

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held _____ Tuesday, July 22, _____ 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 21003 through 21033 dated 7/22/25, totaling \$669,081.47, and the 7/18/2025 bi-weekly payroll EFT vouchers 258 through 265, totaling \$10,022.00.

Minutes

Nate McDonald moved to approve the minutes of the Trustees Special meeting/Hearing on the 2026 Budget Tuesday, July 8, 2025, at 6:00pm as presented. Andy Bushman seconded. Motion carried with a unanimous vote.

Nate McDonald moved to approve the minutes of the Trustees Regular meeting Tuesday, July 8, 6:30pm, as presented. Andy Bushman seconded. Motion carried with a unanimous vote.

Nate McDonald moved to approve the minutes of the Trustees Special meeting for interviewing job applicants Thursday, July 10, 2025 as presented. Andy Bushman seconded. Motion carried with a unanimous vote.

Public Comment

Resident Joe Bastulli suggested that the Township consider using Artificial Intelligent software to help capture the minutes of Trustee meetings. Fiscal Officer Todd Ray expressed reservations that the "draft" minutes created by AI would be considered a public record, and would have to be preserved and stored according to existing public record rules.

FIRE DEPARTMENT

Munson Fire Chief Mike Vatty reported that Munson Fire hosted a safety training day for the Road Department addressing the hazards of electricity and downed powerlines. The training was well received and appreciated by the crew.

Chief Vatty stated that Munson Fire Department has been researching new vendors for supplying and exchanging compressed oxygen tank/bottles, and has identified a new vendor that will create significant savings in operational expenses.

Chief Vatty is continuing a program of assessing fire ponds and dry hydrants to improve availability of water resources in the Township. Trustee Jim McCaskey explained his discussions with Chief Vatty and Deputy County Engineer Shane Hajjar to make access to a fire pond/dry hydrant on the Sisters of Notre Dame property near the Butternut Road entrance to the NDCL campus. Butternut Road is currently closed while the bridge over the Chagrin River is replaced and the roadway is straightened. Based on the discussion, Nate McDonald moved to request the County Engineer to assist with the installation of a gravel pad and approach to allow access to the fire pond dry hydrant on Butternut Road at NDCL. Andy Bushman seconded. Motion carried with a unanimous vote.

ROAD DEPARTMENT

Road Superintendent Kirk Walker reported that he has two quotes for a new pickup truck, at state bid prices. He will work to negotiate a better price.

Mr. Walker also stated that truck 110, a 2011 model, is out of service and had to be taken to Cerni Motors for repairs, with a repair cost of \$11,350. He pointed out that newer trucks with more electronic components are exhibiting corrosion-related failures and repairs at a higher rate than older trucks. Jim McCaskey confirmed that he is experiencing the same problems with newer trucks in his business's fleet. Mr. Walker suggested the Trustees investigate a lease program that allows the Township to rotate out aging vehicles on a 5-7year lease schedule, before the corrosion repair issues become a problem. Fiscal Officer Todd Ray will look into this option.

Five-year Schedule for Paving Projects

Road Superintendent Walker presented the Board with his five-year projections for upcoming paving projects. The list includes Sutton Place, Nicole's Way, and Julie Drive in 2026, and shows Bean Road for repaving in 2028, among others. The Trustees reviewed the list and offered opinions on prioritization of roads. They discussed what year Munson would next be eligible for OPWC grant assistance and which roads would be good candidates for a grant application.

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The Trustees understand the five-year re-paving plan is a working document and will be revised as needed as roads age and break down. The Trustees noted that the County Engineers estimate a \$500,000 per-mile cost for repaving in 2025.

2025 Paving Projects

Road Superintendent Walker updated the Board on the current year paving projects. The pre-construction meeting was completed and work will begin on July 28, with Pinehurst starting first and Rockhaven Road and Sherman Road to follow.

Additional Road Crew Employee

Trustee Nate McDonald opened a discussion about adding another employee to the crew. He noted that there may be an opportunity now while another good candidate is available after completing the interviews. Andy Bushman agreed, and pointed out that the crew has been running one employee below full-strength for a few years now, and he feels more work could be done if the crew was at full strength. Jim McCaskey said he feels like the crew is working at high efficiency right now. Mr. Walker stated that the crew feels that one more employee would likely have people tripping over themselves, reducing efficiency, and he tends to agree with them. Nate McDonald asked if there was a time of the year that another employee would be most helpful, and Mr. Walker said winter and spring would be most useful, but he has also felt that the summer seasonal employee has been very valuable.

TOWNSHIP BUSINESS

TextMyGov

The Trustees briefly discussed a proposal to subscribe to TextMyGov, a communication program that allows local government to send out text notifications to residents about emergency situations, road closures, etc., and receive responses from residents. The Trustees expressed interest in the program as it may fit in well with the emergency preparedness planning the Trustees have been working on. Jim McCaskey said that he would ask Office Manager Paula Friebertshausen to gather more information, and may request a presentation to the Board.

Land Use Plan Update

Nate McDonald reported that the Land Use Plan Committee held their first meeting Tuesday July 15. They elected a chairperson, Joe Bastulli, and began work with the consultant on preparing a resident survey. The Committee would like to staff a booth at the Township Community Day Picnic Saturday, August 2. The Trustees support the idea of hosting a booth, and Chair Joe Bastulli will recruit committee members to staff it.

The Trustees then reviewed a draft of the survey, question-by-question, and discussed suggested changes. Mr. McDonald will share the feedback with the consultant, and defer to the recommendations of the consultant when there is a clear rationale for the questions as drafted.

Ice Maker Machines

The Trustees revisited a suggestion for ice-making machines at the Town Hall and Fire Station that was generated in the emergency preparedness planning meetings. Jim McCaskey presented a quote for a commercial grade ice maker for the Fire Department, explaining that he met with Fire Department staff, examined the proposed location for the installation, and got a cost estimate for plumbing and wiring. The Trustees will consider the proposal and may take action at the next meeting.

FISCAL OFFICER

Resolution 2025-20: Fund Transfer

Nate McDonald moved to approve Resolution 2025-20, directing within-fund transfers in the Road and Bridge Fund and the General Fund. Andy Bushman seconded, and the motion carried with a unanimous vote. The complete Resolution is included as part of the minutes.

Cybersecurity and I.T. Personnel Policy

Mr. Ray explained that County Auditor Chuck Walder met with township fiscal officers in a meeting July 10 and provided a thorough overview of the Ohio legislature's new mandates for townships to prepare personnel policy amendments to enhance cybersecurity. County Automatic Data Processing Director Frank Antenucci will send out an electronic version of the policy the County ADP Board adopted recently. Mr. Walder and Mr. Antenucci invite

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townships to use the policy as a model to guide townships in preparing their own policy that will satisfy the mandated requirements.

Other Business

No other business was introduced.

Outside Meetings

No outside meetings were reported.

Encumbrances

Nate McDonald moved to approve the encumbrances for Tuesday, July 22 as presented. Andy Bushman seconded. Motion carried with a unanimous vote.

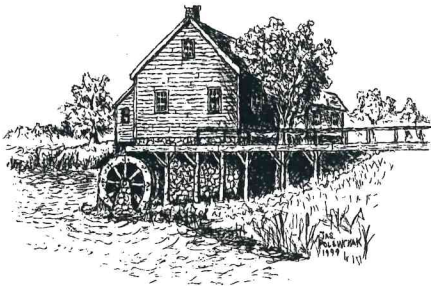
Blanket	Community Day grand prize winner	\$500.00
iScream ice cream truck	Community Day	\$1,400.00
Blanket	Operating supplies, Parks	\$1,127.44
Crystal Clear Glass	Clean windows, Town Hall/Fire	\$1,750.00

Motion to Adjourn

Nate McDonald moved to adjourn the meeting at 7:47pm. 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 2025-20

Be it resolved by the Trustees of Munson Township, in a regular session on the 22nd day of July, 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:

That the 2025 Permanent Appropriation be amended, as follows:

Transfers Within Funds

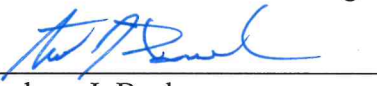

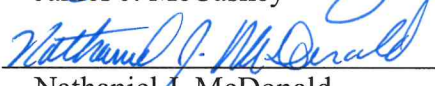
In the Road and Bridge Fund 2031, a within fund transfer, as follows:

\$90,000.00 to 2031-760-750-0000 Capital, Motor vehicles, Road Department
from 2031-330-360-4401 Contracted services, Roads, OPWC

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

\$6,500.00 to 1000-760-740-0220 Capital, Machinery, equipment, Fire Department
from 1000-760-730-0120 Capital, Improvement of sights, Township

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

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

Attest: , July 22, 2025
Todd Ray, Fiscal Officer