

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, May 13, 20 25

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 20855 through 20863 dated 5/13/25, totaling \$20,216.28, and the 5/9/2025 bi-weekly payroll EFT vouchers 164 through 171, totaling \$10,645.84 and a cemetery deed 5-405 for Steven Sarantos, Maple Hill Cemetery Section 3, Lot 348, grave 15, and Madeline Avis, Fowlers Mill Cemetery Section 2, Lot 343, grave 14, and Fowlers Mill Cemetery Section 2, lot 344, grave 15. Between meetings the Trustees signed warrants 20832 through 20854 totaling \$34,341.67.

Minutes

Nate McDonald moved to approve the minutes of the Trustees Regular meeting Tuesday, April 22, 2025, as presented. Andy Bushman seconded. Motion carried with a unanimous vote.

Dave Carlson of the Geauga County Board of Developmental Disabilities was present and provided an update of services provided to Geauga residents by the Metzenbaum Center.

FIRE DEPARTMENT

Munson Fire Department Business Manager JP Szczyglowski reported that the Department has two members at the Bowling Green State University Fire School for Fire Instructor training. The first of two babysitting classes provided by the Department was held this past Saturday (5/10), with one more scheduled for Sunday May 25th.

A Munson Fire sponsored water shuttle training event is scheduled for 6/1. This is training that will be completed in tandem with about 10 other departments—focusing on water fill site and dump site operations.

Mandatory Annual Driver Training for all Munson Fire emergency responder staff is set for the month of June, conducted in the Notre Dame Cathedral Latin High School parking lot.

The First Energy Electrical Training Trailer will be in Munson at an upcoming date, TBD. First Energy will come out to demonstrate electrical hazards and safety training with transformers and other electrical equipment. This is another training that other departments and Road Department crew members will participate in.

Another Junior Fire Academy is scheduled for July 28th, for young persons ages 14-18. Details and applications are on the Munson Fire website and Facebook page.

Munson Fire will coordinate with Geauga County Sheriff’s staff for an Emergency Drill on October 23rd at NDCL High School.

ROAD DEPARTMENT

Part-time Road Department position

Nate McDonald moved to authorize Road Superintendent Kirk Walker to interview and offer positions to two or fewer candidates for a part-time, seasonal employee to work with the Road Department through the summer, at the rate presented on the job posting advertisement. Andy Bushman seconded. Motion carried with a unanimous vote. The posting was for a pay rate of \$18.00 per hour, up to 25 hours per week.

Butternut Road Bridge Replacement

The Trustees discussed the impending bridge replacement project that will require the closure of Butternut Road near the west entrance to Notre Dame Cathedral Latin High School, beginning June 2nd for up to 120 days. This will significantly impact school traffic at the start of the next school year. The County Engineer will be handling signage and communication with school administration and other stakeholders. They are anticipating much heavier traffic through the main (east) entrance to the Notre Dame property on Auburn Road.

Survey Pins in Road Right-of-Way

Trustee Jim McCaskey explained that the County Engineer is asking the Board to authorize all steel survey pins in township road right-of-ways to be set 12 inches below the asphalt when completing road resurfacing projects. Currently the pins are located six inches below the road surface, but isolated inside of a steel monument box inset in the asphalt. The monument boxes

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are prone to being uplifted by frost, and can create a hazard. Road Superintendent Kirk Walker confirmed that frost-lifted monument boxes do damage to township snow plows. New technology allows for very accurate location of the steel pins imbedded deeper into the road base. After discussion, the Trustees agreed to authorize the installation of steel survey pins 12 inches underground below the road surface on current paving project this season, and for all future road resurfacing projects on Munson Township roads. Mr. McCaskey will sign a letter to send to the County Engineer to confirm this decision.

Community Clean-up Day

For the record, Mr. Walker informed the Board that scrap metal collected at the annual spring Community Clean-up Day yielded \$550.00 and the Department on Aging reported that 111 senior residents took advantage of the assistance provided by the Munson Road crew and Dept. on Aging staff to clear out and discard accumulated trash and large disposable items from their homes.

TOWNSHIP BUSINESS

Resolution 2025-13: Order to Vacate the Public Road Right -of-Way, Sandhill Trail

Nate McDonald moved to approve Resolution 2025-13, ordering the vacation of the public road right of way for Sandhill Trail at Mayfield Road, as presented. Andy Bushman seconded. Motion carried with a unanimous vote.

Land Use Plan

Nate McDonald updated the Board that each resident who volunteered to serve on the Land Use Plan committee has received the standardized questionnaire via email, and some residents have already responded. Paula Friebertshauser will call any candidates who have not responded by the deadline. The Trustees agreed to submit two oral questions each that they will ask candidates in follow-up phone interviews as part of the process to vet candidates. Trustees will complete phone interviews the week of May 19 -23, and will be prepared to make recommendations to committee appointments at the Trustees May 27 meeting.

Nate McDonald informed the Board that he spoke with professional planner Emil Liszniansky, with Envision Group, and with Dave Dietrich , former planning director for the Geauga Planning Commission.

Mr. McDonald suggested that, along with professional planner Kirby Date of OHM Advisors, the Trustees have good options for consulting support for the Land Use Plan. Andy Bushman said he would like to have at least one more professional planner to consider.

Jim McCaskey stated he thinks it's a good idea to have the support of a professional consultant engaged and helping the committee through the process and to keep it moving to completion. The Board has indicated support for the idea, but no decision was made at this time.

FISCAL OFFICER

Resolution 2025-14: Certify and Appropriate Additional Funds

Andy Bushman moved to approve Resolution 2025-14, certification and appropriation of additional revenue in the Scholarship Fund and the Ohio Public Works Projects Fund. Nate McDonald seconded. Motion carried with a unanimous vote. The Resolution in its entirety is attached in the minutes.

Other Business

Fiscal Officer Todd Ray noted that Geauga Soil and Water Conservation District staff had requested approval to perform a stream-monitoring event at Nero Nature Preserve in July with a group of students on summer break. The Trustees had no concerns or objections. Mr. Ray will notify GSWCD staff to proceed with the planned event.

Public Comment

No one in attendance offered public comment.

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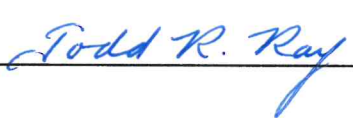
Encumbrances

Nate McDonald moved to approve the encumbrances for Tuesday, May 13 as presented. Andy Bushman seconded. Motion carried with a unanimous vote.

Blanket	Scholarships	\$6,500.00
Blanket	Contracted services, Town Hall	\$1,282.50
Blanket	Park trail markers and fixtures	\$1,000.00
Blanket	Office cart	\$150.00

Motion to Adjourn

Nate McDonald moved to adjourn the meeting at 7:21pm. Andy Bushman seconded; motion carried with a unanimous vote.

 Chairman  Fiscal Officer

Board of Munson Township Trustees, Geauga County, Ohio

Date: May 13, 2025

Resolution 2025-13

RESOLUTION TO ORDER THE PUBLIC ROAD/RIGHT OF WAY UPON SANDHILL TRAIL (TR-0753) IN MUNSON TOWNSHIP, GEAUGA COUNTY, OHIO VACATED PURSUANT TO O.R.C. 5553.045

WHEREAS, the Munson Township Board of Trustees on or about March 3, 2025 petitioned the Geauga County Board of Commissioners ("Board") by resolution to proceed with the vacation of the public road/right-of-way of Sandhill Trail (TR- 0753) pursuant to Section 5553.045 of the Ohio Revised Code; and

WHEREAS, the Geauga County Board of Commissioners approved and executed Resolution #25-080 Amended Resolution to Declare the Public Road Right of Way upon Sandhill Trail (TR-0753) in Munson Township, Geauga County, Ohio to be Vacated, pursuant to O.R.C. 5553.045 on April 29, 2025 as further described in said Resolution; and

WHEREAS, Section 5553.045 of the Ohio Revised Code requires that once the certified copies of the Geauga County Board of Commissioners resolution declaring a road vacated are filed, the Munson Township Board of Trustees shall order the road vacated; and

NOW THEREFORE, BE IT RESOLVED that the Board, in accordance with Section 5553.045 of the Ohio Revised Code, hereby declares Sandhill Trail (TR-0753) in Munson Township, Geauga County, Ohio, to be vacated.

BE IT FURTHER RESOLVED, that a survey plat and an accurate detailed description of the portion of the road/right-of-way to be vacated has been prepared by the County Engineer and reviewed, reflecting the following route and termini:

Beginning at a point where the centerline of Rockhaven Road (TR 0106) intersects with the centerline of Mayfield Road (US 322) then easterly along said centerline of Mayfield Road (US 322) approximately 2369.70 feet to the point where the centerline of said Mayfield Road (US 322) intersects with the centerline of Sandhill Trail. Thence southerly along the centerline of said Sandhill Trail, 66 feet to the southerly right-of-way of Mayfield Road (US 322) and the principal point of beginning. Thence southerly approximately 1250.00 feet to the existing terminus of Sandhill Trail.

BE IT FURTHER RESOLVED that the abutting properties and sole owners thereof are identified as: Jessica S. and Matthias A. Lee ("Lees"); permanent parcel nos. 21-176303, 21-176304, 21-176305, 21-176306, 21-176307, 21-176308, 21-176309, 21-176310, 21-176311, 21-176312, 21-176313, 21-176314, 21-176315, 21-176-316, 21-176317, 21-176318 and 21-176319 and vacated Sandhill Road shall pass, in fee, to the Lees according to law.

BE IT FURTHER RESOLVED that the Lees are the sole abutting property owners to Sandhill Trail (TR-0753) and will also be the only parties benefitted by the improvement and the transfer of the 2.044 acres from the vacated Sandhill Trail (TR-0753).

BE IT FURTHER RESOLVED that the order of this Board does not extinguish the rights of ingress and egress, if any, reserved to the Lees as the sole abutting property owners named herein.

BE IT FURTHER RESOLVED the vacated portion of the road shall pass in fee to the abutting landowners referenced herein subject to all of the following for any service facilities, if


any, located on the vacated property: (1) a permanent easement as provided in section 5553.043 of the Revised Code in, over, or under the road for the services facilities, as defined in R.C. 5553.042, of a public utility or electric cooperative as defined in R.C. 4928.01; (2) the right of ingress or egress to service and maintain those service facilities; and (3) the right to trim or remove any trees, shrubs, brush, or other obstacles growing in or encroaching onto the permanent easement that may affect the operation, use, or access to those service facilities.

BE IT FURTHER RESOLVED that the Fiscal Officer of the Munson Township Board of Trustees is hereby instructed to file a certified copy of this resolution with the Geauga County Board of Commissioners and the Geauga County Engineer.


BE IT FURTHER RESOLVED that the plat depicting the vacation of Sandhill Trail (TR-0753) shall thereafter be signed and returned to the Geauga County Engineer to be filed with the Geauga County Recorder and in the proper road records of the County.

Voting thereon:


Vote


James McCaskey, Trustee Chair

yes


Andrew Bushman, Trustee

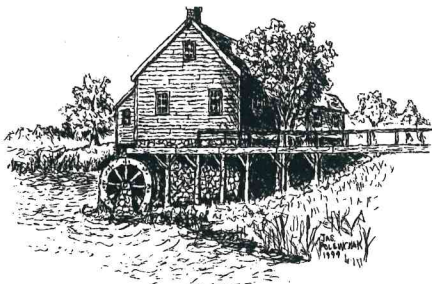
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Nathaniel McDonald, Trustee

yes

I, Todd R. Ray, Fiscal Officer of Munson Township, Geauga County, Ohio certify that the forgoing is a true and correct copy of a Resolution adopted at a legally convened meeting held on May 13, 2025.


Todd R. Ray, Fiscal Officer



Munson Township

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

Resolution 2025-14

Be it resolved by the Trustees of Munson Township, in a regular session on the 13th day of May, 2025, at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Nathaniel J. McDonald,

that Andrew Bushman moved the adoption of the following resolution:

That the 2025 Budget and Permanent Appropriation be amended, as follows:

Additional Revenues to be Certified:

To request the Budget Commission to certify additional revenue:

In the Scholarship Fund 2902: additional revenues of \$1,000.00, for an increase in the Fund from ~~\$6,500.00 to \$7,500.00.~~

\$9,734.51 \$10,734.51 TRR

In the Public Works Commission Project Fund 4401: additional revenue of \$125,000, for an increase in the Fund from \$175,000 to \$300,000.

Permanent Appropriation:

Increase the 2024 Permanent Appropriation by \$126,000.00, as follows:

Increase appropriations in the Scholarship Fund 2902 from \$6500.00 to \$7,500.00 with
\$1,000.00 to 2902-990-990-9751 Other expenses, Scholarships

Increase appropriations in the Public Works Fund 2902 from \$175,000 to \$300,000.00 with
\$125,000.00 to 4401-760-790-0000 Other, capital outlay

Nathaniel McDonald seconded the motion and the roll being called, resulted as follows:

Voting

Andrew J. Bushman, yes
Andrew J. Bushman

James J. McCaskey, yes
James J. McCaskey

Nathaniel J. McDonald, yes
Nathaniel J. McDonald

Attest: Todd R. Ray, May 13, 2025
Todd R. Ray, Fiscal Officer