

**RECORD OF PROCEEDINGS
MINUTES OF ORGANIZATIONAL MEETING
JANUARY 4TH, 2010**

The Medina Township Board of Trustees held an Organizational Meeting at the Medina Township Hall on January 4th, 2010, to conduct the business of the Township. Vice-Chairman Todd called the meeting to order at 7:00 pm with the following Trustees in attendance: Ray Jarrett, Michel D. Todd and Sarah Gardner. Also in attendance were the Fiscal Officer, Police Chief, Fire Chief, Road Foreman, Assistant Road Foreman, Sports Field Manager, Zoning Inspector and the general public.

Roll Call

Mr. Todd asked for a roll call of all members present. Trustees present were Mr. Todd, Mrs. Gardner and Mr. Jarrett.

Pledge

Mr. Todd led the Pledge of Allegiance.

ORGANIZATIONAL

Election of Officers

Mr. Todd motioned to appoint Fiscal Officer, Terry George, as temporary chair. Mrs. Gardner seconded the motion. Voting aye thereon: Mr. Todd, Mrs. Gardner and Mr. Jarrett.

Mrs. George motioned to go into Executive Session to discuss employee compensation, benefits and policy. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Jarrett, Mr. Todd and Mrs. Gardner. The Board of Trustees and the Fiscal Officer entered into Executive Session at 7:04 pm to discuss employee compensation, benefits and policy. Mrs. George motioned to reconvene from executive Session at 9:02 pm where employee compensation, benefits and policy were discussed with the Trustees and Fiscal Officer. No decisions were made during that meeting. Mr. Todd seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mrs. Gardner.

Mrs. George motioned to appoint Mr. Todd as Chairperson for the calendar year 2010. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Jarrett, Mrs. Gardner and Mr. Todd.

Mr. Todd motioned to appoint Mrs. Gardner as Vice-Chairperson of the Medina Township Board of Trustees. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mrs. Gardner.

Slate of Appointments

Mr. Todd noted that at this point there will be no pay raises until the budgetary process is completed.

Resolution No. 01042010-001

Mr. Todd motioned to put forth the following slate of appointments:

Building Superintendent:	Sally Gardner
Cemetery Superintendent:	Mike Todd
War Memorial Superintendent:	Mike Todd
Service Dept. Superintendent:	Mike Todd
Service Department:	Edward Kerr, Working Foreman Dennis Miller, Asst. Working Foreman Jeff Kessler, Sports Field Mgr/Roadman

Mrs. Gardner seconded the motion: Voting aye thereon: Mr. Todd, Mrs. Gardner and Mr. Jarrett.

Slate of Appointments Con't

Mr. Todd said that there was discussion as to who Jeff Kessler reports to and for the sake of the "chain of command" Jeff will report to Ed Kerr. If there are field issues, Jeff is to address them with Ed Kerr and if the issue needs to be discussed with the Trustees Ed will discuss the issue for Jeff.

Mr. Todd motioned to appoint the following for the Fire Department:

- Fire Commissioner: Sally Gardner
- Fire Department:

 - Fire Chief Mark Crumley
 - Asst. Fire Chief Shawn Kasson
 - Captain Mark Roberts
 - Lieutenant Lee Hlas
 - Lieutenant Brian Draiss

Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mrs. Gardner.

Mr. Todd motioned to appoint the following:

- Volunteer Firefighter's Dependent Board:

 - Sally Gardner
 - Ray Jarrett, Alternate

- LST Representative Michael Todd
- Sally Gardner, Alternate

Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mrs. Gardner.

Mr. Todd motioned to appoint the following :

- Police Commissioner: Ray Jarrett
- Police Chief: David Arbogast
- Medina Countywide Emergency Mgmt. Agency:

 - Ray Jarrett
 - Sally Gardner, Alternate

- Zoning Liaison Sally Gardner
- Zoning Inspector Elaine Ridgley
- Asst. Zoning Inspector Mary Ann Heiss
- Zoning Bd. of Appeals Secretary Kim Ferencz
- Zoning Commission Secretary Kim Ferencz
- Township Secretary Cecelia Goe
- Assistant Fiscal Officer Cecelia Goe

Mrs. Gardner seconded the motion. Voting aye thereon: Mr. Todd, Mrs. Gardner and Mr. Jarrett.

Health Care Plan

Mr. Todd motioned that a health care plan will be offered to full-time employees, with employees responsible for 15% of premium for medical, dental and vision Insurance, deductibles and co-pays excluding those covered under the collective bargaining agreement. Part-time employees are also offered medical, dental and vision plans where they will be responsible for 100% of their premium. It should be noted that part-time employees are not eligible for healthcare savings accounts reimbursements. Full-time employees that choose or opt into the Health Care Plan will be reimbursed with their health care savings account in the same terms as offered to the Police Officers in the collective bargaining agreement. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mrs. Gardner.

TM1/4/10

Slate of Appointments Con't

Mr. Todd motioned to approve the following:

Township Secretary

The Township secretary will be paid \$14.50 per hour plus full-time employee benefits.

Zoning Inspectors

Zoning Inspector at \$16.00 per hour.

Assistant Zoning Inspector at \$14.00 per hour.

Zoning Office Hours are 8:30 am to 2:00 pm Monday thru Thursday and 9:00 am to 1:00 pm Friday.

Zoning Secretary and Zoning Boards Members

Zoning Commission Secretary:

\$1432.22 annual salary plus \$30.00 per item on the agenda for meetings with minutes.

Zoning Board of Appeals Secretary:

\$1432.22 annual salary plus \$30.00 per item on the agenda for meetings with minutes.

Zoning Commission Members:

\$40.00 per meeting attended and pre-approved workshops.

Zoning Board of Appeals Members:

\$40.00 per meeting attended and pre-approved workshops.

Alternates to Zoning Board and Zoning Board of Appeals:

\$40.00 per meeting attended and pre-approved workshops.

Mrs. Gardner seconded the motion. Voting aye thereon: Mr. Todd, Mrs. Gardner and Mr. Jarrett.

Police Department

Mr. Todd motioned to approve the following:

Part-Time Chief of Police:

\$24.79 per hour for no less than 20 hours and no more than 30 hours per week. Overtime is subject to provisions contained in employee handbook. Overtime is not to be worked except for a special event, holiday or road coverage.

Police Officers and Sergeants

Wage and benefit structure for the Police Department for 2010 will be per the negotiated contract.

Part-time Police Officers

\$14.50 per hour. Compensation for uniform allowance to be approved by the Board of Trustees on a case by case basis.

Information Officer

The Information Officer will be paid \$13.00 per hour plus full-time employee benefits. Uniform Allowance \$450.00 per year.

Mrs. Gardner seconded the motion. Voting aye thereon: Mr. Todd, Mrs. Gardner and Mr. Jarrett.

Mr. Todd explained to the Police Chief the reason for the cut in hours and the reduction in the uniform allowance was to enable the department to add another officer in the next upcoming year.

Slate of Appointments Con't

Fire Department

Mr. Todd motioned to approve the following:

Part-time Fire Chief

\$24.79 per hour with a maximum of 30 hours per week.

Firefighter/Officer

Medina Township Fire Department pay rates per 2009 worksheet that was approved by Trustees last year and incorporate said document by reference.

Ed Kerr & Denny Miller Fire Department pay rate: \$20.34 per hour.

Records Clerk (Part-Time Secretary)

Part-time Records Clerk (Secretary) shall be paid \$14.50 per hour.

Mrs. Gardner seconded the motion. Voting aye thereon: Mr. Todd, Mrs. Gardner and Mr. Jarrett.

Service Department

Mr. Todd motioned to approve the following:

Ed Kerr, Working Road Foreman	\$22.35 per hr
Denny Miller, Working Asst Road Foreman	\$20.35 per hr
Jeff Kessler, Sports Field Mgr/Road	\$18.00 per hr
Don Kessler, Part-time	\$17.50 per hr
Ross Kerr, Part-time	\$16.10 per hr
2 new Part-time Snow Plow Drivers	\$14.50 per hr
Seasonal Employee (CDL)	\$10.00 per hr

Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mrs. Gardner.

R&B Sick Hours and Comp Hours

Mr. Todd motioned to approve the following:

The Road Department is entitled to accumulate sick leave on overtime hours in excess of 80 hours per pay period or 40 hours per week. Comp hours are capped at 80 hours: At the point that compensatory time exceeds 80 hours, it must be taken as paid compensation. Accrued compensatory time may be carried through to the next calendar year, not to exceed 80 hours. Sick time is not accrued when comp time is paid.

Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mrs. Gardner.

Clothing Allowance for Full-time R&B & Sports Field Mgr

Mr. Todd motioned to pay clothing allowance for full time Road and Bridge Department at \$500.00 per year noting that Jeff Kessler would also be given a uniform allowance on a weekly basis similar to Ed Kerr and Dennis Miller.

Mrs. Gardner seconded the motion. Voting aye thereon: Mr. Todd, Mrs. Gardner and Mr. Jarrett.

Longevity Pay Clarification

Mr. Todd motioned that longevity pay is to be paid to full-time employees only after their third year of employment at \$100 per year for 2010, 2011 and so on and this would be reviewed on an annual basis hereafter. This shall supersede all previous representations and agreements to Township Personnel and does not include the collective bargaining agreement personnel.

Mrs. Gardner seconded the motion. Voting aye thereon: Mr. Todd, Mrs. Gardner and Mr. Jarrett.

FEES

Mr. Todd motioned to put forth the following fee schedules:

Cemeteries

Cemetery lot excavating for cremation:	\$100.00 with a limit of two (2) per lot
Cemetery lot excavating:	\$350.00
Cemetery lots:	\$200.00 for Medina Township Residents
Cemetery lots:	\$600.00 for Non-Residents
Headstone footer:	\$300.00

False Alarm Fee

False Alarm Fee pursuant to ORC505.391

Zoning

Zoning Board change request	\$275.00
Zoning Board of Appeals change request	\$275.00
Site Plan Review	\$ 50.00
Sign Review	\$ 25.00
Zoning Book w/map	\$ 25.00
Map only	\$ 5.00

Zoning Certificates

Residential Construction:

House only, house & attached garage or condominium \$75.00+ \$.05sf
 All other residential construction or alteration, including ponds, decks, pools and hot tubs
 \$50.00

Accessory Buildings:

Shed: 143sf or less \$25.00
 Shed: 144sf to 576sf (12x12ft -24x24 ft) \$50.00
 Garage/Accessory Building over 576sf \$50.00+ \$.05sf

Commercial or Apartment Construction or Alteration:

0-5,000sf - \$75.00 for first 1,000sf plus \$.06 for additional square footage
 (Not to be greater than 5,000 square feet)
 5,001sf - 15,000sf - \$500.00
 15,001sf - 50,000sf - \$1,000.00
 50,001sf - 100,000sf - \$1,500.00
 100,001sf and over \$2000.00

Lot Split/Lot Combination: \$50.00 each

Temporary Construction Trailer: \$50.00 plus \$500.00 deposit

(Deposit money is returned if temporary trailer is removed in 6 months. Permit renewal required.)

Signs: Less than twenty-five (25) square feet total surface: \$75.00

Twenty-five square feet or larger total surface: \$150.00

Temporary sign/banner deposit: \$250.00

Billboards and High-Rise signs: \$300.00

Penalty for failure to obtain permit prior to construction total fee will be doubled.

Financial guarantee: Completion Bond or Bank Letter of Credit in the amount of 10% of the building cost with a minimum of \$1000 and a maximum of \$10,000 valid 6 months past project completion date.

Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mrs. Gardner.

Mileage

Mr. Todd motioned to make compensation for mileage at \$0.47 cents per mile for Township business with personal vehicles, effective January 4, 2010.

Mrs. Gardner seconded the motion. Voting aye thereon: Mr. Todd, Mrs. Gardner and Mr. Jarrett.

Regular Meetings

Mr. Todd motioned to set the regular meeting schedule to be held every other week on Thursday at 7:00 pm starting January 4, 2010. Department reports will be due the first meeting of every month.

Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mrs. Gardner.

Mailbox Replacement

Mr. Todd motioned to reimburse township residents for mail box replacement when a mailbox is damaged during snow removal operations, the Service Department will repair, if possible, or replace with a standard mailbox and post or compensate the owner for damage up to a maximum of \$40.00 for the cost of materials, standard box and post with owner responsible for the installation of the mailbox

Mr. Jarrett seconded the motion. Voting aye thereon: Mr., Todd, Mr. Jarrett and Mrs. Gardner.

Appointments/Reappointment of Zoning Commission and Zoning Board of Appeals Members

Mr. Todd motioned put forth the following appointments for the Zoning Commission and Zoning Board of Appeals as follows:

Zoning Commission:	Mac Overmyer	12/31/2014
	James Apana will replace Ray Jarrett, Trustee term expiring	
	12/31/2011	
	Boris Williams, 1 st alt	12/31/2010
	Matt Payne, 2 nd alt	12/31/2010
Zoning Board of Appeals		
	Ed Morel	12/31/2014
	Linda DeHoff, 1 st alt	12/31/2010
	Mike Stopa, 2 nd alt	12/31/2010

Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mrs. Gardner.

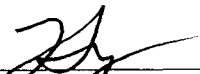
PUBLIC COMMENT

Mr. Todd motioned to open the floor for public comment. Mr. Jarrett seconded the motion.

There were no comments.

Mr. Todd motioned to close the floor for public comment. Mrs. Gardner seconded the motion.

Mr. Todd motioned to adjourn the meeting at 9:21 pm. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mrs. Gardner.


Therese George, Fiscal Officer


Michael Todd, Chairman


Sarah Gardner


Ray Jarrett

Medina Township Board of Trustees