

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES ORGANIZATIONAL

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Wednesday, January 4, 20 22

The meeting was called to order at 6:30 pm by Vice-Chair Irene McMullen, with Trustee Andy Bushman and Fiscal Officer Todd Ray present. Trustee Jim McCaskey was delayed in transit to the meeting and arrived at 6:38pm.

Irene McMullen led the Pledge of Allegiance. The minutes were taken by the Fiscal Officer.

ORGANIZATIONAL MOTIONS

Officers

Andy Bushman nominated Irene McMullen for Chairman.
Andy Bushman moved and Irene McMullen seconded to close the nominations for Chairman; Ms. McMullen, Yes. Mr. Bushman, Yes. Motion carried with a unanimous vote.
Andy Bushman moved and Irene McMullen seconded to appoint Irene McMullen Chairman of the Munson Township Board of Trustees for 2023; roll call vote; with a unanimous vote, motion carried.
Andy Bushman nominated Andy Bushman for Vice-chairman.
Andy Bushman moved and Irene McMullen seconded to close the nominations for Vice-chairman; roll call; with a unanimous vote, the motion carried.
Andy Bushman moved and Irene McMullen seconded to appoint Andy Bushman Vice-chairman of the Munson Township Board of Trustees for 2023; roll call; with a unanimous vote, motion carried.
Andy Bushman nominated Jim McCaskey for Clerk-pro-tem.
Andy Bushman moved and Irene McMullen seconded to close the nominations for Clerk-pro-tem; roll call; 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 2023; roll call: with a unanimous vote, motion carried.

Meeting Days and Times

Andy Bushman moved and Irene McMullen seconded that the Year 2023 regular meeting days and times shall be the second and fourth Tuesdays of every month at 6:30pm, and that special meeting dates and times will be called as needed; roll call vote; with a unanimous vote, motion carried.

Mileage/Reimbursement/Allowances

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; roll call vote; with a unanimous vote, motion carried.
Let the record reflect the 2023 IRS mileage rate for business is 65.5 cents per mile.
Andy Bushman moved and Irene McMullen seconded to grant Munson Township Road Superintendent Kirk Walker a monthly cellular phone allowance for 2022 in the amount of \$60.00 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. Roll call; with a unanimous vote, motion carried.
Andy Bushman moved and Irene McMullen seconded to grant Office Manager Paula Friebertshauser, Office Assistant Julie Johnston, Zoning Inspector James Herringshaw, a cellular phone allowance in the amount of \$10.00 per pay period for 2023, to be included in the employee's paycheck. Roll call; with a unanimous vote, motion carried.
Andy Bushman moved and Irene McMullen 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 2023, to be included in the employee's paycheck. Roll call; with a unanimous vote, motion carried.
Andy Bushman moved and Irene McMullen seconded to approve a 2023 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. Roll call; with a unanimous vote, motion carried.

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Andy Bushman moved and Irene McMullen seconded to authorize the road superintendent to spend up to \$200 for training and \$100 for mileage and reimbursements for road department employees, for 2023, at his discretion, to be paid from blanket certificates. Roll call; with a unanimous vote, motion carried.

Allowances

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 township funds. Roll call; with a unanimous vote, motion carried.

Andy Bushman moved and Irene McMullen seconded to approve discretionary spending by office personnel for incidentals not to exceed \$100, Roll call; with a unanimous vote, motion carried.

Andy Bushman moved and Irene McMullen seconded to authorize the office manager to schedule annual window cleaning in 2023; with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to authorize the Road Superintendent to schedule bi-annual maintenance of the Town Hall drip sewage treatment system with DeGreen Construction Services, Inc. not to exceed \$1,000 for 2023; with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to authorize the Road Superintendent to schedule bi-annual maintenance of the multi-flow sewage treatment with Northcoast Aeration Systems not to exceed \$1,000 for 2023; with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to authorize the Road Superintendent to obtain Spring bids for Catch Basins, Virgin Asphalt, & Road Materials for 2023. Roll call: with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to authorize the Road Superintendent to obtain mowing quotes (for Township properties) for 2023. Roll call: with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to approve the Streamline Technology Group for I.T. security and tech support services in 2023. Roll call: with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to approve the Streamline Technology Group subscription fee for Microsoft Office for 2023. Roll call: with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to approve the contract for professional consulting services (zoning) with David Dietrich, Planning and Zoning Services LLC at a rate of \$25.00 per hour, not to exceed \$2,000 in 2023, in effect until December 31, 2023. Roll call: with a unanimous vote, motion carried.

Andy Bushman moved and Irene McMullen seconded to approve Pam Blair to refurbish the sign for Scenic River for \$1,200 in 2023. Roll call: with a unanimous vote, motion carried.

Trustee Andy Bushman read the following statement into the record:

“Elected officials and supervisors understand and affirm their responsibility and report or otherwise declare any possible private interest in matters coming before them for official action.”

Andy Bushman moved and Irene McMullen seconded to authorize the Trustees to attend Geauga Township Association meetings/dinners in 2023. Roll call: with a unanimous vote. Motion carried.

Depositories

Andy Bushman moved and Irene McMullen seconded that the depository for Munson Township funds for Year 2023 shall be The Middlefield Banking Company; the depository for EMS collections and the HRA account shall be secondary checking accounts at the Middlefield Banking Company; deposits shall be made within three working days. Roll call vote: Mr. Bushman, yes; Mrs. McMullen, yes; Mr. McCaskey, abstain. Motion carried. [Let the record reflect, Mr. McCaskey is a member of the Board of Directors for Middlefield Bank.]

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Holidays

Andy Bushman moved and Irene McMullen seconded that the ten legally recognized Year 2023 holidays will be: Martin Luther King Jr. Day, Monday, January 16; Presidents’ Day, Monday, February 20; Memorial Day, Monday, May 29; Juneteenth Day, Monday, June 19; Independence Day, Tuesday, July 4; Labor Day, Monday, September 4; Columbus Day, Monday, October 9; Veterans Day, Saturday, November 11 (to be observed Friday, November 24); Thanksgiving Day, Thursday, November 23; and Christmas, Monday, December 25; and New Year’s Day, Monday, January 1, 2024; roll call: with a unanimous vote, motion carried.

Andy Bushman moved and Irene McMullen seconded to authorize employees to go home at 1pm (with pay) on a weekday that falls prior to the above holidays, with the exception of Martin Luther King Day, Presidents’ Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Columbus Day, and Veterans Day, with the understanding that if the weather is inclement, the Service Department may have to stay. Roll call: with a unanimous vote, motion carried.

Appointments

- Andy Bushman moved and Irene McMullen seconded to appoint Jim McCaskey as Munson Township’s representative to the Health District Advisory Council for 2023. Roll call: with a unanimous vote, motion carried.
- Andy Bushman moved and Irene McMullen seconded to appoint Irene McMullen as Munson Township’s alternate to the Health District Advisory Council for 2023. Roll call: 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 2023. Roll call: 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 2023. Roll call: with a unanimous vote, motion carried.
- Andy Bushman moved and Irene McMullen seconded to appoint Andy Bushman as Munson Township’s alternate to the Chagrin River Watershed Partners for 2023. Roll call: with a unanimous vote, motion carried.
- Andy Bushman moved and Irene McMullen seconded to appoint Irene McMullen as Munson Township’s steward of the LAEPP (Local Agricultural Easement Purchase Program) for 2023. Roll call: 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 2023. Roll call: with a unanimous vote, motion carried.
- Andy Bushman moved and Irene McMullen seconded to appoint Chair Irene McMullen as Munson Township’s liaison with the Geauga County Engineer’s office for 2023. Roll call: with a unanimous vote, motion carried.
- Andy Bushman moved and Irene McMullen seconded to appoint Andy Bushman as Munson Township’s liaison with the Munson Fire Department for 2023. Roll call: with a unanimous vote, motion carried.
- Andy Bushman moved and Irene McMullen seconded to appoint Vice-Chair Andy Bushman as Munson Township’s liaison with the Munson Road Department for 2023. Roll call: 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 2023. Roll call: 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 2023. Roll call: with a unanimous vote, motion carried.
- Andy Bushman moved and Irene McMullen seconded to appoint Fiscal Officer Todd Ray as Munson Township’s prevailing wage coordinator for 2023. Roll call: with a unanimous vote, motion carried.
- Andy Bushman moved and Jim McCaskey seconded that Munson Township is the charter organization of Troop 91 and Cub Scout Pack 91, and to appoint Andy Bushman as Munson Township’s charter representative for 2023. Roll call: with a unanimous vote, motion carried.

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TOWNSHIP EVENTS

Andy Bushman moved and Irene McMullen seconded to have the proceeds from Community Day and Flea Market(s) in 2023 go to the scholarship fund. Roll call: with a unanimous vote, motion carried.

Andy Bushman moved and Irene McMullen seconded to approve the following Township events, dates, and publications: Newsletters- March and October; Indoor Flea Market- Saturday, April 1; Munson Easter Egg Hunt- April 8; Community Rubbish/Clean-up Day- April 22; the Munson Memorial Day Service- Monday May 29, at 8:30 am, Community Day Saturday, August 5, and the Munson Halloween Trick-or-Treat on Tuesday, October 31, 2023, from 6:00 to 8:00 pm; with a unanimous vote, motion carried.

Andy Bushman moved and Irene McMullen seconded to have Office Manager Paula Friebertshauser handle and sign all paperwork relating to NOPEC grant benefits. Roll call: with a unanimous vote, motion carried.

TOWNSHIP HALL INVENTORY

Andy Bushman moved and Irene McMullen seconded to accept the deletions from the 2022 township hall inventory, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to accept the 2023 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 2022 Road Department inventory, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to accept the 2023 inventory for the Road Department, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to acknowledge the 2022 donations, with a unanimous vote. Motion carried.

2023 ROAD REPORT

Andy Bushman moved and Irene McMullen seconded to accept the Township's 2023 annual road report, with a unanimous vote. Motion carried.

ENCUMBRANCES (approved by motion):

DeGreen Construction, Inc.	Septic system maintenance	\$1,000.00
Northcoast Aeration Sys.	Septic system maintenance	\$1,000.00
Pam Blair	Township sign refurbishing	\$1,200.00

MEETING ADJOURNED

Andy Bushman moved and Irene McMullen seconded to adjourn the meeting at 6:50 pm, with a unanimous vote. Motion carried.

Irene H. McMullen Chairman Todd R. Ray Fiscal Officer