

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES ORGANIZATIONAL

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, January 9, 20 24

The meeting was called to order at 6:00 pm by Trustee Andy Bushman, with Trustees Nate McDonald and Jim McCaskey and Fiscal Officer Todd Ray present.

Andy Bushman stated that Trustee Nate McDonald had already been sworn in. He then led the Pledge of Allegiance. The minutes were taken by the Fiscal Officer.

ORGANIZATIONAL MOTIONS

Officers

Jim McCaskey nominated Andy Bushman for Chairman.  
Jim McCaskey moved and Nate McDonald seconded to close the nominations for Chairman; Mr. McCaskey, Yes. Mr. Bushman, Yes. Mr. McDonald, Yes. Motion carried with a unanimous vote.  
Jim McCaskey moved and Nate McDonald seconded to appoint Andy Bushman Chairman of the Munson Township Board of Trustees for 2024; roll call vote; with a unanimous vote, motion carried.  
Nate McDonald nominated Jim McCaskey for Vice-chairman.  
Nate McDonald moved and Andy Bushamn seconded to close the nominations for Vice-chairman; roll call; with a unanimous vote, the motion carried.  
Nate McDonald moved and Andy Bushman seconded to appoint Jim McCaskey Vice-chairman of the Munson Township Board of Trustees for 2024; roll call; with a unanimous vote, motion carried.  
Andy Bushman nominated Nate McDonald for Clerk-pro-tem.  
Andy Bushman moved and Jim McCaskey seconded to close the nominations for Clerk-pro-tem; roll call; with a unanimous vote, motion carried.  
Andy Bushman moved and Jim McCaskey seconded to appoint Nate McDonald Clerk-pro-tem of the Munson Township Board of Trustees for 2024; roll call: with a unanimous vote, motion carried.

Meeting Days and Times

Andy Bushman moved and Nate McDonald seconded that the Year 2024 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 Nate McDonald 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.  
Andy Bushman asked to let the record reflect the 2024 IRS mileage rate for business is 67 cents per mile.  
Jim McCaskey moved and Nate McDonald seconded to grant Munson Township Road Superintendent Kirk Walker a monthly cellular phone allowance for 2024 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.  
Jim McCaskey moved and Nate McDonald 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 2024, to be included in the employee’s paycheck. Roll call; with a unanimous vote, motion carried.  
Jim McCaskey moved and Nate McDonald seconded to grant Assistant Fiscal Officer Judy Toth a cellular phone allowance in the amount of \$20.00 per pay period for 2024, to be included in the employee’s paycheck. Roll call; with a unanimous vote, motion carried.  
  
Jim McCaskey moved and Nate McDonald 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 2024, to be included in the employee’s paycheck. Roll call; with a unanimous vote, motion carried.



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Jim McCaskey moved and Nate McDonald seconded to approve a 2024 clothing allowance for the road department employees of \$450 annually, paid by the township. Roll call; with a unanimous vote, motion carried.

Jim McCaskey moved and Nate McDonald seconded to authorize the road superintendent to spend up to \$200 for training and \$100 for mileage and reimbursements for road department employees, for 2024, at his discretion, to be paid from blanket certificates. Roll call; with a unanimous vote, motion carried.

Allowances

Jim McCaskey moved and Nate McDonald 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.

Jim McCaskey moved and Nate McDonald seconded to approve discretionary spending by office personnel for incidentals not to exceed \$100, Roll call; with a unanimous vote, motion carried.

Jim McCaskey moved and Nate McDonald seconded to authorize the office manager to schedule annual window cleaning in 2024; with a unanimous vote. Motion carried.

Jim McCaskey moved and Nate McDonald 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 2024; with a unanimous vote. Motion carried.

Jim McCaskey moved and Nate McDonald 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 2024; with a unanimous vote. Motion carried.

Jim McCaskey moved and Nate McDonald seconded to authorize the Road Superintendent to obtain Spring bids for Catch Basins, Virgin Asphalt, & Road Materials for 2024. Roll call: with a unanimous vote. Motion carried.

Nate McDonald moved and Andy Bushman seconded to authorize the Road Superintendent to obtain mowing quotes (for Township properties) for 2024. Roll call: with a unanimous vote. Motion carried.

Nate McDonald moved and Andy Bushman seconded to approve the Streamline Technology Group for I.T. security and tech support services in 2024. Roll call: with a unanimous vote. Motion carried.

Nate McDonald moved and Andy Bushman seconded to approve the Streamline Technology Group subscription fee for Microsoft Office for 2024. Roll call: with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey 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 2024, in effect until December 31, 2024. Roll call: with a unanimous vote, motion carried.

Andy Bushman moved and Jim McCaskey seconded to approve the contract for police protection from the Geauga County Sheriff's Office at \$32.00/hour not to exceed \$10,000. Roll call: with a unanimous vote, motion carried.

Trustee Jim McCaskey 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 Jim McCaskey seconded to authorize the Trustees to attend Geauga Township Association meetings/dinners in 2024. Roll call: with a unanimous vote. Motion carried.

Depositories

Nate McDonald moved and Andy Bushman seconded that the depository for Munson Township funds for Year 2024 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.



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Roll call vote: Mr. Bushman, yes; Mr. McDonald, yes; Mr. McCaskey, abstain. Motion carried.  
[Let the record reflect, Mr. McCaskey is a member of the Board of Directors for Middlefield Bank.]

Holidays

Nate McDonald moved and Andy Bushman seconded that the ten legally recognized Year 2024 holidays will be: Martin Luther King Jr. Day, Monday, January 15; Presidents’ Day, Monday, February 19; Memorial Day, Monday, May 27; Juneteenth Day, Wednesday, June 19; Independence Day, Thursday, July 4; Labor Day, Monday, September 2; Columbus Day, Monday, October 14 (to be observed Friday, November 29); Veterans Day, Monday, November 11; Thanksgiving Day, Thursday, November 28; and Christmas, Wednesday, December 25; and New Year’s Day, Wednesday, January 1, 2025; roll call: with a unanimous vote, motion carried.  
Nate McDonald moved and Andy Bushman seconded to authorize employees to go home at 1pm (with pay) on a weekday that falls prior to the Thanksgiving, Christmas, and New Year’s Day holidays, 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

Nate McDonald moved and Andy Bushman seconded to appoint Jim McCaskey as Munson Township’s representative to the Health District Advisory Council for 2024. Roll call: with a unanimous vote, motion carried.  
Jim McCaskey moved and Andy Bushman seconded to appoint Nate McDonald as Munson Township’s alternate to the Health District Advisory Council for 2024. Roll call: with a unanimous vote, motion carried.  
Jim McCaskey moved and Nate McDonald seconded to appoint Andy Bushman as Munson Township’s representative to the Western Reserve Land Conservancy for 2024. Roll call: Jim McCaskey, Yes; Andy Bushman, Yes; Nate McDonald- abstained. Motion carried. Mr. McDonald stated that his brother works for the Land Conservancy as Stewardship Director.  
Jim McCaskey moved and Andy Bushman seconded to appoint Nate McDonald as Munson Township’s representative to the Chagrin River Watershed Partners for 2024. Roll call: with a unanimous vote, motion carried.  
Jim McCaskey moved and Nate McDonald seconded to appoint Andy Bushman as Munson Township’s alternate to the Chagrin River Watershed Partners for 2024. Roll call: with a unanimous vote, motion carried.  
Jim McCaskey moved and Nate McDonald seconded to appoint Andy Bushman as Munson Township’s steward of the LAEPP (Local Agricultural Easement Purchase Program) for 2024. Roll call: Jim McCaskey, Yes; Andy Bushman, Yes; Nate McDonald- abstained, motion carried. Mr. McDonald stated that he abstained because his parents own land in the township that is protected under a LAEPP easement.  
Jim McCaskey moved and Andy Bushman seconded to appoint Nate McDonald as Munson Township’s liaison with the Geauga County Sheriff’s Department for 2024. Roll call: with a unanimous vote, motion carried.  
Nate McDonald moved and Andy Bushman seconded to appoint Jim McCaskey as Munson Township’s liaison with the Geauga County Engineer’s office for 2024. Roll call: with a unanimous vote, motion carried.  
Nate McDonald moved and Jim McCaskey seconded to appoint Jim McCaskey and Andy Bushman as Munson Township’s Co-liaisons with the Munson Fire Department for 2024, and that the Trustees will ask the Munson Fire Chief or a representative of the Fire Department to invite all three Munson Trustees to the Fire Department board meetings. Roll call: with a unanimous vote, motion carried.  
Nate McDonald moved and Andy Bushman seconded to appoint Jim McCaskey as Munson Township’s liaison with the Munson Road Department for 2024. Roll call: with a unanimous vote, motion carried.  
Nate McDonald moved and Jim McCaskey seconded to appoint Andy Bushman as Munson Township’s representative to the Geauga Safety Council for 2024. Roll call: with a unanimous vote, motion carried.

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Jim McCaskey moved and Andy Bushman seconded to appoint Nate McDonald as Munson Township’s representative to NOPEC [Northeast Ohio Public Energy Council] for 2024. Roll call: with a unanimous vote, motion carried.

Jim McCaskey moved and Nate McDonald seconded to appoint Fiscal Officer Todd Ray as Munson Township’s prevailing wage coordinator for 2024. Roll call: with a unanimous vote, motion carried.

Jim McCaskey moved and Nate McDonald 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 2024. Roll call: with a unanimous vote, motion carried.

TOWNSHIP EVENTS

Nate McDonald moved and Andy Bushman seconded to have the proceeds from Community Day and Flea Market(s) in 2024 go to the scholarship fund. Roll call: with a unanimous vote, motion carried.

Nate McDonald moved and Andy Bushman seconded to approve the following Township events, dates, and publications: Newsletters- March and October; Indoor Flea Market- Saturday, April 6; Munson Easter Egg Hunt- March 30; Community Rubbish/Clean-up Day- April 20; the Munson Memorial Day Service- Monday May 29, at 8:30 am, Community Day Saturday, August 3, and the Munson Halloween Trick-or-Treat on Thursday, October 31, 2024, from 6:00 to 8:00 pm; with a unanimous vote, motion carried.

TOWNSHIP HALL INVENTORY

Jim McCaskey moved and Andy Bushman seconded to accept the deletions from the 2023 township hall inventory, with a unanimous vote. Motion carried.

Jim McCaskey moved and Nate McDonald seconded to accept the 2024 township hall inventory, with a unanimous vote. Motion carried.

ROAD DEPARTMENT INVENTORY

Jim McCaskey moved and Nate McDonald seconded to accept the deletions from the 2023 Road Department inventory, with a unanimous vote. Motion carried.

Jim McCaskey moved and Nate McDonald seconded to accept the 2024 inventory for the Road Department, with a unanimous vote. Motion carried.

2024 ROAD REPORT

Jim McCaskey moved and Nate McDonald seconded to accept the Township’s 2024 annual road report, with a unanimous vote. Motion carried.

MEETING ADJOURNED

Jim McCaskey moved and Nate McDonald seconded to adjourn the meeting at 6:18pm, with a unanimous vote. Motion carried.

 Chairman  Fiscal Officer