

**RECORD OF PROCEEDINGS
MINUTES OF REGULAR MEETING
APRIL 2ND, 2009**

The Medina Township Board of Trustees met in regular session at the Medina Township Hall on April 2nd, 2009, to conduct the business of the Township. President Wilkins called the meeting to order at 7:03 pm with the following Trustees in attendance: Rita M. Holt, Michael D. Todd and Mead Wilkins. Also in attendance were the Fiscal Officer, Police Chief, Fire Chief, Road Foreman, Assistant Road Foreman, Sports Fields Director, Zoning Inspector and the general public.

Mr. Wilkins led the Pledge of Allegiance.

PUBLIC COMMENT

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

Stan Koplán (3888 N. Huntington St.) had issues with the broken net at the Fenn Road Driving Range, overweight trucks on Fenn Road, larger signs saying welcome to Medina Township, ordinance against use of cell phones while driving, fining people who throw trash on roadways, getting a rapid bus stop here and a water connection that is cracked in Forestview.

Sally Gardner (3333 Foskett Road) asked what will be going into the County Transit building on Remsen Road.

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

SITE PLANS

Dr. Kozik & Nyugen – Site – 3443 Medina Road

Mr. Wilkins motioned to accept the recommendation of the Zoning Commission and approve the use for Dr. Kozik and Dr. Nyugen to be located at 3443 Medina Road, Suite 104 & 105 as presented. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins, Mrs. Holt and Mr. Todd.

Nova Community Animal Hospital – Sign – 4483 Weymouth Road

Mr. Wilkins motioned to accept the recommendation of the Zoning Commission and approve a two-sided digital sign proposed by Nova Community Animal Hospital located at 4483 Weymouth Road with the understanding and concurrence of the property/business owner that the message cannot be changed more than one time in a 24 hour period. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins, Mrs. Holt and Mr. Todd.

Visage Surgery Center – Site – 3591 Reserve Commons Drive

Mr. Wilkins motioned to accept the recommendation of the Zoning Commission and approve the use of 1,406 additional square feet for Visage Surgery Center located at 3591 Reserve Commons Drive as presented. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins, Mrs. Holt and Mr. Todd.

OTHER BUSINESS

Approval of Accounts Payable

Mr. Wilkins motioned to approve accounts payable checks #19587 to #19635 totaling \$28,695.98. Mr. Todd seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Todd and Mrs. Holt.

TM4/2/09

OTHER BUSINESS CON'T

Approval of Payroll

Mr. Wilkins motioned to approve payroll checks #12899 to #12920 totaling \$20,958.27 with \$4,237.79 in deductions. Mr. Todd seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Todd and Mrs. Holt.

Approval of Appropriation Charge Distribution

Mr. Wilkins motioned to approve the Appropriation of Charge Distribution in the grand total of \$119,653.85 and incorporate the document by reference. Mr. Todd seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Todd and Mrs. Holt.

Approval of Annual Appropriations Adjustments

Mr. Wilkins motioned to approve the annual appropriations adjustments total of \$7,492.23 and incorporate the document by reference. Mr. Todd seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Todd and Mrs. Holt.

Approval of Minutes

Mr. Wilkins motioned to approve the March 5, 2009, Regular Meeting minutes. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins, Mrs. Holt and Mr. Todd.

Mr. Wilkins motioned to approve the March 11, 2009, Budget Workshop. Mr. Todd seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Todd and Mrs. Holt.

Mr. Wilkins motioned to approve the March 19, 2009, Regular Meeting minutes. Mr. Todd seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Todd and Mrs. Holt.

Amend Parks Policy to Include \$25.00 Fee

Mr. Wilkins motioned to amend the Parks Policy to allow the acceptance of a fee with a statement that the general expectation would be a \$25.00 fee per game with the exception of the Medina Youth Baseball Association. Mr. Todd seconded the motion. Roll call vote: Mr. Wilkins aye, Mr. Todd nay and Mrs. Holt aye.

Jeff Kessler Bond Oath

Mr. Wilkins administered the bond oath to Jeff Kessler as Sports Fields Director.

REPORTS

Fire Department

Chief Crumley did not have a report ready.

Police Report

Chief Arbogast presented Trustees with the status of projects being worked on.

Road Department

The Road Foreman reported that for the month of March 2009, the department maintained buildings, equipment and vehicles; installed repaired and replaced signs as needed; plowed and salted roads; handled 2 burials; had trees trimmed in Weymouth; cold patched roads; built storage shelves in new garage; cleaned off catch basins and culverts; picked up yard waste in River Trace; picked up dead deer ; prepared bids for mowing and paving of Service Department driveway; received 1 salt delivery totaling 116.08 tons at a cost of \$4,905.54.

TM4/2/09

REPORTS CON'T

Zoning Department

The Zoning Inspector reported that for the month of March 2009, 14 permits were issued as follows:

Comm. Change of Use	1	Accessory Bldg.	1
Commercial Addition	1	Comm Seasonal Sales	1
Residential	1	Decks	2
Pools	2	Sign	4
Void	1		

For a total value of permits issued of \$568,000.00. Fees collected \$1,742.78.

Mr. Wilkins motioned to accept the reports as read. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins, Mrs. Holt and Mr. Todd.

OLD BUSINESS

Lawn Maintenance Bid Award

Mr. Wilkins motioned to accept the bids for the lawn maintenance from the following bidders:

Nick's	\$600.00	Canterbury	\$792.00
GPS	\$810.00	Country Lawn	\$910.00
Erie	\$1,025.25	JP Services	\$1,180.00
Todd's	\$1,515.00	Goodson	\$2,121.50
Vizmeg	\$2,238.00	Davey Tree	\$3,376.00

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

Mr. Wilkins motioned to not accept the bids from the following bidders:

NLCI	\$1,027.00	Lawnsharks	\$1,170.00
Absolute	\$1,480.00	Aaron	\$17,491.00

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

Mr. Wilkins motioned to award the bid for lawn service for Medina Township for 2009 to Nick's at \$600.00. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins, Mrs. Holt and Mr. Todd.

Noise Resolution

The noise resolution has been resolved as not be able to proceed because, being a Township, a noise resolution is unenforceable.

Training Policy

Mrs. Holt presented Mr. Wilkins and Mr. Todd with a draft of the Training Policy and asked them to make additions or deletions as they deem necessary.

Job Descriptions

Job Descriptions are being worked on and should be finished by June 1, 2009.

Cook Road Damages

A call will be made to the Prosecutor's Office asking the status of the Cook Road damages.

Police Section of the Police Record Retention Policy

Chief Arbogast has met with Dean Holman and Bill Thorne and a tentative final draft should be coming soon.

TM4/2/09

OLD BUSINESS CON'T

Police Standard Operating Procedures Manual

Chief Arbogast met with Dean Holman and Bill Thorne and after explaining where the guidelines for the S.O.P. Manual came from the Prosecutors then agreed that the process for the review of the manual would move along quickly. There should be a final draft shortly.

Special Event Permit

Mr. Todd said to take the Special Event Permit off the agenda.

Blakslee Park Grand Opening

Mr. Wilkins said he will talk to Lesley about packaged ice cream.

War Memorial

Mr. Todd said the dedication for the war memorial will be on a different day then the grand opening.

Newsletter

Chief Arbogast said the newsletter is almost finished and it should be ready for print in the next week.

Direct Deposit

Mr. Todd motioned that the Township change the payments from physical checks to direct deposit effective May 1, 2009. Mrs. Holt seconded the motion. Mr. Todd motioned to amend the Townships payment policy for payroll to all township employees from checks to direct deposit effective July 1, 2009. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Todd, Mrs. Holt and Mr. Wilkins.

Sports Storage Shed

Mr. Wilkins told Mr. Kessler to rent a storage unit for the sports equipment for 1 year.

No Smoking/No Guns Signs at Blakslee

Mr. Wilkins motioned to install signs that say "No Smoking on Premises" at Blakslee Park. Mr. Todd seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Todd and Mrs. Holt.

NEW BUSINESS

Baseball Field Scheduling Website

Mr. Kessler said the website that was going to be used for scheduling balls games was not efficient. Mr. Todd said to send a letter to the website stating that it did not suit our needs and to please refund the payment. The Trustees did not sign a contract.

Bid Dates for Paving of Maintenance Building Driveway

Mr. Todd motioned to post the bid dates for April 7 and April 14, 2009, with the bid opening occurring on April 30, 2009. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Todd, Mrs. Holt and Mr. Wilkins.

Mr. Todd motioned that part of the stipulation for putting in a bid for the maintenance building driveway is to attend the mandatory pre-bid briefing on April 15, 2009, on site, at 9:00 am. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Todd, Mrs. Holt and Mr. Wilkins.

April 16, 2009 Trustees Meeting Time Change

Due to the legal notice for the Remsen Road bid opening stating the bid opening will be at 6:30 pm the Trustees meeting will be changed to 6:30 pm just for this meeting.

TM4/2/09

PURCHASE ORDERS

Tires for Fire Truck 201-2

Mrs. Holt motioned to approve purchase order requisition #2168 for the front tires for 201-2 totaling \$1,185.86. Mr. Todd seconded the motion. Voting aye thereon: Mrs. Holt, Mr. Todd and Mr. Wilkins.

Rec Center Membership for Firefighters

Mrs. Holt motioned to approve purchase order requisition #2169 for firefighter membership to the Rec Center totaling \$7,000.00. Mr. Todd seconded the motion. Voting aye thereon: Mrs. Holt, Mr. Todd and Mr. Wilkins.

Police Officer Training

Mr. Todd motioned to approve the appropriation of \$1,000.00 for the training of Police Officers 1507, 1508, 1516 and 1519 to attend the Eyewitness Evidence and Death Investigation class in Twinsburg, Ohio, on May 26 and May 27, 2009. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Todd, Mrs. Holt and Mr. Wilkins.

Air Conditioning – Police Department

Mr. Todd motioned to approve the expenditure of \$3,750.00 for the air-conditioner in the Police Department. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Todd, Mrs. Holt and Mr. Wilkins.

Replacement of Dump Bed on R&B Truck #12

Mr. Wilkins motioned to approve the expenditure of \$7,365.00 to replace the dump bed on truck #12, 2000 GMC one ton. Mr. Todd seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Todd and Mrs. Holt.

Pipe & Fittings for Underdrains for the Service Department Driveway

Mr. Wilkins motioned to approve \$1,000.00 for pipe and fittings to install the underdrains along the driveway for the Service Garage. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins, Mrs. Holt and Mr. Todd.

Approval of Port-a-Potties for Blakslee Park

Mr. Wilkins motioned to approve \$1,250.00 for portable bathrooms, 1 regular and 1 handicap, for 7 months with delivery and pick-up. Mr. Todd seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Todd and Mrs. Holt.

Blakslee Park Signs

Mr. Wilkins motioned to approve 50 Blakslee Park signs and posts for \$1,350.00. Mr. Todd seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Todd and Mrs. Holt.

Blakslee Park Trash Receptacles

Mr. Wilkins motioned to approve \$3,899.00 for 12 32-gallon trash receptacles, 12 32-gallon trash liners and 12 dome lids. Mr. Todd seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Todd and Mrs. Holt.

Turf-Ex Electric Spreader for Blakslee Park

Mr. Wilkins motioned to approve a Turf-Ex Electric Spreader for \$1,450.00. Mr. Todd seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Todd and Mrs. Holt.

TM4/2/09

PURCHASE ORDERS CON'T

Rotary Trim Mower for Blakslee Park

Mr. Wilkins motioned to approve the purchase of a Rotary Trim Mower, Jacobsen JR3, State Contract #7751500206 in the amount of \$31,000.00. 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. Mr. Todd seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Todd and Mrs. Holt.

Matt Galla (3503 Hamilton Road) asked why the Fire Department responded to the Life Support Team call that he made.

Mrs. Holt, Trustee, said there has been a merger with Medina Hospital and Cleveland Clinic.

Chief Crumley said there is a gentleman coming in to discuss a study regarding a new Fire Station.

Jeff Kessler asked if Bill Scott could put his umpiring group information on the website.

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.

Executive Session

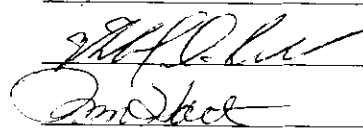
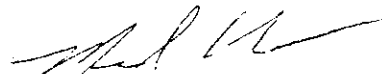
Mr. Wilkins motioned to enter into Executive Session to discuss land acquisition and legal matters with the Trustees, Fiscal Officer and Jeff Kessler. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins, Mrs. Holt and Mr. Todd. The Board went into Executive Session at 8:35 pm. The Board reconvened at 9:04 pm. No decisions were made during that meeting.

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

There being no further business to come before the Board the meeting was adjourned at 9:04 pm.



Medina Township Fiscal Officer



Medina Township Board of Trustees

**ROAD DEPT. REPORT
MARCH 2009**

**CLEAN AND MAINTAIN BUILDINGS, EQUIPMENT AND
VEHICLES**

INSTALLED, REPAIRED AND REPLACED SIGNS AS NEEDED

SALTED ROADS

TOOK CARE OF 2 BURIALS

HAD TREES TRIMMED IN WEYMOUTH

COLD PATCHED ROADS

BUILT STORAGE SHELVES AT NEW GARAGE

CLEANED OFF CATCH BASINS AND OPENED UP CULVERTS

PICKED UP YARD WASTE DUMPED IN RIVER TRACE

TOOK CARE OF DEAD DEER

**WORKED ON BIDS FOR MOWING AND SERVICE DEPT. LOT
PAVING**

**RECEIVED 1 SALT DELIVERY OF 116.08 TONS AT A COST OF
\$4905.54**



Medina Township

from the Office of Zoning Inspector
Medina Township Hall
3799 Huffman Road
Medina, OH 44256

ZONING REPORT – MARCH, 2009

MONTHLY TOTALS

1	Commercial Change of Use		
1	Commercial Addition		
1	Commercial Seasonal Sales Area		
1	Residential (single family)		
1	Accessory Building		
2	Decks		
2	Pools		
1	Void		
4	Signs		
14	TOTAL PERMITS	<u>TOTAL VALUE:</u>	\$568,000

respectfully Submitted,
Mary Ann Heiss
Assistant Zoning Inspector
April 2, 2009

Fees collected on permits total excluding signs	\$ 1,467.78
Fees collected on sign permits:	\$ <u>275.00</u>
TOTAL FEES COLLECTED:	\$ 1,742.78

Violation 2009 - # 003: **Bill Doraty KIA, Movement & Roof Sign**
Article VI, Sections 603.E Movement
605.I.2 Roof Sign