

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, October 27, 20 20

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. Two residents logged into the meeting. The Chairman led the Pledge of Allegiance.

Chair McMullen noted that the trustees had warrants to sign. Warrant numbers 17659 - 17674 dated 10/27/2020, and 17675 – 17676, dated 11/03/2020, totaling \$10,445.53, and EFT Vouchers 385 - 392 for the 10/30/2020 bi-weekly payroll, totaling \$7,224.66 and EFT Vouchers 396 - 401 for the 10/30/2020 monthly payroll totaling \$7,424.81, are prepared for signing.

MINUTES

Mr. Bushman moved to approve the minutes of the Trustees Regular Meeting October 13, 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 October 21, 2020, as written. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

FIRE DEPARTMENT Report /CHIEF MIKE VATTY

Chief Vatty reminded the Board that the Fire Department is preparing for the “drive-thru” Halloween event at the Fire Station on Saturday, October 31. The Fire Station will operate the event from 5:00 to 7:00 p.m. The Fire Dept. attended the “Trunk or Treat” Halloween event at Best Preserve. The Chief reported that veteran Munson Fire-fighter/EMT Mike Bennet completed Fire Inspector training, and is now certified.

Chief Vatty noted that Munson Fire Dept. will host a “live burn” training event on November 15, involving a residential structure on Covia Corporation property on St. Rt. 44 (Ravenna Rd.) Several neighboring Fire Departments that Munson interacts with frequently in mutual aid responses will also participate.

Trustee Jim McCaskey requested 3rd quarter financials from the Department. Chief Vatty responded that he will have them by Friday and will forward to the Trustees.

ROAD DEPARTMENT

Road Superintendent Kirk Walker discussed the proposed generator for the Rd. Dept. buildings. Trustee McCaskey asked to hold off on acting on the proposal until he can review the wattage specifications with the vendor, Shepp Electric. He expects the Board to make a decision at the next meeting.

Mr. Walker reported that he has been seeking estimates on repairs to the Gradall that is out of service due to an engine failure. The Trustees agreed that Mr. Walker will have the Gradall towed to Madison to the vendor that is best equipped to complete the repair, get an estimate on having the engine overhauled/rebuilt, and update the Board and Fiscal Officer.

TOWNSHIP BUSINESS

Generator

The Trustees addressed the proposed generator \$30,000 quote from Shepp Electric for replacing the emergency back-up generator for the Town Hall/Fire Station.

Andy Bushman moved to approve the agreement with Shepp Electric to install the generator. McCaskey seconded the motion. With a unanimous vote, the motion carried.

Chair McMullen noted that the NOPEC 2020 grant funds would cover \$13,000 of the expense, and the Trustees agreed to submit the grant for this purpose.

Stream Restoration Grant project

Andy Bushman moved to allow Irene McMullen sign documents related to Geauga Soil and Water Conservation District invoicing for services related to the the Notre Dame Cathedral Latin/EPA stream restoration project. Mr. McCaskey seconded the motion. With a unanimous vote, the motion carried.

Berkshire Estates Wastewater Treatment Plant

The Trustees discussed issues related to the wastewater treatment plant on the northern edge

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of the Township, along Thwing Rd., and the Water Resources Dept. request to have the zoning inspector sign off on easement paperwork for the sanitary sewer line and pump station. Mr. Bushman noted that construction had started, and that the Township had neither been informed of nor invited to attend the preconstruction meeting, and were not informed that the project had begun. Mr. McCaskey agreed that this should have been a professional courtesy extended to the Board, and this oversight was unacceptable. Mr. Bushman agreed to contact the Water Resources Director and insist on his attendance at the next Trustees meeting so that he can address Munson’s questions and concerns.

CARES Act and COVID-19 Expenditures

Chair McMullen opened the discussion for Trustees to review a list of potential expenditures due to COVID19 pandemic conditions.

Fire Department Chief Vatty described a recent investment by the MFD to upgrade the UPS (Uninterrupted Power Supply) equipment that backs-up the electronic communications systems in MFD operations. He believes the expenditure is reimbursable with CARES Act funds because it maintains emergency communications needed for COVID-related emergency responses. MR. McCaskey noted that the expenditure is certainly appropriate, but stated skepticism that the required necessity could be linked to the pandemic, because the need for the UPS back-up is not specific to the pandemic. Trustees McMullen and Bushman agreed that Chief Vatty should draft a Memo of Necessity that would justify reimbursement through CARES Act, and forward it to the Trustees for reconsideration, and the matter will be taken up again at the next meeting.

Chief Vatty then reviewed the MFD proposal for a second command vehicle, and the merits of why it was necessary. Trustees Bushman and McCaskey made statements of support for the proposal, and Chair McMullen agreed, adding that the prosecutor’s office had provided a written statement indicating that expenditures for vehicles, under these COVID pandemic conditions, are being made by numerous county departments and townships, and the office does not see any problems with the justification. Chief Vatty explained that the truck was available through local Munson Township dealer Junction Auto/GMC, and a slide-out cargo access feature would be installed in the covered, secure bed of the truck by Fastlane, Inc. of Chester Township.

Andy Bushman moved to approve the purchase of the truck from Junction Auto GMC for \$42,626.00, using CARES Act funds. Mr. McCaskey seconded the motion. With a unanimous vote, the motion carried.

Andy Bushman moved to approve the purchase of the cargo slide-out equipment for the truck from Fastlane, Inc., not to exceed \$2,500.00, using CARES Act funds. Mr. McCaskey seconded the motion. With a unanimous vote, the motion carried.

Trustees also discussed a new service truck for the Road Dept., a four-door crew cab truck. Trustee McCaskey expressed reservations about buying a four-door crew cab truck if the justification is based on the need to separate crewmembers from each other when going to a work site. He said he would be comfortable with proceeding if Mr. Walker could find a two-door truck for this purpose. Ms. McMullen and Mr. Bushman agreed.

Andy Bushman moved to approve having Mr. Walker find a vendor that can supply a two-door service truck, and authorize him to exercise his judgment to secure the purchase of the truck , not-to-exceed \$65,000.00, using CARES Act funds. Mr. McCaskey seconded the motion. With a unanimous vote, the motion carried.

The Trustees considered the purchase of a COVID-safe, non-porous surface table for the office kitchen/lunch area. Unable to reach agreement on this expenditure, the issue was tabled. A similar discussion focused on picnic tables, and whether wooden surfaces can be sanitized adequately. No decision was made with regard to purchasing new picnic tables.

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Fire Chief Vatty asked to address the Trustees with a proposal to use CARES Act funds to reimburse Munson Fire Dept. for payroll/wages. He reported that each emergency vehicle that responds to an incident must be decontaminated for COVID exposure when it returns to the Fire Station. MFD can track and quantify the person-hours allocated to decon tasks, and these may be reimbursable. He acknowledged that the current MFD budget covers these expenses, but he is aware of some fire departments that are submitting payroll expenses for CARES Act funds for reimbursement to “back-fill” the budgeted payroll, under the justification that they are applying Dept. resources to COVID 19 protocols. The Trustees listened to the proposal but were non-committal. Andy Bushman stated that the Trustees should run it by the prosecutor’s office before making a decision.

FISCAL OFFICER

Resolution 2020-47: A Resolution to Increase Appropriations

Mr. Bushman moved to approve Resolution 2020-47, to authorize the Fiscal Officer to request an increase in appropriations in the General Fund in the amount of \$53,500.00. Mr. McCaskey seconded the motion. Motion carried with a unanimous vote. [The resolution is included on a separate page as part of the minutes.]

Resolution 2020-48: Fund Transfer

Mr. McCaskey moved to approve Resolution 2020-48, a within-fund transfer in the Road and Bridge Fund. Mr. Bushman seconded the motion. Motion carried with a unanimous vote. [The resolution is included on a separate page as part of the minutes.]

Other Business

Jim McCaskey noted that the Trustees have received preliminary drawings for the Road Dept. maintenance building renovations. He asked the Board to think about a meeting date that the Trustees can review the plans and discuss suggestions to keep the project moving. Trustees agreed that the discussion could be taken up at the next meeting on November 10, and they should hold open the date Tuesday November 17 for a special meeting in case they need to meet again on that evening.

Public Comment

Chair McMullen asked if anyone in attendance on Zoom wanted to offer public comment for the Board. No one attending the meeting responded.

ENCUMBRANCE SHEET

Andy Bushman moved and Jim McCaskey seconded to approve the encumbrance sheet for October 13, 2020, as written:

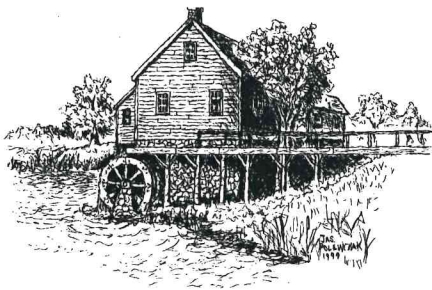
Shepp Electric	Generator, Town Hall/Fire Station	\$30,000.00
Junction Auto/GMC	COVID/CARES Act- MFD Command truck	\$42,626.00
Fastlane, Inc.	Cargo slide-out equipment	\$2,500.00
Alvord’s Yard and Garden	Tree-work chaps protective gear	\$512.95

With a unanimous vote, the motion carried.

Motion to Adjourn

Mr. Bushman moved to adjourn the meeting at 7:42 pm. Mr. McCaskey seconded; motion carried with a unanimous vote.

James H. McMullen Chairman Todd R. Ray Fiscal Officer



Munson Township

12210 Auburn Road, Chardon OH 44024-9454

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

Resolution 2020-47

Be it resolved by the Trustees of Munson Township, in a regular session on the 27th day of October, 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 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 budgeted but not appropriated, the Board of Trustees requests that \$53,500.00 of these funds be appropriated in the General Fund, as follows:

\$30,000.00 to 1000-120-323-0000 Repairs and maintenance, Town Hall facilities

\$23,500.00 to 1000-330-323-0000 Repairs and maintenance, Road Dept. facilities

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

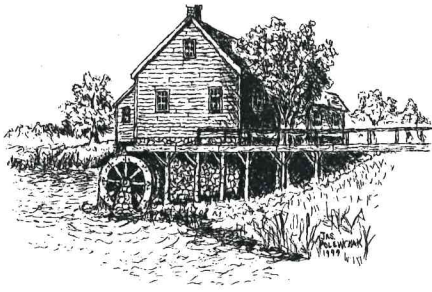
Voting

Andrew J. Bushman, yes
Andrew J. Bushman

James J. McCaskey, yes
James J. McCaskey

Irene H. McMullen, yes
Irene H. McMullen

Attest: Todd R. Ray, October 27, 2020
Todd R. Ray, Fiscal Officer



Munson Township

12210 Auburn Road, Chardon OH 44024-9454

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

Resolution 2020-48

Be it resolved by the Trustees of Munson Township, in a regular session on the 27th 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

Andy Bushman moved the adoption of the following resolution:

That the 2020 Permanent Appropriation be amended, as follows:

Transfers Within Funds

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

\$8,000.00 to 2031-330-316-0000 Engineering services

from 2031-330-360-0002 Contracted services: Road improvement projects.

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, October 27, 2020
Todd Ray, Fiscal Officer