

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, June 10, 2025

The meeting was called to order at 6:30pm by Chair James 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 20906 through 20943 dated 6/10/25, totaling \$171,236.48, and the 6/06/2025 bi-weekly payroll EFT vouchers 199 through 206, totaling \$11,021.52.

Minutes

Nate McDonald moved to approve the minutes of the Trustees Regular meeting Tuesday, May 27, 2025, as presented. Andy Bushman seconded. Motion carried with a unanimous vote.

FIRE DEPARTMENT

Munson Fire Chief Mike Vatty reported that the Munson Fire-sponsored water shuttle training event was completed as scheduled on June 1 with six other fire departments participating. The Department also conducted fire extinguisher training at Geauga Medical Center the following week.

Chief Vatty also reported that Munson Fire Department has been notified that it earned a Mission Lifeline Gold rating in emergency medical care, the highest possible rating for standard-of-care, in a recent evaluation by the American Heart Association. The rating affirms the high quality training, preparation, and speed in response by Munson Fire Department, along with Munson Fire’s outstanding coordination with the staff and operations of University Hospitals Geauga Medical Center. It is strong evidence of Munson Fire Department’s professionalism and high performance.

ROAD DEPARTMENT

Crew Member Resignation

Road Superintendent Kirk Walker reported that one member of the road crew has given notice that he is leaving to take a new position. Mr. Walker commented that while it will create some difficulties in getting all the work completed, he was happy to see a member of the team advance in the field. The Trustees discussed a posting for the open position and the need for a CDL license. Nate McDonald moved to approve the publishing of a notice for the open position in the Road Department, with a CDL requirement qualification as discussed. Andy Bushman seconded. Motion carried with a unanimous vote.

Truck Repair

Road Superintendent Walker explained that the crew again used in-house mechanic skills and expertise to complete major repairs on truck 105. He believes that this work saved another \$10,000 by doing the repairs in-house.

Mr. Walker informed the Board that pre-paving project work being done on Rockhaven Road is going well, and includes cutting back banks, widening berms, removing stumps, and replacing pipes. The crew has hauled about 70 loads of soil so far.

TOWNSHIP BUSINESS

2025 Road Resurfacing Projects

Nate McDonald moved to award the bid for asphalt resurfacing of various roads in Munson to Ronyak Paving at the bid price of \$936,936.00. Andy Bushman seconded. Motion carried with a unanimous vote.

Replacement Windows

The Trustees discussed several quotes by different companies for replacing aging and drafty windows in the Town Hall offices. Nate McDonald moved to approve the quote by Four Seasons Construction and Roofing as presented, at the quoted price of \$10,689.73. Andy Bushman seconded. Motion carried with a unanimous vote.

Mr. McDonald moved that the replacement window expense be paid for by the NOPEC energy efficiency grant. Andy Bushman seconded. Motion carried with a unanimous vote.

Health Insurance Renewal

Nate McDonald moved to approve the renewal of the current health insurance plan with Medical Mutual as presented. Andy Bushman seconded. Motion carried with a unanimous vote. The renewal increase for the next year was 1%.



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Held Tuesday, June 10, 20 25

Liability and Property Insurance Renewal

Nate McDonald moved to approve the renewal of the liability and property insurance coverage with OTARMA (Ohio Township Risk Management Authority) as presented, with the annual contribution of \$57,999.00. Andy Bushman seconded. Motion carried with a unanimous vote. The renewal for the next year includes an increase of 25%, largely attributed to the cost of insuring two new trucks purchased in the fall of 2024.

Community Room Rental Rate Increase

Nate McDonald moved to approve the increase in rates for rental of the Community Room as follows: Resident rate \$150.00; Nonresident rate \$300.00. Andy Bushman seconded. Motion carried with a unanimous vote.

Land Use Plan Update

Trustee Nate McDonald informed the Board that letters had been sent out to all the appointed volunteers for the Land Use Plan Committee, and ten of twelve had already responded to confirm.

Mr. McDonald stated that the Township had received proposals from two of the three consulting firms he had interviewed and invited to submit proposals. He noted that each Trustee had received electronic versions of the proposals via email and had time to review them. Mr. McDonald said he believes that both firms have demonstrated the competence, skill, and capacity to work with the Land Use Committee and see the project through, and there appears to be no clear favorite. He did not want to appear to drive the decision by making a recommendation, and invited the other Trustees to offer their opinions.

Trustee Jim McCaskey stated that he had first-hand experience working with Envision Group, the company hired by the Geauga Planning Commission to facilitate the County Land Use Plan, and he was impressed by the skillful way they guided a complicated process and diverse group of folks. Andy Bushman asked if both companies were available and ready to start as soon as the Munson Committee convened. Nate McDonald confirmed that both are ready to go.

Andy Bushman expressed that he is comfortable with Mr. McCaskey's recommendation based on his experience with Envision Group, and could support that choice. Mr. McDonald agreed that he was also comfortable with the choice.

Jim McCaskey moved to have Munson Township move forward with the Envision Group to guide Munson's Land Use Plan process, at their proposal price of \$46,860. Andy Bushman seconded the motion. Motion carried with a unanimous vote.

Land Use Plan Kick-off Meeting

The Trustees discussed possible dates for scheduling the Kick-off Meeting for the Land Use Plan Committee. They agreed to see if the consultants could be available Thursday, June 26, Tuesday July 1, or July 7 or July 9, with that order being the order of preference. Mr. McDonald will check with the consultant on availability. The Trustees will set the date at their meeting June 24. It will be a Special Meeting of the Trustees to get started, after which the meetings will be scheduled by the Land Use Plan Committee.

Park Board / Boardwalk Update

Trustee Andy Bushman reported that the vendor contracted to install a boardwalk across the wetland area at Scenic River Retreat has encountered challenges and may not be able to complete the project as planned. The Park Board is exploring options to try to get the project completed this year, but may have to start over and put the project out to bid.

FISCAL OFFICER

Resolution 2025-16: Authorization to Transfer from the General Fund

Nate McDonald moved to approve Resolution 2025-16, a resolution authorizing the Fiscal Officer to transfer \$300,000 from the General Fund to the Road and Bridge Fund. Mr. Bushman seconded. Motion carried with a unanimous vote. The resolution allows execution of the planned and budgeted transfer of approximately one mill of inside millage funds to the Road Department budget.

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Resolution 2025-17: Within-Fund Transfer

Andy Bushman moved to approve Resolution 2025-17, a resolution authorizing the transfer of funds within the General Fund and within the Road and Bridge Fund. Nate McDonald seconded. Motion carried with a unanimous vote. The resolution in its entirety is included in the minutes.

Resolution 2025-18: Appropriation of Additional Funds

Jim McCaskey moved to approve Resolution 2025-18, a resolution requesting appropriation of an additional \$10,000 in the General Fund, and assigning the funds to Professional and Technical Services, Zoning. Nate McDonald seconded. Motion carried with a unanimous vote. The resolution in its entirety is included in the minutes.

Public Hearing on the 2026 Budget

Nate McDonald moved to set the date for the Trustees Public Hearing on the 2026 Budget for July 8, 2025 at 6:00pm. Andy Bushman seconded. With a unanimous vote, the motion carried. The Trustees regular meeting will follow at the usual starting time of 6:30pm. Fiscal Officer Todd Ray reported that he has distributed the draft of the 2026 Budget, and the Trustees will have it available for discussion at their next meeting, June 24. Any changes the Trustees would like to make can be incorporated into the final document for approval at the July 8 meeting.

Other Business

Jim McCaskey noted for the record that the Trustees received a letter from a resident offering high praise for Office Assistant Julie Johnston. She was commended for her cheerful demeanor and strong service ethic to solve problems and make things work smoothly.

Outside Meetings

Jim McCaskey attended the Geauga Planning Commission meeting earlier in the day. Andy Bushman attended the Geauga Safety Council meeting June 5.



Encumbrances

Nate McDonald moved to approve the encumbrances for Tuesday, June 10 as presented. Andy Bushman seconded. Motion carried with a unanimous vote.

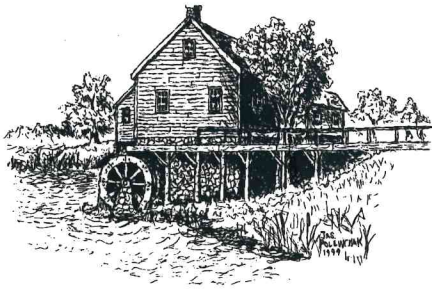
|                       |                                  |             |
|-----------------------|----------------------------------|-------------|
| OTARMA                | Property and liability insurance | \$57,999.00 |
| ASAP Sanitary Service | portable restrooms, parks        | \$390.00    |
| Sherwin Williams      | Paint for pavilions              | \$153.33    |
| Blanket               | Repairs and maintenance, parks   | \$1,000.00  |

Motion to Adjourn

Nate McDonald moved to adjourn the meeting at 7:27pm. Andy Bushman 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 2025-16

Be it resolved by the Trustees of Munson Township, in a regular session on the 10th day of June, with the following members present, Andrew J. Bushman, James J. McCaskey, and Nathaniel J. McDonald, that

Nathaniel McDonald moved the adoption of the following resolution:

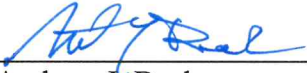


WHEREAS, Munson Township Trustees have assigned all of the inside millage tax collections to the General Fund in 2025; and

WHEREAS, the Trustees wish to restore \$300,000 of inside millage revenue necessary to fund Road Department services in 2025,

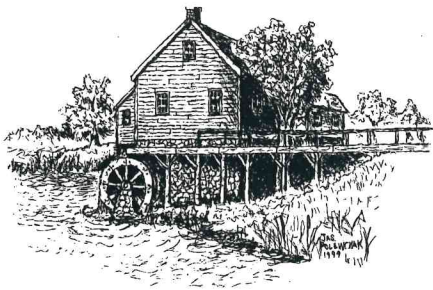
Therefore, be it resolved,

that the Board of Trustees does authorize the Fiscal Officer to transfer \$300,000.00 from the General Fund to the Road and Bridge Fund.

Andrew Bushman seconded the motion and the roll being called, resulted as follows:

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

Attest: , June 10, 2025  
Todd Ray, Fiscal Officer



# Munson Township

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

## Resolution 2025-17

Be it resolved by the Trustees of Munson Township, in a regular session on the 10th day of June, with the following members present, Andrew J. Bushman, James J. McCaskey, and Nathaniel J. McDonald, that

Andrew Bushman moved the adoption of the following resolution:

That the 2025 Permanent Appropriation be amended, as follows:

### Transfers Within Funds

In the Road and Bridge Fund 2031, a within fund transfer, as follows:

|             |      |                    |                             |
|-------------|------|--------------------|-----------------------------|
| \$7,000.00  | to   | 2031-330-381-0000  | Property insurance premiums |
|             | from | 2031-330-323-0000  | Repairs and maintenance     |
| \$10,000.00 | to   | 2031-330-190-0000  | Salaries                    |
| \$4,000.00  | to   | 2031-330-3.14-0000 | Tax collection fees         |
|             | from | 2031-330-221-0000  | Medical/hospitalization     |

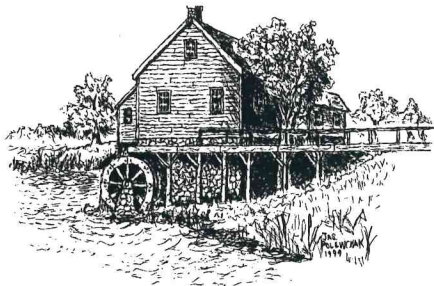
In the General Fund, a within fund transfer, as follows:

|             |      |                   |   |
|-------------|------|-------------------|---|
| \$10,000.00 | to   | 1000-120-323-0000 | Repairs and maintenance, Town Hall          |
| \$30,000.00 | to   | 1000-130-319-0000 | Professional and technical services, Zoning |
|             | from | 1000-930-930-0000 | Contingencies                               |
| \$20,000.00 | to   | 1000-760-730-0120 | Capital, Improvement of sites, Town Hall    |
|             | from | 1000-760-730-0610 | Capital, Improvement of sights, Parks       |

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

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

Attest: Todd R. Ray, June 10, 2025  
Todd Ray, Fiscal Officer



# Munson Township

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

## Resolution 2025-18 Appropriation of additional funds

Be it resolved by the Trustees of Munson Township, in a regular session on the 10th day of June, 2025, 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:

That the Board of Trustees requests that the 2025 Budget and Permanent Appropriation be amended, as follows:

### Permanent Appropriation:

Increase the 2025 Permanent Appropriation by \$10,000.00,

In the General Fund 1000, an increase in appropriation from \$1,798,862.00 to 1,808,862.00, with \$10,000 assigned to 1000-130-319-0000 Professional and technical services, Zoning.

Grand total of all Funds: \$6,652,868.22

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, June 10, 2025  
Todd Ray, Fiscal Officer