

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES ORGANIZATIONAL

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Thursday, January 2, 2014

The meeting was called to order at 6:30pm by Chairman Andy Bushman with Trustees Irene McMullen and Jim McCaskey and Fiscal Officer Judy Toth present. Let the record reflect Jim McCaskey was sworn in by Geauga County Sheriff Dan McClelland prior to the meeting with his family members present. The meeting opened with the Pledge of Allegiance. Warrants 11957-11967 dated 12/31/13 and 1/3/14 in the amount of \$9,880.85, EFT Vouchers 1-10 for the 1/3/14 bi-weekly payroll in the amount of 10,807.16, and Warrant 1171 dated 1/2/14 in the amount of \$6,145.13, to transfer EMS collections from the lockbox to the primary account, were signed. Correspondence was on the table.

ORGANIZATIONAL MOTIONS

Officers

Jim McCaskey nominated Irene McMullen for Chairman.

Andy Bushman moved and Irene McMullen seconded to close the nominations for Chairman, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Irene McMullen Chairman of the Munson Township Board of Trustees for 2014, with a unanimous vote. Motion carried.

Jim McCaskey nominated Andy Bushman as Vice-chairman.

Andy Bushman moved and Irene McMullen seconded to close the nominations for Vice-chairman, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Andy Bushman Vice-chairman of the Munson Township Board of Trustees for 2014, with a unanimous vote. Motion carried.

Irene McMullen nominated Jim McCaskey for Clerk-pro-tem.

Andy Bushman moved and Irene McMullen seconded to close the nominations for Clerk-pro-tem, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Jim McCaskey Clerk-pro-tem of the Munson Township Board of Trustees for 2014, with a unanimous vote. Motion carried.

Meeting Days and Times

Andy Bushman moved and Irene McMullen seconded that the Year 2014 regular meeting days and times shall be the second and fourth Tuesday of every month at 6:30pm, and that special meeting dates and times will be called as needed, with a unanimous vote. Motion carried.

Mileage/Reimbursement/Allowances

Andy Bushman moved and Irene McMullen seconded to reimburse the trustees, fiscal officer, office manager, road superintendent, road foreman, and zoning inspector for long distance telephone calls made on township business, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded that the Munson Township mileage reimbursement rate shall be equivalent to the current Internal Revenue Service rates when personal vehicles are used for township business outside the township for elected officials, and for township business anywhere for appointed officials and employees, with a unanimous vote. Motion carried. Let the record reflect the 2014 IRS rate for business is 56 cents per mile.

Andy Bushman moved and Irene McMullen seconded to reimburse elected officials for year 2014 when a personal cellular phone is used for township business in compliance with the IRS regulations for reimbursement calculation; no roaming charges or other charges shall be reimbursed; requests for reimbursement shall be made monthly on a reimbursement form provided by the township to which a copy of the cellular bill has been attached, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to grant Munson Township Road Superintendent Jim Teichman a monthly cellular phone allowance for 2014 in the amount of \$100.00 per month to be included in his monthly paycheck; a copy of the cellular phone bill shall be submitted quarterly to the township fiscal officer, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to grant Munson Township Fire and EMS Administrator Mark Lynn a monthly cellular phone allowance for 2014 in the amount of \$100.00 per month to be included in his bi-weekly paycheck; a copy of the cellular phone bill shall be submitted quarterly to the township fiscal officer, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to grant Office Manager Paula Friebertshauser, Clerical Assistant Julie Johnston, and Zoning Inspector Tim Kearns a cellular phone allowance in the amount of \$10.00 per pay period for 2014 to be included in the employee's paycheck, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to grant the road department employees a cellular phone allowance in the amount of \$10.00 per pay period for 2014 to be included in the employee's paycheck, with a unanimous vote. Motion carried.

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Mileage Reimbursements/Allowances (continued)

Andy Bushman moved and Irene McMullen seconded to approve a 2014 clothing allowance for the road department employees of \$300, paid in \$150 increments in March and September, to be included in the employee's paycheck, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to approve a 2014 clothing allowance for Fire and EMS Administrator Mark Lynn not to exceed \$600, to be reimbursed to the Munson Fire Department; invoices shall be submitted to the Fiscal Officer for reimbursement, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to allow township funds to be used to pay up to a 20% gratuity on meal bills when the meals are paid with or reimbursed from township funds, with a unanimous vote. Motion carried.

Depositories

Andy Bushman moved and Irene McMullen seconded that the depository for Munson Township funds for Year 2014 shall be The Middlefield Banking Company; the depository for EMS collections and the HRA account shall be secondary checking accounts; deposits shall be made within three working days, with a unanimous vote. Motion carried.

Holidays

Jim McCaskey objected to the township's tradition of working on Veterans Day in order to take the time off the day after Thanksgiving. In deference to the veterans, he asked the Board to move another holiday. The Board discussed various options including an additional day off or giving a personal day the day after Thanksgiving. These options would require an amendment to the township personnel policy. For 2014, the Trustees agreed to allow the employees to work on Columbus Day and to use the holiday credit the day after Thanksgiving.

Jim McCaskey moved and Irene McMullen seconded that the ten legally recognized Year 2014 holidays will be New Years Day, Wednesday, January 1; Martin Luther King Jr. Day, Monday, January 20; Presidents' Day, Monday, February 17; Memorial Day, Monday, May 26; Independence Day, Friday, July 4; Labor Day, Monday, September 1; Columbus Day, Monday, October 13, observed Friday, November 28, the day after Thanksgiving; Veterans Day, Tuesday, November 11; Thanksgiving Day, Thursday, November 27; and Christmas, Thursday, December 25, with a unanimous vote. Motion carried.

Memberships

Andy Bushman moved and Irene McMullen seconded for Munson Township to continue membership in the Chagrin River Watershed Partners in 2014, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded for Munson Township to continue membership in the Western Reserve Land Conservancy in 2014, with a unanimous vote. Motion carried.

In future, the Board of Trustees would like to be provided with the costs for the memberships before renewing them.

Appointments

Andy Bushman moved and Irene McMullen seconded to appoint Jim McCaskey as Munson Township's representative to the Health District Advisory Council for 2014, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Andy Bushman as Munson Township's alternate to the Health District Advisory Council for 2014, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Irene McMullen as Munson Township's representative to the Western Reserve Land Conservancy for 2014, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Irene McMullen as Munson Township's representative to the Chagrin River Watershed Partners for 2014, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Jim McCaskey as Munson Township's alternate to the Chagrin River Watershed Partners for 2014, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Jim McCaskey as Munson Township's liaison with the Geauga County Sheriff's Department for 2014, with a unanimous vote. Motion carried.

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Appointments (continued)

Andy Bushman moved and Irene McMullen seconded to appoint Andy Bushman as Munson Township's liaison with the Munson Fire Department for 2014, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Andy Bushman as Munson Township's representative to the Geauga Safety Council for 2014, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Irene McMullen as Munson Township's representative to NOPEC [Northeast Ohio Public Energy Council] for 2014, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Judy Toth as Munson Township's prevailing wage coordinator for 2014, with a unanimous vote. Motion carried.

NEWSLETTERS/TOWNSHIP EVENTS

Publication dates for the 2014 township newsletters will be March, July and November.

FEBRUARY FLEA MARKET

Andy Bushman moved and Irene McMullen seconded to approve the Flea Market on February 22, 2014, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to allow \$400 for expenses, with a unanimous vote. Motion carried.

MEMORIAL DAY SERVICE

Andy Bushman moved and Irene McMullen seconded to hold Munson Township's Memorial Day service on Monday, May 26, 2014 at Maple Hill Cemetery at 8:30am, with a unanimous vote. Motion carried.

TRICK OR TREAT

Andy Bushman moved and Irene McMullen seconded to schedule trick or treat in Munson Township on Friday, October 31, 2014 from 6-8pm, with a unanimous vote. Motion carried.

TOWNSHIP HALL INVENTORY

Andy Bushman moved and Irene McMullen seconded to accept the deletions from the 2013 township hall inventory, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to accept the 2014 township hall inventory, with a unanimous vote. Motion carried.

ROAD DEPARTMENT INVENTORY

Andy Bushman moved and Irene McMullen seconded to accept the deletions from the 2013 road department inventory, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to accept the 2014 road department inventory, with a unanimous vote. Motion carried.

2014 ROAD REPORT

The Board reviewed the Road Superintendent's 2014 Road Mileage Report, which will be submitted to the County Engineer.

RESOLUTION 2014-01/TAX ADVANCE

Resolution 2014-01 was made by Jim McCaskey and seconded by Irene McMullen to request an advance of the first half real estate collections, dates for advances January 31 and February 7, 2014, with a unanimous vote. Motion carried.

RESOLUTIONS 2014-02, 03, 04/SIGNATURE AUTHORIZATIONS

Resolutions 2014-02, 2014-03, and 2014-04 were made by Andy Bushman and seconded by Irene McMullen to authorize signatures for the various accounts of the township, with a unanimous vote. Motion carried.

HEALTHY COMMUNITIES INITIATIVE

Mrs. McMullen will begin the process of contacting local businesses to participate in the healthy communities' initiative and asked the Board for their recommendations as to which companies to contact. Mrs. Toth suggested that she prepare a letter. Trustee McCaskey will be given an opportunity to review the Cleveland Clinic proposal before further action is taken.

OPEN HOUSE

Mr. McCaskey asked if an open house was planned for the new building. The Board agreed it should be scheduled after winter. Mr. Bushman suggested that it may be possible to time the event to coordinate with the healthy communities' initiative.

MUNSON BICENTENNIAL

Munson Township's bicentennial will be in 2016. Mr. Bushman recommended forming a committee to begin planning for the event.

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NAMEPLATES

The Board reviewed a proposal to replace the trustee nameplates with wood block nameplates. The Board will continue with the current plates.

TOWNSHIP INVESTMENT

Mrs. Toth informed the board that the GNMA bond will mature January 5th. She asked the board for authorization to terminate the bond.

Andy Bushman moved and Irene McMullen seconded to allow Judy Toth to review the GNMA bond investment and take appropriate action as necessary to close the bond, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET APPROVAL

Irene McMullen moved and Andy Bushman seconded to approve the encumbrance sheet for January 2, 2014 as written:

Custodial Services and Supply Co.	Cleaning Contract 1/1-6/30	2,910.00
Other Employee Fringe Benefits	Mark Lynn Clothing Reimbursement	600.00
Enzoco Homes LLC	Town Hall Project – Balance of Contract	187,529.55
Other Expenses – Flea Market	Blanket to 3/31/14	400.00
Marquee Door Company	Town Hall: Kick Plates, Keying, Keys	575.07
Institutional Diversified	Office Furniture	2,250.00
Institutional Diversified	3 Folding Chair Carts (50 chair capacity)	735.00
Institutional Diversified	42” Charcoal Steel 2-Drawer Lateral File	425.00
S J Electric	Replace Fire Dept. Electric Panel	2,950.00
Sievers Security	Relocate DVR-Repair or replace 2 cameras	654.72

with a unanimous vote. Motion carried. The board signed the encumbrance sheet.

MEETING ADJOURNED

Andy Bushman moved and Irene McMullen seconded to adjourn the meeting at 8:13pm, with a unanimous vote. Motion carried.

Irene H. McMullen Chairman Judy Toth Fiscal Officer