

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES ORGANIZATIONAL

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, January 2, 2018

The meeting was called to order at 6:30pm by Chairman Irene McMullen with Trustees Jim McCaskey and Andy Bushman and Fiscal Officer Judy Toth present. The Chairman led the Pledge of Allegiance. Warrants 15444-15473 dated 12/29 and 12/31/17 and 1/2/18 totaling \$53,344.71 and warrant 1267 dated 1/2/18 for \$8,346.04 to transfer EMS collections from the lockbox were signed.

ORGANIZATIONAL MOTIONS

Officers

Jim McCaskey nominated Andy Bushman for Chairman.

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

Jim McCaskey moved and Andy Bushman seconded to appoint Andy Bushman Chairman of the Munson Township Board of Trustees for 2018, with a unanimous vote. Motion carried.

Irene McMullen nominated Jim McCaskey for Vice-chairman.

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

Jim McCaskey moved and Andy Bushman seconded to appoint Jim McCaskey Vice-chairman of the Munson Township Board of Trustees for 2018, with a unanimous vote. Motion carried.

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

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

Andy Bushman moved and Irene McMullen seconded to appoint Irene McMullen Clerk-pro-tem of the Munson Township Board of Trustees for 2018, with a unanimous vote. Motion carried.

Meeting Days and Times

Jim McCaskey moved and Andy Bushman seconded that in 2018, the regular meeting days and times shall be the second and fourth Tuesdays of every month, and that special meeting dates and times will be called as needed, with a unanimous vote. Motion carried.

Mileage/Reimbursement/Allowances

Jim McCaskey moved and Andy Bushman 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 current 2018 IRS rate for business is 54.5 cents per mile.

Jim McCaskey moved and Andy Bushman seconded to reimburse elected officials for year 2018 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.

Jim McCaskey moved and Andy Bushman seconded to grant Munson Township Road Superintendent Jim Teichman a monthly cellular phone allowance for 2018 in the amount of \$75.00 per month to be included in his monthly paycheck; a copy of the cellular phone bill shall be submitted bi-annually to the township fiscal officer, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to grant Munson Township Fire and EMS Administrator Mark Lynn a monthly cellular phone allowance for 2018 in the amount of \$75.00 per month to be included in his bi-weekly paycheck; a copy of the cellular phone bill shall be submitted bi-annually to the township fiscal officer, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to grant Office Manager Paula Friebertshauser, Office Assistant Julie Johnston, and Zoning Inspector James Herringshaw a cellular phone allowance in the amount of \$10.00 per pay period for 2018, to be included in the employee's paycheck, with a unanimous vote. Motion carried.

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ORGANIZATIONAL MOTIONS

Allowances (continued)

Jim McCaskey moved and Andy Bushman seconded to grant the road department employees, other than the Road Superintendent, a cellular phone allowance in the amount of \$10.00 per pay period for 2018, to be included in the employee's paycheck, with a unanimous vote.

Motion carried.

Jim McCaskey moved and Andy Bushman seconded to approve a 2018 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.

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

Depositories

Jim McCaskey moved and Andy Bushman seconded that the depository for Munson Township funds for Year 2018 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. Roll call vote: Mr. Bushman, yes; Mrs. McMullen, yes; Mr. McCaskey, abstain. Motion carried.

Holidays

Jim McCaskey moved and Andy Bushman seconded that the ten legally recognized Year 2018 holidays will be New Years Day, Monday, January 1; Martin Luther King Jr. Day, Monday, January 15; Presidents' Day, Monday, February 19; Memorial Day, Monday, May 28; Independence Day, Wednesday, July 4; Labor Day, Monday, September 3; Columbus Day, Monday, October 8; Veterans Day, Sunday, November 11, employees to have Friday, November 23rd off; Thanksgiving Day, Thursday, November 22; and Christmas, Tuesday, December 25, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to allow employees to go home at 1pm (with pay) on a weekday that falls prior to Thanksgiving, Christmas and New Year's Day, at the Chairman's discretion, with the understanding that if the weather is inclement, the Service Department may have to stay, with a unanimous vote. Motion carried.

Memberships

Jim McCaskey moved and Andy Bushman seconded for Munson Township to continue its membership in the Chagrin River Watershed Partners in 2018; the assessed fee will be \$2,296.00, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded for Munson Township to continue membership in the Western Reserve Land Conservancy in 2018, with a unanimous vote. Motion carried. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to contribute \$250 for our continued membership, with a unanimous vote. Motion carried.

Appointments

Jim McCaskey moved and Andy Bushman seconded to appoint Jim McCaskey as Munson Township's representative to the Health District Advisory Council for 2018, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Andy Bushman as Munson Township's alternate to the Health District Advisory Council for 2018, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Irene McMullen as Munson Township's representative to the Western Reserve Land Conservancy for 2018, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Irene McMullen as Munson Township's representative to the Chagrin River Watershed Partners for 2018, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Andy Bushman as Munson Township's alternate to the Chagrin River Watershed Partners for 2018, with a unanimous vote. Motion carried.

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ORGANIZATIONAL MOTIONS

Appointments (continued) –

Jim McCaskey moved and Andy Bushman seconded to appoint Irene McMullen as Munson Township's steward of the LAEPP (Local Agricultural Easement Purchase Program) for 2018, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Jim McCaskey as Munson Township's liaison with the Geauga County Sheriff's Department for 2018, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Chairman Andy Bushman as Munson Township's liaison with the Geauga County Engineer's office for 2018, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Andy Bushman as Munson Township's liaison with the Munson Fire Department for 2018, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Jim McCaskey, the Vice-chairman, as Munson Township's liaison with the Munson Road Department for 2018, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Andy Bushman as Munson Township's representative to the Geauga Safety Council for 2018, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Irene McMullen as Munson Township's representative to NOPEC [Northeast Ohio Public Energy Council] for 2018, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Judy Toth as Munson Township's prevailing wage coordinator for 2018, with a unanimous vote. Motion carried.

NEWSLETTER

The Township has been posting the newsletter on the website. Mrs. McMullen will check with web maintenance to see how many hits the newsletter receives.

TOWNSHIP EVENTS

Jim McCaskey moved and Andy Bushman seconded to hold Munson Township's Rubbish Day on Saturday, April 28; Memorial Day Services on Memorial Day, Monday May 28, 2018, at 8:30am; and Trick or Treat on Wednesday, October 31, 2018 from 6-8pm, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to approve the park and recreation board events, as follows: Indoor Flea Market, Saturday, March 17, \$300; Easter Egg Hunt, Saturday, March 31, \$500; and a Fishing Derby, Sunday, June 3, \$300; with a unanimous vote. Motion carried.

Dates and funding for the Community Day Picnic and fall flea market will be determined at a later date.

TOWNSHIP HALL INVENTORY

Jim McCaskey moved and Andy Bushman seconded to accept the deletions from the 2017 township hall inventory, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to accept the 2018 township hall inventory, with a unanimous vote. Motion carried.

ROAD DEPARTMENT INVENTORY

Jim McCaskey moved and Andy Bushman seconded to accept the deletions from the 2017 road department inventory, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to accept the 2018 road department inventory, with a unanimous vote. Motion carried.

2018 ROAD REPORT

Jim McCaskey moved and Andy Bushman seconded to accept the township's 2018 annual road report, with a unanimous vote. Motion carried.

SCENIC RIVER TRAILS

Mrs. McMullen discussed seeking endorsements for a 90-10 grant for trails at Scenic River. She will contact the Boy Scouts and the Park Board to see where they stand on the project. The application deadline is in February. The topic will be placed on the next agenda for discussion.

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RENTAL POLICY

The Board discussed extending the policy to reserve the community room in advance from four to six months. Mr. Bushman expressed his concerns about changing the policy. Jim McCaskey moved and Irene McMullen seconded to extend advance reservations for the community room to six months. Roll call vote: Mrs. McMullen, yes; Mr. McCaskey, yes; Mr. Bushman, no. Motion carried.

NOPEC GRANT

Mrs. McMullen informed the Board about an NOPEC Energized Community grant of \$19,592 for 2018. The grant is open-ended and may be used for energy related projects. New projects must be energy efficient. She suggested that the staff look into alternative lighting for the side of the township building and illumination for the entrance at the corner. Mr. McCaskey suggested changing the streetlights at the intersections to LED. Mrs. McMullen will call about street lighting and Mr. Bushman will talk to the staff about lighting for the Town Hall.

4-H COMMUNITY ROOM RENTAL

The Board discussed a request from 4H Feathers and Fleece to meet at the Town Hall on several Mondays at the same time as the Boy Scouts. They asked to use the conference room, meeting room, and lobby. Both groups have expressed a willingness to try out the arrangement. Mr. McCaskey pointed out that the Patterson Center at the fairgrounds in Burton is available, and expressed concerns about Zoning Commission and Park Board meetings that also fall on a Monday. The fire department is the sponsor for the Boy Scouts. After discussion, the Board agreed to approve one meeting as a trial. Jim McCaskey moved and Andy Bushman seconded to approve 4-H Feathers and Fleece for ~~January 8,~~ with a unanimous vote. Motion carried.

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ENCUMBRANCE SHEET

Jim McCaskey moved and Andy Bushman seconded to approve the encumbrance sheet for January 2, 2018, as presented:

James A. Teichman	Medicare Premium Reimbursements	1,650.00
Junction Buick	Truck	265.00

with a unanimous vote. Motion carried.

JANUARY MEETINGS

Mr. McCaskey will not be available for the January meetings. The Board will move forward with the meeting on January 9th as there are no important decisions anticipated for that meeting. In the interim, Mr. Bushman will attend the fire department's organizational meeting on January 10th and report back to the Board. The Board is also waiting to hear back regarding the proposed sewer system.

Jim McCaskey moved and Andy Bushman seconded to move the January 23, 2018 meeting to Tuesday, January 30, 2018 at 6:30pm, with a unanimous vote. Motion carried. Mrs. Toth advised that the Board will need an addendum for the January fire contract payment.

MEETING ADJOURNED

Jim McCaskey moved and Andy Bushman seconded to adjourn the meeting at 7:23pm, with a unanimous vote. Motion carried.

Andy Bushman Chairman *Judith L Toth* Fiscal Officer