

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, April 13, 20 21

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

Chairman Andy Bushman led the Pledge of Allegiance. The Board signed warrants 17935 - 17937 dated 4/02/2021, totaling \$2,834.70 and warrants 17938 -17969 dated 4/13/2021, totaling \$178,096.96, and the April 2, 2021 bi-weekly payroll EFT vouchers 78 through 85, totaling \$8,826.12, and the April 16, 2021 bi-weekly payroll EFT vouchers 94 through 101, totaling \$8,638.41.

Cemetery Deeds

The Board signed Deed #5-327 to Benjamin Allen for Maple Hill Cemetery, Section 3, Lot 339, Grave 3.

Jim McCaskey moved to approve the minutes for the Trustees Regular meeting held Tuesday, March 23, 2021, as presented. Irene McMullen seconded. Motion carried with a unanimous vote.

Public Comment

Chair Andy Bushman called for any public comment from meeting attendees. No participants responded to offer comments.

Fire Department

Fire Chief Mike Vatty opened by recognizing retiring Firefighter/EMT trainer Susie Vigh, praising her contributions to the Department and to the community. Susie has served in several communities, including the last 16 years with Munson Fire Department. She will be honored at a more formal recognition event hosted by Munson Fire Department in a few weeks.

The Chief informed the Board that he completed the review of the Medicount Management billing service account, and has signed the new contract, covering the next four years. He noted that Burton Sheet Metal will begin work on installation of the dryer vent for the new commercial dryer. He advised the Trustees that call volume is increasing with the improving weather. Munson Fire is maintaining adequate staffing at this time, but neighboring departments are reporting having trouble meeting staffing targets.

Assistant Fire Chief Brian Gray informed the Trustees that Munson Fire Department has been working to keep the old tanker-pumper truck in operation, but related a number of challenges, most significantly the rusted frame, believed to be caused by the corrosiveness of the fire suppression foam. It returned to operation this week after being out for repairs. He expressed concern that there is a growing urgency to replace the failing tanker-pumper. Mr. Gray reported that he has started working on a package of specifications for the purchase of a replacement tanker truck, talking with vendors, and the estimated cost looks to be reasonable and lower than expected, in the vicinity of \$355,000 to \$375,000.

Chief Vatty emphasized a need for timeliness in addressing this matter, noting that the build-time on a truck like this is 14 months.

The Trustees exchanged comments regarding how to complete a purchase. Irene McMullen asked for a summary or overall picture of the financing for vehicle purchases. Assistant Chief Gray stated that Munson Fire’s vehicle replacement fund has enough cash on hand to cover the purchase, and this was confirmed by Munson Fire Treasurer Rich Ferlin.

Mr. McCaskey asked about the 2020 financials. Ferlin said that the 2020 P & L financials are not quite ready, but the balance sheet is accurate. He indicated that the new ambulance ordered in December is expected to arrive in May and will be financed over eight years, the same as the last ambulance purchased.

The Trustees agreed to schedule a Special meeting to address the purchase of a new tanker-pumper. (A motion for the special meeting appears below in these minutes.)



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Road Department

Road Superintendent Kirk Walker presented recommendations for awarding contracts for spring bids on various road maintenance and repair materials.

Mr. McCaskey moved to approve a contract with Cuyahoga Asphalt Materials, LLC, for virgin asphalt concrete at the bid prices for year 2021; Ms. McMullen seconded the motion. Motion carried with a unanimous vote.

Jim McCaskey moved to approve a contract with James L. Szuszkiewicz for catch basins and headwalls at the bid prices for year 2021; Ms. McMullen seconded the motion. Motion carried with a unanimous vote.

Jim McCaskey moved to approve a contract with Arms Trucking Co. for road materials, excluding pre-coated Limestone #8 and Limestone #57, at the bid prices from May 1, 2021 through April 30, 2022; Ms. McMullen seconded the motion. Motion carried with a unanimous vote.

Jim McCaskey moved to approve a contract with NES Corp. for road materials pre-coated Limestone #8 and Limestone #57, at the bid prices from May 1 2021 through April 30, 2022; Ms. McMullen seconded the motion. Motion carried with a unanimous vote.

RESOLUTION 2021-10 / Order the Resurfacing of Various Roads

The Board addressed a Resolution to Order the Resurfacing of Various Roads in Munson Township, at a cost estimated at \$210,000. Jim McCaskey moved to approve Resolution 2021-10 to order the resurfacing of Sycamore Rd., Boulder Glen Dr., and Riverwood Dr., reading the entire resolution as written. Ms. McMullen seconded, and the motion carried with a unanimous vote.

Mr. Walker reported that he continued to explore changes to the maintenance building renovation project, and is working to resolve a question regarding a load-bearing beam within the renovation area. He asked that energy efficient upgrades that are part of the renovation be included as eligible for reimbursement by the NOPEC grant, and received Board support.

Mr. Walker reported that the Road Department took delivery of the new Caterpillar model 926M wheel loader. The crew is grateful. It is an excellent piece of equipment.

Diesel Truck Grant

Irene McMullen reported that the preferences package for a new diesel truck submitted to Ohio EPA was approved. She advised that the Trustees address the next step in the process to complete the purchase of a new truck at the Special meeting.

Township Business

Public Hearing: Zoning Amendment 2021-01

Mr. McCaskey moved to schedule the Trustees Public Hearing for Zoning Amendment 2021-01 for Tuesday, May 11, to open at 5:30 pm. Ms. McMullen seconded the motion. Motion carried with a unanimous vote.

Chair Bushman asked if everyone had reviewed the request from Jennings at Notre Dame Village to support their application for federal Community Project Funding for their Safe Movement Project. A letter of support was presented. Mr. McCaskey moved to approve Trustees signing the letter. Ms. McMullen seconded the motion. Motion carried with a unanimous vote.

Mr. McCaskey moved to approve renewal of the life insurance through Sun Life. Ms. McMullen seconded the motion. Motion carried with a unanimous vote.

The Trustees agreed to designate a package of energy efficient upgrades to Township buildings for submission to the NOPEC grant for 2021.

Ms. McMullen reported that all paperwork for the Go Green Grant had been submitted and approved for reimbursement of expenses for Munson’s 2021 Senior pick-up and Township Clean-up Day, including dump fees for disposal of refuse.

Chair Bushman advised that the Board should proceed with doing due diligence on a request to post speed limit signs on Falls Rd. and Quartermane Circle in the Township, and make a visit to observe traffic volume and speeds. Mr. McCaskey asked if a letter can be sent to residents on the streets to alert them to the request, as was done in the Nantucket Dr. neighborhood. The Board agreed to take this step.



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Memorial Day

Chairman Bushman reported that his outreach to the Veterans Affairs Office was successful. Veterans in the area who are available to speak at the Munson Township commemoration event will be contacted, and Andy will be notified when a veteran is determined to attend and speak at the event. Trustees agreed to consider ideas for creating and maintaining a COVID-safe environment as part of the planning for this year’s event.

Fiscal Officer

RESOLUTION 2021-11 / WITHIN FUND TRANSFER

A motion to approve Resolution 2021-11 was made by Mr. McCaskey and seconded by Irene McMullen for a within fund transfer in the Permanent Appropriation in the General Fund That the 2021 Permanent Appropriation be amended, as follows:

Transfers Within Funds

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

\$500.00	to	1000-410-329-0000	Property services, Cemeteries, and
\$1000.00	to	1000-120-329-0000	Property services, Town Hall
	from	1000-930-930-0000	Contingencies

With a unanimous vote, the motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

To provide clarification regarding annual raises approved at the last meeting, Mr. McCaskey moved that the wage increase for employees on the monthly payroll be effective March 1, 2021. Ms. McMullen seconded. Motion carried with a unanimous vote.

Other Business

Mr. McCaskey asked about the status of a proposal for an electronic scoreboard to be used at Munson Township Park. Mr. McCaskey noted that the time is right, with potential donor-sponsors ready to support the project. He will speak with Jim and Joyce Perrico to ask them to discuss their proposal at the next Trustees meeting. Mr. Bushman indicated that from his discussions with Geauga Asst. Prosecutor Wieland, he believes that sponsorship donations should be routed through Munson Township coffers, but were legal. Ms. McMullen agreed to review the final project with APA Wieland.

Outside meetings

Jim McCaskey attended the Planning Commission meeting earlier in the day.

Public Comment

Mr. Bushman asked for public comment. Brian Gray stated that there has been no response yet to his request for a new street sign on River Road. Mr. Walker said he would follow up with the County Road Department. The County makes the new, larger, hi-reflective signs in-house, and Mr. Walker will see if he can get this expedited.

Special Meeting

Jim McCaskey moved to schedule a Special meeting for Tuesday, April 20, to begin at 6:00 p.m., to address purchase of a new tanker-pumper truck, the Diesel Mitigation Grant and truck purchase, and the Munson Township scoreboard project. Irene McMullen seconded. Motion carried with a unanimous vote.

ENCUMBRANCES :

Jim McCaskey moved to approve the encumbrance sheet as written. Irene McMullen seconded. Motion carried with a unanimous vote.

CCM Rental	Road Saw rental fee	\$132.00
Blanket	Rental fees	\$868.00

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Held Tuesday, April 13, 20 21

Chair Bushman stated that the Trustees would go into executive session at this time. Regular session ended at 7:23 pm.

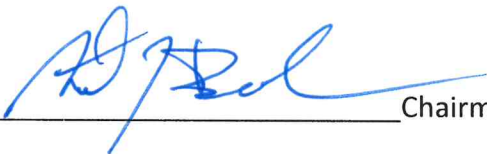

Jim McCaskey moved to have the Trustees enter into Executive Session at 7:30 pm to discuss imminent litigation, and to include legal counsel Sue Wieland, David Smith and associate, and Zoning Inspector Jim Herringshaw as guests. He acknowledged that Fiscal Officer Todd Ray serves as host to the Zoom session, and so is also in attendance. Irene McMullen seconded. By roll call vote: Irene McMullen, "yes." Andy Bushman, "yes." Jim McCaskey, "yes." Motion carried with a unanimous vote.

Mr. Bushman stated that the current Zoom electronic meeting would end, and a new Zoom meeting would be opened, without any public attendees. At the end of the Executive Session, the Trustees would briefly return to regular session, but the Trustees will not take any action, or address any new business.

The Trustees came out of executive session at 8:13 pm and resumed the regular meeting.

MEETING ADJOURNED

Jim McCaskey moved and Irene McMullen seconded to adjourn the meeting at 8:14 pm, with a unanimous vote. Motion carried.

 Chairman  Fiscal Officer



Resolution No. 2021-10

**RESOLUTION TO ORDER**  
**THE ASPHALT RESURFACING OF VARIOUS ROADS**  
Munson Township, Geauga County

**WHEREAS**, the Munson Township Board of Trustees (Board) has determined by unanimous vote in Resolution # **2020-50** that the public convenience and welfare require the improvement of Sycamore Road (TR-0257), Boulder Glen Drive (TR-0492), and Riverwood Drive (TR-0591) in Munson Township, and authorized the Geauga County Engineer to prepare engineering plans in accordance with Section 5573.01 of the Ohio Revised Code; and

**WHEREAS**, the Geauga County Engineer has completed the specifications and estimates for the improvements, and has filed the specifications with the Board; and

**WHEREAS**, the Board has reviewed the specifications and estimates and finds them acceptable; and

**WHEREAS**, lands will not be taken relative to the improvements; and

**WHEREAS**, the cost of such improvement will not be excessive in view of the public utility thereof; and

**WHEREAS**, the Board is satisfied that the public convenience and welfare require the proposed improvements.

**NOW THEREFORE, BE IT RESOLVED** that the Board, in accordance with Section 5573.06 of the Ohio Revised Code, hereby orders that such improvements proceed.

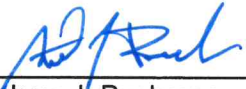
**BE IT FURTHER RESOLVED** that the Board hereby adopts the specifications and estimates for such improvements, the costs of which shall be paid from local funding sources and state funding sources where available in accordance with Section 5573.07 of the Ohio Revised Code.

**BE IT FURTHER RESOLVED** that the Fiscal Officer of the Board is hereby ordered to let this project for bids in accordance with Section 5575.02 of the Revised Code. The bids shall be let upon a unit price basis. Bids shall be received by Todd R. Ray, Fiscal Officer, until 1:00 P.M. official local time on May 7, 2021. Bids received will be publicly opened and read aloud at 1:05 P.M. the same day.

**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

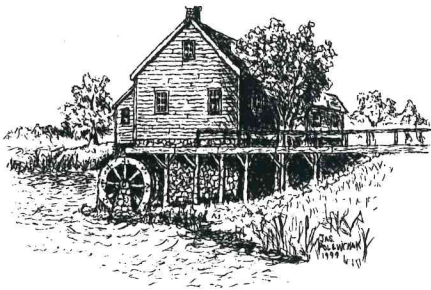
  
\_\_\_\_\_  
Yes

  
\_\_\_\_\_  
Irene H. McMullen

  
\_\_\_\_\_  
Yes

I, Todd R. Ray, the Fiscal Officer of the Munson Township Board of Trustees certify that the foregoing is a true and correct copy of the acceptance of the resolution adopted at a legally convened Board meeting held on April 13, 2021.

  
\_\_\_\_\_  
Todd R. Ray, Fiscal Officer



# Munson Township

12210 Auburn Road, Chardon OH 44024-9454  
Phone: (440) 286-9255 Fax: (440) 286-1180

## Resolution 2021-11

Be it resolved by the Trustees of Munson Township, in a regular session on the 13th day of April, 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 2021 Permanent Appropriation be amended, as follows:

### Transfers Within Funds

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

\$500.00 to 1000-410-329-0000 Other- Property services, cemeteries, and  
\$1,000.00 to 1000-120-329-0000 Other- Property services, Town Hall

from 1000-930-930-0000 Contingencies

Irene McMullen seconded the motion and the roll being called, resulted as follows:

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

Attest: Todd R. Ray, April 13, 2021  
Todd Ray, Fiscal Officer