

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Tuesday, June 24, 20 25

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 20944 through 20965 dated 6/24/25, totaling \$42,470.28, and the 6/20/2025 bi-weekly payroll EFT vouchers 219 through 227, totaling \$11,501.57.

Minutes

Nate McDonald moved to approve the minutes of the Trustees Regular meeting Tuesday, June 10, 2025, as presented. Andy Bushman seconded. Motion carried with a unanimous vote.

FIRE DEPARTMENT

Munson Fire Chief Mike Vatty presented the Munson Fire Department May monthly report on calls, distributing copies to each Trustee and the Fiscal Officer. The report includes a full color pie chart that depicts call type, number of calls by type, and percentage of total calls. The chart and data will be posted on the Munson Fire website for easy access. For the month of May, there were 130 calls, with 68% listed as emergency medical service responses.

ROAD DEPARTMENT

Crew Member

Road Superintendent Kirk Walker reported that the process for hiring another crew member is moving forward, with six applications received so far, and more expected. Trustee Andy Bushman suggested having a "screening" phone interview to help expedite the process. Superintendent Walker asked the Trustees to provide a wage range, based on experience, that he could use in talking with candidates.

New Pickup Truck Quotes

The Trustees noted that the low bid for paving three roads this season yielded enough cash reserve in the current budget to proceed with the purchase of a new pickup truck. Andy Bushman moved to authorize Road Superintendent Kirk Walker to solicit quotes for a new pickup truck. Nate McDonald seconded. Motion carried with a unanimous vote.

TOWNSHIP BUSINESS

Replacement Windows

Trustee Jim McCaskey updated the Board on additional research he did on the replacement windows in the Town Hall offices. He recommended upgrading the window project to include nail-flange windows to permit better seals in each window opening. After some discussion, Nate McDonald moved to rescind the motion at the June 10 meeting that approved the quote for replacement windows by Four Seasons Construction and Roofing. Andy Bushman seconded. Motion carried with a unanimous vote.

Nate McDonald moved to approved the new quote for nail-flange equipped replacement windows by Four Seasons Construction and Roofing at the quoted price of \$12,404.75. Andy Bushman seconded. Motion carried with a unanimous vote.

(At the June 10 meeting the Trustees approved submitting the replacement window expense for payment to be covered by the NOPEC energy efficiency grant.)

Land Use Plan Update

Trustee Nate McDonald informed the Board that he had followed up on the Trustees' decision to select Envision Group to guide the Land Use Plan update process, and had worked with the planning consultant firm to prepare a contract. Mr. McDonald submitted the contract to Assistant Prosecutor Susan Wieland for review and she had drafted a few edits to the agreement. Envision Group had approved those edits, and so the contract was ready. Mr. McDonald recommended approving the contract. After discussion, Nate McDonald moved to approve the contract with the Envision Group and authorize Nate McDonald to sign the paperwork. Andy Bushman seconded, and the motion carried with a unanimous vote.

Land Use Plan Kick-off Meeting

Nate McDonald moved to schedule a Trustees Special Meeting for the purpose of the Land Use Plan Committee project kickoff, on Thursday, June 26 at 6:30pm. Andy Bushman seconded, and the motion carried with a unanimous vote.



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FISCAL OFFICER

2026 Budget Discussion

Fiscal Officer Todd Ray presented the Trustees with copies of an updated draft of the 2026 Budget. He explained that the Board could advise him on any changes they would like to see, this evening, and at the Trustees Public Hearing at the July 8 meeting. Mr. Ray pointed out that he had prepared this draft with the goal of isolating as much funding as possible to be available for asphalt resurfacing roads. He had not allocated any funding for replacing equipment or trucks for the Road Department in 2026.

The Trustees reviewed the document and Mr. Ray highlighted a few account lines that needed elaboration. After some discussion, Nate McDonald said that he believes the residents approved the last levy increase because they understood the purpose was to accelerate the road repaving program because several roads were failing. He believes the priority should be on resurfacing roads. Mr. McCaskey and Mr. Bushman agreed.

Fiscal Officer Ray explained how the high carryover amounts in the General Fund and Road and Bridge Fund in 2025 were largely due to appropriations that were supplanted by spending ARPA funds in 2024, and alerted the Board to the scrutiny this will get from the County Budget Commission. The Trustees expressed support for using as much of the available carryover in the General Fund and Road and Bridge Fund for paving projects in 2026. They understand that the budget should only retain enough carryover to fund the beginning of the next year before new year tax revenue has been received.

Trustee McCaskey noted that the budget allocations for capital projects in the General Fund was significantly less than in the two previous years, asked that Mr. Ray review capital allocations to be comfortable that there was sufficient reserve for unanticipated capital needs.

Other Business

Nate McDonald noted that Zoning Inspector Jim Herringshaw is very busy so far this year, with a lot of construction activity going on in the Township.

Outside Meetings

Andy Bushman attended the Geauga Safety Council meeting June 13.

Encumbrances

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

Blanket	Travel, meeting expenses, zoning	\$265.78
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Executive Session

Nate McDonald moved to have the Board enter into executive session at 7:30pm to discuss personnel compensation, and invite Fiscal Officer Ray and Road Superintendent Walker to join the session. Andy Bushman seconded. Roll call vote: Mr. McDonald, "yes"; Mr. McCaskey, "yes"; Mr. Bushman, "yes." Motion carried.

The Trustees resumed regular session at 7:44pm.

Motion to Adjourn

Nate McDonald moved to adjourn the meeting at 7:44pm. Andy Bushman seconded; motion carried with a unanimous vote.

 Chairman  Fiscal Officer