

RECORD OF PROCEEDINGS

Minutes of

Meeting

MUNSON TOWNSHIP TRUSTEES SPECIAL MEETING

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, October 6, 2020

The meeting was called to order at 5:30pm by Chairman Irene McMullen with Trustees Andy Bushman 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, was conducted in accordance with conditions established by the Ohio legislature to reduce risk of transmission of COVID 19 coronavirus.

Chair Irene McMullen led the Pledge of Allegiance. Mrs. McMullen opened the meeting with a brief statement acknowledging that this meeting was a Special meeting for a workshop to allow the trustees to discuss CARES Act expenditures.

Ms. McMullen invited representatives of the Munson Fire Dept. to share ideas they have with regard to possible CARES Act expenses. Chief Vatty noted that the MFD team saw this as an opportunity for the community, had met and brainstormed possibilities, and were putting together a priority list. The top priority was a second set of turn-out gear for each full time and all "Dependables" in the part time staffing. The second set allows staff to continue to work while one set is in the laundry, after exposure to COVID19 clients. The total number of sets of turn-out gear to purchase is still being calculated, but he expects a minimum of 18 sets at approximately \$3,000 per set, approaching \$55,000. A final quote for the gear will be ready at the Trustees Regular meeting next week.

MFD Captain Brian Gray discussed long-range expenditure possibilities raised by concerns of COVID 19 exposure in the ambulance squads. The newest squad is "first out" and is best equipped; the older squads, 2012 and 2006 units, are not equipped to limit coronavirus exposure when transporting infected persons. The Trustees encouraged MFD to explore retrofitting measures to reduce exposure in the older squads.

After discussion, Andy Bushman moved to purchase 16 additional radio straps for MFD personnel to switch after exposure, to reduce community transmission of COVID 19 between MFD staff, using CARES Act funds, from H6 Tactical, Inc., at a cost of \$2,397.60 Jim McCaskey seconded the motion. With a unanimous vote, the motion carried.

To address concerns with air born exposure to COVID 19 in the Town Hall offices and community room, the Trustees agreed to upgrade HVAC equipment. Andy Bushman moved to approve the installation of HEPA filtration units and Oxyquantum UVC light treatment fixtures (to kill virus and bacterial agents in the air) by DeBord's Plumbing, not to exceed \$9,700.00, using CARES Act funds. Jim McCaskey seconded the motion. With a unanimous vote, the motion carried.

The Trustees noted that some public health sources are recommending replacing carpet surfaces in public areas with non-porous tile because carpets cannot be properly sanitized. Mr. Bushman asked that the township keep documentation of the advisory to install non-porous tile in public areas to allow for proper sanitization. Then Andy Bushman moved to enter into an agreement with Homestead Interiors to replace carpeting with tile in the Town Hall office reception area, at a cost of \$2,968.92, using CARES Act funds. Jim McCaskey seconded the motion. With a unanimous vote, the motion carried.

Mr. Bushman moved to approve an agreement with Homestead Interiors to replace carpeting with tile in the foyers of the "old" Town Hall hallway areas, at a cost of \$1,274.61, using CARES Act funds. Jim McCaskey seconded the motion. With a unanimous vote, the motion carried.

Mr. Bushman moved to approve an agreement with Homestead Interiors to replace carpeting with tile in the Town Hall conference and meeting rooms, at a cost of \$9,075.70, using CARES Act funds. Jim McCaskey seconded the motion. With a unanimous vote, the motion carried.

The Trustees reviewed proposals for touchless water fixtures.

Mr. Bushman moved to enter into an agreement with Monroe Plumbing to replace old fixtures with upgraded, touchless fixtures in the Fire Department facilities, at a cost of \$9,220.69, using CARES Act funds. Jim McCaskey seconded the motion. With a unanimous vote, the motion carried.

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Mr. Bushman moved to enter into an agreement with Monroe Plumbing to replace water fixtures in the Road Department facilities with touchless fixtures, at a cost of \$5,332.39, using CARES Act funds. Jim McCaskey seconded the motion. With a unanimous vote, the motion carried.

Mr. Bushman moved to enter into an agreement with Institutional Diversified, Inc., to provide a non-porous table and chairs, suitable for appropriate sanitizing, for the Road Dept. lunch area, at a cost of \$2,205.00, using CARES Act funds. Jim McCaskey seconded the motion. With a unanimous vote, the motion carried.

The Trustees discussed portable air purifier units for the Road Dept. lunch/dining area. Mr. Walker will take a look at the units purchased and currently in use in MFD dining and sleeping areas, and determine if these are suitable for Road dept. situations

Mr. Bushman moved to enter into an agreement with Electolite, Inc. to replace electrical switches with infrared touchless switches in the Town Hall and other township facilities, using CARES Act funds, at a cost of \$3,838.00. Jim McCaskey seconded the motion. With a unanimous vote, the motion carried.

Mr. Bushman moved to have Electolite, Inc. install an exhaust fan in the Township office ladies restroom, using CARES Act funds, at a cost of \$336.77. Jim McCaskey seconded the motion. With a unanimous vote, the motion carried.

Mr. Bushman moved to enter into an agreement with Electolite, Inc. to replace lighting with LED lights and other electrical upgrades in the Town Hall and other township facilities, but not using CARES Act funds, at a cost of \$3,827.00. Jim McCaskey seconded the motion. After additional discussion, the chair called for a vote. Mr. Bushman, Yes. Mr. McCaskey, No. Ms. McMullen, No. The motion failed.

The Trustees discussed additional considerations, such as non-porous picnic tables and lobby furniture with non-porous, sanitizable surfaces, and floor scrubbing equipment, but deferred any decisions until more information could be gathered. Trustees briefly discussed the possibility of purchasing a service truck for the Road Dept., and a MFD command vehicle, to reduce exposure of personnel to COVID 19 while transporting between jobs. Trustees will explore these options further with legal counsel before taking action.

Jim McCaskey suggested the township consider creating sets of haz-mat PPE kits for Road Dept. crewmembers to use if they are required to respond or assist with residents who may have COVID 19 symptoms. Chief Vatty offered to assist, and will make these PPE kits available to the Rd. Dept. from MFD inventory, on a cooperative basis. Kirk Walker will follow up with Chief Vatty.

Resolution 2020-43 A Resolution to Certify and Appropriate additional Funds
Mr. Bushman moved to approve Resolution 2020-43, a resolution to authorize the fiscal officer to request certification and appropriation of additional CARES Act funds, in the amount of \$37,055.97. Jim McCaskey seconded the motion. With a unanimous vote, the motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

Mr. McCaskey made a statement prior to the close of the meeting. He stated that “Just because the Township has received the CARES Act funds, that doesn’t mean that the Trustees must spend it all.” He noted concern for the fact that CARES Act money is “borrowed”, paid for “on our children’s credit card,” and that Trustees must use care to spend it wisely, only for legitimate expenses related to the pandemic. Trustees Bushman and McMullen made comments agreeing with the need for responsible decision making, supporting Mr. McCaskey’s statement.

[The encumbrance sheet for October 6, included on a separate page as part of the minutes, includes only items approved by motion above.]

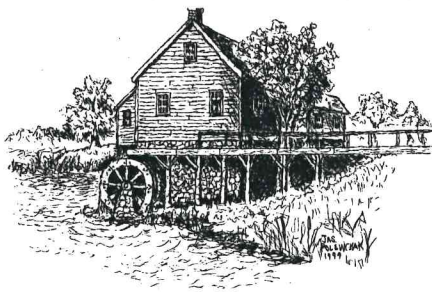
MEETING ADJOURNED
Andy Bushman moved and Jim McCaskey seconded to adjourn the meeting at 6:41 pm. Motion carried with a unanimous vote.

Steve H. McMullen Chairman Todd R. Ray Fiscal Officer

Munson Township Encumbrances

Tuesday, October 6, 2020

[illegible]



Munson Township

12210 Auburn Road, Chardon OH 44024-9454

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

Resolution 2020-43

A RESOLUTION to CERTIFY and APPROPRIATE ADDITIONAL CARES ACT FUNDS

Be it resolved by the Trustees of Munson Township, in a regular session on the 6th 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:

Whereas the Congress of the United States has passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act that provides economic resources to state and local government entities to offset unanticipated expenses that occur due to the pandemic, and,

Whereas, the Township has received a second direct deposit of funds from the Geauga County Auditor, a second distribution of funds provided by the CARES Act, in compliance with House Bill 481 of the 133rd General assembly, and

Whereas, the Ohio Office of Budget and Management has directed local government entities in Ohio to assign these funds to a Special Revenue Fund to track and spend CARES Act funds,

Now, therefore, be it resolved, that the Munson Township Board of Trustees authorize the Fiscal Officer to request the Geauga County Budget Commission to certify additional revenue in the amount of \$37,055.97, and place it in Fund 2272.

Be it further resolved that the Trustees request that the 2020 Permanent Appropriation be amended to increase appropriations in the amount of \$37,055.97, appropriated to account

2272-290-599-0000 Other-other expenses {COVID 19 Response}

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 6, 2020
Todd R. Ray, Fiscal Officer