

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES ORGANIZATIONAL

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held _____ Wednesday, January 5, _____ 20__ 22

The meeting was called to order at 6:30 am by Chair Andy Bushman, with Trustees Irene McMullen and Jim McCaskey and Fiscal Officer Todd Ray all present.

Chair Irene Andy Bushman led the Pledge of Allegiance. The minutes were taken by the Fiscal Officer.

ORGANIZATIONAL MOTIONS

Officers

Andy Bushman nominated Jim McCaskey 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 Jim McCaskey Chairman of the Munson Township Board of Trustees for 2022; with a unanimous vote, motion carried.

Andy Bushman nominated Irene McMullen for 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 Jim McCaskey seconded to appoint Irene McMullen Vice-chairman of the Munson Township Board of Trustees for 2022; with a unanimous vote, motion carried.

Andy Bushman nominated Andy Bushman for Clerk-pro-tem.

Jim McCaskey 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 Andy Bushman Clerk-pro-tem of the Munson Township Board of Trustees for 2022; with a unanimous vote, motion carried.

Meeting Days and Times

Andy Bushman moved and Irene McMullen seconded that the Year 2022 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, 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, with a unanimous vote. Motion carried. Let the record reflect the 2022 IRS mileage rate for business is 58.5 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, 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 2022, 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, other than the Road Superintendent, a cellular phone allowance in the amount of \$10.00 per pay period for 2022, to be included in the employee's paycheck, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to approve a 2022 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 authorize the road superintendent to spend up to \$200 for training and \$100 for mileage and reimbursements for road department employees, for 2022, at his discretion, to be paid from blanket certificates, with a unanimous vote. Motion carried.

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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, 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, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to authorize the office manager to schedule annual window cleaning in 2022; 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 2022; 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 2022; with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to approve rental and maintenance of two portable restrooms through ASAP Sanitary Services for Munson Township Park and Nero Nature Preserve April through October, not to exceed \$1,120 for 2022; with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to approve the Streamline Technology Group security and tech support services at \$105.00 per month in 2022; 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 \$172.00 per month in 2022; with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to approve the 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 2022; with a unanimous vote. Motion carried.

Depositories

Andy Bushman moved and Irene McMullen seconded that the depository for Munson Township funds for Year 2022 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.]

Holidays

Andy Bushman moved and Jim McCaskey seconded that the ten legally recognized Year 2022 holidays will be New Years Day, Saturday, January 1 (observed Friday, 12/31/2021; Martin Luther King Jr. Day, Monday, January 17; Presidents' Day, Monday, February 21; Memorial Day, Monday, May 31; Juneteenth Day, Sunday, June 19 (observed Monday, June 20); Independence Day, Monday, July 4; Labor Day, Monday, September 5; Columbus Day, Monday, October 11, to be observed Friday, November 25; Veterans Day, Friday, November 11; Thanksgiving Day, Thursday, November 24; and Christmas, Sunday, December 25, (observed Monday, December 26); and New Year's Day, Sunday, January 1, (observed Monday, January 2); 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, Juneteenth Day, and Veterans Day, with the understanding that if the weather is inclement, the Service Department may have to stay, with a unanimous vote. Motion failed.

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, and Veterans Day, with the understanding that if the weather is inclement, the Service Department may have to stay, with a unanimous vote. Motion carried.

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Memberships

Andy Bushman moved and Irene McMullen seconded for Munson Township to continue membership in the Chagrin River Watershed Partners in 2022; the assessed fee will be \$2,505.00, 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 2022, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to contribute \$250 for the continued membership, 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 2022, 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 2022, 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 2022, 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 2022, 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 2022, 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 2022, 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 2022, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Chair Jim McCaskey as Munson Township’s liaison with the Geauga County Engineer’s office for 2022, 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 2022, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to appoint Vice-Chair Irene McMullen, as Munson Township’s liaison with the Munson Road Department for 2022, 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 2022, 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 2022, 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 2022, 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 2022, 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 2022, 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 2022 go to the scholarship fund, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to approve a schedule of Township events that includes the Munson Easter Egg Hunt on April 16, 2022, the Munson Memorial Day Service Monday May 30, 2022, at 8:30 am, Community Day Saturday, August 6, and the Munson Halloween Trick-or-Treat on Monday, October 31, 2022, from 6:00 to 8:00 pm, with a unanimous vote. Motion carried.

TOWNSHIP HALL INVENTORY

Andy Bushman moved and Irene McMullen seconded to accept the deletions from the 2021 township hall inventory, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to accept the 2022 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 2021 road department inventory, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to accept the 2022 inventory for the road department, with a unanimous vote. Motion carried.

Andy Bushman moved and Irene McMullen seconded to acknowledge the 2021 donations, with a unanimous vote. Motion carried.

2022 ROAD REPORT

Andy Bushman moved and Jim McCaskey seconded to accept the Township’s 2022 annual road report, with a unanimous vote. Motion carried.

ENCUMBRANCES (approved by motion):

Western Reserve Land	Conservancy – 2022 Membership	\$250.00
Chagrin River Watershed	Partners – 2022 Membership	\$2,505.00
DeGreen Construction, Inc.	Septic system maint.	\$1,000.00
Northcoast Aeration Sys.	Septic system maint.	\$1,000.00
ASAP Sanitary Services	Portable restrooms, parks	\$1,120.00

ENCUMBRANCE SHEET

Pam Blair	Township signs refurbishing	\$1,200.00
Streamline Technology Group	Microsoft Office subscription for 2022	\$516.00
Streamline Technology Group	IT ongoing tech & security support	\$315.00
Shepp Electric	Annual generator maintenance check	\$260.00
Planning and Zoning Srvs, LLC	Zoning consulting services	\$500.00
Geauga Soil and Water C. D.	NDCL project technical support	\$3,000.00

MEETING ADJOURNED

Jim McCaskey moved and Irene McMullen seconded to adjourn the meeting at 6:52 pm, with a unanimous vote. Motion carried.

 Chairman  Fiscal Officer