

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES SPECIAL MEETING

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, November 17, 2020

The meeting was called to order at 6:30pm by Chair Irene McMullen with Trustees Andy Bushman 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.

Chair Irene McMullen led the Pledge of Allegiance. Ms. McMullen made a brief statement noting that this meeting was a Special meeting to allow the Trustees to discuss CARES Act expenditures, and to address a possible expenditure for a generator for the Road Department Maintenance building. She reported that a written quote for the generator was not available for the Trustees to review. Trustee McCaskey told the Board that the vendor, Shepp Electric, was looking at options to further reduce the cost, but had not been able to send a written quote in time for the meeting. The Board will take this up at the next regular meeting.

Next, Chair McMullen reported that the Road Superintendent had provided Fiscal Officer Ray with information detailing Road Dept. crew-members' labor time devoted to COVID response sanitizing procedures in Township trucks, facilities, park playgrounds and picnic areas. She invited Trustees comments on encumbering funds to reimburse the Road Dept. wages from CARES Act funds. Trustee McCaskey noted that Mr. Ray had prepared an estimate of \$11,000 that included wages already paid and wages anticipated through December 31. Mr. McCaskey and Mr. Bushman made comments of support for the reimbursement. Mr. Bushman moved to approve the encumbrance of \$11,000 for reimbursement of Road Dept. wages, using CARES Act funds. Jim McCaskey seconded the motion. With a unanimous vote, the motion carried.

In response to a question from Fiscal Officer Ray, Munson Fire Captain Brian Gray explained that the Fire Department Command Vehicle purchased by the Township from Junction Buick GMC will include an electronic four-wheel drive shift option that will increase the expenditure cost by \$493.00. Mr. Ray noted that the additional expense could be assigned to the open CARES Act blanket. The Trustees agreed with the recommendation.

Ms. McMullen asked for consideration of a cordless hand-held sanitizing sprayer. Mr. Bushman moved to approve the purchase of the sprayer from Pittsburgh Spray Equipment for \$897.99 using CARES Act funds. Jim McCaskey seconded the motion. With a unanimous vote, the motion carried. Mr. Bushman advised that the purchase also be assigned to the open blanket.

The Trustees considered three additional expenditures for lockers in the Road Dept. building, a chainsaw, and a COVID-safe table for the town hall office kitchenette, but dismissed each expenditure because they did not agree that the purchases were justifiable using CARES Act funds.

Chair McMullen then asked what the balance was of CARES Act funds that remained un-encumbered. Mr. Ray and Mr. Bushman agreed that their accounting indicated a balance of \$58,809.

The Trustees discussed a request from University Hospitals Geauga Medical Center to consider sub-granting some CARES Act funds to the hospital. Hospital administrators had reached out to the Board and shared information about medical disposables and PPE that the hospital has routinely donated to the Munson Fire Department for restocking the ambulances, and they highlighted large, un-reimbursed budget deficits for wages they are carrying due to the pandemic response protocols. The Trustees agreed that the remaining CARES Act funds should be distributed between UH Geauga and the Munson Fire Department, and were open to discussing an equitable split.

The Trustees engaged in an exchange of questions and answers with Fire Captain Brian Gray. Captain Gray acknowledged that UH Geauga has always been a good partner with Munson Fire Department, and was in no way interested in harming that strong relationship. Captain Gray

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pointed out that Munson Fire was experiencing legitimate stress and additional costs due to COVID 19 procedures that are not covered by the current budget. He noted that UH Geauga also has other sources for CARES Act funding.

Mr. McCaskey stated that this is a challenging situation for everyone in the community, including our hospital and our Fire department, and many local businesses and nonprofits, and he asked that everyone recognize that “we are all in this together.” The COVID 19 crisis effects are being felt throughout the community. He proposed that the Township direct \$10,000 to UH Geauga, and the balance be sub-granted to Munson Fire department. Mr. Bushman countered with a proposal of \$5,000 to UH Geauga. After discussion, the Trustees agreed to split the difference.

Mr. Bushman moved to encumber \$7,500.00 for a sub-grant to UH Geauga Medical Center for pandemic response expenses. Mr. McCaskey seconded the motion. With a unanimous vote, the motion carried. Ms. McMullen stated that she would work with the prosecutor’s office to prepare the sub-grant agreement paperwork. The agreement will be executed at a future meeting.

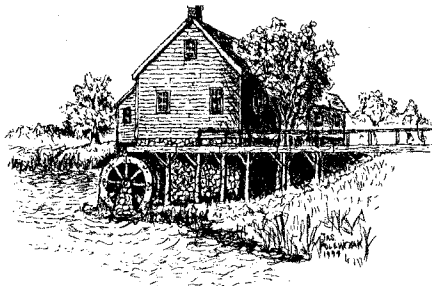
Resolution 2020-49

Mr. Bushman moved to approve Resolution 2020-49, a resolution to encumber \$51,309.00 for a sub-grant to Munson Fire Department, for pandemic response expenses. Mr. McCaskey seconded the motion. With a unanimous vote, the motion carried. Ms. McMullen asked if Mr. Bushman, as liaison to the Fire department, could arrange to have the sub-grant agreement prepared for a future meeting. Mr. Bushman agreed that he could do that.

MEETING ADJOURNED

Andy Bushman moved and Jim McCaskey seconded to adjourn the meeting at 7:10pm. Motion carried with a unanimous vote.

Steve H. McMullen Chairman Todd R. Ray Fiscal Officer



Munson Township

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Resolution 2020-49

Resolution of Acceptance Approving CARES Act Expenditures

The Board of Trustees of Munson Township, Geauga County, Ohio, ("the Board") met in Special session on the 17th day November, 2020, via Zoom internet-based teleconference meeting, with the following members present Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen,

that Andy Bushman moved the adoption of the following resolution:

WHEREAS, the Coronavirus Aid, Relief, and Economic Security Act, 116 Public Law 136, (the CARES Act) was signed into law by the President of the United States on March 27, 2020; and
WHEREAS, the Ohio General Assembly established a process for distributing funds provided by the "Coronavirus Aid, Relief, and Economic Security Act" in House Bill 481 of the 133rd General Assembly (HB 481); and

WHEREAS, the Governor signed HB 481, which was effective June 19, 2020; and

WHEREAS, HB 481 requires subdivisions receiving funds under Section 1 of the act, to pass a resolution affirming that funds from the County Coronavirus Relief Distribution Fund may be expended only to cover costs of the subdivision consistent with the requirements of section 5001 of the CARES Act as described in 42 U.S.C. 601(d), and any applicable regulations before receiving said funds; and

WHEREAS, Munson Township passed **Resolution 2020-27** affirming that funds so received would be expended only to cover costs of the Township consistent with the requirements of section 5001 of the CARES Act as described in 42 U.S.C. 601(d), and any applicable regulations before receiving said funds; and

WHEREAS, the public safety salaries have been reviewed by the Board for the Board to consider whether said funds can be expended to cover said costs; and

WHEREAS, the United States Department of Treasury ("U.S. Treasury") updated its "Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments" on September 2, 2020; and

WHEREAS, in recognition of the particular importance of public safety workers to State and local government responses to the public health emergency, the U.S. Treasury has provided, as an administrative accommodation, that a State or local government may presume that public safety employees meet the substantially dedicated test, meaning that work performed by such employees is considered to be a substantially different use than accounted for in the most recently approved budget as of March 27, 2020. All costs of such employees may be covered using payments from the Coronavirus Relief Fund for services provided during the period that begins on March 1, 2020, and ends on December 30, 2020; and

WHEREAS, the U.S. Treasury has supplemented its guidance to clarify that public safety employees would include police officers, firefighters, emergency medical responders, correctional and detention officers, and those who directly support such employees such as dispatchers and supervisory personnel; and

WHEREAS, the U.S. Treasury guidance states that payroll and benefits of a substantially dedicated employee may be covered using payments from the Coronavirus Relief Fund to the extent incurred between March 1, 2020 and December 30, 2020; and

WHEREAS, the Ohio Office of Budget and Management updated its “Coronavirus Relief Fund Local Assistance Program Guidance” on October 1, 2020; and

WHEREAS, the Ohio Office of Budget and Management “Coronavirus Relief Fund Local Assistance Program Guidance” provides that payroll expenses for public safety and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency are allowable acknowledging that the U.S. Treasury has indicated that the full amount of payroll and benefits for substantially dedicated employees may be covered using the funds; and

WHEREAS, the Ohio Office of Budget and Management “Coronavirus Relief Fund Local Assistance Program Guidance” states that public safety personnel are “presumed” for administrative convenience to be substantially dedicated unless the chief executive determines that specific circumstances indicate otherwise. Further, the U.S. Treasury has provided an administrative accommodation for “presumed” public safety employees indicating these employees which meet the substantially dedicated test are considered substantially different use, thus allowing for previously budgeted personnel to be eligible to be charged to the Coronavirus Relief Fund; and

WHEREAS, the Ohio Office of Budget and Management “Coronavirus Relief Fund Local Assistance Program Guidance” states that Public Safety positions include: Police officers; firefighters; emergency medical responders; correctional and detention officers; and those who directly support such employees such as dispatchers and supervisory personnel; and

WHEREAS, the Ohio Office of Budget and Management has recommended that the legislative authority pass a resolution indicating which positions are eligible to be paid from CARES Act funding; and

WHEREAS, the Board of Trustees of Munson Township have determined that the following positions fall under the definition of “Public Safety position” as set forth in the guidance provided by the U.S. Treasury and the Ohio Office of Budget and Management: “captain,” “paramedic” or “firefighter”; and

WHEREAS, the Board of Trustees of Munson Township find the aforementioned “Public Safety positions” pursuant to the guidance set forth by the U.S. Treasury and the Ohio Office of Budget and Management are “presumed” to be substantially dedicated to mitigating or responding to the COVID-19 public health emergency; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Munson Township

upon review of the expenditures paid from the Munson Township Fire Operating and Apparatus fund for the aforementioned "Public Safety positions", affirm that said expenditures are approved and are:

- (1) A necessary expense incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- (2) Work performed by such employees is considered to be a substantially different use than accounted for in the Township's most recently approved budget as of March 27, 2020; and
- (3) Was incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

BE IT FURTHER RESOLVED, that the Board of Trustees of Munson Township hereby authorize the total encumbrance of \$ 51,309.00 from the Coronavirus Relief Fund monies for the reimbursement and/or expenditure of wages for the aforementioned "Public Safety positions" incurred by the private Munson Fire Department company, on behalf of the residents of Munson Township; and

BE IT FURTHER RESOLVED, that the total amount of \$ 51,309.00 and includes the following:

For reimbursement of \$ 51,309.00 to the Fire Operating and Apparatus fund:
Contracted Services

FURTHERMORE, be it resolved by the Board of Trustees of Munson Township that the Munson Township Fiscal Officer take all necessary action to use and/or encumber CARES Act funds to pay for the above referenced expenditure.

Adopted on: 11/17/2020

Motion made by Andy Bushman and seconded by Jim McCaskey.
The Resolution and the roll being called upon its adoption the vote resulted as follows:

Trustee <u>Irene McMullen</u>	Trustee <u>Jim McCaskey</u>	Trustee <u>Andy Bushman</u>
Yes	Yes	Yes

Irene McMullen
Chairman, Irene McMullen

Todd R. Ray
Fiscal Officer, Todd Ray