

RECORD OF PROCEEDINGS
MUNSON TOWNSHIP TRUSTEES ORGANIZATIONAL

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Wednesday, January 2, 20 19

The meeting was called to order at 6:30pm by Chairman Andy Bushman with Trustee Irene McMullen and Fiscal Officer Judy Toth present. Trustee Jim McCaskey was absent. The Chairman led the Pledge of Allegiance. Warrants 16282-16314 dated 12/31/18 and 1/2/19 totaling \$40,579.85 and EFT vouchers 485-489 for the 12/31/18 monthly payroll totaling \$7,559.25. A clean copy of the first page of the fire contract was attached to the original. The initialed change will be kept for a reference.

ORGANIZATIONAL MOTIONS

Officers

Irene McMullen nominated Jim McCaskey for Chairman.

Irene McMullen moved and Andy Bushman seconded to close the nominations for Chairman, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to appoint Jim McCaskey Chairman of the Munson Township Board of Trustees for 2019, with both Trustees voting yes on the roll call. Motion carried.

Irene nominated Irene McMullen for Vice-chairman.

Irene McMullen moved and Andy Bushman seconded to close the nominations for Vice-chairman, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to appoint Irene McMullen Vice-chairman of the Munson Township Board of Trustees for 2019, with both Trustees voting yes on the roll call. Motion carried.

Irene nominated Andy Bushman for Clerk-pro-tem.

Irene McMullen moved and Andy Bushman seconded to close the nominations for Clerk-pro-tem, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to appoint Andy Bushman Clerk-pro-tem of the Munson Township Board of Trustees for 2019, with both Trustees voting yes on the roll call. Motion carried.

Meeting Days and Times

Irene McMullen moved and Andy Bushman seconded that in 2019, 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 both Trustees voting yes on the roll call. Motion carried.

Mileage/Reimbursement/Allowances

Irene McMullen moved and Andy Bushman 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 both Trustees voting yes on the roll call. Motion carried. Let the record reflect the current 2019 IRS rate for business is 58 cents per mile.

Irene McMullen moved and Andy Bushman seconded to reimburse elected officials for year 2019 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 both Trustees voting yes on the roll call. Motion carried. The Board will consider eliminating this motion next year as this reimbursement has not been used.

Irene McMullen moved and Andy Bushman seconded to grant Munson Township Road Superintendent Jim Teichman a monthly cellular phone allowance for 2019 in the amount of \$75.00 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 both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to grant Office Manager Paula Friebertshauser, Office Assistant Julie Johnston, and Zoning Inspector James Herringshaw a cellular phone allowance in the amount of \$10.00 per pay period for 2019, to be included in the employee's paycheck, with both Trustees voting yes on the roll call. Motion carried.

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES ORGANIZATIONAL

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Wednesday, January 2, 2019

ORGANIZATIONAL MOTIONS

Allowances (continued)

Irene McMullen moved and Andy Bushman 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 2019, to be included in the employee's paycheck, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to approve a 2019 clothing 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 both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to authorize the road superintendent to spend up to \$200 for training and \$100 for mileage and reimbursements for road department employees, for 2019, at his discretion, to be paid from blanket certificates, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to allow township funds to be used to pay up to a 20% gratuity on meal bills when the meals are paid with township funds, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to approve discretionary spending by office personnel for incidentals not to exceed \$100, with both Trustees voting yes on the roll call. Motion carried.

Depositories

Irene McMullen moved and Andy Bushman seconded that the depository for Munson Township funds for Year 2019 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 both Trustees voting yes on the roll call. Motion carried.

Holidays

Irene McMullen moved and Andy Bushman seconded that the ten legally recognized Year 2019 holidays will be New Year's Day, Tuesday, January 1; Martin Luther King Jr. Day, Monday, January 21; Presidents' Day, Monday, February 18; Memorial Day, Monday, May 27; Independence Day, Thursday, July 4; Labor Day, Monday, September 2; Columbus Day, Monday, October 14, employees to have Friday, November 29 off; Veterans Day, Monday, November 11; Thanksgiving Day, Thursday, November 28; and Christmas, Wednesday, December 25, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to allow employees to go home at 1pm (with pay) on a weekday that falls prior to Thanksgiving, Christmas and New Year's Day, with the understanding that if the weather is inclement, the Service Department may have to stay, with both Trustees voting yes on the roll call. Motion carried.

Memberships

Irene McMullen moved and Andy Bushman seconded for Munson Township to continue membership in the Chagrin River Watershed Partners in 2019; the assessed fee will be \$2,319.00, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded for Munson Township to continue membership in the Western Reserve Land Conservancy in 2019, with both Trustees voting yes on the roll call. Motion carried. Motion carried.

Irene McMullen moved and Andy Bushman seconded to contribute \$250 for our continued membership, with both Trustees voting yes on the roll call. Motion carried.

Appointments

Irene McMullen moved and Andy Bushman seconded to appoint Jim McCaskey as Munson Township's representative to the Health District Advisory Council for 2019, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to appoint Andy Bushman as Munson Township's alternate to the Health District Advisory Council for 2019, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Jim McCaskey seconded to appoint Irene McMullen as Munson Township's representative to the Western Reserve Land Conservancy for 2019, with both Trustees voting yes on the roll call. Motion carried.

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES ORGANIZATIONAL

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ Wednesday, January 2, _____ 20____ 19____

ORGANIZATIONAL MOTIONS

Appointments (continued)

Irene McMullen moved and Andy Bushman seconded to appoint Irene McMullen as Munson Township's representative to the Chagrin River Watershed Partners for 2019, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to appoint Andy Bushman as Munson Township's alternate to the Chagrin River Watershed Partners for 2019, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to appoint Irene McMullen as Munson Township's steward of the LAEPP (Local Agricultural Easement Purchase Program) for 2019, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to appoint Jim McCaskey as Munson Township's liaison with the Geauga County Sheriff's Department for 2019, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to appoint Chair Jim McCaskey as Munson Township's liaison with the Geauga County Engineer's office for 2019, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to appoint Andy Bushman as Munson Township's liaison with the Munson Fire Department for 2019, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to appoint Vice-Chair Irene McMullen, as Munson Township's liaison with the Munson Road Department for 2019, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to appoint Andy Bushman as Munson Township's representative to the Geauga Safety Council for 2019, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to appoint Irene McMullen as Munson Township's representative to NOPEC [Northeast Ohio Public Energy Council] for 2019, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to appoint Judy Toth as Munson Township's prevailing wage coordinator for 2019, with both Trustees voting yes on the roll call. Motion carried.

TOWNSHIP EVENTS

Irene McMullen moved and Andy Bushman seconded to have the proceeds from Community Day and Flea Market(s) in 2019 go into the Scholarship Fund, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to approve the following events and dates for 2019: two newsletters, March and October; Rubbish Day, Saturday, April 27; Memorial Day Service, Monday, May 27 at 8:30am; Trick or Treat, Thursday October 31, from 6-8pm; Indoor Flea Market, Saturday, March 23, \$300; Easter Egg Hunt, Saturday, April 30, \$500; Fishing Derby, Sunday, June 2, \$300; and Community Day, Saturday, August 3; with both Trustees voting yes on the roll call. Motion carried.

TOWNSHIP HALL INVENTORY

Irene McMullen moved and Andy Bushman seconded to accept the deletions from the 2018 township hall inventory, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Jim McCaskey seconded to accept the 2019 township hall inventory, with both Trustees voting yes on the roll call. Motion carried.

ROAD DEPARTMENT INVENTORY

Irene McMullen moved and Andy Bushman seconded to accept the deletions from the 2018 road department inventory, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to accept the 2019 inventory for the road department, with both Trustees voting yes on the roll call. Motion carried.

2019 ROAD REPORT

Irene McMullen moved and Andy Bushman seconded to accept the township's 2019 annual road report, with both Trustees voting yes on the roll call. Motion carried.

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES ORGANIZATIONAL

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Wednesday, January 2, 20 19

SEPTIC SERVICE CONTRACTS

Irene McMullen moved and Andy Bushman seconded to approve the 2019 service contract with Northcoast Aeration Systems Inc. in the amount of \$550 for the Multi-Flo sewage treatment plant, with both Trustees voting yes on the roll call. Motion carried.

Irene McMullen moved and Andy Bushman seconded to approve the 2019 maintenance service agreement with DeGreen Construction Services, Inc. in the amount of \$150 for the drip system operation in relation to the septic system, with both Trustees voting yes on the roll call. Motion carried.

PUBLIC COMMENT - None

ENCUMBRANCE SHEET

Irene McMullen moved and Andy Bushman seconded to approve the encumbrance sheet for January 2, 2019, as amended:

Machinery, Equip. & Furn.	Blanket (General Fund-Admin.)	300.00
Southwind LLC	New Well for Town Hall	15,000.00
P. Ianiro	Prep Five Ball Fields for Play	7,500.00

with both Trustees voting yes on the roll call. Motion carried.

MEETING ADJOURNED

Irene McMullen moved and Andy Bushman seconded to adjourn the meeting at 7:15pm, with both Trustees voting yes on the roll call. Motion carried.



Chairman



Fiscal Officer