

RECORD OF PROCEEDINGS  
MUNSON TOWNSHIP TRUSTEES REGULAR MEETING

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, February 11, 20 25

The meeting was called to order at 6:30 pm 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 20691 through 20713 dated 1/28/24, totaling \$125,956.34, and the 2/14/2025 bi-weekly payroll EFT vouchers 53 through 60, totaling \$12,350.88  
The Trustees signed cemetery deed 5-401 for Thomas and Karen Rudar, Fowlers Mill Cemetery Section 2, Lot 344, graves 13 & 14.

Minutes

Nate McDonald moved to approve the minutes of the Trustees Regular meeting Tuesday, January 28, 2025, as presented. Andy Bushman seconded. Motion carried with a unanimous vote.

Public Comment

Resident Joseph Otto addressed the Board to provide an update on the proposal to allow battery powered, tethered model airplane flying on township park property. Mr. Otto had provided a detailed proposal to the Board in the fall of 2024. At the time, legal counsel for the Trustees advised that the insurer for the national model plane organization, Academy of Model Aeronautics that underwrites the flying activities would name Munson Township as an insured party. Mr. Otto reported that the organization would fully insure the activity, but would not name Munson as a separate insured party. Mr. Otto hoped that this fact would not ground the model plane flying activities. The Trustees like the model airplane proposal and would like to see it work out. They agreed to take the matter back to the Assistant Prosecutor for further consideration.

FIRE DEPARTMENT

Fire Chief Mike Vatty discussed a few details in the 2024 Year End report that the Trustees had received. He noted that overall call volume had remained stable from 2023, at about 1,600 calls, and revenue from EMS billing had actually increased as collection rates and reimbursement rates had increased slightly from the previous year. Chief Vatty indicated that the report was available online at the website, and residents could find more detail if they wished to review it. The two babysitting classes the Department hosted in 2024 were very popular and would be repeated again this year.

The Trustees and Chief Vatty discussed ice dam related damage that occurred in the fire station during the recent weather sequence that included rain, a cold snap, snow load, more rain, and re-freezing. A claim had been submitted to the insurance company, a claims adjuster had already visited and assessed the damage and approved repair specifications, with the work to begin after the weather improved and the risk of recurring damage was past.

ROAD DEPARTMENT

Mowing contracts

Road Superintendent Kirk Walker presented the Board with a spreadsheet detailing the landscaping contractors and their quotes for mowing and maintenance of Township properties for the coming season. He highlighted the vendors he recommended for each property based on price and quality of work performed the previous season

Nate McDonald moved to approve the vendors and quotes for mowing and maintenance on Township properties for the 2025 season, using the recommended quotes on the spreadsheet as presented. Andy Bushman seconded. Motion carried with a unanimous vote. Office Manager Paula Friebertshauser will prepare contracts for signing at a future date.

Frost Damage to Roads

The Trustees discussed the appearance of significant frost damage to several township roads resulting from lifting and cracking of asphalt as freezing water expands beneath the asphalt. The recent severe cold spell aggravated the problem on some of the more vulnerable roads. The Trustees reviewed a specific incident on Walnut Trace where broken asphalt that may have resulted in damage to a resident's snow removal equipment.

Nate McDonald moved to approve submission of an insurance claim for damage to the equipment. Andy Bushman seconded. Motion carried with a unanimous vote.



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TOWNSHIP BUSINESS

Fire Station Heating Unit

Road Superintendent Kirk Walker reported that routine service on the heating units in the Fire Station revealed that one unit was not operating properly and needed to have a motor replaced. He provided a quote for the repair from Burton Sheet Metal for \$508.11. The expense was added to the encumbrance sheet for approval.

Scholarship Committee recommendations

Trustee Andy Bushman reported that the Scholarship Committee had met and interviewed all applicants and prepared a list of recommendations totaling \$6,500. Mr. Bushman moved to approve the recommendations of the Scholarship Committee for 2025. Nate McDonald seconded. Motion carried with a unanimous vote.

Resolution 2025-03: Vacation of Sandhill Trail

Chair Jim McCaskey explained that the Trustees had been asked by a property owner to vacate a road that was drafted upon a tract of land on Mayfield Road. The road way did not exist and had never been built, and the owner of the property wished to consolidate several small parcels into one single parcel. The Township Trustees are required to request the vacation of the road by the County Commissioners.

Nate McDonald moved to approve Resolution 2025-03, the request to vacate Sandhill Trail. Mr. McDonald read the entire resolution aloud. Andy Bushman seconded. Motion carried with a unanimous vote. (The Resolution, in its entirety, is included on a separate page of the minutes.)

Emergency Preparedness Planning

The Trustees discussed next steps in the process to improve emergency preparedness. Andy Bushman informed the Board of a few actions that had been taken recently. The Board agreed to set a date for a follow-up session at the next meeting.

County Offices Signage

The Trustees reported that recent exchanges between the assistant county prosecutor who serves the County Commissioners, and Munson’s APA regarding the Geauga County initiative to install new, larger signage on Ravenna Road to direct people to the new County offices building on Ravenwood Drive have resulted in a positive turn. The County has agreed to comply with the Munson zoning procedures. The sign installer/contractor has already contacted Munson Township Zoning Inspector Jim Herringshaw to discuss Munson Township’s permitting process, including applications for variances, as this new signage will require. The Trustees acknowledged that this action demonstrates respect for the community, and expressed appreciation for the courtesy the County has voluntarily offered to Munson.

Land Use Plan Update

The Trustees discussed providing a public notice to inform the residents and “launch” of the process to update the Long Range Land Use Plan using the Township newsletter as a first step. Trustee Nate McDonald agreed to draft an article that will explain the purpose of the update to the plan and will ask for interested residents to contact the Township office to volunteer. Jim McCaskey stated that the Trustees hope to get a nice cross-section of residents and stakeholders in the Township to participate.

In order to jump-start the process, the Trustees agreed to host an preliminary planning meeting. Nate McDonald moved that the Trustees host an informational meeting on the Land Use Plan Update on Tuesday, March 11 at 5:30pm. Andy Bushman seconded, and the motion carried with a unanimous vote. The Trustees’ regular meeting will follow at the usual time of 6:30pm.

FISCAL OFFICER

Resolution 2025-04: Decertify funds

Fiscal Officer Todd Ray explained that during budget preparation in July of 2024 the Trustees had considered suppressing collection of \$200,000 of real estate taxes in a fire levy in 2025. To keep the Fire Department fully funded, \$200,000 would be transferred to the Fire Fund from General Fund reserves in 2025. This was included in the budget approved by the County Budget Commission in August. In December 2024 the Trustees elected not to suppress the tax collection. As a result, by resolution the Board must request the Budget Commission to

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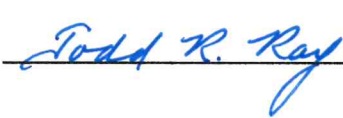
de-certify the \$200,000 of revenue that would not be transferred to the Fire Fund.  
Andy Bushman moved to approve Resolution 2025-04, the request to Decertify Funds. Nate McDonald seconded. Motion carried with a unanimous vote. (The Resolution, in its entirety, is included on a separate page of the minutes.)  
Resolution 2025-05: Fund Transfer  
Nate McDonald moved to approve Resolution 2025-05, a within-fund transfer of \$4,000 in the General Fund. Mr. McDonald read the entire resolution aloud. Andy Bushman seconded. Motion carried with a unanimous vote. (The Resolution, in its entirety, is included on a separate page of the minutes.)  
Permanent Appropriations  
Fiscal Officer Ray reported that he has prepared a preliminary worksheet for permanent appropriations and would submit it to the Trustees for review. The permanent appropriations would be scheduled to be approved at the next meeting. He asked for Trustees' input on some discretionary items. The Trustees discussed the need to improve roads and agreed that asphalt resurfacing of roads would be the top priority in the budget. They advised allocating as much funding as possible to paving projects. The decision to replace a Road Department pick-up truck would be tabled until after all asphalt resurfacing projects had been awarded and capital reserves were determined.  
Mr. Bushman asked that appropriations include the option for funding a professional planning consultant to assist with the land use plan update.

Other Meetings  
Jim McCaskey attended the County Planning Commission meeting earlier in the day.  
Andy Bushman will attend the Safety Council meeting on Friday, February 14.

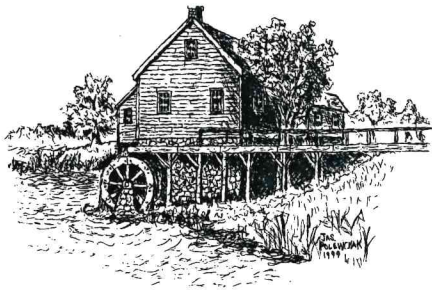
Encumbrances  
Nate McDonald moved to approve the encumbrances for Tuesday, January 28 as presented. Andy Bushman seconded. Motion carried with a unanimous vote.

Burton Sheet Metal	Fire Station heater repairs	\$508.11
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Motion to Adjourn  
Nate McDonald moved to adjourn the meeting at 7:31pm. And Bushman seconded; motion carried with a unanimous vote.

 Chairman  Fiscal Officer





# Munson Township

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

## Resolution 2025-03

### RESOLUTION PETITIONING THE GEAUGA COUNTY BOARD OF COUNTY COMMISSIONERS TO VACATE THE EASEMENT UPON ALL OF SANDHILL TRAIL PURSUANT TO SECTION 5553.045 OF THE REVISED CODE

WHEREAS, the Munson Township Board of Trustees desires to vacate its easement on Sandhill Trail in Munson Township as being in the best interest of the Township;

WHEREAS, the Munson Township Board of Trustees desires to vacate its easement upon the portion of Sandhill Trail that extends from Mayfield Road eastward along a non-existent and never-built cul-de-sac drafted upon one tract of land composed of a series of parcels, as follows: parcel numbers 21-176303; 21-176304; 21-176305; 21-176306; 21-176307; 21-176308; 21-176309; 21-176310; 21-176311; 21-176312; 21-176313; 21-176314; 21-176314; 21-176315; 21-176316; 21-176317; 21-176318; and 21-176319, containing approximately 35 acres of land; and

WHEREAS, Section 5553.045 of the Ohio Revised Code authorizes a board of township trustees to petition the board of county commissioners to proceed with a vacation of this nature.

NOW THEREFORE BE IT RESOLVED by the Munson Township Board of Trustees that, pursuant to R.C. 5553.045, the Geauga County Board of County Commissioners is hereby requested to proceed with the vacation of the Township's easement upon a portion of Sandhill Trail extending from Mayfield Road eastward along a non-existent and never-built cul-de-sac drafted upon said tract of land.


Adopted and effective this 11th\_ day of February, 2025.

Voting thereon:


Vote:

  
James McCaskey, Trustee

yes

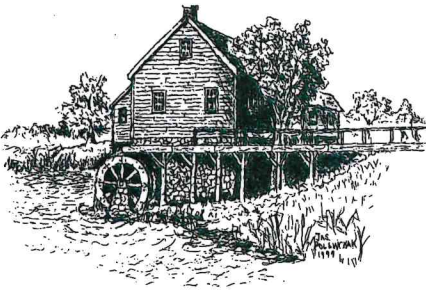
  
Andy Bushman, Trustee

yes

  
Nathaniel McDonald, Trustee

yes

Attest: Todd R. Ray, February 11, 2025  
Todd Ray, Fiscal Officer



# Munson Township

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

## Resolution 2025-04

Whereas, in August, 2024, during the 2025 budget process, the Munson Township Trustees planned to suppress collection of \$200,000 of real estate taxes from a Fire levy in the current tax year, 2025, and transfer-in \$200,000.00 from the General Fund to the Fire Fund to replace the suppressed collections, and

Whereas, in December 2024 the Trustees elected not to suppress any taxes from the Fire levy, and thus having no cause to execute the transfer-in of \$200,000.00; therefore,

Be it resolved by the Trustees of Munson Township, in a regular session on the 11th day of February, 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:

### Revenues to be De-Certified:

To request the Budget Commission to de-certify revenue, as follows:

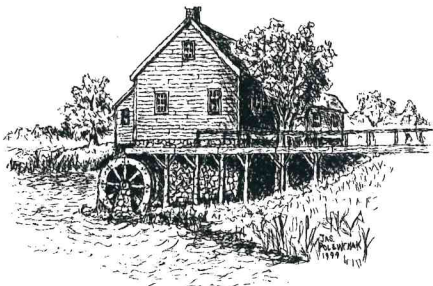
In the Fire Operating and Apparatus Fund 2192: reduce revenue of \$200,000.00, identified as from Other Sources, Transfer-In, for a decrease in the Fund from \$2,185,323.00 to \$1,985,323.00.

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

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

Attest: Todd R. Ray, February 11, 2025

Todd R. Ray, Fiscal Officer



# Munson Township

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

## Resolution 2025-05

Be it resolved by the Trustees of Munson Township, in a regular session on the 11th day of February, 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:

That the 2025 Temporary Appropriation be amended, as follows:

### Transfers Within Funds

In the General Fund 1000, a within fund transfer, as follows:

\$4,000.00 to 1000-760-740-0610 Machinery, equipment, furniture, parks & recreation  
from 1000-760-730-0610 Improvement of sites, parks & recreation

Andrew Bushman seconded the motion and the roll being called, resulted as follows:

<u>Andrew J. Bushman</u>	Voting <u>yes</u>
<u>James J. McCaskey</u>	<u>yes</u>
<u>Nathaniel J. McDonald</u>	<u>yes</u>

Attest: Todd R. Ray, February 11, 2025  
Todd Ray, Fiscal Officer