

RECORD OF PROCEEDINGS  
MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, April 22, 2025

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

The Trustees signed warrants 20780 through 20815 dated 4/22/25, totaling \$11,753.02, and the 4/25/2025 bi-weekly payroll EFT vouchers 140 through 147, totaling \$10,997.19 and cemetery deed 5-404 for Pamela S. Burton, Maple Hill Cemetery Section 3, Lot 340, graves 5 and 6.

Minutes

Nate McDonald moved to approve the minutes of the Trustees Special meeting Tuesday, April 8, 2025, at 5:30pm as presented. Andy Bushman seconded. Motion carried with a unanimous vote.

Nate McDonald moved to approve the minutes of the Trustees Regular meeting Tuesday, April 8, 2025 at 6:30pm, as presented. Andy Bushman seconded. Motion carried with a unanimous vote.

FIRE DEPARTMENT

Munson Fire Business Manager JP Szczyglowski reported that the Department has been completing annual dry hydrant/fire pond inspections with the help from and coordination with the Munson Road Department. The staff have also been doing comprehensive spring cleaning and chassis baths on all Fire Department vehicles to help maximize the life expectancy of the equipment. And the Department is again offering two babysitting training sessions for residents; the dates are posted on the website and registrations have been coming in for these popular training sessions.

ROAD DEPARTMENT

Part-time Road Department position

Road Superintendent Kirk Walker noted that they have received two applications so far for a part-time, seasonal employee to work with the Road Department through the summer. They expect additional applicants.

Special Meeting Request

Jim McCaskey informed the Board that the County Engineers have requested the Trustees hold a special meeting to approve the specifications for resurfacing three roads so that bid packages can be prepared. The special meeting will help expedite the bidding process.

Nate McDonald moved to schedule a Trustees Special meeting Tuesday, May 6, 2025 at 6:30pm, for the purpose of approving road resurfacing specifications for bid packages, and for the Land Use Plan process. Andy Bushman seconded. Motion carried with a unanimous vote.

TOWNSHIP BUSINESS

Resolution 2025-09: NOPEC 2025 Energized Community Grant

Andy Bushman moved to approve Resolution 2025-09, authorization to accept the 2025 NOPEC Energized Community Grant. Nate McDonald seconded. Motion carried with a unanimous vote.

Resolution 2025-10: ODOT Road Salt contract

Nate McDonald moved to approve Resolution 2025-10, authorization to participate in the 2025 Road Salt contract. Andy Bushman seconded. Motion carried with a unanimous vote.

Land Use Plan

Nate McDonald updated the Board that more residents have volunteered to serve on the Land Use Plan committee, and the Trustees should decide how to vet candidates. The Trustees acknowledged that they already know some of the folks quite well, but would want to interview some newer residents to get to know them. Mr. McDonald said that he consulted legal counsel about interviewing candidates, and the Trustees cannot conduct interviews in executive session. He suggested that Trustees could each meet and interview them separately, or, if they prefer, have one Trustee do all of the interviews and make recommendations to the Board. The Trustees agreed to decide on a plan for committee selection at the special meeting May 6.

Jim McCaskey informed the Board that the professional planner who consulted with the County Planning Commission on the County Plan was Emil Liszniansky, with Envision Group.



RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, April 22, 20 25

Mr. McDonald stated that he had had an additional conversation with Professional Planner Kirby Date of OHM Advisors, to get a ballpark figure for assisting with Munson’s planning process. Mr. McDonald also spoke with Nick Gorris, who chaired the Burton Twp. Land Use Plan committee, and Linda Crombie at the Geauga Planning Commission, about outreach and surveys of residents as part of the planning process. They advised that electronic surveys are insufficient, and paper surveys are still the best method for getting resident input. He also informed the Board of grant money for land use plan consultant expenses that was available through the Ohio Department of Development office, but cautioned that the window for applying for a grant was very small.

Andy Bushman moved to authorize Nate McDonald to prepare the grant application for ODOD up to \$50,000. Jim McCaskey seconded. Motion carried with a unanimous vote.

FISCAL OFFICER  
Resolution 2025-11: Fund Transfer

Nate McDonald moved to approve Resolution 2025-11, a within-Fund transfer of \$5,000 in the General Fund for capital purchases, parks. Andy Bushman seconded. Motion carried with a unanimous vote.

Other Business

Nate McDonald reported that he had requested the Geauga County Sheriff’s office provide traffic speed enforcement presence on Sherman Road, and one resident had already observed a deputy on the road monitoring traffic in the requested zone.

Public Comment

Residents offered comments on the land use plan survey methods and made suggestions for getting insights and lessons-learned information from neighboring communities.

A resident also asked about the possibility of getting radar-equipped speed limit signs for some township roads with chronic excessive speed problems. Andy Bushman reported that he has investigated this option with the County Engineers office and it is under consideration.

Other Meetings

Nate McDonald and Todd Ray attended a meeting updating the progress on the Croation Lodge Stream Restoration Grant project Monday April 21.

Andy Bushman attended the Geauga Safety Council meeting Friday April 18.

Encumbrances

Nate McDonald moved to approve the encumbrances for Tuesday, April 22 as presented. Andy Bushman seconded. Motion carried with a unanimous vote.

Citicards	Grave marker for indigent burial	\$148.00
Blanket	Indigent burial expenses	\$1,200.00
Blanket	Automatic External Defibrillator, parks	\$3,000.00
Blanket	Repairs and maintenance, parks	\$1,000.00
Blanket	Operating supplies, parks	\$1,000.00
Blanket	Operating supplies, Town Hall	\$650.00
Blanket	Other- Supplies and materials, parks	\$500.00

Motion to Adjourn

Nate McDonald moved to adjourn the meeting at 7:19pm. Andy Bushman seconded; motion carried with a unanimous vote.

 Chairman  Fiscal Officer

**RESOLUTION 2025-09**

**NORTHEAST OHIO PUBLIC ENERGY COUNCIL (NOPEC)  
ENERGIZED COMMUNITY GRANT PROGRAM  
(2025 NEC GRANT(S))**

**RESOLUTION**

A RESOLUTION AUTHORIZING ALL ACTIONS  
NECESSARY TO ACCEPT NORTHEAST OHIO PUBLIC  
ENERGY COUNCIL (NOPEC) 2025 ENERGIZED  
COMMUNITY GRANT

**WHEREAS**, the Township of Munson, Ohio (the "GRANTEE") is a member of the Northeast Ohio Public Energy Council ("NOPEC") and is eligible for one or more NOPEC Energized Community Grant(s) for 2025 ("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 2025 and authorizes Office Manager Paula Friebertshauser 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 the President of the Board of Trustees of the GRANTEE.

DATE ADOPTED: April 22, 2025

  
James McCaskey, Chair  
Board of Munson Township Trustees

Submitted to the Board for  
Approval on this 22<sup>nd</sup> day of  
April 2025

ATTEST:  
this 22<sup>nd</sup> day of April 2025

I, Todd R. 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. 2025-09 adopted by the Board of Trustees of said Township on the 22nd day of April 2025.

  
Todd Ray, Fiscal Officer



**RESOLUTION 2025-10 AUTHORIZING PARTICIPATION  
IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2025**

**WHEREAS**, Munson Township of Geauga County, Ohio (hereinafter referred to as the "Political Subdivision") hereby submits this written agreement to participate in the Ohio Department of Transportation's (ODOT) annual road salt bid in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT road salt contract:

a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and

b. The Political Subdivision hereby acknowledges that upon the Director of ODOT's signing of the road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and

c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees that each party hereto shall be responsible for liability associated with that party's own errors, actions, and failures to act.

d. The Political Subdivision's electronic order for Sodium Chloride (Road Salt) will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and

e. The Political Subdivision hereby agrees to purchase a minimum of 85% of its electronically **submitted** salt quantities from its awarded salt supplier during the contract's effective period; and

f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and

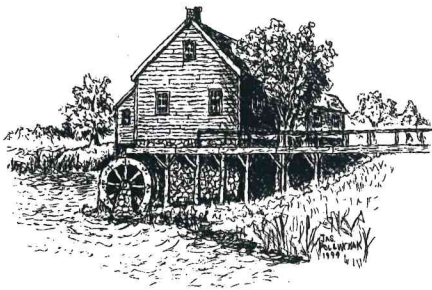
g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, May 2, **by 5:00 p.m.** The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: [Contracts.Purchasing@dot.ohio.gov](mailto:Contracts.Purchasing@dot.ohio.gov) by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision's participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision's participation agreement and/or a Political Subdivision's request to rescind its participation agreement.

**NOW, THEREFORE**, be it ordained by the following authorized person(s) that this participation agreement for the ODOT road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT salt contract:

	(Authorized Signature)	<u>4/22/25</u>	Approval Date
_____	(Authorized Signature)	_____	Approval Date
	(Authorized Signature)	<u>4/22/25</u>	Approval Date
	(Authorized Signature)	<u>4/22/25</u>	Approval Date
_____	(Authorized Signature)	_____	Approval Date

**THIS RESOLUTION MUST BE UPLOADED TO THE SALT PARTICIPATION WEBSITE BY NO LATER THAN MAY 2,  
2025.**

PLEASE NOTE: THE DEPARTMENT WILL NOT ACCEPT TYPED SIGNATURES. PARTICIPATION AGREEMENTS SUBMITTED WITH TYPED SIGNATURES WILL BE INVALID AND INELIGIBLE FOR APPROVAL. YOU CANNOT SUBMIT A WORD DOCUMENT VERSION OF THIS PARTICIPATION AGREEMENT. NO EXCEPTIONS.



# Munson Township

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

## Resolution 2025-11

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

Nathaniel McDonald moved the adoption of the following resolution:



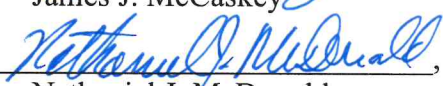
That the 2025 Permanent Appropriation be amended, as follows:

### Transfers Within Funds

In the General Fund 1000, a within fund transfer, as follows:

\$5,000.00 to 1000-760-740-0610 Machinery, equipment, furniture, parks & recreation  
from 1000-760-730-0610 Improvement of sites, parks & recreation

Andrew Bushman seconded the motion and the roll being called, resulted as follows:

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

Attest: , April 22, 2025  
Todd Ray, Fiscal Officer