

# RECORD OF PROCEEDINGS

MUNSON TOWNSHIP TRUSTEES ORGANIZATIONAL

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Saturday, January 2, 2021

The meeting was called to order at 9:00 am by Chairman Irene McMullen, with Trustees Andy Bushman and Jim McCaskey and Fiscal Officer Todd Ray all present via Zoom electronic teleconference. The meeting was held without any elected officials located in the same physical space, and was conducted in accordance with conditions established by the Ohio legislature to reduce risk of transmission of COVID 19 coronavirus.

Chair Irene McMullen led the Pledge of Allegiance. The minutes were taken by the Fiscal Officer. The Board signed warrants 17774 -17795 dated 12/29/20, and 17796 – 17800, dated 12/31/2020, totaling \$109,663.45.

## ORGANIZATIONAL MOTIONS

### Officers

Andy Bushman nominated Andy Bushman for Chairman.

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

Andy Bushman moved and Jim McCaskey seconded to appoint Andy Bushman Chairman of the Munson Township Board of Trustees for 2021, with a unanimous vote. Motion carried.

Andy Bushman nominated Jim McCaskey for Vice-chairman.

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

Andy Bushman moved and Jim McCaskey seconded to appoint Jim McCaskey Vice-chairman of the Munson Township Board of Trustees for 2021, with a unanimous vote. Motion carried.

Andy Bushman nominated Irene McMullen for Clerk-pro-tem.

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

Andy Bushman moved and Jim McCaskey seconded to appoint Irene McMullen Clerk-pro-tem of the Munson Township Board of Trustees for 2021, with a unanimous vote. Motion carried.

### Meeting Days and Times

Andy Bushman moved and Jim McCaskey seconded that the Year 2021 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

Andy Bushman moved and Jim McCaskey 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 2021 IRS mileage rate for business is 56 cents per mile.

Andy Bushman moved and Jim McCaskey seconded to grant Munson Township Road Superintendent Kirk Walker a monthly cellular phone allowance for 2021 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.

Andy Bushman moved and Jim McCaskey seconded to grant Office Manager Paula Friebertshauser, Office Assistant Julie Johnston, Zoning Inspector James Herringshaw, a cellular phone allowance in the amount of \$10.00 per pay period for 2021, to be included in the employee's paycheck, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey 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 2021, to be included in the employee's paycheck, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey 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.

Andy Bushman moved and Jim McCaskey seconded to authorize the road superintendent to spend up to \$200 for training and \$100 for mileage and reimbursements for road department



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employees, for 2021, at his discretion, to be paid from blanket certificates, with a unanimous vote. Motion carried.

Allowances

Andy Bushman moved and Jim McCaskey 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.

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

Andy Bushman moved and Jim McCaskey seconded to authorize the office manager to schedule annual window cleaning in 2021, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to authorize the Road Superintendent to schedule bi-annual maintenance of the Town Hall drip sewage treatment system with DeGreen Construction Services, Inc. for \$280.00 for 2021; with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to authorize the Road Superintendent to schedule bi-annual maintenance of the multi-flow sewage treatment with Northcoast Aeration Systems for \$550.00 for 2021; with a unanimous vote. Motion carried.

Depositories

Andy Bushman moved and Irene McMullen seconded that the depository for Munson Township funds for Year 2021 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

Andy Bushman moved and Jim McCaskey seconded that the ten legally recognized Year 2021 holidays will be New Years Day, Friday, January 1; Martin Luther King Jr. Day, Monday, January 18; Presidents’ Day, Monday, February 15; Memorial Day, Monday, May 31; Independence Day, Sunday, July 4, observed Monday, July 5; Labor Day, Monday, September 6; Columbus Day, Monday, October 11, employees to have Friday, November 26 off; Veterans Day, Thursday, November 11; Thanksgiving Day, Thursday, November 25; and Christmas, Saturday, December 25, observed Friday, December 24, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to authorize 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

Andy Bushman moved and Jim McCaskey seconded for Munson Township to continue membership in the Chagrin River Watershed Partners in 2021; the assessed fee will be \$2,429.00, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded for Munson Township to continue membership in the Western Reserve Land Conservancy in 2021, with a unanimous vote. Motion carried. Motion carried.

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

Appointments

Andy Bushman moved and Jim McCaskey seconded to appoint Jim McCaskey as Munson Township’s representative to the Health District Advisory Council for 2021, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to appoint Irene McMullen as Munson Township’s alternate to the Health District Advisory Council for 2021, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to appoint Irene McMullen as Munson Township’s representative to the Western Reserve Land Conservancy for 2021, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to appoint Irene McMullen as Munson Township’s representative to the Chagrin River Watershed Partners for 2021, with a unanimous vote. Motion carried.



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Andy Bushman moved and Jim McCaskey seconded to appoint Andy Bushman as Munson Township’s alternate to the Chagrin River Watershed Partners for 2021, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to appoint Irene McMullen as Munson Township’s steward of the LAEPP (Local Agricultural Easement Purchase Program) for 2021, with a unanimous vote. Motion carried.

Appointments (continued)

Andy Bushman moved and Jim McCaskey seconded to appoint Jim McCaskey as Munson Township’s liaison with the Geauga County Sheriff’s Department for 2021, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to appoint Chair Andy Bushman as Munson Township’s liaison with the Geauga County Engineer’s office for 2021, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to appoint Andy Bushman as Munson Township’s liaison with the Munson Fire Department for 2021, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to appoint Vice-Chair Jim McCaskey, as Munson Township’s liaison with the Munson Road Department for 2021, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to appoint Andy Bushman as Munson Township’s representative to the Geauga Safety Council for 2021, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to appoint Irene McMullen as Munson Township’s representative to NOPEC [Northeast Ohio Public Energy Council] for 2021, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to appoint Fiscal Officer Todd Ray as Munson Township’s prevailing wage coordinator for 2021, with a unanimous vote. Motion carried.

TOWNSHIP EVENTS

Andy Bushman moved and Jim McCaskey seconded to have the net proceeds from Community Day and Flea Market(s) in 2021 go into the Scholarship Fund, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to have the Munson Community Rubbish Day on May 8, 2021, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to have the Munson Memorial Day Service May 31, 2021, at 8:30 am, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to have the Munson Halloween Trick-or-Treat on Sunday, October 31, 2021, from 6:00 to 8:00 pm, with a unanimous vote. Motion carried.

TOWNSHIP HALL INVENTORY

Andy Bushman moved and Jim McCaskey seconded to accept the deletions from the 2020 township hall inventory, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to accept the 2021 township hall inventory, with a unanimous vote. Motion carried.

ROAD DEPARTMENT INVENTORY

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

Andy Bushman moved and Jim McCaskey seconded to accept the 2021 inventory for the road department, with a unanimous vote. Motion carried.

2020 ROAD REPORT

Andy Bushman moved and Jim McCaskey seconded to accept the Township’s 2021 annual road report, with a unanimous vote. Motion carried.

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ENCUMBRANCEs (approved by motion):

Western Reserve Land	Conservancy – 2020 Membership	250.00
Chagrin River Watershed	Partners – 2020 Membership	2,429.00
DeGreen Construction, Inc.	Septic system maint.	280.00
Northcoast Aeration Sys.	Septic system maint.	550.00

MEETING ADJOURNED

Andy Bushman moved and Jim McCaskey seconded to adjourn the meeting at 9:14 am, with a unanimous vote. Motion carried.

Todd R. Ray Chairman Todd R. Ray Fiscal Officer

                                 Office Manager