

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR MEETING

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, January 23, 20 24

The meeting was called to order at 6:30pm by Chair Andy Bushman, with Trustees James McCaskey and Nate McDonald and Fiscal Officer Todd Ray present. Mr. Bushman led the Pledge of Allegiance.

The Trustees signed warrants 19915 through 19935 dated 1/23/24, totaling \$78,143.06 and the 1/19/2024 bi-weekly payroll EFT vouchers 9 through 16, totaling \$10,297.64.

Minutes

Jim McCaskey moved to approve the minutes of the Trustees Organizational meeting Tuesday, January 9, 2024, as presented. Nate McDonald seconded. Motion carried with a unanimous vote.

Jim McCaskey moved to approve the minutes of the Trustees Regular Meeting Tuesday, January 9, 2024, as presented. Nate McDonald seconded, and with a unanimous vote the motion carried.

FIRE DEPARTMENT

Fire Chief Mike Vatty distributed copies of the Fire Department’s 2023 annual report, and walked through each section of the report, highlighting specific data points and offering clarification as necessary. The report provided a summary of data compiled for the year 2023, and reported monthly at Trustee meetings, and gave year-over-year comparison to the previous year so that trends could be displayed. Chief Vatty pointed out a slight decline in call volume but the monthly average remains in the range of 125 to 150 calls. He noted that 19% of call responses overlap with another call, up from 17% in 2022. He highlighted the fact that 66 calls were responding to chest pain, an indicator of potential heart attacks, and he is proud of the Department’s response time to these calls which is below the goal requirement considered standard of care. Munson Fire is consistently exceeding the standard of care. This is evidence of the Department’s ongoing outstanding performance in service delivery to the residents. Trustee Chair Andy Bushman noted for the record that Chief Vatty had returned from medical leave on January 8 and resumed full duties at the Fire Department. Later in the meeting, Mr. Bushman noted for the record that on January 9<sup>th</sup>, Munson Fire had withdrawn its legal appeal of the ruling regarding the release of public records. He indicated that the assistant prosecutor is reviewing all of the pending requests for records and expects that they will be honored.

Pumper-Tanker truck title

Jim McCaskey moved to accept the title of the pumper-tanker truck transferred to Munson Township. Nate McDonald seconded. Motion carried with a unanimous vote.

ROAD DEPARTMENT

Road Superintendent Kirk Walker reported that the crew had a particularly challenging morning that week when freezing rain switched over to snow overnight and had glazed roads even as the crew was out treating them. Driving on ice with large trucks is the worst. They came through without any accidents or other issues.

TOWNSHIP BUSINESS

Zoning Amendment 2023-02

Jim McCaskey moved to set the date for the public hearing for Zoning Amendment 2023-02 for Tuesday, February 13 at 6:00pm. Nate McDonald seconded. Motion carried with a unanimous vote.

Jim McCaskey moved to accept the 2023 Highway System Mileage Certification as presented. Nate McDonald seconded. Motion carried with a unanimous vote.

Jim McCaskey noted for the record that Geauga County Prosecutor Jim Flaiz had issued a letter with guidance and a draft resolution for townships to consider with regard to local government limits on or prohibition of cannabis commercial activity. The Trustees will take up the matter at the next meeting.

Go Green Grant

The Trustees revisited the discussion regarding the merits of purchasing picnic tables or trash receptacles using Go Green Grant funds available through Geauga-Trumbull Solid Waste District. Mr. Bushman advocated for purchasing more trash receptacles at this time, and then



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have the Township purchase a separate package of picnic tables using township funds to replace all of the Township’s tables at one time. Nate McDonald pointed out that the seven trash receptacles purchased last year through the grant have not all been assembled and put in place, and he favors buying picnic tables with the grant. Jim McCaskey moved to authorize Mr. McDonald to prepare the Go Green Grant application for picnic tables. Nate McDonald seconded. Motion carried by a 2 - 1 vote, with Andy Bushman voting “No.” The completed grant application will be shared with the other trustees before submission.

FISCAL OFFICER

Resolution 2024-02: Authorization to allocate funds in EMS Fund 2281

Jim McCaskey moved to approve Resolution 2024-02, authorizing the Fiscal Officer to reserve and allocate funds collected through Fire Department EMS billing as prescribed in the contract with Munson Fire Department. Nate McDonald seconded. Motion carried with a unanimous vote. (The Resolution, in its entirety, is included on a separate page of the minutes.)

Resolution 2024-03: Create Special Fund 2904: Opioid Settlement

Jim McCaskey moved to approve Resolution 2024-03, to authorize the Fiscal Officer to create Special Revenue Fund 2904 and request approval of the Fund from the Auditor of State’s office, for the purpose of tracking receipts and expenditures of opioid settlement funds. Nate McDonald seconded. Motion carried with a unanimous vote.

Resolution 2024-04: Fund Transfer

Jim McCaskey moved to approve Resolution 2024-04, to authorize a within-fund transfer of \$20,000 between account lines in the EMS Fund 2281. Nate McDonald seconded. Motion carried with a unanimous vote.

Audit

Mr. Ray stated that the Township will be audited this year in compliance with the Auditor of State’s biennial audit schedule. The Trustees determine the kind of audit to be conducted. Jim McCaskey moved to approve the audit to be conducted using Agreed-Upon Procedures (AUP). Nate McDonald seconded. Motion carried with a unanimous vote.

Trustee Compensation

Jim McCaskey made a motion that the Trustees shall report the total number of days worked in the preceding month to the fiscal officer by the seventh day of the next month, on the form provided, and indicating the date and tasks performed as a Trustee. Nate McDonald seconded. Motion carried with a unanimous vote.

Jim McCaskey moved that the Trustees will be paid monthly, using the per-diem method, per ORC 505.24, at the daily rate of \$75.52, as set by the Ohio Legislature. Each Trustee will be paid up to 17 days per month, but not more than 17 days per month, and not to exceed 200 days paid for the year 2024. Nate McDonald seconded. Motion carried with a unanimous vote.

OTHER BUSINESS

Jim McCaskey asked if there had been any recent communication with Jet Excavating regarding their project staging activity on the Township property on Mayfield Road. He noted that they had removed the temporary office trailer, but there continues to be plenty of activity on the site. He would like to know when the work would be completed.

Other Meetings

Nate McDonald attended a meeting , which included the Geauga County Auditor concerning erosion control and waterway restoration funding options earlier in the day.  
Andy Bushman attended an Illuminating Co. seminar on energy efficiency on January 18.

Executive Session

At 7:26 pm, Jim McCaskey moved to have the Trustees enter into Executive Session to address personnel compensation, and to invite Fiscal Officer Ray to join the session; Mr. McDonald seconded.

Roll call vote: Mr. McCaskey, “Yes.” Mr. McDonald, “Yes.” Mr. Bushman, “Yes”. Motion carried.

The Trustees resumed the regular session at 7:41 pm.

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Encumbrances

Jim McCaskey moved to approve the encumbrances for Tuesday, January 9 as presented. Nate McDonald seconded. Motion carried with a unanimous vote.

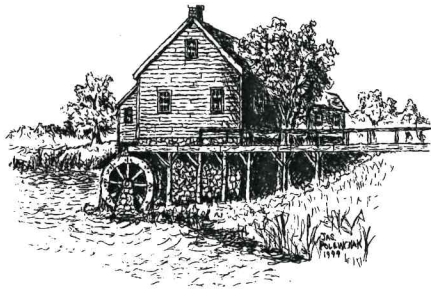
News Herald	Daily newspaper service	\$405.70
Munson Fire Department	Contract payment from EMS collections	\$40,000.00
Munson Fire Department	Contract payment from real estate taxes	\$34,000.00
Johns-Carabelli Monuments	Indigent burial monument	\$350.00

Motion to Adjourn

Jim McCaskey moved to adjourn the meeting at 7:41pm. Nate McDonald 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 2024-02

Be it resolved by the Trustees of Munson Township, in a regular session on the 23rd day of January, 2024, at the Munson Township office, with the following members present, James J. McCaskey, Andrew J. Bushman, and Nathaniel J. McDonald, that

James McCaskey moved the adoption of the following resolution:

Whereas in 2003 Munson Fire Department implemented a billing program for emergency medical response services provided by the Department, and

Whereas since 2003 the EMS billing has generated collections that Munson Township receives into a dedicated lockbox account for banking purposes, and

Whereas funds from the lockbox account are certified and receipted into Special Revenue Fund 2281, to be appropriated for Fire and EMS purposes only, and

Whereas the current contract between Munson Fire Department and Munson Township, executed December 27, 2018 specifies the following:

Beginning January of each year the Township will begin to accrue, from the EMS fund carryover and new EMS funds, net of collection processing fees, received after the first of the new year, the total expenditure required to pay the current year's borrowed or leased payments for Fire Department Township-owned and titled apparatus and equipment vehicles. All EMS billing funds received by the Township in excess of the total expenditure required to pay the current year's borrowed or leased payments for Fire Department Township-owned and titled apparatus and equipment or for additional EMS funds which have been mutually agreed by the Parties are due and payable to the Fire Department within thirty days of receipt of such by the Township.

Therefore, be it resolved,

That the Trustees authorize the Fiscal Officer to reserve the necessary funds in the EMS Fund 2281 and allow sufficient funds to accrue to meet all borrow and lease obligations, and to prepare corresponding purchase orders for Fire Department Township-owned apparatus and equipment lease payments from said Fund.

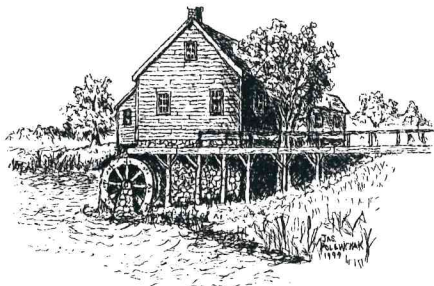
Be it further resolved,

That the Trustees authorize the Fiscal Officer to make all borrow and lease payments per the calendar schedule, and to make the necessary payment of all EMS collections in excess of the total required for the year's borrowed or lease payments payable to Munson Fire Department.

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

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

Attest: Todd R. Ray, January 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 2024-03

A RESOLUTION ESTABLISHING A SPECIAL REVENUE FUND for Opioid Settlement

Be it resolved by the Trustees of Munson Township, in a regular session on the 23rd day of January, 2024, with the following members present, Andrew J. Bushman, James J. McCaskey, and Nathaniel J. McDonald, that ~~Nathaniel J. McDonald~~ the adoption of the following resolution:  
McDonald

Whereas, the people of the State of Ohio and its communities have been harmed by misfeasance, nonfeasance and malfeasance committed by certain entities within the Pharmaceutical Supply Chain; and,

Whereas, the State of Ohio, through its Attorney General, and certain Local Governments, through their elected representatives and counsel, engaged in litigation seeking to hold Pharmaceutical Supply Chain Participants accountable for the damage caused by their misfeasance, nonfeasance and malfeasance; and,

Whereas, the State of Ohio, through its Governor and Attorney General, and its Local Governments share a common desire to abate and alleviate the impacts of that misfeasance, nonfeasance and malfeasance throughout the State of Ohio; and

Whereas, Munson Township, completed formal documents relating to the allocation and use of the proceeds of Settlements described, and has received disbursements from said Settlements,

Now, therefore, be it resolved, that the Board of Township Trustees of Munson Township shall

- 1) Establish the following Special Revenue fund for Opioid settlement disbursements: Fund 2904 – Special Assessment – Opioid Settlement
- 2) Direct the Fiscal Officer to submit the request for Fund 2904 for approval to the Auditor of the State of Ohio.

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

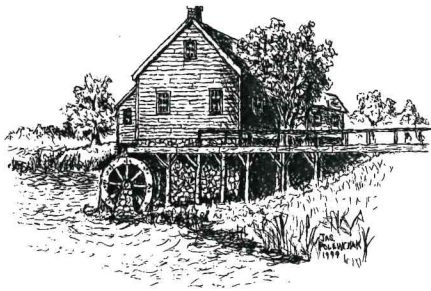
voting

Andrew J. Bushman, yes

James J. McCaskey, yes

Nathaniel J. McDonald, yes

Attest: Todd R. Ray, January 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 2024-04

Be it resolved by the Trustees of Munson Township, in a regular session on the 23rd day of January, with the following members present, Andrew J. Bushman, James J. McCaskey, and Nathaniel J. McDonald, that

James McCaskey moved the adoption of the following resolution:

That the 2024 Temporary Appropriation be amended, as follows:

### Transfers Within Funds

In the EMS Fund 2281, a within fund transfer, as follows:

\$20,000.00 to 2281-230-360-0000 Contracted services

from 2281-230-319-0000 Other – Professional and technical services

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, January 23, 2024  
Todd Ray, Fiscal Officer