

RECORD OF PROCEEDINGS

MUNSON TOWNSHIP TRUSTEES SPECIAL

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

Monday, December 23,

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 20604 through 20637 dated 12/23/2024, totaling \$90,296.68; and the 12/20/2024 biweekly payroll EFT vouchers 477 through 483 totaling \$9,590.62.

Mr. McCaskey moved to approve the minutes of the Trustees' special meeting of Tuesday, December 3rd 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, December 10th as presented. Mr. McDonald seconded. Motion carried with a unanimous vote.

FIRE DEPARTMENT

Fire Department Business Manager JP Szczyglowski reported that the Fire Department's drive-thru holiday event and food drive at the Fire Station on December 15th was a success.

2025 Fire Department Budget

Mr. Szczyglowski stated that Chief Vatty had sent the Munson Trustees the 2025 Fire Department budget for their review. He took a few minutes to discuss and highlight some specifics in the budget, including cost savings measures such as a change in the health care insurance plan for the Fire Department that will save about \$50,000. After some discussion, Jim McCaskey moved to approve the Munson Fire Department's 2025 budget. Nate McDonald seconded, and with a unanimous vote, the motion carried.

New EMS Chase Vehicle

Mr. Szczyglowski called the Trustees' attention to the price quote for a new 2024 Chevy Tahoe SUV that Chief Vatty had secured from Tim Lally Chevrolet, at the direction of the Trustees at the previous meeting. He pointed out that it was a very favorable price, and the dealer was holding the vehicle for the Township pending a decision.

Trustee Jim McCaskey agreed that \$49,452 was an excellent price, and said he believes that the Trustees should take advantage of it. He noted that the Township had received \$21,450 from the sale of the Fire Department pickup truck and plow in November, and those funds were available to apply to the purchase. Fire Department Battalion Chief Aric Andersen mentioned that the Trustees could expect to receive about \$5,000 from the sale of the old chase vehicle that is being replaced. Chair Andy Bushman said the General Fund could cover the full purchase price. Fiscal Officer Todd Ray confirmed that there were left over funds in the General Fund-Capital- Motor Vehicle purchase accounts because the Trustees used ARPA funds to pay for the two new trucks for the Road Department.

Jim McCaskey moved to approve the purchase of the new 2024 Chevy Tahoe model SSV 4x4 at up to \$50,000, and to authorize Fiscal Officer Ray to sign required paperwork. Mr. McDonald seconded, and the motion carried with a unanimous vote.

ROAD DEPARTMENT

Road Superintendent Kirk Walker reported that the crew performed well through the long day during the last snowstorm. The new truck driver has settled into the crew, and they are operating at full strength.

TOWNSHIP BUSINESS

Jim McCaskey moved to accept the 2024 donations list as presented. Nate McDonald seconded, and the motion carried with a unanimous vote.

2025 Trustee Compensation

Jim McCaskey moved that the Trustees will be compensated in 2025 by the salary method and receive the maximum amount allowable by the Ohio Revised Code, equal to the maximum amount that could be received annually by a Trustee if he or she were to be paid on a per diem basis and paid in 12 equal monthly payments. Nate McDonald seconded.

Fiscal Officer Todd Ray addressed the Board and asked that the motion be approved unanimously. Payroll procedures are more complicated when the monthly salary method is not

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES SPECIAL

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held _____ Monday, December 23, _____ 20__ 24

used, and the monthly salary approval must be unanimous to go into effect. After a brief discussion, the vote was called, and the motion carried unanimously.

Insurance

Jim McCaskey made the motion to offer health insurance, dental insurance, vision insurance, and the highest amount available of life insurance under the township life insurance policy up to \$50,000 to a newly elected or appointed township trustee or fiscal officer. Nate McDonald seconded. The motion carried with a 2 – 1 vote, with Trustee Bushman voting “No.”

BOARD APPOINTMENTS

Board of Zoning Appeals

Jim McCaskey moved and Nate McDonald seconded to reappoint Jim O’Neill as a member to the Munson Township Board of Zoning Appeals for a five-year term ending 12/31/2029; with a unanimous vote, motion carried.

Jim McCaskey moved and Nate McDonald seconded to reappoint Roger Simpson as an alternate member to the Munson Township Board of Zoning Appeals for a two-year term ending 12/31/2026; with a unanimous vote, motion carried.

Zoning Commission

Andy Bushman noted for the record that there is an open seat on the Munson Township Zoning Commission for a five-year term ending 12/31/2029; the Township has received two applications, and interviews will be scheduled.

Parks and Rec Board

Jim McCaskey moved and Nate McDonald seconded to reappoint Jim O’Neill as a member to the Munson Township Park & Recreation Board for a three-year term ending 12/31/2027; with a unanimous vote; motion carried.

Jim McCaskey moved and Nate McDonald seconded to reappoint Rick Webb as a member to the Munson Township Park & Recreation Board for a three-year term ending 12/31/2027; with a unanimous vote; motion carried.

Memberships

Jim McCaskey moved and Nate McDonald seconded for Munson Township to continue membership in the Chagrin River Watershed Partners in 2025 for the assessed fee of \$2,875.00; with a unanimous vote. Motion carried.

Jim McCaskey moved and Nate McDonald seconded for Munson Township to continue membership in the Western Reserve Land Conservancy in 2025 with a contribution of \$250; with a unanimous vote, the motion carried.

Public Hearing for Zoning Amendment

Jim McCaskey moved to set the date for the Trustees public hearing for Zoning Amendment 2024-01 for Tuesday, January 14 at 6:30pm, with the Trustees’ regular meeting to follow immediately after the close of the public hearing. Nate McDonald seconded. Motion carried with a unanimous vote.

Migration to .gov/domain

Mr. Bushman noted that the Trustees had approved Streamline Technology Group to complete the required security upgrade as part of the migration to a .gov/domain for the township government website and email addresses. He advised that it would be a good time to update the website, and Streamline Technology could do it for less as a package quote because they were doing the other security work for the Township.

The Trustees reviewed a proposal by Streamline Technology Group to complete a redesign and update of the Township website. Jim McCaskey moved to approve the proposal not to exceed \$3,000. Nate McDonald seconded. Motion carried with a unanimous vote.

ARPA Funds

Mr. Bushman reported that he had spoken with Jeff Atchley of Metalcraft Docks about the proposed boardwalk across the wetland area near the Scenic River Retreat parking lot on Auburn Road. Mr. Atchley confirmed that he would honor the quoted price he had provided for the project in March of 2023. Mr. Bushman had a hard copy of the proposal, engineering drawings of the structure, and a site plan/map. Mr. Bushman advised that the Board could use the remaining ARPA money that has not yet been obligated (\$56,259.21) for the boardwalk, and the balance, \$17,613.59 could be paid from the General Fund.

RECORD OF PROCEEDINGS

MUNSON TOWNSHIP TRUSTEES SPECIAL

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

Monday, December 23,

20 24

After some discussion, Jim McCaskey moved to approve the proposal by Metalcraft Docks for installation of the floating boardwalk at Scenic River not to exceed \$73,872.80. Nate McDonald seconded. Motion carried with a unanimous vote.

Opioid Settlement Funds

The Trustees revisited the discussion about expending the accumulated funds received as part of the opioid lawsuit settlement. Currently Munson Township holds \$9,314. Andy Bushman reported that Family Pride is another agency with a local presence that provides drug use treatment services, and 40% of their clients are Geauga County residents. Mr. McCaskey said that he had talked with the Geauga Chapter of NAMI, the National Alliance on Mental Illness, and learned that they do not offer drug use treatment services. The Trustees agreed to hold off on dispersing the funds until January and to research more options.

FISCAL OFFICER

Resolution 2024-50: Acceptance of Amended Amounts and Rates

Nate McDonald moved to approve Resolution 2024-50, acceptance of amounts and rates of tax levies for 2025 as determined by the Geauga County Budget Commission. Jim McCaskey seconded the motion, and it passed with a unanimous vote. The resolution reflects the amended amounts and rates after expiration of the 1976 Road and Bridge levy and the Trustees' decision to not to suppress \$100,000 of collection on another levy.

Resolution 2024-51: Allocate American Rescue Plan Act Funds

Mr. McDonald moved to approve Resolution 2024-51, a resolution to allocate \$56,259.21 of ARPA funds for the purchase of a floating boardwalk at Scenic River Retreat park.

Jim McCaskey seconded. With a unanimous vote, the motion carried. (The Resolution, in its entirety, is included on a separate page of the minutes.) This resolution allocates all of the remaining ARPA funds received by Munson Township.

Resolution 2024-52: Fund Transfer

Andy Bushman moved to approve Resolution 2024-52, a within-fund transfer of \$50,000 Capital, Motor vehicles, Fire Department. Mr. McCaskey seconded. Motion carried with a unanimous vote. [The resolution is included on separate pages as part of the minutes.]

Authorized Electronic Payments

Fiscal Officer Todd Ray pointed out documentation he had provided for three bills paid electronically. Mr. Ray had presented three electronic payment vouchers, and one report that lists all expenditures in the current batch. The three electronic payments are listed at the top of the report, making them easy to spot. This report would make it easy for Trustees to review all expenditures; paper warrants and those made electronically. The Trustees liked the documentation.

Other Business

No other business was brought to the floor.

Other Meetings

Nate McDonald and Andy Bushman attended the Chagrin River Watershed Partners board meeting last week, virtually. Andy Bushman attended the December Geauga Safety Council meeting.


Encumbrance Sheet

Jim McCaskey moved to approve the encumbrances for December 23rd as presented. Nate McDonald seconded. Motion carried with a unanimous vote. (All three items were approved by separate motion during the meeting.)

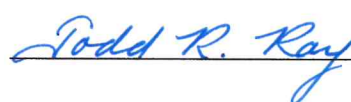
| | | |
|-----------------------|-------------------------|-------------|
| Tim Lally Chevrolet | 2024 Tahoe | \$49,452.00 |
| Streamline Technology | Website redesign/update | \$3,000.00 |
| Metalcraft Docks | Floating boardwalk | \$73,872.80 |

Motion to Adjourn

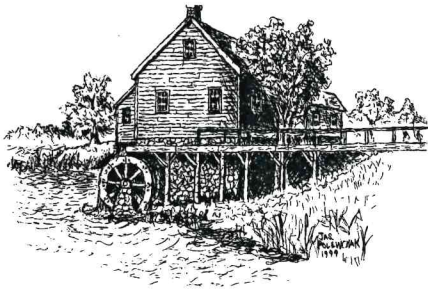
Jim McCaskey moved and Nate McDonald seconded to adjourn the meeting at 7:20pm, with a unanimous vote. Motion carried.



Chairman



Fiscal Officer



Munson Township

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

Resolution 2024-51

Be it resolved by the Trustees of Munson Township, in a regular session on the 23rd 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

Nathaniel McDonald moved the adoption of the following resolution:

Whereas Munson Township has received a distribution of monies known as the ARPA funds from the American Rescue Plan Act of 2021, and

Whereas on April 26, 2022, the Munson Board of Trustees approved Resolution 2022-13 electing to take the standard allowance for revenue loss, and may therefore use the ARPA funds for any general purpose permitted by township government, and

Whereas the Munson Township Park Board has identified and recommended an improvement to the Scenic River Retreat, and investigated and secured an estimate for installation of a boardwalk at the park, and

Whereas the Park Board has asked the Board of Trustees to provide finances for the construction and installation of the boardwalk,

Therefore, be it resolved, that the Munson Board of Trustees allocates the remaining balance of \$56,259.21 of the ARPA funds for the purchase and installation of said boardwalk.


Be it further resolved that the Trustees authorize the Fiscal Officer to assign \$56,259.21 from Fund 2273, the Coronavirus Relief Fund to purchase orders and make payment for the boardwalk.

James McCaskey seconded the motion, and the roll being called, resulted as follows:

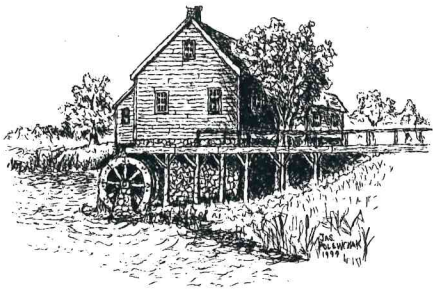
Voting

, 
Andrew J. Bushman

, yes
James J. McCaskey

, yes
Nathaniel J. McDonald

Attest: , December 23, 2024
Todd R. Ray, Fiscal Officer



Munson Township

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

Resolution 2024-52

Be it resolved by the Trustees of Munson Township, in a regular session on the 23rd day of December, 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 2024 Permanent Appropriation be amended, as follows:

Transfers Within Fund

In the General Fund 1000, transfer

\$50,000.00 to 1000-760-750-0220 Capital, Motor vehicles, Fire Department
from 1000-760-750-0330 Capital, Motor vehicles, Road and Bridge

James McCaskey seconded the motion and the roll being called, resulted as follows:

| | |
|-------------------------------------|-------------------|
| <u><i>Andrew J. Bushman</i></u> | Voting |
| Andrew J. Bushman | <u><i>Yes</i></u> |
| <u><i>James J. McCaskey</i></u> | <u><i>Yes</i></u> |
| James J. McCaskey | |
| <u><i>Nathaniel J. McDonald</i></u> | <u><i>Yes</i></u> |
| Nathaniel J. McDonald | |

Attest: *Todd R. Ray*, December 23, 2024
Todd Ray, Fiscal Officer