

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES REGULAR

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Tuesday, July 8, 2025

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

The Trustees signed warrants 20966 through 21002 dated 7/08/25, totaling \$43,274.14, and the 7/03/2025 bi-weekly payroll EFT vouchers 241 through 249, totaling \$11,738.79.

Minutes

Nate McDonald moved to approve the minutes of the Trustees Regular meeting Tuesday, June 24, 2025, as presented. Andy Bushman seconded. Motion carried with a unanimous vote. Nate McDonald moved to approve the minutes of the Trustees Special meeting Thursday, June 26, 2025, as presented. Andy Bushman seconded. Motion carried with a unanimous vote. The Trustees signed a cemetery deed 5-407 for Nicholas D. and Natalie L. Christie for Fowlers Mill Cemetery Section 3, Lot 10, graves 1 – 6.

Public Comment

Resident Steve Hairston asked questions regarding the history of grant revenue for the Township, noting that current budget actions at the federal government level might negatively affect the grant revenue available for Munson Township. The Trustees responded by pointing out that most of the grant revenue received by Munson is from private grant sources, such as NOPEC, or is in the form of reimbursements that provide budget relief after spending decisions have been made. Grant revenue is usually uncertain, and therefore is typically not counted in the budget.

FIRE DEPARTMENT

Munson Fire Chief Mike Vatty presented the Munson Fire Department June monthly report on calls. The report includes a full color pie chart that depicts call type, number of calls by type, and percentage of total calls. For the month of June there were 135 calls, and 861 calls year-to-date. This calculates to an average close to the typical 145 – 150 calls per month.

ROAD DEPARTMENT

Crew Member

Road Superintendent Kirk Walker reported that the screening process for hiring a new road crew member had resulted in three applicants he would like to interview, and wished to complete interviews as soon as possible. Nate McDonald moved to schedule a Special Meeting for interviewing Road crew candidates for Thursday, July 10 beginning at 6:00pm. Andy Bushman seconded, and the motion carried with a unanimous vote.

2025 Paving Projects

The Trustees discussed the upcoming paving projects and the need to communicate with residents about the timeline and the need to address driveway aprons on the resurfaced roads, particularly the concrete driveway aprons. Road Superintendent Walker explained that he had reached out to each resident and would address the matter proactively. Jim McCaskey offered to schedule time to join Mr. Walker in walking the streets and talking with the residents. The Trustees signed the contracts with Ronyak Paving, Inc. for the resurfacing of three roads as approved at the last meeting.

TOWNSHIP BUSINESS

Butternut Road Bridge Replacement/Notre Dame Schools

The Trustees discussed a proposal presented by the Notre Dame Schools to set up a bus shuttle from the Munson Town Hall to the Notre Dame Schools campus during the period of time when the county is replacing the Butternut Road bridge over the Chagrin River. The bridge replacement will close the Butternut Rd. entrance to the campus, and greatly increase traffic to and from the campus via the Auburn Rd. entrance. The proposed shuttle may help mitigate some of the traffic, allowing parents to drop off students at the Town Hall and take a shuttle bus to the campus. The Trustees considered the pros and cons of the proposal. Nate McDonald moved to allow Notre Dame Schools to use the gravel parking area and the Sherman Road drive entrance to the Township property for student drop-off and shuttle bus connection to the

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school campus from the beginning of the school year until no longer necessary. Andy Bushman seconded. Motion carried with a unanimous vote.

Replacement Windows

Trustee Jim McCaskey updated the Board on the need for replacement window jamb extensions on each window opening that the installer had discovered prior to ordering the windows. After some discussion, Nate McDonald moved to approve the additional expenses of \$1,339.40 for replacement windows by Four Seasons Construction and Roofing for window jamb extensions. Andy Bushman seconded, and the motion carried with a unanimous vote.

Nero Park Disc Golf Course

The Trustees discussed a request by disc golf course players to provide more regular mowing of the course fairways at Nero Nature Preserve. Nate McDonald pointed out that there are “growing pains” that occur when changing the use of park space, and no one anticipated the additional mowing expectations for a disc golf layout. Road Superintendent Kirk Walker stated that the crew expects to mow the “rough” areas by brush-hog mower, twice per year. The fairway areas can be mowed more frequently at the Board’s request, for the rest of this season, by the landscape contractor already mowing Nero Preserve, at the hourly rate approved in their contract for additional work.

Nate McDonald moved to approve MBS Landscaping to do additional mowing, every other week, of the fairway areas of the disc golf course through the end of the season. Andy Bushman seconded. Motion carried with a unanimous vote.

Ice Maker Machines

The Trustees discussed a proposal that came from the Emergency Preparedness meetings to have ice-making machines at the Town Hall and Fire Station. Jim McCaskey has researched the merits of commercial grade ice maker vs. residential grade, and favors the commercial unit for the Fire Department. Andy Bushman suggested that an ice maker for the Community Room could be residential grade. The Trustees will hold off on a decision to allow more investigation.

FISCAL OFFICER

Resolution 2025-19: 2026 Budget

Fiscal Officer Todd Ray presented the Trustees with a final version of the 2026 Budget. Nate McDonald moved to approve Resolution 2025-19, the 2026 Tax Budget, with total projected expenditures of \$5,379,015. Andy Bushman seconded, and the motion carried with a unanimous vote.

I.T. Personnel Policy

Mr. Ray explained that the Township’s insurer, Ohio Township Risk Management Authority (OTARMA) is directing each township to prepare personnel policy amendments to enhance cybersecurity, assure greater compliance with best security practices and reduce risk of losses due to fraud. While not specifically a task requirement that falls on the fiscal officer, Mr. Ray said he will work on the project and collaborate with trusted outside sources to put the policy pieces together. He wanted to make sure the Trustees were aware of the project before getting started. Trustee Andy Bushman said he was familiar with similar steps that have been implemented at his workplace, and would be available to assist Mr. Ray.

Other Business

Nate McDonald noted that Zoning Inspector Jim Herringshaw has been offered a proposal for zoning-specific software by a software vendor. After a brief discussion, none of the Trustees expressed interest in pursuing the matter.

Outside Meetings

Jim McCaskey attended the Geauga Planning Commission meeting earlier in the day.

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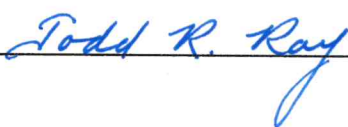
Encumbrances

Nate McDonald moved to approve the encumbrances for Tuesday, July 8 as presented. Andy Bushman seconded. Motion carried with a unanimous vote.

The Illuminating Co.	Electricity	\$22,750.00
Blanket	Zoning printing and communications,	\$1,200.00
Blanket	Other dues and fees	\$1,290.97
Blanket	Roads printing and communications,	\$600.00
Centerra Co-Op	Fuel and supplies	\$12,000.00

Motion to Adjourn

Nate McDonald moved to adjourn the meeting at 7:23pm. Andy Bushman seconded; motion carried with a unanimous vote.

 Chairman  Fiscal Officer