

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR MEETING

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, April 9, 20 24

The meeting was called to order at 6:30pm by Chairman Andy Bushman, with Trustees James McCaskey and Nathaniel McDonald and Fiscal Officer Todd Ray present. Mr. Bushman led the Pledge of Allegiance.

The Trustees signed warrants 20037 through 20061 dated 4/9/24, totaling \$87,568.63; and the 4/12/24 bi-weekly payroll EFT vouchers 103 through 110 totaling \$9,821.03, and the 3/29/224 monthly payroll vouchers 127 through 134 totaling \$10,049.32, and the Trustees monthly payroll vouchers 122 through 124 totaling \$2,926.69.

Jim McCaskey moved to approve the minutes of Trustees Regular meeting Tuesday March 26 as presented. Mr. McDonald seconded. Motion carried with a unanimous vote.

Resolution 2024-16: A Resolution to Authorize Bidding on Road Resurfacing

Shane Hajar, a senior engineer with the County Engineer's Office, was present at the meeting. The Trustees addressed the paperwork needed to advance the bidding process for the repaving of two Township roads. Jim McCaskey moved to approve Resolution 2024-16, a resolution to authorize the public advertising of bid documents for the resurfacing of Country Oaks Trail and Glenwood Drive, and setting the deadline for contractors to submit bids as Friday, May 3 at 10:00am. Nate McDonald seconded the motion; with a unanimous vote, the motion carried. The bid opening will take place at the County Engineer's office on Merritt Dr. in Claridon Township.

Metzenbaum Center Presentation

Geauga County Board of Developmental Disabilities Superintendent Don Rice attended the meeting. Mr. Rice made a brief presentation on the variety of support services and employment opportunities available to county residents through the Metzenbaum Center of the Geauga Board of Developmental Disabilities. He provided statistics detailing the increase in the number of clients served and the evolution in the field that has seen the transition away from "workshop" services delivered on a campus to community-based service delivery that is currently deployed. Mr. Rice answered questions and closed by thanking all the taxpayers who support the operations by voting for levies.

PUBLIC COMMENT

A resident offered public comment encouraging the Township to take action to re-vegetate the ditch back-slopes exposed during excavation on the western part of Sherman Road.

FIRE DEPARTMENT

Fire Chief Mike Vatty was unavailable to attend the meeting.

ROAD DEPARTMENT

The Trustees awarded contracts to bid winners for road materials.

Virgin Asphalt— Mr. McCaskey moved to have the Township award the contract for supplying virgin concrete asphalt to Cuyahoga Asphalt Materials, LLC per the quoted bid prices for 2024. Mr. McDonald seconded the motion, and with a unanimous vote, the motion carried.

Road Materials – Mr. McDonald moved to have the Township award the contract for supplying road materials (gravel, etc.) to Arms Trucking Co., per the quoted bid prices per ton, from May 1, 2024 through April 30, 2025. Mr. McCaskey seconded the motion, and with a unanimous vote, the motion carried.

Ditch Enclosure Permit Policy Review

The Trustees discussed a proposed change to the Township's ditch enclosure policy. Jim McCaskey re-stated that he would like the permit to contain language that clearly notifies the property owner that the Township has authorization to remove a ditch enclosure that is failing to perform and compromises the roadway. Mr. McDonald noted that the current draft circulating for revision does not include that language. Mr. Bushman stated that he would ask office staff to prepare and insert the desired language into the draft, and have it circulated back to the Trustees.

Mr. McCaskey addressed the current ditch-enclosure permit fee of \$2.00, and he believes it is reasonable to increase the fee at this time to reflect real costs. Mr. McDonald commented that he feels the permit process causes the property owner and/or contractors to have appropriate engagement with the Road Department prior to closing a ditch, and allows for the necessary

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guidance to assure that each project gets done to the satisfaction of the Road Superintendent. He feels this should be considered a free service that the Township provides residents, and does not favor a fee increase. The Trustees agreed to settle the fee question when they move to adopt the new permit language at the next meeting.

TOWNSHIP BUSINESSStreetlight at Sutton Place and Auburn Rd. Intersection

The Trustees noted that an earlier survey of residents near the intersection was inconclusive. Recently they re-surveyed residents and again included all homes within 1000 ft. of the intersection on Sutton Place and Auburn Road. The second survey resulted in a tie, with half favoring a light and half opposed. Jim McCaskey noted that this is often the case with these streetlight proposals. Some residents favor the darker, rural environment and do not want the artificial light. Nate McDonald pointed out that the residents who will be closest to the lights are the ones that oppose it.

Andy Bushman suggested that an alternative is a street-sign mounted, solar-powered light that only lights the street sign. This may make the street easier to identify at night. He has ordered two units to test at the site.

Memorial Day Ceremony Guest Speaker

The Board discussed the possibility of inviting a guest speaker. Mike Warner, retired Concord Township Fire Chief and former member of the Ohio National Guard, was suggested. Fire Inspector Doug Riedel agreed to contact Mr. Warner and extend the invitation.

Resolution 2024-14: Countywide 9-1-1 Plan Approval

Mr. McCaskey moved and Mr. McDonald seconded to approve Resolution 2024-14, a resolution to approve the Geauga County-wide 9-1-1 Emergency Response Plan; with a unanimous vote, the motion carried.

Resolution 2024-15: Accept NOPEC Energized Community Grant for 2024

Mr. McDonald moved and Mr. McCaskey seconded to accept the NOPEC Energized Community Grant for 2024 and to allow Office Manager Paula Friebertshauser to sign paperwork to accept the funds; with a unanimous vote, the motion carried.

Ohio Senate Proposal to Eliminate Township Zoning

Jim McCaskey revisited the subject of township zoning, and the fact that the Ohio legislature has opened a task force to consider legislation to eliminate township zoning. The Ohio Township Association is aggressively lobbying against this issue and will keep township officials informed. An OTA staff member will be at the next Geauga County Township Association dinner April 10 and will provide more details to elected officials.

Gauga Public Health: Septic System Testing

Jim McCaskey stated that he would like the Board of Trustees to invite Geauga Public Health Commissioner and Health Administrator Adam Litke back to another Munson Trustees meeting to provide more information and answer more questions regarding the new septic system testing requirements that will be coming online next year. He believes that there will be many more questions and concerns raised as the rules are enforced.

FISCAL OFFICER

Fiscal Officer Todd Ray informed the Board that the biennial audit of the Township will begin, with an on-site visit of the independent private accountant on April 22nd.

OTHER BUSINESSBaseball Field Leases

The Trustees addressed two requests for leases of Munson Township ballfields by Chardon-area travel clubs. Jim McCaskey noted that he has concerns that the travel teams may secure preferred access to Munson fields because Munson has the best-kept fields in the area, and he does not want this to limit access by Munson residents and in-house rec. teams to Munson's ballfields. Travel teams often have many players from outside the Township. Nate McDonald

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stated that he is aware of these concerns and wants to assure Munson rec league teams have access to our fields.

Mr. McDonald stated that as a coach and a father of kids engaged in Munson baseball, he has direct access to the discussions between coaches and league organizers, and he is talking with both sides. He encouraged them to speak directly to Park Board Liaison Trustee Andy Bushman. He acknowledged that it is a complicated process to schedule fields and teams and practices, and then work around rainouts. He is satisfied that there is a good-faith effort among organizers to assure Munson kids and teams get access to the fields during the season, and will continue to work to increase access.

Mr. McDonald pointed out that the Township pays for porta-potty service at some Township parks, but that the baseball league pays for porta-potties at the ballfields through the peak baseball season, and, as the new Trustee, he was wondering why this relationship had developed. He suggested this should be re-evaluated by the Trustees in future lease agreements.

Mr. McCaskey moved and Mr. McDonald seconded to approve lease agreement for Kawalec, Vetter, and Bushman ballfields with the Geauga Knights Baseball and Chardon Mad Batters baseball clubs; with a unanimous vote, the motion carried.

Mr. McCaskey moved and Mr. McDonald seconded to approve lease agreement for Softball field 3 (Corrigan Field) with the City of Chardon as presented, and noted that there is a \$5.00 per participant fee included in the lease agreement. Mr. McCaskey asked for discussion. He pointed out that the agreement for girls softball included the \$5 participant fee, but the boys travel team agreement does not have the fee. Mr. Bushman explained that the City of Chardon runs the softball program, assesses and collects a fee, and pays the \$5 portion to the Township. The travel teams provide their own ongoing maintenance to ballfields during the season. The vote was called; with a unanimous vote, the motion carried.

Concrete Driveway Apron Policy

Jim McCaskey stated that the Trustees had recently agreed to settle a dispute with a resident regarding a concrete driveway apron after Sherman Road was resurfaced with new asphalt. The Trustees had agreed at that time to put in place a clear, written policy on how concrete driveway aprons would be addressed on any township road when the road is resurfaced. Mr. McCaskey said that, as the Road Dept. liaison, he had asked Trustee Nate McDonald to prepare a draft of the apron policy to circulate for the Trustees to review. Mr. McDonald had written the draft and sent it out to the other two Trustees. Mr. McCaskey expressed frustration that he had requested in emails three times for the policy to be on the agenda for discussion, but each time the matter was not included on the agenda. He had never had a request for an agenda item cancelled. He pointed out that the Board had just approved to go out for bids on two more roads for this year, and the apron policy is not settled.

Chair Andy Bushman stated that he would like to have some changes to the draft.

Mr. McCaskey responded that Mr. Bushman had not said anything about that yet, and it's time to get this taken care of. Nate McDonald asked Mr. Bushman what suggestions he had for changes to the draft. Mr. Bushman indicated that he thought one section was too long, four paragraphs that could be simplified to one paragraph. Mr. McDonald said he was ready to revise the draft, including working to make the policy shorter. Mr. McCaskey explained that he preferred the more detailed language in the draft to address the actual implementation of the policy, because implementation issues are common.

Mr. McDonald asked Mr. Bushman if he had written up his changes. Mr. Bushman stated that he had written an email but hadn't sent it yet. He expressed concern that talking about the concrete driveways policy would create some confusion with the ditch enclosure permit language that was under discussion for revision if the two topics were addressed at the same meeting. He said that he had communicated to the other Trustees his intention to put the concrete driveways policy on the agenda for the last meeting in April.

Mr. Bushman also stated that the Board had not passed a motion to authorize Mr. McDonald to write a draft policy.

Mr. McCaskey said that he believed the Board could handle the two topics simultaneously; that he had reminded the Trustees twice recently that he would not be at the April 23rd meeting, and restated that he had asked Mr. McDonald to write the draft.

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Mr. McDonald added that he felt he was acting within his authority as a Trustee to write a draft and email it to the other two Trustees.

After additional discussion, the Trustees agreed to send their suggestions for changes to the draft to each other. Mr. McCaskey stated that the Trustees should be doing their job, get this done, and act on it.

Outside Meetings

Mr. McCaskey attended the Geauga Planning Commission meeting earlier in the day.

Mr. Bushman attended the Geauga Safety Council meeting April 5th.

Mr. McDonald attended the Croation Lodge Stream Restoration project kickoff meeting with Chagrin River Watershed Partners on April 4th.

Public Comment

A resident suggested using the Township newsletter to inform residents of the problems and hazards of putting landscaping and plantings in the road right-of-way.

Encumbrances

Jim McCaskey moved to approve the encumbrances for Tuesday, April 9 as presented. Nate McDonald seconded. The motion carried with a unanimous vote.

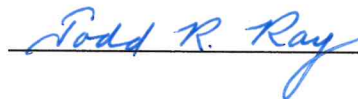
Geauga County Township Assoc.	2024 annual membership dues	\$280.00
Medicount Management, Inc.	EMS billing services	20,000.00

Motion to Adjourn

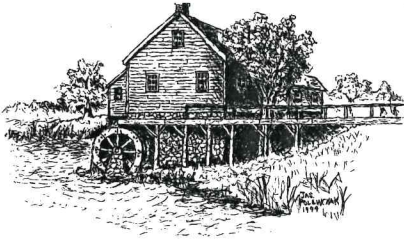
Jim McCaskey moved and Nate McDonald seconded to adjourn the meeting at 7:35pm, with a unanimous vote. Motion carried.



Chairman



Fiscal Officer



**A Resolution of the
Munson Township Trustees
No. 2024-14**

**A Resolution Approving the Countywide 9-1-1 Plan
Per ORC 128.08**

The Board of Township Trustees of Munson Township (hereinafter "the Board") met on Tuesday, April 9, 2024 with the following members present:

Andrew J. Bushman
James J. McCaskey
Nathaniel J. McDonald

Trustee James McCaskey moved that the following resolution be adopted:

WHEREAS, Geauga County has established a 9-1-1 Program Review Committee as required by the Ohio Revised Code; and

WHEREAS, the 9-1-1 Program Review Committee has met and approved the Geauga County 9-1-1 Final Plan.

NOW THEREFORE, BE IT RESOLVED, that the Geauga County 9-1-1 Final Plan as presented by the Geauga County 9-1-1 Program Review Committee is hereby approved;

BE IT FURTHER RESOLVED, that this Resolution becomes part of the permanent record of the Board of Munson Township Trustees, Geauga County, Ohio.

Trustee Nathaniel McDonald seconded the motion, and the roll call vote proceeded as follows:

<u>Nathaniel J. McDonald</u>	<u>yes</u>
<u>Andrew J. Bushman</u>	<u>yes</u>
<u>James J. McCaskey</u>	<u>yes</u>

Fiscal Officer to the Board of Munson Township Trustees certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened Board meeting held on April 9, 2024.

Todd R. Ray
Todd R. Ray, Munson Township Fiscal Officer

RESOLUTION 2024-15

NORTHEAST OHIO PUBLIC ENERGY COUNCIL (NOPEC)
ENERGIZED COMMUNITY GRANT PROGRAM
(2024 NEC GRANT(S))

A RESOLUTION AUTHORIZING ALL ACTIONS NECESSARY
TO ACCEPT NORTHEAST OHIO PUBLIC ENERGY COUNCIL
(NOPEC) 2024 ENERGIZED COMMUNITY GRANT

WHEREAS, the Township of Munson, in Geauga County, Ohio is a member of the Northeast Ohio Public Energy Council (“NOPEC”) and is eligible for one or more NOPEC Energized Community Grant(s) for 2024 (“NEC Grant(s)”) as provided for in the NEC Grant Program guidelines; and

WHEREAS, the GRANTEE wishes to enter into a Grant Agreement with NOPEC, Inc. in substantially the form presented to this Board of Trustees to receive one or more NEC Grant(s); and


NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF MUNSON TOWNSHIP, COUNTY OF GEAUGA, AND STATE OF OHIO, THAT:

SECTION 1. This Board of Trustees of the GRANTEE (the “Board”) finds and determines that it is in the best interest of the GRANTEE to enter into the Grant Agreement to accept the NEC Grant(s) for 2024 and authorizes Paula Friebertshauer to execute the Grant Agreement to accept the NEC Grant(s) funds.

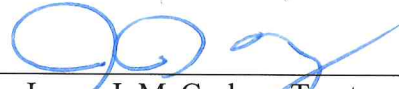
SECTION 2. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board and of any committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

SECTION 3. This Resolution is declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of the GRANTEE; wherefore, this Resolution shall be in full force and effect immediately upon its adoption and approval by Paula Friebertshauer of the GRANTEE.

Unanimously adopted this 9th day of April 2024 by the Board of Trustees of Munson Township, Geauga County, Ohio:



Andrew J. Bushman, Chair



James J. McCaskey, Trustee



Nathaniel J. McDonald, Trustee

Attest:

I, Todd Ray, as Fiscal Officer of the Board of Trustees of Munson Township, County of Geauga, State of Ohio, do hereby certify that the foregoing is a true and correct copy of Resolution No. 2024-14 adopted by the Board of Trustees of said Township on the 9th day of April, 2024.



Todd Ray, Fiscal Officer

Resolution No. 2024-16
RESOLUTION TO ORDER
THE ASPHALT RESURFACING OF VARIOUS ROADS

Munson Township, Geauga County, Ohio

WHEREAS, the Munson Township Board of Trustees (the Board) has determined by unanimous vote in Resolution # **24-08** that the public convenience and welfare require the improvement of **Country Oaks Trail (TR-0674)**, and **Glenwood Drive (TR-0692)**, in Munson Township, and authorized the Geauga County Engineer to prepare engineering plans in accordance with Section 5573.01 of the Ohio Revised Code (R.C.); and

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

WHEREAS, the Board has reviewed the bid documents and finds them acceptable; and

WHEREAS, the cost improvements will not be excessive for the public utility thereof; and

WHEREAS, the public convenience and welfare require the proposed improvements.

NOW THEREFORE, BE IT RESOLVED that the Board in accordance with R.C. Section 5573.06 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 and/or state funding sources in accordance with R.C. Section 5573.07.

BE IT FURTHER RESOLVED that the Fiscal Officer of the Board is hereby ordered to let this project for bids in accordance with R.C. Section 5575.02. The bids shall be let upon a unit price basis. Bids shall be received until 10:00 AM on May 3, 2024 and read publicly thereafter.

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.

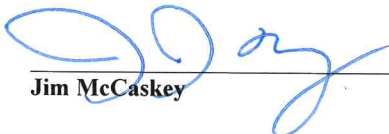
Voting thereon:

Vote:



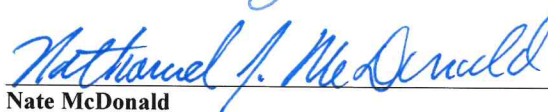
Andrew J. Bushman





Jim McCaskey





Nate McDonald



I certify that the foregoing is a true and correct copy of a resolution adopted at a legally convened Board meeting held on April 9, 2024.



Todd Ray, Fiscal Officer