

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES ORGANIZATIONAL

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Thursday, January 2, 20 20

The meeting was called to order at 8am by Chairman Jim McCaskey with Trustees Andy Bushman and Irene McMullen and Fiscal Officer Judy Toth present. The minutes were taken by the Fiscal Officer and by the Office Manager, Paula Friebertshauser. The Chairman led the Pledge of Allegiance. The Board signed warrants 17079-17083 dated 12/31/19 totaling \$1,555.67.

ORGANIZATIONAL MOTIONS

Officers

Jim McCaskey nominated Irene McMullen for Chairman.

Jim McCaskey moved and Andy Bushman seconded to close the nominations for Chairman, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Irene McMullen Chairman of the Munson Township Board of Trustees for 2020, with a unanimous vote. Motion carried.

Jim McCaskey nominated Andy Bushman for Vice-chairman.

Jim McCaskey moved and Andy Bushman seconded to close the nominations for Vice-chairman, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Andy Bushman Vice-chairman of the Munson Township Board of Trustees for 2020, with a unanimous vote. Motion carried.

Irene McMullen nominated Jim McCaskey 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.

Jim McCaskey moved and Andy Bushman seconded to appoint Jim McCaskey Clerk-pro-tem of the Munson Township Board of Trustees for 2020, with a unanimous vote. Motion carried.

Meeting Days and Times

Jim McCaskey moved and Andy Bushman seconded that the Year 2020 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

Jim McCaskey moved and Andy Bushman 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 2020 IRS mileage rate for business is 57.5 cents per mile.

Jim McCaskey moved and Andy Bushman seconded that the Friday, December 25, 2020 bi-weekly payroll shall be paid on Thursday, December 24, 2020, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to grant Munson Township Road Superintendent Kirk Walker a monthly cellular phone allowance for 2020 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.

Jim McCaskey moved and Andy Bushman seconded to grant Office Manager Paula Friebertshauser, Office Assistant Julie Johnston, Zoning Inspector James Herringshaw, and Fiscal Assistant Todd Ray a cellular phone allowance in the amount of \$10.00 per pay period for 2020, to be included in the employee's paycheck, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman 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 2020, to be included in the employee's paycheck, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to approve a 2020 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.

Jim McCaskey moved and Andy Bushman seconded to authorize the road superintendent to spend up to \$200 for training and \$100 for mileage and reimbursements for road department employees, for 2020, at his discretion, to be paid from blanket certificates, with a unanimous vote. Motion carried.

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Allowances (continued)

Jim McCaskey moved and Andy Bushman 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.

Jim McCaskey moved and Andy Bushman seconded to approve discretionary spending by office personnel for incidentals not to exceed \$100, with a unanimous vote. Motion carried.

Depositories

Jim McCaskey moved and Andy Bushman seconded that the depository for Munson Township funds for Year 2020 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 on the Board of Directors for Middlefield Bank.]

Holidays

Jim McCaskey moved and Andy Bushman seconded that the ten legally recognized Year 2020 holidays will be New Years Day, Wednesday, January 1; Martin Luther King Jr. Day, Monday, January 20; Presidents' Day, Monday, February 17; Memorial Day, Monday, May 25; Independence Day, Saturday, July 4, observed Friday, July 3; Labor Day, Monday, September 7; Columbus Day, Monday, October 12, employees to have Friday, November 27 off; Veterans Day, Wednesday, November 11; Thanksgiving Day, Thursday, November 26; and Christmas, Friday, December 25, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to allow employees to go home at 1pm (with pay) on a weekday that falls prior to Thanksgiving, Christmas and New Year's Day, with the understanding that if the weather is inclement, the Service Department may have to stay, with a unanimous vote. Motion carried.

Memberships

Jim McCaskey moved and Andy Bushman seconded for Munson Township to continue membership in the Chagrin River Watershed Partners in 2020; the assessed fee will be \$2,365.00, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded for Munson Township to continue membership in the Western Reserve Land Conservancy in 2020, with a unanimous vote. Motion carried. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to contribute \$250 for our continued membership, with a unanimous vote. Motion carried.

Appointments

Jim McCaskey moved and Andy Bushman seconded to appoint Jim McCaskey as Munson Township's representative to the Health District Advisory Council for 2020, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Andy Bushman as Munson Township's alternate to the Health District Advisory Council for 2020, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to authorize Office Manager Paula Friebertschauser to schedule annual window cleaning for 2020, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Irene McMullen as Munson Township's representative to the Western Reserve Land Conservancy for 2020, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Irene McMullen as Munson Township's representative to the Chagrin River Watershed Partners for 2020, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Andy Bushman as Munson Township's alternate to the Chagrin River Watershed Partners for 2020, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Irene McMullen as Munson Township's steward of the LAEPP (Local Agricultural Easement Purchase Program) for 2020, with a unanimous vote. Motion carried.

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Appointments (continued)

Jim McCaskey moved and Andy Bushman seconded to appoint Jim McCaskey as Munson Township's liaison with the Geauga County Sheriff's Department for 2020, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Chair Irene McMullen as Munson Township's liaison with the Geauga County Engineer's office for 2020, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Andy Bushman as Munson Township's liaison with the Munson Fire Department for 2020, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Vice-Chair Andy Bushman, as Munson Township's liaison with the Munson Road Department for 2020, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Andy Bushman as Munson Township's representative to the Geauga Safety Council for 2020, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Irene McMullen as Munson Township's representative to NOPEC [Northeast Ohio Public Energy Council] for 2020, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint the Fiscal Officer as Munson Township's prevailing wage coordinator for 2020, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to appoint Andy Bushman as the Boy Scout Charter representative for 2020, with a unanimous vote. Motion carried.

TOWNSHIP EVENTS

Jim McCaskey moved and Andy Bushman seconded to have the net proceeds from Community Day and Flea Market(s) in 2020 go into the Scholarship Fund, with a unanimous vote. Motion carried.

The Board will approve rubbish day and township events at the next meeting. Mr. McCaskey asked to move rubbish day up one week so as not to fall on Maple Festival weekend.

TOWNSHIP HALL INVENTORY

Jim McCaskey moved and Andy Bushman seconded to accept the deletions from the 2019 township hall inventory, with a unanimous vote. Motion carried.

Irene McMullen moved and Andy Bushman seconded to accept the 2020 township hall inventory, with a unanimous vote. Motion carried.

ROAD DEPARTMENT INVENTORY

Jim McCaskey moved and Andy Bushman seconded to accept the deletions from the 2019 road department inventory, with a unanimous vote. Motion carried.

Jim McCaskey moved and Andy Bushman seconded to accept the 2020 inventory for the road department, with a unanimous vote. Motion carried.

2019 ROAD REPORT

Jim McCaskey moved and Irene McMullen seconded to accept the Township's 2020 annual road report, with a unanimous vote. Motion carried.

RESOLUTION 2020-01/R.E.TAX ADVANCE

Resolution 2020-01 was made by Jim McCaskey and seconded by Andy Bushman to request an advance of taxes collected for year 2020, dates for advances for First Half Collections, January 24 and February 7, 2020, and for Second Half Collections, July 3 and July 17, 2020, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET

Jim McCaskey moved and Andy Bushman seconded to approve the encumbrance sheet for January 2, 2020:

Blanket	Improvement of Sites (Rd & Br)	5,000.00
Blanket	Machinery, Equipment & Furn. (Scrap)	5,000.00
Custodial Services	Town Hall Cleaning Contract	6,600.00
Charles E Harris	Additional for Contract	100.00
Sun Life Financial	Life Insurance – Admin.	1,600.00
Sun Life Financial	Life Insurance – Road Dept.	2,100.00

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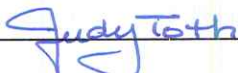
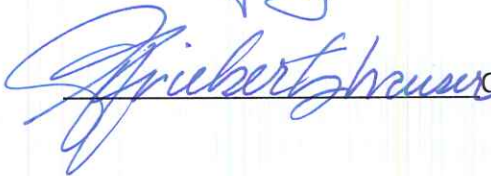
ENCUMBRANCES (continued)

Western Reserve Land	Conservancy – 2020 Membership	250.00
Chagrin River Watershed	Partners – 2020 Membership	2,365.00

with a unanimous vote. Motion carried.

MEETING ADJOURNED

Jim McCaskey moved and Andy Bushman seconded to adjourn the meeting at 8:20am, with a unanimous vote. Motion carried.

 Chairman  Fiscal Officer
 Office Manager