

**RECORD OF PROCEEDINGS
MINUTES OF BUDGET WORKSHOP
AND REGULAR MEETING
FEBRUARY 19TH, 2009**

The Medina Township Board of Trustees met in regular session at the Medina Township Hall on February 19th, 2009, to conduct the business of the Township. President Wilkins called the meeting to order at 6:30 pm with the following Trustees in attendance: Rita M. Holt and Mead Wilkins. Also in attendance were the Fiscal Officer, Police Chief, Fire Chief, Road Foreman, Assistant Road Foreman, Sports Field Manager, Zoning Inspector, Asst. Zoning Inspector and the general public.

Roll Call

Mr. Wilkins asked for a roll call of all members present. Trustees present were Mrs. Holt and Mr. Wilkins.

Mr. Wilkins led the Pledge of Allegiance.

Mr. Todd arrived at 6:50 pm.

PUBLIC COMMENT

Mr. Wilkins motioned to open the floor for public comment. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt.

There were no public comments.

Mr. Wilkins motioned to close the floor for public comment. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt.

OTHER BUSINESS

Approval of Accounts Payable

Mr. Wilkins motioned to approve accounts payable checks #19475 to #19504 totaling \$16,320.12. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt.

Approval of Payroll

Mr. Wilkins motioned to approve payroll checks #12799 to #12821 totaling \$21,389.01 with \$3,925.00 in deductions. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt.

Approval of January 2009, Bank Reconciliation

Mr. Wilkins motioned to approve the reconciling of the primary bank account with a calculated balance as of January 31, 2009, of \$1,065,358.21. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt.

Approval of Minutes

Mr. Wilkins motioned to approve the February 5, 2009, minutes as corrected. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt.

Approval of Temporary Budget – Appropriation Changes

Mr. Wilkins motioned to accept the temporary budget appropriation changes of General Fund, Fund \$10,000.00 Road & Bridge \$59,500.00 and Police Levy \$14,485.56. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt.

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OTHER BUSINESS CON'T

Approval of 2nd Year Police Car Lease Check

Mr. Wilkins motioned for approval of a check for the Police cars second year lease of \$34,753.19. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt.

Approval of Purchase Order Requisition for DYNA Clean Parts Washer-R&B

Mr. Wilkins motioned to approve \$1,300.00 for a DYNA Clean Parts Washer for Road & Bridges. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt.

Approval of Purchase Order Requisition for W. W. Williams-FD

Mrs. Holt motioned to approve a purchase order requisition to W. W. Williams for 201a pump air shift assembly leaking on transfer case of \$1,774.33. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Holt and Mr. Wilkins.

Approval of Purchase Order Requisition for Rapid 2-Way-FD

Mrs. Holt motioned to approve the purchase order requisition to Rapid 2-Way for labor and installation of the kits for the Fire Department at \$840.00. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Holt and Mr. Wilkins.

Approval of Purchase Order Requisition for United Sports Apparel-FD

Mrs. Holt motioned to approve the purchase order requisition to United Sports Apparel for \$1200.00 for T-shirts and sweat shirts for the job shifts. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Holt and Mr. Wilkins.

Approval of Purchase Order Requisition for D&G Uniforms-FD

Mrs. Holt motioned to approve the purchase order requisition for D&G Uniforms in Akron, Ohio, for 6 jackets, 5 badges, 5 pair boots and 4 uniform collar hardware totaling \$8,000.00. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Holt and Mr. Wilkins.

Approval of Purchase Order Requisition for Ketch All Company-FD

Mrs. Holt motioned to approve the purchase order requisition to Ketch All Company for a 4 to 6 foot Ketch All Pole at a cost of \$107.00 with S&H of \$10.45 totaling \$117.45. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Holt and Mr. Wilkins.

Approval of Purchase Order Requisition for Fire Force-FD

Mrs. Holt motioned to approve the purchase order requisition to Fire Force in Boardman, Ohio, for \$2,000.00 for gloves, replacement helmet shields, 2 helmets, replacement bunker boots and helmet reflective. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Holt and Mr. Wilkins.

Approval of Seminar for Parker Browne-FD

Mrs. Holt motioned to approve a seminar cost of \$250.00 for March 21 and 22 for Sylvania Township Fire Leadership for Parker Browne. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Holt and Mr. Wilkins.

Approval of Incident Safety Officer Certification for Parker Browne-FD

Mrs. Holt motioned to approve \$250.00 approximately for Parker Browne to attend Incident Safety Officer Certification. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Holt and Mr. Wilkins.

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OTHER BUSINESS CON'T

Approval of Fire Department Instructor's Conference

Mrs. Holt motioned to approve the Fire Department Inspector's Conference in Indianapolis, Indiana from 4/21 to 4/25, 2009, for training, education, live demonstration, exhibits and networking totaling \$4,871.00 for Kasson, Browne, Miller, Radice, Riggs, Stopa and Vargo. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Holt and Mr. Wilkins.

OLD BUSINESS

Zoning Inspectors Office Hours

Mr. Wilkins motioned to approve the Zoning Inspectors office hours by reference (see attached). Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt. (Zoning Office Hours will now be 8:30 am to 2:00 pm Monday thru Thursday and 9:00 am to 1:00 pm Friday)

Zoning Boards Appointments

This item was tabled until interviews are completed.

Sports Field Regulations

Mr. Wilkins made 2 modifications to the Sports Field Regulations as follows:

1. Insurance is changed from \$500,000.00 to \$1,000,000.00. (The Association said it has no problem with that change.)
2. Alcohol abuse, fighting, abusive language, unleashed dogs and unsupervised children will not be tolerated.

Resolution No. 02192009-010

Mr. Wilkins motioned to put forth the following resolution to approve the regulations governing the sports fields at Blakslee Park (incorporate document by reference). Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt.

Conservation Easement

Mr. Wilkins asked if there were any questions regarding the Conservation Easement. There were none.

Resolution No. 02192009-011

Mr. Wilkins motioned to put forth a resolution approving the Conservation Easement, by reference, which has been here for the last two weeks for review. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt.

Budget Workshop

Mr. Todd arrived at 6:50 pm and Mr. Wilkins proceeded with the Budget Workshop at that time. The Trustees, Fiscal Officer and Department Heads went over the amounts per line. Mrs. George explained the items in the budget and the reason some funds were changed. The Trustees and Fiscal Officer will finish work on the budget at the next Trustees meeting. The Budget Workshop was over at 8:00 pm.

REGULAR MEETING CON'T

OTHER BUSINESS

Interview for ZC & BZA Board Position-Cynthia Szunyog

The Trustees interviewed Cynthia Szunyog for a possible position on either the Zoning Board or the Zoning Board of Appeals.

Elaine Hours

Mon.	Tues.	Wed.	Thurs.	Fri.
8:30 12:30 Elaine	8:30 12:30 Elaine	8:30 12:30 Mary Ann	8:30 12:30 Mary Ann	9:00 1:00 Elaine
10:00 2:00 Mary Ann	10:00 2:00 Mary Ann	10:00 2:00 Elaine	10:00 2:00 Elaine	

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OLD BUSINESS

Full-time Road Department Comp Time

The Trustees discussed comp time for the Road Department. Mr. Wilkins is going to modify the proposal and make the adjustments. It will be presented at the next meeting. The Uniform allowance will be included in the budget.

AT&T Property-3833 Weymouth Road

Mr. Wilkins said the Township had a quit claim deed since 1979 for the property at 3833 Weymouth Road which the Township had maintained and paid taxes on. The current Trustees and Mrs. George found that the Township should not have been paying taxes and that the property technically was no longer the townships due to a clause stating a fire station had to be built within 2 years or the property would revert back to AT&T. Mrs. George was able to get a refund of approximately \$30,000.00 on the taxes paid. AT&T was asked to deed the property to the Township because the Township maintained it for all those years. The AT&T Representative discussed the issue with their lawyer and was told that since a fire station was not built on the land it reverts back to them and they want it back. Mr. Wilkins said to inform AT&T that the Township will no longer be mowing the property.

Records Disposition Meeting

A Records Disposition Meeting will be held April 2, 2009, at 6:30 pm. A legal notice will be advertised in the Gazette twice.

Training Policy

Mrs. Holt has given the other Trustees a draft copy of the Training Policy for their review.

Job Descriptions

Mr. Wilkins said Job Descriptions are being worked on.

Noise Resolution

Mr. Wilkins said Mr. Thorne, Asst. County Prosecutor, will be attending the March 4, 2009, Trustees meeting to discuss this issue.

Cook Road Damages

Mr. Todd said the Cook Road damages request is being handled by the Prosecutor.

Police Section of the Record Retention Policy

Chief Arbogast is to meet with Dean Holman, Medina County Prosecutor, to review this section.

Special Event Permit

Mrs. Holt said there is a Special Event Permit section in the Zoning Book. The Trustees are looking into a less restrictive policy for businesses to adhere to.

Siman Park

Mr. Wilkins said Siman Park is part of the Conservation Easement and therefore is finished.

Towing Policy

Mr. Todd said the Towing Policy is still being reviewed by the Prosecutor's Office. A letter will be sent asking when we can expect answers to the outstanding projects being handled by the Prosecutor's Office.

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OLD BUSINESS CON'T

Fire Department Staffing

Chief Crumley said take this item off.

Fire Alarm Contract-Road Department

Chief Crumley said the Prosecutor's Office does not like the contract from the fire alarm company. Mr. Thorne said the Township could still pay for monitoring even though the Township does not agree with the contract. Mrs. Holt asked Chief Crumley to have Mr. Thorne put that in writing. Chief Crumley said Mr. Thorne is also putting together a letter regarding LST response.

NEW BUSINESS

Road Salt 2009/2010 Season-Resolution

Resolution No. 02192009-012

Mr. Wilkins motioned to put forth the following resolution authorizing participation in the ODOT Cooperative Purchasing Program by reference.

WHEREAS, Section 5513.01 (B) provides the opportunity for Counties, Townships, Municipal Corporations, Conservancy Districts, Township Park Districts, Park Districts created under Chapter 1545 of the Revised Code, Port Authorities, Regional Transit Authorities, Regional Airport Authorities, Regional Water and Sewer Districts, County Transit Boards, State Universities or Colleges to participate in contracts of the Ohio Department of Transportation for the purchase of machinery, material, supplies or other articles.

NOW, THEREFORE, Be it ordained by Medina Township;

SECTION 1. That Denny Miller hereby requests authority in the name of Medina Township to participate in the Ohio Department of Transportation contracts for the purchase of machinery, materials, supplies or other articles which the Department has entered into pursuant to Ohio Revised Code Section 5513.01 (B).

SECTION 2. That Denny Miller is hereby authorized to agree in the name of Medina Township to be bound by all terms and conditions as the Director of Transportation prescribes.

SECTION 3. That Denny Miller is hereby authorized to agree in the name of Medina Township to directly pay vendors, under each such contract of the Ohio Department of Transportation in which Medina Township participates, for items it receives pursuant to the contract.

SECTION 4. That Medina Township agrees to be responsible for resolving all claims and disputes arising out of its participation in the cooperative purchasing program under Section 5513.01 (B) of the Ohio Revised Code. Medina Township releases and forever discharges the Director of Transportation and the Ohio Department of Transportation from all such claims, actions, expenses or other damages arising out of its participation in the cooperative purchasing program which Medina Township may have or claim to have against ODOT or its employees, unless such liability is the result of negligence on the part of ODOT or its employees.

Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins, Mrs. Holt and Mr. Todd.

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NEW BUSINESS CON'T

Lawn Maintenance Bid Dates

Mr. Wilkins motioned to request bids for the lawn maintenance 2009/2010 season with advertising being on February 24, 2009, and March 4, 2009, with a mandatory pre-bid meeting on March 12, 2009, at 10:00 am at 3718 Weymouth Road with a bid opening date of March 19, 2009, at 6:30 pm. Mr. Todd seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Todd and Mrs. Holt.

Project Application Form for New Safety Services Complex

Mr. Todd said he spoke with Parker Browne of the Fire Department regarding a new Fire/Police Safety Services Complex. The first phase would be a feasibility study and land acquisition. Phase 2 would be if they could find land and if the feasibility study states that it is in the best interest of the Township. Grant money will be applied for to do a feasibility study and fund the safety service complex.

Resolution No. 02192009-013

Mr. Todd motioned to put forth the following resolution to put in for an appropriation to request for fiscal year 2010, for the development and potential construction of a Fire Department and a Police Department Complex. Mr. Wilkins seconded the motion. Voting aye thereon: Mr. Todd, Mr. Wilkins and Mrs. Holt.

Blakslee Park Opening

Mr. Wilkins said the Blakslee Park Opening will be June 7, 2009. Private donations will be asked for. More information will be forthcoming. Mr. Wilkins motioned to approve up to \$2,000.00 for the grand opening of Blakslee Park. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins, Mrs. Holt and Mr. Todd.

Pitney Bowes Contract

Mr. Wilkins motioned to approve a 36 month contract with Pitney Bowes (for postal meter) for \$46.00 per month. Mr. Todd seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Todd and Mrs. Holt.

PUBLIC COMMENT

Mr. Wilkins motioned to open the floor for public comment. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins, Mrs. Holt and Mr. Todd.

Matthew Galla (3503 Hamilton Road) thanked the Road Department for the good job they did plowing this winter. He also had a complaint about the 6:30 pm starting time of the Trustees meetings.

Jim Traynor (4004 Remsen Road) said he would like to see the meetings start at 7:00 pm.

Bill Ostmann (3670 Hamilton Road) asked why a noise resolution was being looked into. He also asked if the Steering Committee meetings were properly advertised.

Sally Gardner (3333 Foskett Road) said her 45 minute ride took her 2 hours.

Mr. Wilkins motioned to close the floor for public comment. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins, Mrs. Holt and Mr. Todd.

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OTHER BUSINESS

Repeater Lease for AT&T Police Department

Chief Arbogast presented Trustees with a copy of the license agreement for the Police Repeater on the AT&T Tower. Mr. Todd wants the Prosecutors Office to review it.

Approval of Additional Expenditure for Finley Fire and Dalmatian Fire

Mrs. Holt motioned to approve an additional expenditure of \$988.55 for Finley Fire and \$200.00 for Dalmatian Fire. Mr. Todd seconded the motion. Voting aye thereon: Mrs. Holt, Mr. Todd and Mr. Wilkins.

Automatic Defibrillator for Police Department

Mr. Todd motioned to amend the original purchase order to approve the amount of \$2,184.00 which is an increase of \$119.00 from the original purchase order for the purchase of the AED. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Todd, Mrs. Holt and Mr. Wilkins.

Executive Session

Mr. Todd motioned to enter into Executive Session with the Board of Trustees and the Fiscal Officer to discuss employees, employee compensation and potential land acquisition for the township. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Todd, Mrs. Holt and Mr. Wilkins. The Board entered into Executive Session at 9:08 pm. The Board reconvened at 9:39 pm. No decisions were made during that meeting.

Chief Arbogast Overtime

Mr. Todd said the Trustees do not want Chief Arbogast to work any overtime unless it is for a special event or a holiday. Mr. Todd motioned to approve the 4 hours, that are currently pending, of overtime for Chief Arbogast and approve that expenditure as he did work that time with the clarification that 80 hours is maximum (per pay period) absent holidays and special days for the Township. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Todd, Mrs. Holt and Mr. Wilkins.

Hiring Information Officer Full-time

Mr. Todd motioned to adjust the Information Officer from currently a part-time position to a full-time position for the Township and be sure it fits within the budget. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Todd, Mrs. Holt and Mr. Wilkins.

Two (2) Grant Writers Position

Mr. Wilkins motioned to amend the organizational plan to have the two (2) grant writer positions not to exceed 1,499 hours per person per calendar year. Mrs. Holt seconded the motion. Roll call vote: Mr. Wilkins aye, Mrs. Holt aye and Mr. Todd abstain.

Mr. Todd motioned to amend the Organizational Minutes to terminate the deadline for terminating the grant writers' position and to just get rid of completely creating a full-time position as a grant writer for the township. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Todd, Mrs. Holt and Mr. Wilkins.

Trustee Meeting Time

Mr. Todd motioned to amend the Organizational Minutes to change the Meeting time from 6:30 pm to 7:00 pm effective March 5, 2009. Mr. Wilkins seconded the motion. Voting aye thereon: Mr. Todd, Mr. Wilkins and Mrs. Holt.

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OTHER BUSINESS CON'T

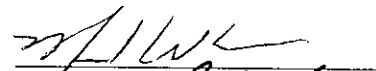
Mr. Todd said he met in Akron with Parker Browne to discuss the Project Application Form for the Safety Services Building and said it was very informative meeting.

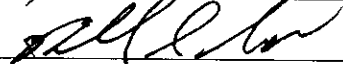
Mr. Wilkins motioned to adjourn the meeting. Mr. Todd seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Todd and Mrs. Holt.


There being no further business to come before the Board the meeting was adjourned at 9:49 pm.



Medina Township Fiscal Officer







Medina Township Board of Trustees