

**RECORD OF PROCEEDINGS**  
**MUNSON TOWNSHIP TRUSTEES ORGANIZATIONAL**

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Wednesday, January 1, 20 25

The meeting was called to order at 9:00am by Chair Andy Bushman, with Trustees Jim McCaskey and Nathaniel McDonald and Fiscal Officer Todd Ray present. Andy Bushman led the Pledge of Allegiance. The minutes were taken by the Fiscal Officer.

Between meetings the Trustees signed cemetery deed 5-398 for Michael L. Tosti, Maple Hill Cemetery Section 3, Lot 349, Grave 14. The Trustees signed cemetery deed 5-399 for Christine E. and Lincoln A. Tosti, Maple Hill Cemetery Section 3, Lot 349, Graves 15.

ORGANIZATIONAL MOTIONS

Officers

Andy Bushman moved to nominate Jim McCaskey for Chairman.

Andy Bushman moved and Nate McDonald seconded to close the nominations for Chairman. Roll call, Mr. McCaskey, "Yes." Mr. Bushman, "Yes." Mr. McDonald, "Yes." Motion carried with a unanimous vote.

Andy Bushman moved and Nate McDonald seconded to appoint Jim McCaskey Chairman of the Munson Township Board of Trustees for 2025. Mr. McCaskey, Yes. Mr. Bushman, Yes. Mr. McDonald, Yes. Motion carried with a unanimous vote.

Vice Chair

Andy Bushman nominated Nate McDonald for Vice-chairman.

Andy Bushman moved and Nate McDonald seconded to close the nominations for Vice-chairman; roll call; with a unanimous vote, the motion carried.

Andy Bushman moved and Jim McCaskey seconded to appoint Nate McDonald Vice-chairman of the Munson Township Board of Trustees for 2025; roll call; with a unanimous vote, motion carried.

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

Jim McCaskey moved and Nate McDonald seconded to close the nominations for Clerk-pro-tem; roll call; with a unanimous vote, motion carried.

Jim McCaskey moved and Nate McDonald seconded to appoint Andy Bushman Clerk-pro-tem of the Munson Township Board of Trustees for 2025; roll call: with a unanimous vote, motion carried.

2025 Meeting Days and Times

Andy Bushman moved and Nate McDonald seconded that the Year 2025 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; roll call vote; with a unanimous vote, motion carried.

Andy Bushman moved and Nate McDonald seconded that the Munson Township Board of Trustees will meet with the Chardon High School Athletic Department regarding maintenance and scheduling of baseball fields on the third Tuesday of January; roll call vote; with a unanimous vote, motion carried.

Andy Bushman moved and Nate McDonald seconded that the Munson Township Board of Trustees will conduct a post-season meeting with the Chardon High School Athletic Department regarding baseball fields on the third Tuesday of September; roll call vote; with a unanimous vote, motion carried.

Mileage/Reimbursement/Allowances

Andy Bushman moved and Nate McDonald 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; roll call vote; with a unanimous vote, motion carried.

Andy Bushman asked to let the record reflect the 2025 IRS mileage rate for business is 70 cents per mile.

Andy Bushman moved and Nate McDonald seconded to grant Munson Township Road Superintendent Kirk Walker a monthly cellular phone allowance for 2025 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. Roll call; with a unanimous vote, motion carried.



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Andy Bushman moved and Nate McDonald seconded to grant Office Manager Paula Friebertshouser, Office Assistant Julie Johnston, Zoning Inspector James Herringshaw, a cellular phone allowance in the amount of \$10.00 per pay period for 2025, and assistant fiscal officer Judy Toth a cellular phone allowance of \$20.00 per pay period, to be included in the employee's paycheck. Roll call; with a unanimous vote, motion carried.

Andy Bushman moved and Nate McDonald 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 2025, to be included in the employee's paycheck. Roll call; with a unanimous vote, motion carried.

Andy Bushman moved and Nate McDonald seconded to approve a 2025 clothing allowance for the road department employees of \$450 annually, paid by the township. Roll call; with a unanimous vote, motion carried.

Andy Bushman moved and Nate McDonald seconded to authorize the road superintendent to spend up to \$200 for training and \$100 for mileage and reimbursements for road department employees, for 2025, at his discretion, to be paid from blanket certificates. Roll call; with a unanimous vote, motion carried.

#### Allowances

Andy Bushman moved and Nate McDonald 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. Roll call; with a unanimous vote, motion carried.

Andy Bushman moved and Nate McDonald seconded to approve discretionary spending by office personnel for incidentals not to exceed \$100, Roll call; with a unanimous vote, motion carried.

Andy Bushman moved and Nate McDonald seconded to authorize the office manager to schedule annual window cleaning in 2025; with a unanimous vote. Motion carried.

Andy Bushman moved and Nate McDonald seconded to authorize the Road Superintendent to schedule bi-annual maintenance of the Town Hall drip sewage treatment system with Tim Frank Septic Cleaning Co., Inc. not to exceed \$1,000 for 2025; with a unanimous vote. Motion carried.

Andy Bushman moved and Nate McDonald 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 2025; with a unanimous vote. Motion carried.

Andy Bushman moved and Nate McDonald seconded to authorize the Road Superintendent to obtain Spring bids for Catch Basins, Virgin Asphalt, & Road Materials for 2025. Roll call: with a unanimous vote. Motion carried.

Andy Bushman moved and Nate McDonald seconded to authorize the Road Superintendent to obtain mowing quotes (for Township properties) for 2025. Roll call: with a unanimous vote. Motion carried.

Andy Bushman moved and Nate McDonald seconded to approve the Streamline Technology Group for I.T. security and tech support services in 2025. Roll call: with a unanimous vote. Motion carried.

Andy Bushman moved and Nate McDonald seconded to approve the Streamline Technology Group subscription fee for Microsoft Office for 2025. Roll call: with a unanimous vote. Motion carried.

Andy Bushman moved and Nate McDonald seconded to approve the contract for professional consulting services (zoning) with David Dietrich, Planning and Zoning Services LLC at a rate of \$35.00 per hour, not to exceed \$2,000, in effect until December 31, 2025. Roll call: with a unanimous vote, motion carried.

Andy Bushman moved and Nate McDonald seconded to approve the contract for police protection from the Geauga County Sheriff's Office at \$32.00/hour not to exceed \$10,000. Roll call: with a unanimous vote, motion carried.

Andy Bushman moved and Nate McDonald seconded to authorize the Trustees to attend Geauga Township Association meetings/dinners in 2025. Roll call: with a unanimous vote. Motion carried.



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Trustee Andy Bushman read the following statement into the record:  
"Elected officials and supervisors understand and affirm their responsibility and report or otherwise declare any possible private interest in matters coming before them for official action."

Depositories

Andy Bushman moved and Nate McDonald seconded that the depository for Munson Township funds for Year 2025 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"; Mr. McDonald, "Yes"; Mr. McCaskey abstained. Motion carried. Mr. McCaskey made a statement asking that the record reflect that he is a member of the Board of Directors for Middlefield Bank. (Munson Township had used The Middlefield Banking Co. as its depository for many years prior to Mr. McCaskey's election to the Munson Board of Trustees.)

Holidays

Andy Bushman moved and Nate McDonald seconded that the ten legally recognized Year 2025 Holidays will be: Martin Luther King Jr. Day, Monday, January 20; Presidents' Day, Monday, February 17; Memorial Day, Monday, May 26; Juneteenth Day, Thursday, June 19; Independence Day, Friday, July 4; Labor Day, Monday, September 1; Columbus Day, Monday, October 13 (to be observed Friday, November 28); Veterans Day, Tuesday, November 11; Thanksgiving Day, Thursday, November 27; and Christmas, Thursday, December 25; and New Year's Day, Thursday, January 1, 2026; roll call: with a unanimous vote, motion carried. Andy Bushman moved and Nate McDonald seconded to authorize employees to go home at 1pm (with pay) on a weekday that falls prior to the Thanksgiving, Christmas, and New Year's Day holidays, with the understanding that if the weather is inclement, the Service Department may have to stay. Roll call: with a unanimous vote, motion carried.

Appointments

Andy Bushman moved and Nate McDonald seconded to appoint Jim McCaskey as Munson Township's representative to the Health District Advisory Council for 2025. Roll call: with a unanimous vote, motion carried.  
Andy Bushman moved and Nate McDonald seconded to appoint Nate McDonald as Munson Township's alternate to the Health District Advisory Council for 2025. Roll call: with a unanimous vote, motion carried.  
Andy Bushman moved and Nate McDonald seconded to appoint Andy Bushman as Munson Township's representative to the Western Reserve Land Conservancy for 2025. Roll call: with a 2-0 vote the motion carried, with Nate McDonald abstaining. Mr. McDonald stated that his brother works for the Land Conservancy as Stewardship Director.  
Andy Bushman moved and Nate McDonald seconded to appoint Nate McDonald as Munson Township's representative to the Chagrin River Watershed Partners for 2025. Roll call: with a unanimous vote, motion carried.  
Andy Bushman moved and Nate McDonald seconded to appoint Andy Bushman as Munson Township's alternate to the Chagrin River Watershed Partners for 2025. Roll call: with a unanimous vote, motion carried.  
Andy Bushman moved and Nate McDonald seconded to appoint Andy Bushman as Munson Township's steward of the LAEPP (Local Agricultural Easement Purchase Program) for 2025. Roll call: Jim McCaskey, "Yes"; Andy Bushman, "Yes"; Nate McDonald abstained; motion carried. Mr. McDonald stated that he abstained because his parents own land in the township that is protected under a LAEPP easement.  
Andy Bushman moved and Nate McDonald seconded to appoint Nate McDonald as Munson Township's liaison with the Geauga County Sheriff's Department for 2025. Roll call: with a unanimous vote, motion carried.  
Andy Bushman moved and Nate McDonald seconded to appoint Jim McCaskey as Munson Township's liaison with the Geauga County Engineer's office for 2025. Roll call: with a unanimous vote, motion carried.  
Andy Bushman moved and Nate McDonald seconded to appoint Nate McDonald and Andy Bushman as Munson Township's Co-liaisons with the Munson Fire Department for 2025, and



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that the Trustees will ask the Munson Fire Chief or a representative of the Fire Department to invite all three Munson Trustees to the Fire Department board meetings. Roll call: with a unanimous vote, motion carried.

Andy Bushman moved and Nate McDonald seconded to appoint Jim McCaskey as Munson Township's liaison with the Munson Road Department for 2025. Roll call: with a unanimous vote, motion carried.

Andy Bushman moved and Nate McDonald seconded to appoint Andy Bushman as Munson Township's representative to the Geauga Safety Council for 2025. Roll call: with a unanimous vote, motion carried.

Andy Bushman moved and Nate McDonald seconded to appoint Nate McDonald as Munson Township's representative to NOPEC [Northeast Ohio Public Energy Council] for 2025. Roll call: with a unanimous vote, motion carried.

Andy Bushman moved and Nate McDonald seconded to appoint Fiscal Officer Todd Ray as Munson Township's prevailing wage coordinator for 2025. Roll call: with a unanimous vote, motion carried.

Andy Bushman moved and Nate McDonald 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 2025. Roll call: with a unanimous vote, motion carried.

Andy Bushman moved and Nate McDonald seconded to appoint Andy Bushman as Munson Township's liaison to the Munson Park Board for 2025. Roll call: with a unanimous vote, motion carried.

#### Liaison to Zoning

Trustee Jim McCaskey proposed to the Board that they consider naming one Trustee as liaison to the Zoning boards. He believes it may clarify the line of communication between zoning members and the Trustees, as it does with other departments that the Trustees engage with, such as the Park Board and the Road Department.

Mr. Bushman expressed reservations and emphasized that the Board of Trustees must always keep zoning "at arm-length", and maintain a clear separation of branches of government, particularly so as not to create any appearance of influence on the independent function of the Board of Zoning Appeals.

Mr. McDonald said that he appreciated the clear line of communication that is created when one Trustee serves as a liaison, and he could see how that might be useful to have that same clear point of contact with the Zoning Commission and BZA. Without it, he said it is hard to know who has said or done something, or what action has been taken. Mr. Bushman re-stated the need for the Trustees to "stay in their lane", reminding the Board that Munson once had to settle a zoning case after failure to do so.

After some discussion, Mr. McCaskey made a motion to appoint Nate McDonald as liaison to Zoning boards for 2025. Nate McDonald seconded the motion. Mr. McCaskey, "Yes," Mr. McDonald, "Yes," Mr. Bushman, "No." Motion carried.

Mr. Bushman advised that the liaison should also do the annual evaluation for the zoning inspector, and the other Trustees agreed.

#### TOWNSHIP EVENTS

Prior to addressing the next vote, Mr. McCaskey asked that the Trustees discuss the Township scholarship program. He understood that it was originally created as a function within the Community Day picnic but said that he wondered if the program had run its course, and should be retired. He stated that he has been questioning whether it is really a legitimate function of government. The Township does invest in the program in the ways it funds the Flea Market and Community Day. Mr. McCaskey said that he appreciates how much Andy Bushman supports the program personally, but he wanted to share his thoughts before the vote so he didn't just spring it on his board-mates.

After a brief discussion, Andy Bushman moved and Nate McDonald seconded to have the proceeds from Community Day and Flea Market in 2025 go to the scholarship fund. Roll call: Mr. McDonald, "Yes," Mr. Bushman, "Yes," Mr. McCaskey, "No." Motion carried.

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Andy Bushman moved and Nate McDonald seconded to approve the following Township events, dates, and publications: Newsletters- March and October; Indoor Flea Market- Saturday, March 22; Munson Easter Egg Hunt- April 19; Community Rubbish/Clean-up Day- tbd; the Munson Memorial Day Service- Monday May 26, at 8:30 am, Community Day Saturday, August 2, and the Munson Halloween Trick-or-Treat on Friday, October 31, 2024, from 6:00 to 8:00 pm; with a unanimous vote, motion carried.

Resolution 2025-01: Real Estate Tax Advance

Jim McCaskey moved to approve Resolution 2025-01, to request the Geauga County Auditor to advance Real Estate tax collections as they are received in 2025. Nate McDonald seconded. Motion carried with a unanimous vote.

TOWNSHIP HALL INVENTORY

Andy Bushman moved and Nate McDonald seconded to accept the deletions from the 2024 township hall inventory, with a unanimous vote. Motion carried.

Andy Bushman moved and Nate McDonald seconded to accept the 2025 Township Hall inventory, with a unanimous vote. Motion carried.

ROAD DEPARTMENT INVENTORY

Andy Bushman moved and Nate McDonald seconded to accept the deletions from the 2024 Road Department inventory, with a unanimous vote. Motion carried.

Jim McCaskey moved and Nate McDonald seconded to accept the 2025 inventory for the Road Department, with a unanimous vote. Motion carried.

Andy Bushman moved to name Andy Bushman as the contact person for the website and email migration to .Gov platform project. Jim McCaskey seconded. Motion carried with a unanimous vote.

Nate McDonald moved to adjourn the meeting at 9:34am. Jim McCaskey seconded. Motion carried with a unanimous vote.

 \_\_\_\_\_ Chairman

 \_\_\_\_\_ Fiscal Officer