

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES SPECIAL MEETING

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held _____ Wednesday, October 21, _____ 20 ____ 20 ____

The meeting was called to order at 5:00pm by Chairman 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, 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 opened the meeting with a brief statement acknowledging that this meeting was a Special meeting to allow the trustees to discuss CARES Act expenditures, and to address possible electrical upgrades to township hall spaces. Ms. McMullen noted that the agenda lists a series of potential expenditures using CARES Act funds, grouped as Fire Department and Road department projects.

Chair McMullen invited Trustees comments on the first item, the Fire Department’s top priority, a second set of turn-out gear for Department personnel. The second set allows staff to continue to work while one set is in the laundry, after exposure to COVID19 clients. Trustees McCaskey and Bushman made comments of support for the proposal, and Mr. Bushman moved to approve the purchase of 20 sets of turn-out gear from Warren Fire Equipment for \$60,900.00, using CARES Act funds. Jim McCaskey seconded the motion. With a unanimous vote, the motion carried.

Ms. McMullen asked the Board to consider the purchase of heavy-duty laundering equipment for washing Fire Dept. turn-out gear. MFD Chief Mike Vatty discussed the need for additional electrical work to install the extractor and commercial dryer, but noted that the plumbing work will be done “in-house” by qualified MFD personnel. Mr. Bushman moved to approve the purchase and installation of the extractor and commercial dryer, not-to-exceed \$21,000.00 Jim McCaskey seconded the motion. With a unanimous vote, the motion carried.

The Trustees engaged in an exchange of information and questions related to the possible purchase of new vehicles. A proposed crew-cab command vehicle for the Fire Department, as well as a crew cab utility truck for the Road Department. Discussion centered on the need for separating crew members in transit between work or response scenes, and sanitization of the interiors of the vehicles. Mr. Bushman will confer with legal counsel before the next meeting. No decision was made at this time.

To address concerns with airborne exposure to COVID 19 in the Fire Station offices and community spaces, the Trustees agreed to upgrade HVAC equipment. Andy Bushman moved to approve the installation of HEPA filtration units and Oxyquantum UVC light treatment fixtures (to kill virus and bacterial agents in the air) by DeBord’s Plumbing, not to exceed \$4,693.00, using CARES Act funds. Jim McCaskey seconded the motion. With a unanimous vote, the motion carried.

The Trustees addressed infrared electrical switch upgrades to reduce community transmission of COVID-19 due to personnel touching switches inside the Fire Station. Andy Bushman moved to approve an agreement with Electolite, Inc. to replace switches in the Fire Station, at a cost of \$3,432.00, using CARES Act funds. Jim McCaskey seconded the motion. With a unanimous vote, the motion carried.

Next, the Trustees reviewed proposals for the Road Department. The Trustees considered a proposal to install automatic/remote door opener equipment for the Road Department maintenance building. Mr. Bushman moved to enter into an agreement with Durham Door Inc. to install automatic door openers in Road Department facilities, at a cost of \$4,900.00, using CARES Act funds. Jim McCaskey seconded the motion. With a unanimous vote, the motion carried. The Trustees discussed the purchase of safety chaps for Road Dept. personnel doing tree-cutting work with chainsaws. Superintendent Kirk Walker reported that currently each

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member of the crew has their own set of chaps, safety helmets, and eye and hearing protection. Trustees decided not to purchase new gear at this time.

Trustees then took up consideration of a proposal to upgrade electrical fixtures in the old section of the Town Hall, and discussed specific light fixtures in the ladies' restroom. Mr. McCaskey moved to enter into an agreement with Electolite, Inc. to replace electrical fixtures in the Town Hall, with the choice of light fixture in the ladies' room to be determined by the Township Office Manager, at a cost of \$3,752.50, using funds from the General fund. Ms. McMullen seconded the motion. Mr. McCaskey voted "Yes", Ms. McMullen voted "Yes", Mr. Bushman voted "no." The motion carried.

The Trustees briefly discussed the ongoing consideration of replacing the back-up electrical power generator for the Town Hall and Fire Station, noting that they will address the matter at the next meeting on Tuesday, October 27. Road Superintendent Kirk Walker pointed out that the Road Dept. experienced a power outage this week, and described the difficulty opening overhead doors to access vehicles and equipment to respond to trees down across township roads. Chief Vatty supported Mr. Walker's appeal to consider the back-up generator for Road Dept. maintenance buildings. A proposal for a back-up power generator for the Road Dept. was forwarded to the Trustees for review. Fiscal Officer Todd Ray will prepare to move funds necessary to purchase the generators, should the Trustees decide to move forward.

Resolution 2020-46 Within-Fund Transfer

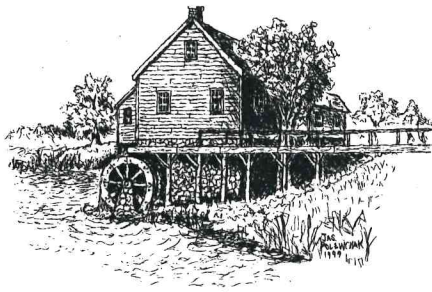
Mr. McCaskey moved to approve Resolution 2020-46, a resolution to authorize the fiscal officer to move funds between accounts in the General Fund. Andy Bushman seconded the motion. With a unanimous vote, the motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

[The encumbrance sheet for October 21, included on a separate page as part of the minutes, includes only items approved by motion above.]

MEETING ADJOURNED

Andy Bushman moved and Jim McCaskey seconded to adjourn the meeting at 5:50 pm. Motion carried with a unanimous vote.

Shane H. McMullen Chairman Todd R. Ray Fiscal Officer



Munson Township

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Resolution 2020-46

Be it resolved by the Trustees of Munson Township, in a regular session on the 21st day of October, 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 Permanent Appropriation be amended, as follows:

Transfers Within Funds

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

\$7,400.00 to 1000-120-323-0000 Repairs and maintenance, Town Hall
from 1000-290-599-0000 Other expenses, Public Safety

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

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

Attest: , October 21, 2020
Todd Ray, Fiscal Officer

Wednesday, October 21, 2020

2-14-19c