

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, November 22, 20 22

Chair Jim McCaskey called the Trustees Regular meeting to order at 6:30pm with Trustees Andy Bushman and Irene McMullen and Fiscal Officer Todd Ray present. Mr. McCaskey led the Pledge of Allegiance.

The Trustees signed warrants 19127 through 19146 dated 11/22/22, totaling \$34,723.87 and the 11/28/22 bi-weekly payroll EFT vouchers 254 through 261, totaling \$9,819.47.

Cemetery Deed

The Trustees signed cemetery deed #5-360 dated November 22, 2022, to John Marsh Luckay for Fowlers Mill II Cemetery, Lot 79, Grave 5, and deed #5-361 dated November 22, 2022 to Lisa M. Profughi for Maple Hill III Cemetery, Lot 350, Graves 9 and 10.

Minutes

Andy Bushman moved to approve the minutes of the Trustees Regular Meeting Tuesday, November 8, 2022 as presented. Irene McMullen seconded, and with a 3-0 vote the motion carried.

Public Comment

No one in attendance offered public comment.

FIRE DEPARTMENT

Chief Mike Vatty referenced an email sent to the Fire Department and the Trustees by a resident who acknowledged outstanding care she had received from Munson Fire staff who responded to a medical emergency at her home last week, and how grateful she was for their excellent service. Chief Vatty identified the responders as David Derico and Rebecca Baker, and noted that it is satisfying to receive such praise now and then from residents.

The Chief pointed out that the Department’s ongoing succession and staffing plan is working, but they have adjusted by choosing not to send a third responder to initial calls in order to keep three staff in the station in case of a second call.

Chair Jim McCaskey asked for an updated, current roster of Munson Fire staff to be forwarded to the Trustees, and Chief Vatty said he would send one out.

Chief Vatty also reported issues with a furnace repair (second floor of the station) and asked for guidance from the Trustees on a protocol to get facility repairs made. Trustees advised Munson Fire to call Road Superintendent Kirk Walker to help diagnose the problem, then contact vendors as necessary, beginning with the installer, if known. If repair is urgent, call a vendor of their choice.

ROAD DEPARTMENT

Road Superintendent Kirk Walker reported that the crew was preparing to install new energy efficient doors as part of the renovation work in the Maintenance building. He requested authorization to purchase insulated steel doors through Home Depot, and advised that they would qualify for reimbursement through the NOPEC Energized Community grant program. The Trustees discussed the recommendation. Andy Bushman moved to authorize the purchase of doors up to \$1,517.00 and to submit the cost for reimbursement through the NOPEC grant program.

Deer Crossing signs

The Trustees discussed a request from a resident to have deer crossing signs installed on a section of road that had two recent deer-strike incidents near her home. The request was submitted to the county engineer’s office for advice.

Sherman Road

Chair McCaskey stated that the Board has had time to review the details that Deputy Engineer Shane Hajar sent to the Trustees two weeks ago that detailed several options that could be included in the final design and bid package for sections of Sherman Road west of Rockhaven Road. Mr. McCaskey stated that he would call for a vote so the Trustees could give Mr. Hajar clear direction on the project, including the detailed sections. Mr. McCaskey made a motion to accept the recommendations of the County Engineer for improvements to Sherman Road as



RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, November 22, 20 22

presented in the email. Andy Bushman seconded the motion. Mr. McCaskey asked for discussion.

Ms. McMullen advised that she had discussed the project extensively with Mr. Hajar and was prepared to approve an improvement project to repair section "F" of Sherman Road, from Fowlers Mill Rd. to RockHaven Rd. but not to complete the entire road, including Section "E", west to Heath Rd. She reported Section "F" was projected to cost \$525,000 and would qualify for the Township to use a \$200,000 OPWC grant contribution that was approved in 2020. She indicated that she was concerned that the costs associated with the detailed reconstruction work listed in Mr. Hajar's email are not accounted for in current estimates and will exceed the Township's budget. She believes the Trustees can address section "E" in a second phase the following year, allowing more time to decide on the need for each of the reconstruction details described in the email. She mentioned the recommendation for aligning the intersection of Sherman Rd. and Heath Rd. as lacking objective evidence of a safety benefit to justify the additional expense.

Mr. McCaskey stated that he would like to see the Trustees complete the entire project, and preferred not to do it piece-meal.

Andy Bushman stated that he also had concerns that the Township did not have sufficient funds to do the entire project. He indicated that he would like two weeks to discuss the project in more detail with Mr. Hajar.

Mr. McCaskey stated that he felt the Trustees should accept the professional expertise and approve the recommendations of the County Engineer and proceed with the entire project. He called for a vote on the motion.

Mr. McCaskey voted "yes", Mr. Bushman, "no", and Ms. McMullen, "no."

Mr. Bushman indicated that he would like to address the matter again at the next meeting.

In response to a question from the previous meeting, Mr. McCaskey reported that the results of a speed study for Sherman Rd. the Trustees had requested from the County Engineer in 2019 were available and would be available for inspection in the Town Hall.

TOWNSHIP BUSINESS

Computer Security and support

Mr. McCaskey noted that Office Manager Paula Friebertshauser was working with vendors to evaluate tech support needs in the Township offices and will be preparing a recommendation for the Trustees. In the meantime, an ongoing process to migrate server data to the cloud will be completed by Streamline Technology. A decision regarding the purchase of new firewall hardware will be made after that process is completed.

2023 Organizational Meeting

The Trustees discussed a date to schedule the Organizational meeting. Andy Bushman moved to hold the Organizational meeting on Wednesday, January 4, at 6:30 pm. Ms. McMullen seconded. With a unanimous vote, the motion carried.

Street Lamp Request

The office staff have reported that they are receiving responses to the letter requesting feedback from residents with regard to a proposed new streetlight to be installed at the intersection of Wilbert Road and Wilson Mills Road. The Trustees agreed to make a decision concerning installation of the light at the next meeting.

FISCAL OFFICER

RESOLUTION 2022-43 Fund Transfer

Andy Bushman moved to approve Resolution 2022-43, authorizing a set of within fund transfers in the General Fund and the Gasoline Tax Fund. Ms. McMullen seconded. With a unanimous vote, 3-0, the motion carried. (The Resolution, in its entirety, is included on a separate page of the minutes.)

Fiscal Officer Todd Ray called attention to three items on the encumbrance sheet, and noted, for the record, that the cost for installing drain tile and field maintenance at Zambory Field in Munson Township Park had exceeded the amount on the proposal for the work that was submitted by P. Ianiro Lawn and Garden and approved by the Trustees at an earlier meeting. He wanted the Trustees to be aware of the additional expenses before approving the encumbrance sheet.



RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, November 22, 20 22

Draft 2023 Temporary Appropriations

Mr. Ray provided each of the Trustees with a copy of a draft version of the temporary appropriations he proposed for opening the new fiscal year in 2023. He asked the Trustees to provide feedback and would ask for approval at the December 13 meeting.

Other Business

Chair Jim McCaskey reported that there is an ongoing effort to get help for two resident families on Auburn Rd. whose underground utility line were damaged during the intersection reconstruction at Mayfield Rd. He noted that the effort had succeeded in getting one of the Cleveland TV news stations to come out and run a story about the problems the damage had created and the difficulty in getting it properly repaired.

Outside meetings

Irene McMullen attended the NOPEC annual meeting.  
Jim McCaskey attended the Board of Health meeting November 16<sup>th</sup>.

Public Comment

Resident Rich Ferlin stated that he was disappointed that a decision was not made to move forward with improving Sherman Rd. He then called attention to the urgent safety issue that exists at the intersection of Auburn Rd. and Butternut Rd.  
Mr. McCaskey noted that the Trustees did contact the Engineer’s office regarding the intersection and have been assured that they are reviewing it for possible safety improvements. Mr. Bushman noted that speed is an important variable on that section of road, with a posted speed limit on Auburn Rd. of 55 mph through the intersection.  
Natalie Sones of Willshire Lane commented that she shares the same concern about getting a decision for getting Sherman Rd. fixed.

Executive Session

At 7:15pm, Andy Bushman moved to have the Trustees enter into Executive Session to address personnel compensation, and to invite Fiscal Officer Todd Ray to join the session. Ms. McMullen seconded.  
Roll call vote: Ms. McMullen, “Yes.” Mr. Bushman, “Yes”. Mr. McCaskey, “Yes.” Motion carried.  
The Trustees resumed the regular session at 7:32pm.

Employee Bonuses

Andy Bushman moved to authorize the Fiscal Officer to prepare bonuses of \$750.00 for all Township employees, payable in December. Irene McMullen seconded the motion. With a unanimous vote, the motion carried.

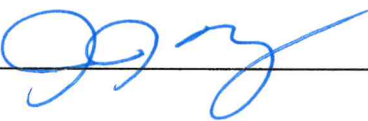
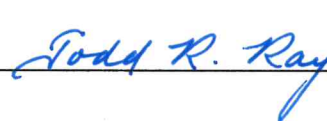
Encumbrances

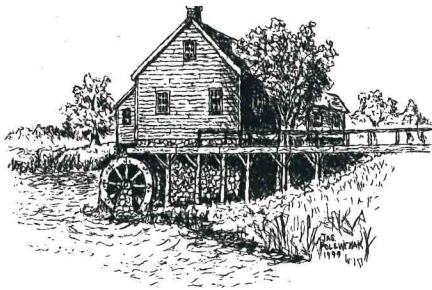
Andy Bushman moved to approve the encumbrance sheet for November 22, 2022. Irene McMullen seconded; motion carried with a unanimous vote.

Centerra Co-op	Fuel, lubricants and supplies	\$3,000.00
Morton Salt	Bulk road salt	\$2,546.57
Blanket	Operating supplies, Road Dept.	\$6,091.71
Blanket	Operating supplies, Road Dept.	\$4,500.00
Blanket	HRA Deductions- Administration	\$3,000.00
P. Ianiro Lawn and Garden	Drain tile installation, cost overrun	\$2,373.59
P. Ianiro Lawn and Garden	Additional charges, drain tile installation	\$421.35
P. Ianiro Lawn and Garden	Diamond clay conditioner (reimbursed)	\$1,000.00
The Illuminating Co.	Electricity, Street lighting	\$1,500.00
Streamline Technology Group	Move server to the cloud	\$450.00

Motion to Adjourn

Andy Bushman moved to adjourn the meeting at 7:34pm. Irene McMullen seconded, and the motion carried with a unanimous vote.

 Chairman  Fiscal Officer



# Munson Township

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

## Resolution 2022-43

Be it resolved by the Trustees of Munson Township, in a regular session on the 22nd day of November, with the following members present, James J. McCaskey, Andrew J. Bushman and Irene H. McMullen, that

Andy Bushman moved the adoption of the following resolution:

That the 2022 Permanent Appropriation be amended, as follows:

### Transfers Within Funds

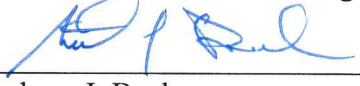


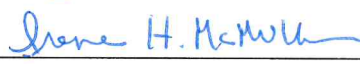
In the General Fund, a within fund transfer, as follows:


\$3,000.00 to 1000-110-221-0008 Medical/Hospitalization, HRA,  
\$2,000.00 to 1000-310-360-0000 Contracted services, Streetlights,  
\$1,000.00 to 1000-610-323-0000 Repairs and maintenance,  
all from 1000-930-930-0000 Contingencies

In the Gasoline Tax Fund, a within fund transfer, as follows:

\$4,500.00 to 2021-330-420-0000 Operating supplies, Road Dept.  
\$1,000.00 from 2021-330-360-0000 Contracted services  
\$3,500.00 from 2021-330-323-0000 Repairs and maintenance

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

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

Attest: , November 22, 2022  
Todd Ray, Fiscal Officer