

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ Tuesday, September 23, _____ 20____ 25____

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

The Trustees signed warrants 21146 through 21170 dated 9/23/25, totaling \$572,075.52, and the 9/26/2025 bi-weekly payroll EFT vouchers 347 through 354, totaling \$10,826.94.

Minutes

Andy Bushman moved to approve the minutes of the Trustees Regular meeting Tuesday, September 9, 6:30pm, as presented. Jim McCaskey seconded. Motion carried with a unanimous vote.

Public comment

No one in attendance offered public comment.

FIRE DEPARTMENT

Munson Fire Chief Mike Vatty reported that Munson Fire is hosting Ohio Fire Academy fire blast lab training, rotating the training for all three shifts. The State Fire Marshal training truck and trailer will be on the back parking lot. The training is part of the State Fire Marshal's updated fire-fighters' certification. Chief Vatty explained to the Board that he has begun working on meeting standards for the next ISO rating period expected in two years. He is updating all fire pond/dry hydrant agreements with landowners, and is implementing training and plans for Munson Fire to increase the driver manpower for emergency response by inviting Munson Road Department crew members to be available and familiar with Fire Dept. vehicles. Chief Vatty also noted that Munson Fire will participate in an area-wide Safety Meeting hosted by Chardon Schools in October.

Fire Pond Access

Chair Jim McCaskey updated the Board that the fire pond access pad to be built on Butternut Road near the west entrance to the Notre Dame campus needed to provide the pull-off/access/approach to the dry hydrant for the fire pond, cannot be completed by the contractor doing the bridge replacement. Mr. McCaskey reported that the County Engineers will prepare the access pad after the rest of the project is completed using their own forces.

ROAD DEPARTMENT2026 Road Resurfacing Projects List

Road Superintendent Kirk Walker presented the Board with the final list of roads the Township hopes to repave in 2026. The list will be submitted to the County Engineer's office for preparation of estimates. The three roads are Sutton Place, Julie Drive, and Nicole's Way. Andy Bushman moved to approve the list as presented and forward it to the County Engineer. Jim McCaskey seconded. Motion carried with a unanimous vote.

2025 Road Resurfacing Projects.

Chair Jim McCaskey updated the Board on the schedule for completion of paving on Pinehurst Drive. It has been delayed as the engineer calculated the material and costs of deep depth repairs that have been completed at this point. The engineer has determined that the additional deep-depth base repairs that were completed will cost an additional amount but will not exceed the statutory limit of 20% of the original bid amount.

Mr. McCaskey moved to approve additional expenditures for work performed on Pinehurst Drive, up to but not exceeding the 20% limit allowed by law, up to \$13,558.45. Andy Bushman seconded. The motion carried by a unanimous vote. The road project should still be completed by the end of September if the weather cooperates.

Asphalt Crack-sealing

The Trustees asked about the road crew's progress on fall crack sealing of roads. Road Superintendent Walker reported that they had started crack sealing, and encountered some complication due to a ruptured hose. The crew completed an in-house repair and have a shortened hose, limiting them to crack-sealing only one lane of a roadway at a time. This may slow the process.

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TOWNSHIP BUSINESS

Ballfield Repairs.

Road Superintendent Kirk Walker informed the Board about discussions with vendors and ballfield users regarding fall maintenance and upgrade proposals, including drainage and infield soil amendments. He advised the Trustees on what things he felt the Road Department crew could handle, and some that the Trustees and stakeholders should agree upon before turning to the vendors for quotes. Andy Bushman agreed to meet with Doug Higham from Chardon Schools Athletic Department, and Jim McCaskey will examine the fields and make an assessment to report to the Board.

Park Closing

Road Superintendent Walker confirmed with the Board that Township parks will close for the season October 31, with allowance for extending the period if good weather holds and users still want access to the parks.

Public Hearing on Zoning Amendment 2025-01

Andy Bushman moved to set the date for the Public Hearing on Zoning Amendment 2025-01 for Tuesday October 14 at 6:00pm. Jim McCaskey seconded. The motion carried with a unanimous vote. The Trustees Regular meeting will follow the public hearing at 6:30pm.

Ice Maker Machine

Andy Bushman moved to approve the purchase and installation of an ice-maker for the community room for up to \$2,100 and using NOPEC grant funds to reimburse some of the expense. Jim McCaskey seconded. Motion carried with a unanimous vote.

Land Use Plan Update

Andy Bushman provided an update on the Land Use Plan Committee. He stated that the consultant, Envision Group, will facilitate the first town hall meeting October 21st at 6:30pm. Mr. McDonald has contacted Dave Jevnikar of Geauga Local Access TV. The Land Use Plan community surveys are trickling in and will be accepted until at least October 13.

FISCAL OFFICER

Resolution 2025-25: Cybersecurity Policy

A motion to approve Resolution 2025-25 was made by Andy Bushman for the adoption of the Munson Cybersecurity Policy as presented. Jim McCaskey seconded. The motion carried with a unanimous vote.

Other Business

No other business was brought to the Board's attention.

Outside Meetings

No outside meetings were reported.

Encumbrances

Andy Bushman moved to approve the encumbrances for Tuesday, September 23 as presented. Jim McCaskey seconded. Motion carried with a unanimous vote.

Middlefield Banking Co.	Monthly and processing fees	\$200.00
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Motion to Adjourn

Andy Bushman moved to adjourn the meeting at 6:58pm. Jim McCaskey seconded; motion carried with a unanimous vote.

Chairman

Fiscal Officer



Munson Township Resolution 2025-25

RESOLUTION ADOPTING A CYBERSECURITY POLICY

WHEREAS, the State of Ohio has implemented Ohio Revised Code §9.64, enacted in HB 96 (136th G.A.), requiring all local governments and jurisdictions to establish a cybersecurity policy by September 30, 2025; and

WHEREAS, the purpose of this requirement is to strengthen protections of public data, information systems, and technology resources from cybersecurity threats and risks; and

WHEREAS, Munson Township recognizes the importance of safeguarding sensitive and confidential information entrusted to Munson Township; and

WHEREAS, a draft Cybersecurity Policy has been prepared and reviewed by staff and is recommended for adoption as a framework for compliance with Ohio Revised Code §9.64 and HB 96; and

WHEREAS, the policy provides guidance on access control, system security, data protection, incident response, training, and vendor management, while requiring consultation with IT professionals and legal counsel for implementation and customization;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Munson Township, Geauga County, Ohio, that:

1. The attached Cybersecurity Policy is hereby adopted as the official policy of Munson Township.
2. This policy shall take effect immediately, with adoption required by September 30, 2025, and implementation of technical and training requirements no later than June 30, 2026, as provided by the Ohio Auditor of State.
3. The Board of Trustees shall distribute the adopted policy to all township departments, employees, and relevant contractors, and to ensure compliance in partnership with IT providers and legal counsel.
4. This resolution shall be in full force and effect upon its passage and adoption by the Munson Township Board of Trustees.

PASSED AND ADOPTED this 23rd day of September, 2025.



Andrew J. Bushman, Trustee



James J. McCaskey, Chair



Nathaniel J. McDonald, Trustee

I certify that the above was adopted by the Board of Trustees of Munson Township, Geauga County at its September 23, 2025 meeting.



Todd R. Ray, Fiscal Officer

September 23, 2025