

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES REGULAR MEETING

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held _____ Tuesday, December 10, _____ 20__ 24

The meeting was called to order at 6:30pm by Chairman Andy Bushman, with Trustees James McCaskey and Nathaniel McDonald and Fiscal Officer Todd Ray present. Mr. Bushman led the Pledge of Allegiance.

The Trustees signed warrants 20575 through 20603 dated 12/10/2024, totaling \$76,342.58; and the 12/06/2024 biweekly payroll EFT vouchers 452 through 459 totaling \$12,870.04 and the Trustees November monthly payroll EFT vouchers 471 through 473 totaling \$2,948.53.

Mr. McCaskey moved to approve the minutes of the Trustees' special meeting of Tuesday, November 19th as presented. Mr. McDonald seconded. Motion carried with a 2-0 vote, with Mr. McCaskey abstaining.

Mr. McCaskey moved to approve the minutes of the Trustees' regular meeting of Tuesday, November 26th as presented. Mr. McDonald seconded. Motion carried with a unanimous vote.

FIRE DEPARTMENT

Chief Vatty Reported that everything is set for the Fire Department's plan to have a drive-thru, "Munson with Santa" event at the Fire Station, on December 15th. He also noted that, because the fall training event was so well received, Munson Fire will host and facilitate another self-care training event for first responders. It is tentatively scheduled for February 20th in the Munson community room.

ROAD DEPARTMENT

Road Superintendent Kirk Walker reported that all trucks are in working order and the crew is ready to respond to snow and ice events. They are looking forward to adding a new truck driver and operating at full strength.

TOWNSHIP BUSINESS

Migration to .gov/domain

Mr. Bushman reported that the migration to a .gov/domain for the township government website and email addresses is, of course, more complicated than initially thought. The project with the Department of Homeland Security will require the township to upgrade to a higher level of security to achieve a security certificate that meets DHS standards, and this must be done before the migration can begin. Jim McCaskey pointed out that this security upgrade is prudent even if Munson did not complete the migration.

The Trustees reviewed a proposal by Streamline Technology Group to execute the necessary security upgrade. Jim McCaskey moved to approve the proposal for the security upgrade to migrate to .gov/domain not to exceed \$600. Nate McDonald seconded. Motion carried with a unanimous vote.

Covia / Best Sand Pit Mining Disturbance

Trustee Nate McDonald explained that he had updated the letter Trustees were considering sending to Covia / Best Sand corporate offices, and the Ohio Department of Natural Resources, Division of Mineral Resource Management. It addresses concerns of those who have been experiencing the noise and related disturbances due to late night pit operations and occasional blasting. He described it as a "friendly letter" that documents these concerns and invites conversation to help residents get relief. The Trustees reviewed the letter and signed it. It will be sent out the next day.

2025 Organizational Meeting

Jim McCaskey moved to schedule the Trustees 2025 Organizational meeting for Wednesday, January 1 at 9:00am. Mr. McDonald seconded the motion. Motion carried with a unanimous vote.

ARPA Funds

Mr. Bushman reported that the Park Board had met and voted to request the Trustees to fund the proposed boardwalk across the wetland area near the Scenic River Retreat parking lot on Auburn Road. The boardwalk will connect the parking area to existing

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES REGULAR MEETING

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

Tuesday, December 10,

20

24

upland hiking trails in the westward portions of Scenic River. The vendor is finalizing a written proposal. The Park Board expects the project will not exceed \$75,000.

Mr. Bushman advised that the Board could use the remaining ARPA money that has not yet been obligated (\$56,259.21) for the boardwalk. Mr. Bushman stated that if the proposal is not returned in time for Trustees' action at the next meeting, a back-up plan should be in place to allow the Trustees to obligate the final ARPA funds.

The Trustees discussed the request to replace one Road Department utility pick-up truck, and the Fire Department request to replace the recently retired pick-up truck with an emergency response utility vehicle. Road Superintendent Kirk Walker and Fire Chief Mike Vatty agreed to secure written proposals for new vehicles to have available as options at the next meeting.

Opioid Settlement Funds

The Trustees discussed options for expending the accumulated funds received as part of the Opioid lawsuit settlement. Currently Munson Township holds \$9,314. The Trustees considered a suggestion to grant the funds to Ravenwood for ongoing opioid treatment expenses, or to the Geauga Chapter of NAMI, the National Alliance on Mental Illness. Mr. McCaskey requested time to explore the NAMI option and see what services are available.

National Provider Identification Number

Jim McCaskey moved to authorize Fiscal Officer Todd Ray to sign paperwork for a new National Provider Identification Number for medical billing. Mr. McDonald seconded the motion. Motion carried with a unanimous vote.

FISCAL OFFICER

Resolution 2024-48: Certify and Appropriate Additional funds

Jim McCaskey moved to approve Resolution 2024-48, requesting the Budget Commission to certify additional revenue received, and to appropriate those additional funds in the Ambulance and EMS Fund 2281, and the Demolition Expense Fund 2401. Mr. McDonald seconded. Motion carried with a unanimous vote. [The resolution is included on a separate page as part of the minutes.]

Resolution 2024-49: 2025 Temporary Appropriations

Mr. McDonald moved to approve Resolution 2024-49, Temporary Appropriations for 2025. Mr. McCaskey seconded. Motion carried with a unanimous vote. [The resolution is included on separate pages as part of the minutes.]

Beginning of the Year Encumbrances

Jim McCaskey moved to approve the encumbrances for January 1, 2025 as presented. Mr. McDonald seconded. Motion carried with a unanimous vote.

Road and Bridge Levy

Fiscal Officer Todd Ray explained that the Road and Bridge Levy first approved by voters in 1976 expires at the end of this year. The levy had been up for renewal in 2023, one year early as allowed by law. At that time the Trustees decided that additional funds were needed to meet road maintenance and resurfacing needs in the Township, and placed a new levy on the ballot that year. That additional .95 mill levy passed. The Trustees placed two fire levies on the ballot for renewal in November 2024, but did not include the 1976 Road and Bridge levy for renewal. The expired 1976 levy yields \$138,000 per year. The Trustees noted that the 2025 budget included the \$138,000 in revenue. Mr. Ray pointed out that those funds were earmarked for road resurfacing projects. If the Trustees wished to recover some of the expired-levy revenue, they could rescind Resolution 2024-45 that suppressed collection of \$100,000 and then allocate \$100,000 from the General Fund to the Road and Bridge Fund. Mr. McDonald indicated that this would still result in a net \$38,000 savings to Township taxpayers. After some discussion, Jim McCaskey moved to rescind Resolution 2024-45. Mr. McDonald seconded. Motion carried with a unanimous vote.

Authorize Electronic Deposits

Mr. Ray requested that the Board authorize him to set up electronic deposit function with The Middlefield Banking Company. He said that a recent Fiscal Officer training had stated that electronic deposits are a standard practice for many local governments and promotes efficiency. Mr. Ray stated that it would reduce the need for Township staff to make

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES REGULAR MEETING

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, December 10, 2024

multiple trips into town each week to make in-person deposits. The Trustees agreed that this is a reasonable step to increase efficiency. Jim McCaskey moved to authorize Mr. Ray to set up electronic deposit capability for Munson Township. Nate McDonald seconded, and with a unanimous vote, the motion carried.

Authorize Electronic Payments

Mr. Ray noted that the same training encouraged fiscal officers to increase the use of electronic payments to reduce processing and postage costs for paying bills. He stated that he currently pays a small number of bills electronically that the Trustees have approved, but he would like to gradually increase the number of vendors that we pay electronically. He would like Board approval. Mr. Ray said he could prepare reports that would make it easy for Trustees to review all expenditures made electronically. Jim McCaskey moved to authorize Mr. Ray to set up electronic payment for more vendors, and to provide a reporting format for all electronic expenditures for Trustees to review each meeting. Nate McDonald seconded, and with a unanimous vote, the motion carried.

Ohio Township Association Training Subscription

Mr. Ray suggested that the Township could purchase a training subscription with the Ohio Township Association to allow all Township elected officials and staff access to all training webinars and recordings of trainings that the OTA produces each year. The subscription costs \$250 for all trainings in 2025. The Trustees agreed that this access to training would be valuable. Jim McCaskey moved to authorize Mr. Ray to sign up for the OTA Training subscription for \$250. Nate McDonald seconded, and with a unanimous vote, the motion carried.

Other Business

Baseball field Lease Agreement

Mr. McDonald asked about the baseball lease. Andy Bushman reported that he had spoken with Dr. Hanlon and some minor changes in verbiage were being worked out. He hopes to have the final document ready at the next meeting.

Other Meetings

Jim McCaskey attended the Planning Commission meeting earlier in the day.

Encumbrance Sheet

Jim McCaskey moved to approve the encumbrances for December 10th as presented. Nate McDonald seconded. Motion carried with a unanimous vote.

News-Herald	Newspaper subscription	\$400.00
Munson Township General Fund	Reimbursement for demolition expenses	\$2,021.85
Davey Resources Group	Contract payment, Stream Restoration	\$9,220.31

Executive Session

At 7:11pm, Jim McCaskey moved and Nate McDonald seconded to enter into executive session to address personnel compensation, and to invite Road Superintendent Kirk Walker and Fiscal Officer Todd Ray to join the session. Roll call vote: Mr. McCaskey, yes; Mr. Bushman, yes; Mr. McDonald, yes. Motion carried.

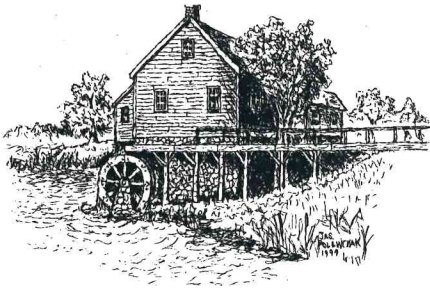
The Trustees resumed the regular session at 7:49pm.

The Trustees discussed offering employment to one candidate. Jim McCaskey moved to offer Road Department candidate Mark Stukbauer the position as truck driver at an hourly rate of \$25.25, with a start date of no later than December 30, 2024. Nate McDonald seconded. The motion carried with a unanimous vote.

Motion to Adjourn

Jim McCaskey moved and Nate McDonald seconded to adjourn the meeting at 7:53pm, with a unanimous vote. Motion carried.

Andy Bushman Chairman Todd R. Ray Fiscal Officer



Munson Township

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

Resolution 2024-48

Be it resolved by the Trustees of Munson Township, in a regular session on the 10th day of December, 2024, at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Nathaniel J. McDonald,

that James McCaskey moved the adoption of the following resolution:

That the 2024 Budget and Permanent Appropriation be amended, as follows:

Additional Revenues to be Certified:

To request the Budget Commission to certify additional revenues received, as follows:

In the Ambulance and Emergency Medical Fund 2281: additional revenues of \$60,000.00, for an increase in the Fund from \$320,919.29 to \$380,919.29.

In the Special Assessment Demolition Expense Fund, increase additional revenue in the amount of \$72.71, increase the Fund from \$2,030.00 to \$2,102.71.

Permanent Appropriation:

Increase the 2024 Permanent Appropriation by \$60,072.71, as follows:

Increase appropriations in the Ambulance and Emergency Medical Fund 2281 from \$318,132.03 to \$378,132.03 with

\$1,000.00 to	2281-230-319-0000	Other Professional and Technical Services
\$50,000.00 to	2281-230-360-0000	Contract services

Increase appropriations in the Demolition Expense Fund 2401 from \$2,030.00 to \$2,102.71 with \$72.71 to 2401-290-329-0016 Other property services-demolition expense recovery

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

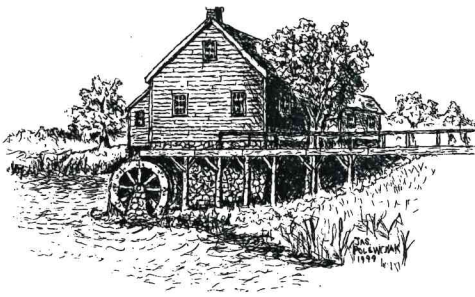
Voting

Andrew J. Bushman, Yes

James J. McCaskey, Yes

Nathaniel J. McDonald, yes

Attest: Todd R. Ray, December 10, 2024
Todd R. Ray, Fiscal Officer



Munson Township

Amended – 12/2024

Resolution 2024-50

Tax Year 2024 (2025 Collection Year)

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

MUNSON BOARD OF TOWNSHIP TRUSTEES
Revised Code, Secs 5705.34, 5705.35

The Board of Trustees of Munson Township of Geauga County, Ohio met in Special session on the 23rd day of December 2024 at the office of Munson Township with the following members present:

Andrew Bushman

James McCaskey

Nathaniel McDonald

Nathaniel McDonald moved the adoption of the following Resolution:

RESOLVED, By the Board of Trustees of Munson Township Geauga County, Ohio in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing on January 1st, 2025; and

WHEREAS, The Budget Commission of Geauga County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor for the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within the ten mill tax limitation; therefore, be it

RESOLVED, By the Board of Trustees of Munson Township, of Geauga County, Ohio that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Munson Township the rate of each tax necessary to be levied within and without the ten mill limitations as follows:


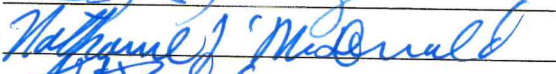
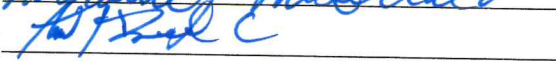
**SCHEDULE B
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES**

FUND	Maximum Rate Authorized to be Levied	County Auditor's Estimate of Yield of Levy (Carry to Schedule A, Column II)
Road and Bridge Levy <u>1976</u> levy authorized by voters on: <u>November 7, 2023</u> not to exceed <u>expired</u> years		
Road and Bridge Levy <u>1994</u> levy authorized by voters on: <u>November 8, 2022</u> not to exceed <u>5</u> years	2.00	\$337,337.00
Fire Levy Fund <u>1994</u> levy authorized by voters on: <u>November 5, 2024</u> not to exceed <u>Continuing</u> years	0.65	\$109,634.56
Fire Levy Fund <u>2005</u> levy authorized by voters on: <u>November 5, 2019</u> not to exceed <u>5</u> years	1.75	\$416,910.00
Road and Bridge Levy <u>2007</u> levy authorized by voters on: <u>November 2, 2021</u> not to exceed <u>5</u> years	0.75	\$182,082.00
Fire Levy Fund <u>2008</u> levy authorized by voters on: <u>November 8, 2022</u> not to exceed <u>5</u> years	1.00	\$242,776.00
Fire Levy Fund <u>2012</u> levy authorized by voters on: <u>November 6, 2012</u> not to exceed <u>Continuing</u> years	1.00	\$242,776.00
Fire Levy Fund <u>2021</u> levy authorized by voters on: <u>November 3, 2020</u> not to exceed <u>Continuing</u> years	1.95	\$535,087.00
Road Improvement <u>2024</u> levy authorized by voters on: <u>November 7, 2023</u> not to exceed <u>5</u> years	0.95	\$338,895.00
Fire and EMS <u>2024</u> levy authorized by voters on: <u>November 7, 2023</u> not to exceed <u>5</u> years	1.15	\$410,241.00
_____ levy authorized by voters on: _____ not to exceed _____ years		
_____ levy authorized by voters on: _____ not to exceed _____ years		
_____ levy authorized by voters on: _____ not to exceed _____ years		

and be it further

RESOLVED, That the Clerk of this Board be and is hereby directed to certify a copy of the Resolution to the County Auditor of said County.

Mr. James McCaskey _____ seconded the Resolution and the roll being called upon its adoption, the vote resulted as follows:

M		YES
M		yes
M		no

Adopted the 23 day of December, 2024

Attest:


Fiscal Officer of the Board of Township Trustees of

Munson Township

Geauga County, Ohio

CERTIFICATE OF COPY
ORIGINAL ON FILE

The State of Ohio Geauga County, ss.

I, Todd R. Ray, Fiscal Officer of the Board of Township Trustees of
Munson Township in said County, and in whose custody the Files and Records of said Council are required
by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the
original now on file with said Board, that the foregoing has been compared by me with said original document,
and that the same is a true and correct copy thereof.

WITNESS my signature, this 23 day of December 2024

Todd R. Ray
Fiscal Officer of the Board of Township Trustees of
Munson Township
Gauga County, Ohio

1A copy of this Resolution must be certified to the County Auditor before the first day of October, or at such a later date as may be approved by the Department of Taxation of Ohio.

No. _____

**BOARD OF TOWNSHIP TRUSTEES,
MUNSON TOWNSHIP**

Gauga County, Ohio

**RESOLUTION ACCEPTING THE AMOUNTS AND RATES
AS DETERMINED BY THE
BUDGET COMMISSION AND AUTHORIZING THE
NECESSARY TAX
LEVIES AND CERTIFYING THEM TO THE COUNTY
AUDITOR.**

(Board of Township Trustees)

Adopted _____

Township Fiscal Officer _____

Filed _____

County Auditor _____

By _____
Deputy Auditor _____
