

# RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES ORGANIZATIONAL

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, January 5,201516JL+  
AB

The meeting was called to order at 6:30pm by Chairman Andy Bushman with Trustees Irene McMullen and Jim McCaskey and Fiscal Officer Judy Toth present. The Chairman led the Pledge of Allegiance. Warrants 13784-13809 dated 12/31/15 and 1/5/16 totaling \$32,073.75 were signed.

## ORGANIZATIONAL MOTIONS

### Officers

Jim McCaskey moved and Irene McMullen seconded to nominate Jim McCaskey for Chairman for 2016, with a unanimous vote. Motion carried.

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 Jim McCaskey Chairman of the Munson Township Board of Trustees for 2016, with a unanimous vote. Motion carried.

Jim McCaskey nominated Irene McMullen for Vice-Chairman.

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

Jim McCaskey moved and Irene McMullen seconded to appoint Irene McMullen Vice-chairman of the Munson Township Board of Trustees for 2016, with a unanimous vote. Motion carried.

Jim McCaskey nominated Andy Bushman 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 Irene McMullen seconded to appoint Andy Bushman Clerk-pro-tem of the Munson Township Board of Trustees for 2016, with a unanimous vote. Motion carried.

### Meeting Days and Times

Jim McCaskey moved and Irene McMullen seconded that in 2016, the 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

Jim McCaskey moved and Irene McMullen 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 2016 IRS rate for business is 54 cents per mile.

Jim McCaskey moved and Irene McMullen seconded to reimburse elected officials for year 2016 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.

Jim McCaskey moved and Irene McMullen seconded to grant Munson Township Road Superintendent Jim Teichman a monthly cellular phone allowance for 2016 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.

Jim McCaskey moved and Irene McMullen seconded to grant Munson Township Fire and EMS Administrator Mark Lynn a monthly cellular phone allowance for 2016 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.

Jim McCaskey moved and Irene McMullen seconded to grant Office Manager Paula Friebertshauser, 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 2016, to be included in the employee's paycheck, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen 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 2016, to be included in the employee's paycheck, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to approve a 2016 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.

Jim McCaskey moved and Irene McMullen seconded to approve a 2016 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.



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Jim McCaskey moved and Irene McMullen 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

Jim McCaskey moved and Irene McMullen seconded that the depository for Munson Township funds for Year 2016 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

Jim McCaskey moved and Irene McMullen seconded that the ten legally recognized Year 2016 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 30; Independence Day, Monday, July 4; Labor Day, Monday, September 5; Columbus Day, Monday, October 10, holiday taken Friday, November 25 the day after Thanksgiving; Veterans Day, Friday, November 11; Thanksgiving Day, Thursday, November 24; and Christmas, Sunday, December 25, holiday taken Monday, December 26, with a unanimous vote. Motion carried.

Memberships

There was some discussion whether to continue membership in the Chagrin River Watershed Partners. Jim McCaskey noted that there were three watersheds in Munson Township. Mrs. McMullen advised that they provided services to all Munson residents regardless of their watershed, and that last year was a "banner year" for services provided to Munson residents.

Jim McCaskey moved and Irene McMullen seconded for Munson Township to continue membership in the Chagrin River Watershed Partners in 2016, with Irene McMullen to give us more information later, with a unanimous vote. Motion carried. The assessed fee will be \$2,251.

Jim McCaskey moved and Irene McMullen seconded for Munson Township to continue membership in the Western Reserve Land Conservancy in 2016, with a unanimous vote. Motion carried.

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

Appointments

Jim McCaskey moved and Irene McMullen seconded to appoint Jim McCaskey as Munson Township's representative to the Health District Advisory Council for 2016, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to appoint Irene McMullen as Munson Township's alternate to the Health District Advisory Council for 2016, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to appoint Irene McMullen as Munson Township's representative to the Western Reserve Land Conservancy for 2016, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to appoint Irene McMullen as Munson Township's representative to the Chagrin River Watershed Partners for 2016, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to appoint Andy Bushman as Munson Township's alternate to the Chagrin River Watershed Partners for 2016, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to appoint Jim McCaskey as Munson Township's liaison with the Geauga County Sheriff's Department for 2016, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to appoint Vice-Chairman Irene McMullen as Munson Township's liaison with the Geauga County Engineer's office for 2016, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to appoint Andy Bushman as Munson Township's liaison with the Munson Fire Department for 2016, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to appoint Andy Bushman as Munson Township's representative to the Geauga Safety Council for 2016, with a unanimous vote. Motion carried.



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15<sup>th</sup> 16<sup>th</sup> 8<sup>th</sup> B

## ORGANIZATIONAL MOTIONS

Appointments (continued) - Jim McCaskey moved and Irene McMullen seconded to appoint Irene McMullen as Munson Township's representative to NOPEC [Northeast Ohio Public Energy Council] for 2016, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to appoint Judy Toth as Munson Township's prevailing wage coordinator for 2016, with a unanimous vote. Motion carried. Vice-chairman

## NEWSLETTER/TOWNSHIP EVENTS

Jim McCaskey moved and Irene McMullen seconded to authorize two newsletters for 2016 to be published in March and October, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to hold Munson Township's Memorial Day Service on Monday, May 30, 2016 at 8:30am, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to hold trick or treat in Munson Township on Monday, October 31, 2016 from 6-8pm, with a unanimous vote. Motion carried.

## TOWNSHIP HALL INVENTORY

Jim McCaskey moved and Irene McMullen seconded to accept the deletions from the 2015 township hall inventory, with a unanimous vote. Motion carried.

Jim McCaskey moved and Irene McMullen seconded to accept the 2016 township hall inventory, with a unanimous vote. Motion carried.

## ROAD DEPARTMENT INVENTORY

Jim McCaskey moved and Irene McMullen seconded to accept the deletions from the 2015 road department inventory, with a unanimous vote. Motion carried.

Andy Bushman moved and Jim McCaskey seconded to accept the 2016 road department inventory, with a unanimous vote. Motion carried.

## ROAD REPORT/SUPERINTENDENT JIM TEICHMAN

FirstEnergy will hold electric safety training at the fire department on March 3<sup>rd</sup> at 6:30pm that will be open to everyone. A similar training was held seven years ago. Attendees are instructed on line safety and downed and live wires. All of the road department members will attend. Mr. Teichman will get the word out to the engineer's office, and to other local fire and road departments, landscapers, and tree trimmers.

2016 Road Report - He submitted the 2016 road report. Fowlers Mill Road is scheduled for resurfacing, and striping will be done on all of the roads that have been striped before, with the exception of Heath and Cedar Roads. Asphalt repairs and crack sealing will be done before the roads are striped. Jim McCaskey moved and Irene McMullen seconded to accept the township's 2016 annual road report, with a unanimous vote. Motion carried.

## COOPERATIVE PURCHASING AGREEMENT

Jim McCaskey moved and Irene McMullen seconded to continue the township's membership in the Ohio Department of Administrative Services Cooperative Purchasing Program for a \$100 administrative fee, with a unanimous vote. Motion carried.

## INSURANCE CLAIM/ICE DAMAGE RESTORATION

Jim McCaskey moved and Irene McMullen seconded to approve payment to Paul Davis not to exceed \$3,500 for a final bill for damages to the town hall, with a unanimous vote. Motion carried.

## ROOM RENTAL

Jim McCaskey moved and Irene McMullen seconded to rent the community room to PuroClean for a continuing education class on February 9, 2016 from 8:30am-1:30pm, approx. 30-60, for a \$125 rental fee and \$50 security deposit, with a unanimous vote. Motion carried.

## EXECUTIVE SESSION FOR PERSONNEL DISCIPLINE

Jim McCaskey moved and Irene McMullen seconded to go into executive session at 6:57pm for employee discipline, with a unanimous vote. Motion carried. The meeting resumed at 7:30pm.

## ENCUMBRANCE SHEET APPROVAL

Irene McMullen moved and Andy Bushman seconded to approve the encumbrance sheet for January 5, 2016 as written: Siever's Security, Intercom for Town Hall Office Entry, \$1,300; Improvement of Sites-Township, Blanket to 12/31/2016, \$5,200, with a unanimous vote. Motion carried. The Board signed the encumbrance sheet.

BICENTENNIAL WORKSHOP - The Trustees will advertise a workshop for Munson Township's Bicentennial on January 12, 2016, immediately following the regular meeting.

MEETING ADJOURNED - Jim McCaskey moved and Irene McMullen seconded to adjourn the meeting at 7:42pm, with a unanimous vote. Motion carried.

Chairman

Fiscal Officer