepared by the county engineer. The Township anticipated a \$370,000 carryover in the road funds and with 2020 revenues, a total of approximately \$550-560,000 for capital projects. The engineer's estimate for all of the roads submitted is \$1.2 million. Mr. Walker recommended Woodhollow, Sun Ridge Circle, and Burlington Ridge at a cost of \$275,000-\$300,000. Adding Burlington Glen, Greenbrier and Forestview will bring the estimate up to \$530,000. The county engineer informed Mr. McCaskey that Sherman Road was six projects under the line for an OPWC grant. Rich Ferlin discussed another accident on the hill on Sherman Road and asked if the Township had requested a speed reduction. Mr. McCaskey advised that the county engineer has determined that cars are traveling a safe speed on Rockhaven and Bean and will not recommend a speed reduction. The Board discussed resurfacing Sherman Road. Bass Lake to Fowlers Mill is done, and an OPWC grant consideration would be for Fowlers Mill to Heath. The engineer has agreed to submit whatever the Township requests.

Irene McMullen moved and Andy Bushman seconded that the 2020 project requests for the Geauga County Engineer's office include Wood Hollow, Sun Ridge Circle, Burlington Ridge, Burlington Glen, Greenbrier, and Forest View, and to date the request 11/12/19, with a unanimous vote. Motion carried. Mr. McCaskey asked the record to reflect that the Board will not go forward with a request for an OPWC grant for Sherman Road for 2020.

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ROAD REPORT (continued)

Mr. Walker reported that the road department installed the snow guards at an estimated savings of \$4,000, and finished the furnace. They sprayed the ball field with the vinegar mixture, and the weeds turned brown the next day. The solution can also be used around guardrails, is safe, and will not need an applicator's permit. Asphalt repairs are completed and some striping was done. Rich Ferlin advised the centerline was done on Fowlers Mill, but no edge lines. Mr. Walker advised that the county engineer invited the Township to participate in the county's bid for striping next year, which will be a savings for the Township. Downed wires were fixed and buried on Stonegate. All trucks were readied for snow. He reported three minor breakdowns today, fixed in-house. Mr. McCaskey told him the roads looked good.

DECEMBER MEETINGS

The Board will move the December 24 meeting to Dec. 30.
Irene McMullen moved and Andy Bushman seconded to hold a special meeting on December 30, 2019 at 6:30pm and to cancel the December 24, 2019 meeting, with a unanimous vote.
Motion carried.

RESOLUTION 2019-36/OFFICIAL'S BONDS

Resolution 2019-36 was made by Irene McMullen moved and seconded by Andy Bushman to authorize use of an employee dishonesty and faithful performance of duty policy through O.T.A.R.M.A. instead of individual surety bonds for elected officials, appointees, and employees, who are otherwise required by law to acquire a bond, with a unanimous vote.
Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

LAND USE PLAN UPDATE

Mr. McCaskey advised that the new executive director is recommending that the Townships update their land use plans. The last complete revision of Munson's plan was done in 2000. Hambden is updating their plan through a course study at Cleveland State. The Board discussed a preliminary survey, and was advised that a countywide survey was in process. The county is doing a land use study in conjunction with an economic study.

NDCL GRANT

Irene McMullen moved and Andy Bushman seconded to sign the nonpoint source documents and that Jim McCaskey sign the letter to the Ohio EPA regarding our contract/procurement practices, with a unanimous vote. Motion carried.
Irene McMullen moved and Andy Bushman seconded that Irene McMullen sign the nonpoint source grant award documents, with a unanimous vote. Motion carried.

SRR TRAIL MARKERS

The Board reviewed a quote of \$498 for a trail marker kit for Scenic River. The Township will work with the Fire Department to capture GPS locations. Chief Vatty said the color would not matter.
Irene McMullen moved and Andy Bushman seconded to order the Carsonite trail marking kit for \$498 from Berntsen, with a unanimous vote. Motion carried.

FOWLERS MILL LAYOUT OF NORTHERN SECTION

Mr. McCaskey asked the Board to give some thought to the layout – no decision would be made that evening. Mrs. McMullen's concern was for ongoing maintenance.

RESOLUTION 2019-34/NEW FUND 2901 FOR NDCL GRANT

Resolution 2019-34 was made by Irene McMullen and seconded by Andy Bushman to request the state auditor to approve Fund 2901 to accept and disburse grant and local match funds for the NDCL Stream Restoration Project, with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.]

RESOLUTION 2019-35/FUND TRANSFER

Resolution 2019-35 was made by Irene McMullen and seconded by Andy Bushman for within fund transfers in the General Fund, with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.]

FISCAL OFFICER'S MONTHLY REPORT

Irene McMullen moved and Andy Bushman seconded to approve the Fiscal Officer's monthly report for October 2019, with a unanimous vote. Motion carried.

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EXPENSES FOR NEW FISCAL OFFICER

Mrs. Toth requested \$40 to set up an email account for the new fiscal officer and inquired about his attending seminars prior to taking office. Mrs. McMullen will consult with the prosecutor.

WORKERS COMP 2020 PREMIUM

The Board agreed to pay the entire 2020 premium before the January 2, 2020 deadline to receive the 2 percent discount.

OUTSIDE MEETINGS

Mrs. McMullen attended NOPEC's annual meeting this morning. There was much discussion about LED street lights primarily in regards to whether there was a less expensive way to purchase the bulbs. No one has come up with a better way. She asked CEI liaison Dave Dillon for a report on which of the Township's lights had been converted to LED. The Township will see a reduction in charges in January.

OTHER BUSINESS

Mr. McCaskey received a call from a resident on Bass Lake Road that coyotes are becoming more aggressive. Barbara Partington suggested contacting Natural Resources and Debbie Roche gave the Board a contact name and phone number.

PUBLIC COMMENT

David Partington reported that the street light was out at the corner of Rockhaven and 322. He thanked the Board on behalf of Protect Geauga Parks for use of the community room for their heroes of conservation reception, and thanked Andy Bushman for patiently waiting to give the introduction.

In regards to the Bethlehem Hills Light Display, resident Joe Bastulli did not believe it was clear that the Berkshire Hills manor house property fell under Conditional Use, and that they had been given all of the documents. They went to the county auditor and had their lawyer and an expert read the records. He advised that they have paid their lawyer for an additional public records request.

ENCUMBRANCE SHEET

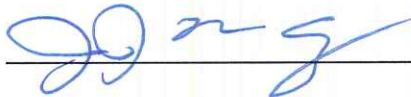
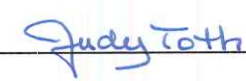
Irene McMullen moved and Andy Bushman seconded to approve the encumbrance sheet for November 12, 2019, as written:

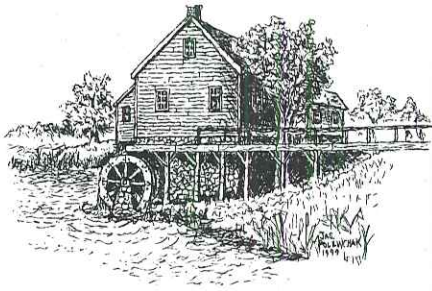
Burton Floral & Garden	Then & Now Memorial Day Geraniums/Flats	500.00
G Kaufman Septic	Then & Now Septic Pumping – Parks	327.86
Centerra Co-op	Then & Now Purchase Tools	777.47
John & Frances Perko	Sell Back 2 Graves	300.00
Blanket (Admin.)	Machinery, Equipment & Furniture	2,825.00
Munson Fire Dept.	Contract – EMS Funds	4,000.00
Blanket (Parks)	Repairs and Maintenance	1,000.00
Gauga Local Access C.C.	Local Programming Contract	10,773.38
The Illuminating Co.	Electric Utility – Town Hall/Septic Pump	4,000.00
Citi Cards	Berntsen – Trail Markers	498.00

with a unanimous vote. Motion carried.

MEETING ADJOURNED

Irene McMullen moved and Andy Bushman seconded to adjourn the meeting at 7:40pm, with a unanimous vote. Motion carried.

 Chairman  Fiscal Officer



Munson Township

12210 Auburn Road, Chardon OH 44024-9454

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

Resolution 2019-34

A RESOLUTION ESTABLISHING A NEW FUND FOR THE NDCL STREAM RESTORATION GRANT

Be it resolved by the Trustees of Munson Township, in a regular session on the 12th day of November, 2019, at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen, that Irene McMullen moved the adoption of the following resolution,

Whereas, 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; and

Whereas, Munson Township will be collaborating with the Sisters of Notre Dame, the Ohio Environmental Protection Agency, and the Chagrin River Watershed Partners; and

Whereas, 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; and

Whereas, Munson Township, as the subrecipient, will collect and disburse the grant money from the Ohio EPA and the local match funds from the Sisters of Notre Dame.

Now, therefore, be it resolved, that the Board of Township Trustees of Munson Township shall establish the following fund:

Fund 2901 – NDCL Stream Restoration.

And direct the Fiscal Officer to submit the request for fund approval to the Auditor of the State of Ohio.

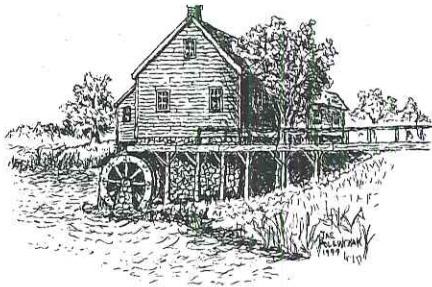
Andy Bushman seconded the motion and the roll being called resulted as follows: voting

Andrew J. Bushman, yes

James J. McCaskey, yes

Irene H. McMullen, yes

Attest: Judy Toth, November 12, 2019
Judy Toth, Fiscal Officer



Munson Township

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

Resolution 2019-35

Be it resolved by the Trustees of Munson Township, in a regular session on the 12th day of November 2019, at the Munson Township office, with the following members present, Andrew J. Bushman and James J. McCaskey, that Irene McMullen moved the adoption of the following resolution:

That the 2019 Permanent Appropriation be amended, as follows:

Transfers Within Funds

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

10,500.00	to 1000-110-360-0000	Contracted Services
1,000.00	to 1000-120-190-0000	Other – Salaries
140.00	to 1000-120-211-0000	Ohio Public Employees Retirement System
20.00	to 1000-120-213-0000	Medicare
1,060.00	from 1000-110-314-0000	Tax Collection Fees
4,000.00	from 1000-110-342-0000	Postage
400.00	from 1000-110-599-0000	Other – Other Expenses
2,200.00	from 1000-120-341-0000	Telephone
1,000.00	from 1000-120-351-0000	Electricity
2,000.00	from 1000-610-323-0000	Repairs and Maintenance
1,000.00	from 1000-610-420-0000	Operating Supplies

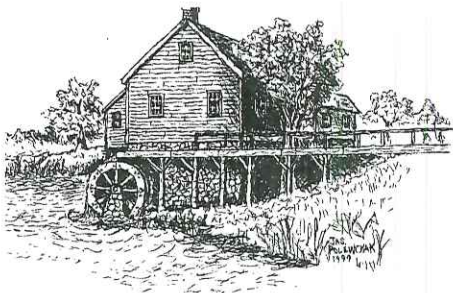
Andy Bushman seconded the motion and the roll being called, resulted as follows:
Voting

Andrew J. Bushman, yes

James J. McCaskey, yes

Irene H. McMullen, yes

Attest: Judy Toth, November 12, 2019
Judy Toth, Fiscal Officer



A Resolution of the Munson Township Trustees No. 2019- 36

WHEREAS, Munson Township, Geauga County is a member of the Ohio Township Association Risk Management Authority (OTARMA), a political subdivision risk pool established pursuant to Ohio Revised Code hereinafter "ORC," 2744.081;

WHEREAS, House Bill 291 was signed into law on December 20, 2018 and became effective March 20, 2019; authorizes the use of an, "employee dishonesty and faithful performance of duty policy," instead of individual surety bonds, for trustees, employees, and appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties; and

WHEREAS, in accordance with ORC 3.061, the Township must adopt a policy by resolution to allow the use of an "employee dishonesty and faithful performance of duty" coverage document, rather than a surety bond, to cover loss by fraudulent or dishonest actions of employees and failure of employees to faithfully perform duties; the following shall apply to the policy:


1. An officer, employee, or appointee shall be considered qualified to hold the office or employment, without acquiring a bond, on the date the oath of office is taken, certified, and filed as required by law.
2. An officer, employee, or appointee shall have the employee dishonesty and faithful performance of duty policy in effect before the individual's term of office or employment and the officer, employee or appointee shall not commence the discharge of duties until coverage is documented.
3. All officers, employees, or appointees who would otherwise be required to file a bond before commencing the discharge of duties shall be covered by and are subject to the employee dishonesty and faithful performance of duty policy instead of a surety bond requirement.
4. The coverage amount for an officer, employee, or appointee under an employee dishonesty and faithful performance of duty policy shall be equal to or greater than the maximum amount of the bond otherwise required by law.
5. Elected officials, prior to taking the oath of office and holding office, shall obtain approval of the intent to use the Township's OTARMA coverage agreement and affirm that the Township's coverage complies with ORC 3.061: Said approval shall be obtained by the Munson Township, Geauga County.


WHEREAS, Munson Township, Geauga County's "employee dishonesty and faithful performance of duty policy" through the OTARMA coverage document complies with ORC 3.061: and

NOW, THEREFORE, BE IT RESOLVED, that on this date November 12, 2019, the Munson Township, Geauga County hereby authorizes the Township to purchase and use "employee dishonesty and faithful performance of duty policy" through OTARMA instead of individual surety bonds for officers, employees, and appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties.


Unanimously approved, this 12th day of November, 2019, by the Board of Township Trustees of Munson Township:


Andrew J. Bushman, Trustee


Irene H. McMullen, Trustee


James J. McCaskey, Chair

I certify that the above was adopted by the Board of Trustees of Munson Township, Geauga County, at its November 12, 2019, meeting.


Judith Toth, Fiscal Officer

November 12, 2019