

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES REGULAR

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

Tuesday, August 26,

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 21088 through 21114 dated 8/26/25, totaling \$27,705.99, the 8/29/2025 bi-weekly payroll EFT vouchers 307 through 314, totaling \$10,985.89, and the 8/29/2025 monthly payroll EFT vouchers 317 through 322 totaling \$11,604.59.

Minutes

Nate McDonald moved to approve the minutes of the Trustees Emergency meeting Saturday, August 2, 8:30am, as presented. Andy Bushman seconded. Motion carried with a unanimous vote.

Nate McDonald moved to approve the minutes of the Trustees Special meeting Friday, August 8, 11:30am, as presented. Andy Bushman seconded. Motion carried with a unanimous vote.

Nate McDonald moved to approve the minutes of the Trustees Regular meeting Tuesday, August 12, 6:30pm, as presented. Andy Bushman seconded. Motion carried with a unanimous vote.

Public comment

Residents of Bass Lake Community were present to express concern for the poor condition of asphalt on several roads in the community. One resident lamented the damage done to the roads by heavy and repeated traffic from the five different garbage trucks that serve the community each week. The Trustees discussed the option of seeking a single-hauler arrangement for Munson Township to have one trash hauler vendor serve Munson and reduce the number of heavy trucks operating on Township roads throughout the year. Trustee Nate McDonald encouraged residents to discuss the issue with their neighbors and help assess the interest among residents to have the Trustees pursue this option.

A resident of Rockhaven Road expressed praise and gratitude for the thoughtful communication with residents and the quality of the work performed by Road Superintendent Kirk Walker in all aspects of the road improvements and resurfacing of their street in recent weeks.

FIRE DEPARTMENT

Munson Fire Business Manager J.P. Szczyglowski reported that the Department is scheduled to resume on-site Emergency Medical Service coverage at high school football games at Notre Dame Cathedral Latin High School for the fall season. Munson will also provide two EMS coverage shifts at the Great Geauga County Fair.

ROAD DEPARTMENTHydraulic Lift Gate for New Pickup Truck

Road Superintendent Kirk Walker explained that he had received three price quotes for installing a hydraulic lift gate on the new pickup truck. He had thought there was grant funding available through the Ohio Bureau of Workers Comp, but has learned that additional grant funds will not be available for two more years. The Trustees will review the quotes, but chose not to act on the matter at this time.

Speed Limit Signage

Road Superintendent Walker presented the Board with the question of putting up speed limit signs on the newly-paved section of Sherman Road. Traffic is noticeably faster on the new asphalt. The Board discussed the matter, but noted that the speed limit is 55 miles per hour, and were reluctant to highlight this fact with signage. No action was taken.

No Outlet Signage

Mr. McCaskey reported that he had followed up with the County Engineer's office regarding No Outlet signs for Burlington Ridge Road. Engineer Tim Woodcock offered a couple of options, but his recommendation was to not put up the signs. After discussion, the Board agreed not to post the signs.

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TOWNSHIP BUSINESSIce Maker Machine

The Trustees revisited the matter of an ice-making machine for the Town Hall community room. Andy Bushman had identified an ice making unit that will fit the appropriate spot in the kitchen area. He explained that the remaining NOPEC energy-efficiency grant funds that are available this year are not sufficient to cover the cost of this machine, but more will be available next year. The Trustees agreed to postpone making the purchase until the new year.

LRR: Old Pickup Truck

Jim McCaskey asked that the record reflect that the 2013 GMC pickup truck was transferred to Classic GMC of Madison as part of the sales agreement for the new Chevy 3500 Silverado truck.

Land Use Plan Update

Nate McDonald provided an update on the Land Use Plan Committee. He stated that the Committee is operating as a government entity subject to open public meetings rules. He explained that residents have several options for providing input, offering ideas and opinions to the committee, including two "town hall" meetings and the survey. Mr. McDonald noted that the Committee welcomes public comment, but cannot entertain unlimited public comment during their regular meetings because this will interfere with the work of the committee during their designated time for meeting. The committee may limit comment to protect the integrity of the committee's work.

Mr. McDonald noted that the consultant, Envision Group, assisted with decisions around the plan to send a postcard to residents with a QR code, a web link to the survey, and an offer to send paper surveys to anyone who requests one. The postcards are in production and will be sent out within a couple of weeks, with an appropriate response time of two-weeks after the mailing.

Nate McDonald confirmed that retired Geauga Planning Commission Director Dave Dietrich, has been invited by Envision to an upcoming information/educational session or town hall meeting, and they will schedule it with Mr. Dietrich. Envision has also agreed to provide content in a town hall session to help residents understand rural character and the role of conservation easements and property tax implications as part of the land use plan update process.

Township Park Flag Pole Installation

T. J. Adair, a Chardon High School student and Munson resident, was in attendance and addressed the Board. He is an Eagle Scout candidate from Troop 93, and is working on a project to earn Eagle Scout. T.J. made a presentation to the Board detailing a plan to install a flag pole at Munson Township Park, behind the scoreboard at Zambory Field, the home baseball field of Chardon High School varsity baseball. He presented a very tight timeline for completing the project the following weekend.

The Trustees asked questions about approval from the Munson Township Park Board, and were satisfied that T.J. had received the Park Board's input and endorsement. Jim McCaskey asked for pictures to be taken during the installation project. Nate McDonald asked about ongoing maintenance of the site and the flag display, pointing out that it necessarily will require ongoing labor support and some expenses covered by Munson Township long after the project is completed. After a question-and-answer period, Nate McDonald moved to approve the flag pole installation project as presented by T.J. Adair. Andy Bushman seconded, and the motion carried with a unanimous vote.

FISCAL OFFICERResolution 2025-22: Accept Amounts and Rates

A motion to approve Resolution 2025-22 was made by Nate McDonald and seconded by Andy Bushman to accept the amounts and rates as determined by the budget commission and to authorize the necessary tax levies and certify them to the county auditor; with a unanimous vote, the motion carried. [The resolution is included on a separate page as part of the minutes.]

Resolution 2025-23: Certify and Appropriate Additional Funds

Nate McDonald moved to approve Resolution 2025-23, requesting the Geauga County Budget Commission to certify and appropriate additional funds collected in the Fire Operating and Apparatus Fund. Andy Bushman seconded, and the motion carried with a unanimous vote. The

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complete Resolution is included as part of the minutes. [The resolution is included on a separate page as part of the minutes.]

Electricity Supplier

Fiscal Officer Todd Ray explained that he had investigated the options for changing electricity suppliers, and advised the Board to allow the switch to NOPEC. He noted that volatility in the electric rates would suggest securing a fixed rate for either 12 or 24 months.

Nate McDonald moved to approve contracting with NOPEC as electricity supplier for the fixed rate for 24 months. Andy Bushman seconded, and the motion carried with a unanimous vote.

Independent Accounting Firm extension

Fiscal Officer Todd Ray explained that Munson Township has been audited for three 2-year cycles by the independent accounting firm Charles E. Harris, under contract with the Ohio Auditor of State. Munson has the option to extend that agreement one more cycle. Mr. Ray reported that he has found C.E. Harris to be responsive and professional and has had no issues with their audit work. He was agreeable to the extension.

Nate McDonald moved to approve the extension agreement with Charles E. Harris to perform one more audit of Munson Township, up to the quoted price of \$5,525.00. Andy Bushman seconded, and the motion carried with a unanimous vote.

Geauga County Budget Commission Hearing

Chair Jim McCaskey took a moment to report that Munson's 2026 tax budget was approved by the Geauga County Budget Commission unanimously at the hearing Monday, August 18. He stated that one Commission member even described the budget Munson submitted as "excellent," and Jim wanted to acknowledge that Fiscal Officer Ray prepares the budget for the Board and has done an excellent job, to the benefit of the Trustees and Munson Township.

Other Business

No other business was brought to attention.

Outside Meetings

Jim McCaskey, Mr. Bushman, and Mr. Ray attended the Geauga Budget Commission hearing August 18.

Encumbrances

Nate McDonald moved to approve the encumbrances for Tuesday, August 12 as presented. Andy Bushman seconded. Motion carried with a unanimous vote.

Blanket	Travel and meeting expense - employees	\$400.00
Blanket	Repairs and maintenance, roads	\$1,649.38
Blanket	Repairs and maintenance, roads	\$4,021.85
Munson Fire Department	Contract payments from real estate taxes	\$38,825.39

Motion to Adjourn

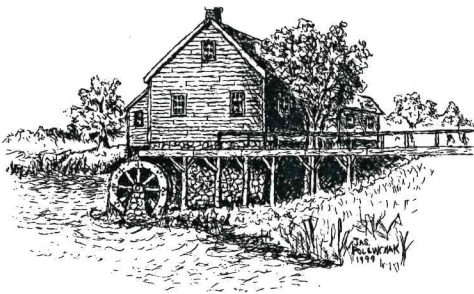
Nate McDonald moved to adjourn the meeting at 7:35pm. Andy Bushman seconded; motion carried with a unanimous vote.

[Handwritten signature]

Chairman

Todd R. Ray

Fiscal Officer



Munson Township

Original

Resolution 2025-22

Tax Year 2025 (2026 Collection Year)

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

MUNSON BOARD OF TOWNSHIP TRUSTEES
Revised Code, Secs 5705.34, 5705.35

The Board of Trustees of Munson Township of Geauga County, Ohio met in Regular session on the 26th day of August 2025 at the office of Munson Township with the following members present:

Andrew Bushman

James McCaskey

Nataniel McDonald

Mr. Nathaniel McDonald moved the adoption of the following Resolution:

RESOLVED, By the Board of Trustees of Munson Township Geauga County, Ohio in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing on January 1st, 2026; and

WHEREAS, The Budget Commission of Geauga County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor for the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within the ten mill tax limitation; therefore, be it

RESOLVED, By the Board of Trustees of Munson Township, of Geauga County, Ohio that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Township the rate of each tax necessary to be levied within and without the ten mill limitations as follows:

SCHEDULE A
SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET
COMMISSION, AND COUNTY AUDITORS ESTIMATED TAX RATES

FUND	Amount to Be Derived from Levies Inside 10 Mill Limitaion	Amount Approved by Budget Commission Outside 10 Mill Limitation	County Auditor's Estimate of Tax Rate to Be Levied	
			Inside 10 Mill Limit	Outside 10 Mill Limit
	Column I	Column II	III	IV
General Fund	\$1,086,600.00		3.00	
Road and Bridge Fund		\$874,131.00		3.70
Fire OP & APP Fund		\$1,985,323.00		7.50
TOTAL	\$1,086,600.00	\$2,859,454.00	3.00	11.20

**SCHEDULE B
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES**

FUND	Maximum Rate Authorized to be Levied	County Auditor's Estimate of Yield of Levy (Carry to Schedule A, Column II)
Road and Bridge Levy <u>1976</u> levy authorized by voters on: <u>November 7, 2023</u> not to exceed <u>expired</u> years		
Road and Bridge Levy <u>1994</u> levy authorized by voters on: <u>November 8, 2022</u> not to exceed <u>5</u> years	2.00	\$344,666.00
Fire Levy Fund <u>1994</u> levy authorized by voters on: <u>November 5, 2024</u> not to exceed <u>Continuing</u> years	0.65	\$105,357.00
Fire Levy Fund <u>2005</u> levy authorized by voters on: <u>November 5, 2019</u> not to exceed <u>Continuing</u> years	1.75	\$424,617.00
Road and Bridge Levy <u>2007</u> levy authorized by voters on: <u>November 2, 2021</u> not to exceed <u>5</u> years	0.75	\$185,418.00
Fire Levy Fund <u>2008</u> levy authorized by voters on: <u>November 8, 2022</u> not to exceed <u>5</u> years	1.00	\$247,224.00
Fire Levy Fund <u>2012</u> levy authorized by voters on: <u>November 6, 2012</u> not to exceed <u>Continuing</u> years	1.00	\$247,224.00
Fire Levy Fund <u>2021</u> levy authorized by voters on: <u>November 3, 2020</u> not to exceed <u>Continuing</u> years	1.95	\$544,423.00
Road Improvement <u>2024</u> levy authorized by voters on: <u>November 7, 2023</u> not to exceed <u>5</u> years	0.95	\$344,047.00
Fire and EMS <u>2024</u> levy authorized by voters on: <u>November 7, 2023</u> not to exceed <u>5</u> years	1.15	\$416,478.00
_____ levy authorized by voters on: _____ not to exceed _____ years		
_____ levy authorized by voters on: _____ not to exceed _____ years		
_____ levy authorized by voters on: _____ not to exceed _____ years		

and be it further

RESOLVED, That the Clerk of this Board be and is hereby directed to certify a copy of the Resolution to the County Auditor of said County.

Mr. Andrew Bushman _____ seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

M [Signature] yes
M Nathaniel J. McDonald yes
M [Signature] no

Adopted the 26th day of August 2025

Attest: Todd R. Ray
Fiscal Officer of the Board of Township Trustees of
Munson Township
Geauga County, Ohio

CERTIFICATE OF COPY
ORIGINAL ON FILE

The State of Ohio Geauga County, ss.

I, Todd Ray, Fiscal Officer of the Board of Township Trustees of
Munson Township in said County, and in whose custody the Files and Records of said Council are required
by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the
original now on file with said Board, that the foregoing has been compared by me with said original document,
and that the same is a true and correct copy thereof.

WITNESS my signature, this 26 day of August 2025

Todd R. Ray
Fiscal Officer of the Board of Township Trustees of
Munson Township
Gauga County, Ohio

1A copy of this Resolution must be certified to the County Auditor before the first day of October, or at such a later date as may be approved by the Department of Taxation of Ohio.

No. _____

BOARD OF TOWNSHIP TRUSTEES,
MUNSON TOWNSHIP

Gauga County, Ohio

RESOLUTION ACCEPTING THE AMOUNTS AND RATES
AS DETERMINED BY THE
BUDGET COMMISSION AND AUTHORIZING THE
NECESSARY TAX
LEVIES AND CERTIFYING THEM TO THE COUNTY
AUDITOR.

(Board of Township Trustees)

Adopted _____

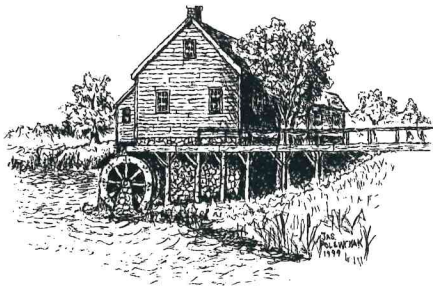
Township Fiscal Officer

Filed _____

County Auditor

By _____

Deputy Auditor



Munson Township

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

Resolution 2025-23

Be it resolved by the Trustees of Munson Township, in a regular session on the 26nd day of August, 2025, at the Munson Township office, 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 Budget and Permanent Appropriation be amended, as follows:

Additional Revenues to be Certified:

To request the Budget Commission to certify additional revenues received, as follows:

In the Fire Operating and Apparatus Fund 2192: additional revenues of \$36,269.34, for an increase in the Fund from \$1,985,323.00 to \$2,021,592.34.

Permanent Appropriation:

Increase the 2025 Permanent Appropriation by \$\$36,269.34 as follows:

In the Fire Operating and Apparatus Fund, an increase of \$36,269.34, to be placed in 2192-220-360-0000 Contracted Services.

Total appropriations for Special Revenue Funds increases from \$4,666,906.22 to \$4,703,175.56.

Total appropriations, all funds, increases from \$6,652,868.22 to \$6,689,137.56

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

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

Attest: Todd R. Ray, August 26, 2025 Todd R. Ray, Fiscal Officer