

Held Monday, January 5, 20 15

The meeting was called to order at 6:42pm by Chairman Irene McMullen with Trustees Andy Bushman and Jim McCaskey and Fiscal Officer Judy Toth present. Weather conditions delayed the start of the meeting. The Pledge of Allegiance was recited. Warrants 12881-12882 dated 12/31/14 and Warrant 12882 dated 1/5/15 totaling \$8,985.39 were signed.

ORGANIZATIONAL MOTIONS

Officers

Irene McMullen opened the nominations for Chairman by nominating Andy Bushman.

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

Jim McCaskey moved and Irene McMullen seconded to appoint Andy Bushman Chairman of the Munson Township Board of Trustees for 2015, with a unanimous vote. Motion carried.

Andy Bushman nominated Jim McCaskey as 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 Irene McMullen seconded to appoint Jim McCaskey Vice-chairman of the Munson Township Board of Trustees for 2015, with a unanimous vote. Motion carried.

Andy Bushman nominated Irene McMullen 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 2015, with a unanimous vote. Motion carried.

Meeting Days and Times

Andy Bushman moved and Jim McCaskey seconded that the Year 2015 regular meeting days and times shall be the second and fourth Tuesdays of every month, 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 to reimburse the Trustees, Fiscal Officer, Road Superintendent, Road Foreman, and Zoning Inspector for long distance telephone calls made on township business, with a unanimous vote. Motion carried.

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. For the record the current 2015 IRS rate for business is 57.5 cents per mile.

Andy Bushman moved and Jim McCaskey seconded to reimburse elected officials for year 2015 when a personal cellular phone is used for township business in compliance with the IRS regulations for reimbursement calculation; no roaming charges or other charges shall be reimbursed; requests for reimbursement shall be made monthly on a reimbursement form provided by the township to which a copy of the cellular bill has been attached, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to grant Munson Township Road Superintendent Jim Teichman a monthly cellular phone allowance for 2015 in the amount of \$100.00 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 Munson Township Fire and EMS Administrator Mark Lynn a monthly cellular phone allowance for 2015 in the amount of \$100.00 per month to be included in his bi-weekly 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 Frieberthausen, Clerical Assistant Julie Johnston, Zoning Inspector Tim Kearns, and Zoning Secretary Kristen Bluemmel a cellular phone allowance in the amount of \$10.00 per pay period for 2015 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 2015 to be included in the employee's paycheck, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to approve a 2015 clothing and safety equipment 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.

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES ORGANIZATIONAL

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Monday, January 5, 20 15ORGANIZATIONAL MOTIONSAllowances (continued)

Andy Bushman moved and Jim McCaskey seconded to approve a 2015 clothing allowance for Fire and EMS Administrator Mark Lynn not to exceed \$600, to be reimbursed to the Munson Fire Department; invoices shall be submitted to the Fiscal Officer for reimbursement, with a unanimous vote. Motion carried.

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 for or reimbursed with township funds, with a unanimous vote. Motion carried.

Depositories

Andy Bushman moved and Jim McCaskey seconded that the depository for Munson Township funds for Year 2015 shall be The Middlefield Banking Company; the depository for EMS collections and the HRA account shall be secondary checking accounts; deposits shall be made within three working days, with a unanimous vote. Motion carried.

Holidays

Andy Bushman moved and Jim McCaskey seconded that the ten legally recognized Year 2015 holidays will be New Years Day, Thursday, January 1; Martin Luther King Jr. Day, Monday, January 19; Presidents' Day, Monday, February 16; Memorial Day, Monday, May 25; Independence Day, Friday, July 3; Labor Day, Monday, September 7; Columbus Day, Monday, October 12, holiday taken Friday, November 27, the day after Thanksgiving; Veterans Day, Wednesday, November 11; Thanksgiving Day, Thursday, November 26; and Christmas, Friday, December 25, 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 2015, with a unanimous vote. Motion carried. The assessed fee will be \$2,229.

Andy Bushman moved and Jim McCaskey seconded for Munson Township to continue membership in the Western Reserve Land Conservancy in 2015, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey 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 2015, 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 2015, 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 2015, 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 2015, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to appoint Jim McCaskey as Munson Township's alternate to the Chagrin River Watershed Partners for 2015, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to appoint Jim McCaskey as Munson Township's liaison with the Geauga County Sheriff's Department for 2015, 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 2015, 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 2015, 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 2015, with a unanimous vote. Motion carried.

Held Monday, January 5, 20 15

ORGANIZATIONAL MOTIONS

Appointments (continued)

Andy Bushman moved and Jim McCaskey seconded to appoint Judy Toth as Munson Township's prevailing wage coordinator for 2015, with a unanimous vote. Motion carried. Vice-chairman

The Board discussed who should be designated the liaison with the Sheriff's department. The Vice-chairman will be given this responsibility.

Andy Bushman moved and Jim McCaskey seconded to appoint Vice-chairman Jim McCaskey as Munson Township's liaison with the Geauga County Engineer's Office for 2015, with a unanimous vote. Motion carried.

NEWSLETTER/TOWNSHIP EVENTS

The Trustees authorized up to three newsletters for 2015, rubbish Day will be the last weekend in April, and the Memorial Day service will be Monday, May 25 at 8:30am.

Andy Bushman moved and Jim McCaskey seconded to hold trick or treat in Munson Township on Saturday, October 31, 2015 from 6-8pm, with a unanimous vote. Motion carried.

TOWNSHIP HALL INVENTORY

Andy Bushman moved and Jim McCaskey seconded to accept the deletions from the 2014 township hall inventory, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to accept the 2015 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 2014 road department inventory, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to accept the 2015 road department inventory, with a unanimous vote. Motion carried.

2015 ROAD REPORT

Andy Bushman moved and Jim McCaskey seconded to accept the township's 2015 annual road report, with a unanimous vote. Motion carried.

RESOLUTION 2015-01/TAX ADVANCE

Resolution 2015-01 was made by Jim McCaskey and seconded by Andy Bushman to request an advance of the first half taxes collected, dates for advances, January 26 and February 6, 2015, with a unanimous vote. Motion carried.

RESOLUTION 2015-02/FUND TRANSFER

Resolution 2015-02 was made by Andy Bushman and seconded by Jim McCaskey for a within fund transfer in the General Fund in the 2015 Temporary Appropriation, with a unanimous vote. Motion carried. [The resolution in its entirety is included on a separate page as part of the minutes.]

RESOLUTION 2015-03/LGS CONTACT

Resolution 2015-03 was made by Jim McCaskey and seconded by Andy Bushman to enter into an agreement with the Local Government Services section of the Office of the Auditor of State (LGS) for assistant in preparing the financial statements not to exceed \$800 per year for fiscal years 2014, 2015, and 2016, with a unanimous vote. Motion carried. The Trustees signed the agreement.

ENCUMBRANCE SHEET APPROVAL


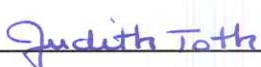
Irene McMullen moved and Andy Bushman seconded to approve the encumbrance sheet for January 5, 2015 as written:

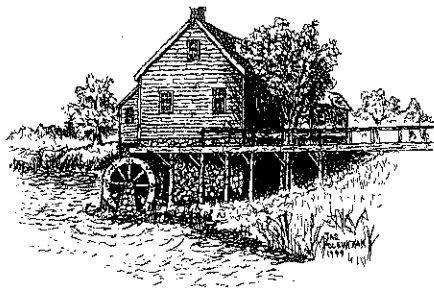
| | | |
|----------------------------------|-------------------------------------|-----------|
| Rinker Materials | Sherman Road Culvert Extension | 848.00 |
| Hi-Lite Maintenance | Relocate Fire Dept. Flagpole | 950.00 |
| S J Electric | Replace Fire Station Electric Panel | 2,950.00 |
| Machinery, Equipment, Furniture | Super Blanket for Fire Truck Equip. | 50,000.00 |
| Northcoast Aeration | Drip System Inspection | 500.00 |
| February Flea Market | Blanket Certificate | 400.00 |
| Chagrin River Watershed Partners | Membership for 2015 | 2,229.00 |
| Western Reserve Land Conservancy | Membership for 2015 | 250.00 |

with a unanimous vote. Motion carried. The board signed the encumbrance sheet.

MEETING ADJOURNED

Irene McMullen moved and Andy Bushman seconded to adjourn the meeting at 7:21pm, with a unanimous vote. Motion carried.

 Chairman  Fiscal Officer



Munson Township

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

Resolution 2015-02

Be it resolved by the Trustees of Munson Township, in a special session on the 5th day of January, 2015, at the Munson Township office, with the following members present, Andrew J. Bushman, James J. McCaskey, and Irene H. McMullen, that Andy Bushman moved the adoption of the following resolution for within fund transfers in the 2015 Temporary Appropriation, as follows:

In the General Fund:

| | | |
|----------|------------------------|-----------------------------------|
| 1,000.00 | to 1000-760-720-0220 | Buildings – Fire Dept. |
| 1,000.00 | to 1000-760-730-0220 | Improvement of Sites – Fire Dept. |
| | from 1000-760-720-0120 | Buildings - Township |

Jim McCaskey seconded the motion and the roll being called resulted as follows: voting

Andrew J. Bushman, yes

James J. McCaskey, yes

Irene H. McMullen, yes

Attest: Judith Toth, January 5, 2015
Judith Toth, Fiscal Officer