

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, November 24, 2020

The meeting was called to order at 6:30 pm by Chairman Irene McMullen, with Trustees Andy Bushman and Jim McCaskey and Fiscal Officer Todd Ray all present via Zoom electronic teleconference. Three residents logged into the meeting. The Chairman led the Pledge of Allegiance.

Chair McMullen opened the meeting with a statement of congratulations for the Chardon High School Hilltoppers football team for winning the Ohio Division III state championship on Saturday, November 21.

Ms. McMullen noted that the trustees had warrants to sign. Warrant numbers 17709 - 17721 dated 11/24/2020, totaling \$32,171.09 and EFT Vouchers 421 - 428 for the 11/27/2020 bi-weekly payroll, totaling \$7,250.67, and and EFT Vouchers 432 - 437 for the 11/30/2020 monthly payroll, totaling \$7,447.09, are ready for the Trustees to sign.

MINUTES

Mr. Bushman moved to approve the minutes of the Trustees Regular Meeting November 10, 2020, as written. Mr. McCaskey seconded; with a unanimous vote, the motion carried. Mr. Bushman moved to approve the minutes of the Trustees Special Meeting November 17, 2020, as written. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

FIRE DEPARTMENT Report

Chief Vatty reported that the Department responded to one structure fire last week, and the fire was contained quickly. The recent surge in coronavirus cases in northeast Ohio has continued, and Munson Fire Dept. staff have been transporting more residents with the disease, but to date, no staff member has tested positive with the infection. He shared that the "live burn" training event was completed on Sunday, November 22, involving a residential structure on Covia Corporation property on Rt. 44 (Ravenna Rd.) All went well. (The date of the training event was moved back from original scheduled date of November 15 due to high-wind weather conditions and concerns about coronavirus transmission between fire fighter participants.)

Chief Vatty updated the Board on EMS response calls, and indicated that he anticipates call volume to reach 11,000 by the end of December, a little less than past years.

Trustee Irene McMullen inquired about the a current roster of all MFD employees, requested at the last meeting, noting that the roster she received included an employee that she is aware was no longer working for MFD. Captain Brian Gray acknowledged that this was an oversight. He stated that Trustee-liaison Andy Bushman receives an updated roster quarterly. Ms. McMullen asked Mr. Bushman to share the updated roster with the other Trustees. With regard to the 2021 budget requested by Ms. McMullen at the last meeting, Captain Gray indicated that the 2021 budget was included in the budget documents provided to the Trustees as part of the ten-year financial plan submitted in July. In response to a follow-up question, he stated that the 2021 budget provided in July is the same budget that MFD will operate on in the coming year, without any changes.

Chief Vatty reported that Munson rescue squad 4052 had another mechanical problem last week and was unable to complete an emergency run. The squad was out-of-service for a few days. He stated that the ambulance has had ongoing mechanical problems and is unreliable, and he made an appeal to the Board to commit to purchasing a new squad. The Chief referred to a quote for \$247,468.00 for a new squad that had been emailed to the Trustees.

The Trustees and Chief Vatty engaged in discussion on the topic. Ms. McMullen pointed out that this purchase request for a new squad was a change in priority for vehicle replacement, and asked if the MFD governing board had met, and if the change had been discussed. She asked if the governing board had minutes that reflected this discussion. Capt. Gray stated that they were discussing the issue with the Trustees, right now, and had brought it up in recent weeks when discussing CARES Act funding. Ms. McMullen asked that the MFD board meeting minutes be made available to the Trustees.

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Trustee McCaskey noted that the squad had now “jumped the line” on the vehicle replacement schedule the Fire Department had submitted to the Trustees in July, replacing the tanker as the first priority for replacement, and that the quote for a new squad had only been given to the Trustees the previous Friday. Captain Gray acknowledged that this was true, and said that the change was a response to the significant reliability problems with squad 4052. The Trustees briefly discussed how a new squad might be purchased, including the possibility of financing a purchase. Mr. Bushman offered to investigate interest rates available through local lenders. Mr. McCaskey said he would like to sit down with the MFD Treasurer Rich Ferlin and Township Fiscal Officer Todd Ray and study the complete financial picture before committing to any kind of purchase.

Chief Vatty stated that the Township provides two times the number of mutual aid responses outside the Township than it receives in kind, and when combined with the increasing amount of time that squad 4052 is out of service, it could potentially hurt the community.

MFD Treasurer Ferlin stated that he provided a balance sheet that shows that there is plenty of money available to purchase a new squad.

ROAD DEPARTMENT

Resolution 2020-50: CONVENIENCE & NECESSITY FOR THE IMPROVEMENT OF VARIOUS ROADS

Trustee Andy Bushman moved to approve Resolution 2020-50, and seconded by Jim McCaskey to direct the county engineer to prepare such surveys, plans, profiles, cross sections, estimates and specifications as are required for the improvement of Sycamore Road (TR-0257) from Brookside Road (TR-0245) to Springway Road (TR-0256), Boulder Glen Drive (TR-0492), and Riverwood Drive (TR-0591), with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.] With a unanimous vote, the motion carried.

Road Department Generator

The Trustees addressed the proposed generator for the Rd. Dept. buildings. Andy Bushman moved to approve the purchase and installation of the generator by Shepp Electric in the amount of \$22,000.00. Jim McCaskey seconded the motion; with a unanimous vote, the motion carried.

Cemetery fence

Road Superintendent Kirk Walker has two quotes for the aluminum fencing for the cemetery, and one for steel. The Board discussed the option of acting now vs. waiting until spring. The Trustees agreed to take the matter up at the next regular meeting.

Road Department building Renovations

The Trustees discussed plans submitted by Onyx architect Don Alexander for renovation/improvements to the Road Department maintenance building. Andy Bushman agreed to meet with Don Alexander on site next week and address some recommendations for minor changes.

Andy Bushman moved to approve the purchase of a chainsaw for Road Superintendent Walker to use in storm emergencies; vendor Alvord’s Yard and Garden, purchase amount of \$463.96. Jim McCaskey seconded the motion; with a unanimous vote, the motion carried.

TOWNSHIP BUSINESS

Landscaping and Lawn Mowing

The Trustees discussed their dissatisfaction with the landscaping in the triangle at the intersection of Auburn and Wilson Mills Roads. Ms. McMullen pointed out that the intersection is on two county roads, and could be the County Highway Department’s responsibility. After discussion, the Trustees agreed to have the Township continue to maintain it. Mr. Bushman stated that he has a plan for re-doing the landscaping and mulching in the triangle. Trustees agreed to redo the triangle, to do it right, restored to a preferred state, and redo the maintenance contract description for the area to specify “keeping it right,” in that preferred state. Jim McCaskey will go over all of the lawn and landscaping maintenance contract language with Paula Friebersthauser, so that the contracts are all ready to be re-bid early in the new year.

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Berkshire Estates Wastewater Treatment Plant

Mr. Bushman reported that he met with the Water Resources Department Director Steve Oluic, on-site. It was an informative meeting, and cleared up many questions and concerns. Andy made a motion to allow Zoning Inspector Jim Herringshaw sign off on the sewer line and pump easement documents on behalf of the Township. Jim McCaskey seconded the motion; with a unanimous vote, the motion carried.

Appreciation for Volunteer Board members

Mr. Bushman moved to encumber funds for the purchase of gift cards from local merchants for 15 volunteer board members and alternates. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

Community Clean-up and Seniors Pick-up

The Trustees considered setting dates for the annual trash disposal event in 2021, while recognizing that the ongoing pandemic may foul up any plans again next year. Mr. Bushman agreed to talk with trash-hauling vendors about possible dates to reserve. The Trustees would like to secure the traditional weekend date at the end of April/beginning of May, and look at an alternate date in late September/ early October.

Noise Resolution

Jim McCaskey reminded the Board of his request to review an article in the Ohio Township Association magazine, and he asked the Board to consider a resolution to address noise problems/issues in the township, such as the fireworks displays at Mayfield Rd Drive-in. He expects that residents will continue to complain about these disturbances again in the spring, and he believes the Trustees should explore the option again to try to offer help for these residents. Trustees Bushman and McMullen advised that Jim should talk to the Prosecutor's office, as well as the County Sheriff to have a solid understanding of what will be enforceable before the Township should move ahead. Mr. McCaskey agreed to talk with representatives of both offices.

IT and Electronic Security

Mr. McCaskey raised the issue of electronic security, and advocated for a comprehensive look at Township equipment and procedures with the goal of having a solid security plan. Office Manager Friebertshauser reported that she is expecting an advisory proposal from the Township's IT consultant in the next week or so. Jim McCaskey suggested that was a good starting place, but would like to broaden it to look at contingency plans for a range of problems and potential crises. The Trustees support this initiative.

RESOLUTION 2020-51/FUND TRANSFER

Resolution 2020-51 was made by Andy Bushman and seconded by Jim McCaskey, for within fund transfers in the General Fund and the Road and Bridge Fund; with a unanimous vote, the motion carried. [The resolution is included on a separate page as part of the minutes.]

RESOLUTION 2020-52/Increase Appropriations

Resolution 2020-51 was made by Jim McCaskey and seconded by Andy Bushman, for an increase in appropriations in the General Fund; with a unanimous vote. Motion carried. [The resolution is included on a separate page as part of the minutes.]

Public Comment

Chair McMullen asked if anyone in attendance on Zoom wanted to offer public comment for the Board. No one in attendance indicated that they wished to offer comment.

ENCUMBRANCE SHEET

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

Blanket	Park Board appreciation	\$400.00
Citi Cards	Zoning Boards appreciation	\$1,200.00
Blanket	Operating supplies, Roads	\$30,530.36
Blanket	Repairs and maintenance, Office	\$500.00
Blanket	Repairs and maintenance, Town Hall	\$500.00

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Blanket	Repairs and maintenance, Cemeteries	\$800.00
Blanket	Repairs and maintenance, Roads	\$15,890.15
Shepp Electric	Road Department generator	\$22,000.00
Alvord's Yard and Garden	chainsaw	\$463.96

With a unanimous vote, the motion carried.

With no other business to attend to, Chair McMullen noted that the Trustees would go into executive session, and asked Mr. Ray to join in the session. She stated that no action would be taken when the Board comes out of executive session.

Executive Session: Employee Compensation

Andy Bushman moved to have the Board go into executive session at 7:40 pm. to discuss employee compensation. Jim McCaskey seconded the motion. Roll call vote:

Mr. Bushman, yes. Mr. McCaskey, yes. Ms. McMullen, yes.

Motion carried.

The Board came out of Executive Session at 8:06 pm.

Motion to Adjourn

Mr. Bushman moved to adjourn the meeting at 8:06 pm. Mr. McCaskey seconded; motion carried with a unanimous vote.

Steve H. McMullen Chairman Todd R. Ray Fiscal Officer

RESOLUTION OF CONVENIENCE & NECESSITY FOR
THE IMPROVEMENTS OF VARIOUS ROADS
Munson Township, Geauga County, Ohio

WHEREAS, the Munson Township Board of Trustees (Board) has determined that the public convenience and welfare require the improvement of Sycamore Road (TR-0257) from Brookside Road (TR-0245) to Springway Road (TR-0256), Boulder Glen Drive (TR-0492), and Riverwood Drive (TR-0591), in Munson Township, and to authorize the Geauga County Engineer to prepare engineering plans in accordance with Section 5573.01 of the Ohio Revised Code.

NOW, THEREFORE, BE IT RESOLVED by a unanimous vote of the Board that the public convenience and welfare requires the improvement by repairing the existing pavement and embankments, replacing culverts, improving drainage structures, asphalt resurfacing, stabilizing the shoulders, and related improvements, as necessary.

BE IT FURTHER RESOLVED that the Geauga County Engineer is hereby directed to make such surveys, plans, profiles, cross sections, estimates and specifications as are required for the improvement and to transmit copies of the same to this board.

BE IT FURTHER RESOLVED that the costs and expenses of said improvement shall be apportioned as follows:

The right of way costs, if any and the construction costs for the project shall be paid from local funding sources and state grants and/or loan funds should they be available for this project. The engineering will be provided by the Geauga County Engineer at no cost to the Township.

BE IT FURTHER RESOLVED that the Fiscal Officer of the Board is hereby instructed to transmit a certified copy of this resolution to the Geauga County Engineer.

Voting thereon:

Vote:



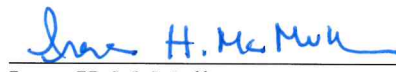
Andrew J. Bushman

yes



Jim McCaskey

yes



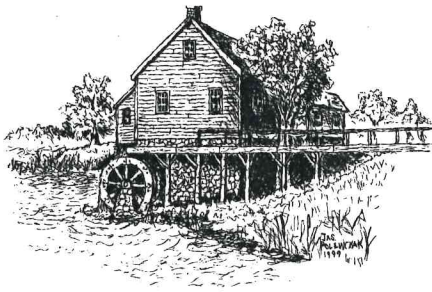
Irene H. McMullen

yes

I, Todd R. Ray, Fiscal Officer of the Munson Township Board of Trustees, Geauga County, Ohio certify that the foregoing is a true and correct copy of a resolution adopted at a legally convened Board meeting held on November 24, 2020.



Todd R. Ray, Fiscal Officer



Munson Township

12210 Auburn Road, Chardon OH 44024-9454

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

Resolution 2020-51

Be it resolved by the Trustees of Munson Township, in a regular session on the 24th day of November, 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 transfer, as follows:

\$1,200.00	to 1000-130-599-0000	Other- other expenses, and
\$800.00	to 1000-410-323-0000	Repairs and maintenance., cemeteries
	from 1000-930-930-0000	Contingencies

\$500.00	to 1000-110-323-0000	Repairs and maintenance, Office, and
\$500.00	to 1000-120-323-0000	Repairs and maintenance, Town Hall
	from 1000-110-330-0000	Travel and meeting expenses

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

\$27,000.00	to 2031-330-420-0000	Operating Supplies and
\$5,000.00	to 2031-330-323-0000	Repairs and maintenance
	from 2031-330-360-0002	Contracted services-{Road Improv.Projects}

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

	Voting
<u>Andrew J. Bushman</u>	<u>yes</u>
<u>James J. McCaskey</u>	<u>yes</u>
<u>Irene H. McMullen</u>	<u>yes</u>

Attest: Todd R. Ray, November 24, 2020
Todd Ray, Fiscal Officer



Munson Township

12210 Auburn Road, Chardon OH 44024-9454

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

Resolution 2020-52

Be it resolved by the Trustees of Munson Township, in a regular session on the 24th day of November, 2020, with the following members present via Zoom internet-based teleconference meeting, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen, that Jim McCaskey moved the adoption of the following resolution, that the 2020 Budget and Permanent Appropriation be amended as follows:

That the 2020 Permanent Appropriation be amended, as follows:

Increase Appropriations:

Whereas, the Township has funds that have been certified and budgeted but not appropriated, the Board of Trustees requests that \$22,000 be appropriated, as follows:

\$22,000.00 to 1000-760-740-0330 Capital Outlay- Machinery, Equipment, Road and Bridge

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: Todd R. Ray, November 24, 2020
Todd R. Ray, Fiscal Officer