

RECORD OF PROCEEDINGS

Minutes of

Meeting

MUNSON TOWNSHIP TRUSTEES REGULAR

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, September 8, 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. Four residents logged into the meeting. The Chairman led the Pledge of Allegiance.  
Trustees signed warrants 17559 - 17593 dated 9/8/2020, totaling \$477,142.27, and EFT Vouchers 240-247 for the 9/04/2020 monthly payroll, totaling \$8,647.63.

CEMETERY DEED

The Board signed a deed to Vincent Santell for Fowlers Mill Cemetery, Section 2, Lot 346, graves 12 and 13.

MINUTES

Mr. Bushman moved to approve the minutes of the Trustees special meeting at the Geauga County Budget Commission Budget Hearing August 17, as written. Mr. McCaskey seconded the motion. Mr. Bushman and Mr. McCaskey voted yes, Ms. McMullen abstained.  
Mr. Bushman moved to approve the minutes of the Trustees Regular meeting August 25, 2020, as written. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

FIRE DEPARTMENT/CHIEF MIKE VATTY

Chief Vatty was unable to attend the meeting. Captain Brian Gray updated the Trustees on emergency response activity, reporting total call count at 748, year-to-date.  
He reported that Munson Fire Dept. sent one squad to support the Blue Line rally in Chardon, and another to cover one evening shift at the Geauga County Fairgrounds during the Fair on Friday, September 4. Mr. McCaskey expressed sincere gratitude to the Department for providing support to the Fair.  
Captain Gray explained that the emergency back-up generator failed during its weekly test cycle, but the Munson Rd. Department provided support in getting it back up and running quickly. He also described problems with the battery back-up systems at the fire station that triggered computer and phone problems for the Department.  
Trustees discussed the ongoing process to replace the generator. Ms. McMullen requested the active support of the MFD administration to explore options for replacement that will satisfy their needs. Captain Gray assured the Board that they are already working on it. They will include the I.T. consultants from the MFD and Munson Township in determining the best option.  
Capt. Gray reported that they are seeing outstanding teamwork within the MFD in preparation for the upcoming ISO evaluation for the Dept.

ROAD DEPARTMENT and TOWNSHIP BUSINESS

2021 Road Projects

Trustees renewed the discussion around road resurfacing projects to submit for estimates and possible OWPC application in the next cycle. Ms. McMullen stated that she had consulted with the County Engineers about the road projects, and based on the discussion, she has decided Sherman Rd., from Fowlers Mills to Rockhaven, was in the worst condition, and should be listed for resurfacing for 2021, and that Bean Rd. be submitted for the next OPWC application. The engineers supported this because of safety issues, noting that Bean Rd. provides access to Geauga Hospital. She reported that the Engineers office advised against submitting OPWC application for Sherman Rd. Munson Road superintendent Kirk Walker agreed that Sherman Rd. is in worse condition than the three roads listed currently on the schedule for next year. Mr. McCaskey re-stated his position that the key sticking point for safety on through-roads like Sherman Road is the width of pavement- 18 feet vs. 20 feet, and urged the Board to submit an OPWC application for 2021 for the same stretch of Sherman Rd.  
Capt. Brian Gray pointed out that the MFD considers Sherman Rd. unsafe for traveling with emergency vehicles like fire trucks because it is so narrow.  
After more discussion, Mr. McCaskey moved to have the Board submit an OPWC application for Sherman Rd., from Fowlers Mills to Rockhaven Rd., widening the pavement to 20 feet and including 1.5-foot berms. Mr. Bushman seconded the motion. The Trustees voted: Mr. McCaskey, Yes; Mr. Bushman, Yes; Ms. McMullen, No. Motion carried. The Trustees will submit the application by September 15.



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Ms. McMullen then asked the Board to consider altering the list of 2021 road resurfacing projects to submit to the Engineers office for standard resurfacing, separate from the OPWC application. She asked to place the same stretch of Sherman Rd., Fowlers Mills to Rockhaven, totaling 7,088 feet, ahead of the three roads currently scheduled. The other trustees did not agree with the suggestion.

Mr. Bushman moved to submit the 2021 road resurfacing projects list, to include Boulder Glen, Sycamore, and Riverwood Rds. Mr. McCaskey seconded the motion. The Trustees voted: Mr. McCaskey, Yes; Mr. Bushman, Yes; Ms. McMullen, No. Motion carried.

Four-way stop sign proposal

The Trustees discussed a proposal from the Engineers office to make the intersection of Fowlers Mills and Sherman Rd a 4-way stop; it is currently, a 3-way stop, and northbound traffic does not stop. Mr. Walker stated that the Road Dept. crewmembers do not support the idea of stopping northbound traffic on Fowlers Mills Rd. as they are coming up a steep hill. The Trustees decided to explore two other options. Mr. Bushman advocated for the three stop signs to be upgraded to include the flashing LED perimeter lights, to increase attention to the signs. Mr. McCaskey advocated for adding two more "Stop Ahead" signs in the approach zone to the intersection. Mr. Bushman noted that the Engineers office is currently researching the options.

Generator

Trustees reviewed the two quotes for replacing the generator, and noted inconsistencies in the wattage of the generators in the proposals. Road Superintendent Kirk Walker reported one more quote still did not come in. Chair McMullen noted that \$13,000 of NOPEC grant funds are still available this year, or could be carried over into next year if the generator is not replaced in 2020. The Trustees agreed to research current Illuminating Co. bills, and get more information on wattage capacity needs before making a decision. They expect more information will be available for the next meeting.

COVID-19 Renovation/Upgrades to Township Facilities

Trustees reviewed the list of possible projects to upgrade Township facilities due to COVID19 pandemic conditions. They agreed to seek a quote for a comprehensive package of touchless water fixtures, to include the Fire Station, and touchless soap dispensers. Mr. Walker will coordinate with the MFD staff to get a complete package.

Mr. Bushman moved to approve a blanket for plumbing work for upgrading water fixtures, in the amount of \$5000.00. Mr. McCaskey seconded; with a unanimous vote, the motion carried. Mr. Bushman noted that additional funds would be encumbered at the next meeting if the expenses could exceed the blanket.

Mr. Bushman moved to approve the purchase and installation of 14 touchless soap dispensers for the Town Hall, Fire Station, and Rd. Dept., by Institutional Diversified, Inc., at \$175.00 each, not-to-exceed \$2,450.00. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

The Trustees discussed additional cleaning and sanitizing equipment options, including foam and electrostatic sprayers that Geauga Hospital uses. Capt. Gray will assist in getting specifications on equipment that MFD has purchased. Mr. McCaskey will get information on foam cleaning equipment used at the fairgrounds.

Ms. McMullen offered a suggestion for constructing a covered patio extension off the back of the community room, to provide an option for outside meeting space in good weather. She agreed to get more information on the idea for the next meeting.

Pass-through Window to Office

Trustees reviewed a plan submitted by architect Don Alexander to reconfigure the office entry area, to provide COVID-safe access to the office. After discussion, Jim McCaskey moved to approve "Option B", to create a pass-through window at the existing office counter. Ms. McMullen seconded the motion. The Trustees voted: Mr. McCaskey, Yes; Mr. Bushman, No; Ms. McMullen, Yes. Motion carried.

Mr. Bushman moved to approve the annual window-washing service by Crystal Clear Glass Cleaning, to include the fire station windows, at a cost of \$467.50. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

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FISCAL OFFICER

Resolution 2020-40 Fund Transfer

Resolution 2020-40 was made by Andy Bushman and seconded by Jim McCaskey for a 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.]  
Mr. Bushman moved to approve the July Financial report. Mr. McCaskey seconded; with a unanimous vote, the motion carried.

Other Business

Mr. McCaskey asked that the record reflect that the Township received an email from a resident, Mr. Mallon, on Valley Vista and Sherman Rd., with praise and appreciation for the fine work of the Munson Road crew in taking care of an issue for travelers on their street. The Trustees also discussed an issue regarding a large, roadside, masonry mailbox structure installed in the road right-of-way on Legend Creek Dr. that presents safety concerns for motorists and snowplow drivers. The USPS will not currently deliver mail to that mailbox. The Trustees agreed that they cannot intervene to authorize the postal service to use the mailbox. Mr. Walker will offer to put up a temporary mailbox for the resident to use until the structure is removed.  
Mr. McCaskey reported that the culvert under Rt.44/Ravenna Rd. at the intersection of Country Oaks Trail will be replace by ODOT beginning Sept. 21.

Public Comment

Chair McMullen asked if anyone in attendance wanted to offer public comment for the Board. Resident Joe Bastuli offered comments on an open-air meeting space, suggested such a space be used for the upcoming Zoning amendment hearing, and his appreciation for open and hardy debate at meetings.

ENCUMBRANCE SHEET

Andy Bushman moved and Jim McCaskey seconded to approve the encumbrance sheet for August 11, 2020, as written:

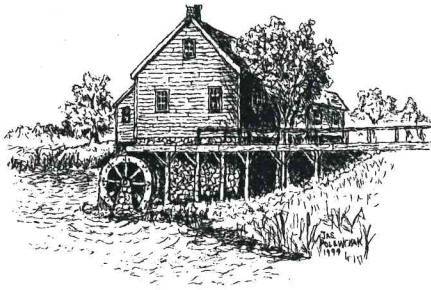
Blanket	HRA Deductions, Administration	\$5000.00
Blanket	Touchless water fixtures	\$5000.00
Institutional Diversified	Touchless soap dispensers	\$2450.00

Motion to Adjourn

Mr. Bushman moved to adjourn the meeting at 8:01 pm. Mr. McCaskey seconded; motion carried with a unanimous vote.

Steve 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 2020-40

Be it resolved by the Trustees of Munson Township, in a regular session on the 8th day of September, 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 Permanent Appropriation be amended, as follows:

### Transfers Within Funds

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

\$5,000.00 to 1000-110-221-0008 Medical/Hospitalization HRA Deductions.

from 1000-610-599-0007 Other expenses, Community Picnic.

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

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

Attest: Todd R. Ray, September 8, 2020  
Todd Ray, Fiscal Officer