

**RECORD OF PROCEEDINGS  
MINUTES OF REGULAR MEETING  
DECEMBER 23<sup>rd</sup>, 2009**

The three Trustees-Elect were sworn in before the meeting. Michael D. Todd was sworn in by Medina County Prosecutor, Dean Holman, Sarah Gardner was sworn in by Medina Township Fiscal Officer, Therese George and Ray Jarrett was sworn in by Medina County Commissioner, Steve Hambley.

The Medina Township Board of Trustees met in regular session at the Medina Township Hall on December 23rd, 2009, to conduct the business of the Township. President Wilkins called the meeting to order at 7:05 pm with the following Trustees in attendance: Mead Wilkins, Michel D. Todd and Michael D. Stopa. Also in attendance were the Fiscal Officer, Police Chief, Fire Chief, Assistant Road Foreman, Sports Field Manager, Zoning Inspector, Assistant County Prosecutor, William Thorne and the general public.

**Roll Call**

Mr. Wilkins asked for a roll call of all members present. Trustees present were Mr. Wilkins, Mr. Todd and Mr. Stopa.

**Pledge**

Mr. Wilkins led the Pledge of Allegiance.

**Swearing in of Jesse Bynum and David Albaugh as Part-time Police Officers**

Mr. Wilkins swore in Jesse Bynum and David Albaugh as part-time Police Officers. Chief Arbogast stated that a number of candidates were interviewed and it was a lengthy process to select these officers.

**Commendation of Officer Nicholson and Shop with a Cop Event**

Chief Arbogast said Officer Nicholson was instrumental in solving one of three burglaries that occurred in the Township. He also suggested going on You Tube, type in Shop with a Cop 2009, and view the Shop with a Cop event that took place Saturday. This will show both sides of our Police Department.

**SITE PLANS**

**Heartland Church - Site – 3839 Pearl Road**

Mr. Wilkins motioned to accept the recommendation of the Zoning Commission and approve the usage for Heartland Church to be located at 3839 Pearl Road as presented. Mr. Stopa seconded the motion. Mr. Wilkins asked if there was any discussion. There was none. Voting aye thereon: Mr. Wilkins, Mr. Stopa and Mr. Todd.

**Justin Miller, Attorney-at-Law – Site – 3443 Medina Road**

Mr. Wilkins motioned to accept the recommendation of the Zoning Commission and approve the change of use for Justin Miller, Attorney-at-Law, to be located at 3443 Medina Road, Suite 101E as presented. Mr. Todd seconded the motion. Mr. Wilkins asked if there was any discussion. There was none. Voting aye thereon: Mr. Wilkins, Mr. Todd and Mr. Stopa.

**Justin Miller, Attorney-at-Law – Sign – 3443 Medina Road**

Mr. Wilkins motioned to accept the recommendation of the Zoning Commission and approve an ID panel sign for Justin Miller, Attorney-at-Law, located at 3443 Medina Road, Suite 101E not to exceed 1.8 square feet as presented. Mr. Wilkins asked if there was any discussion. There was none. Mr. Stopa seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Stopa and Mr. Todd.

TM12/23/09

## **OTHER BUSINESS**

### **Approval of Accounts Payable**

Mr. Wilkins motioned to approve accounts payable warrants number #20479 to #20514 totaling \$42,271.98. Mr. Todd seconded the motion. Mr. Wilkins asked if there was any discussion. Mrs. George said the two largest checks were for the thermal imaging camera totaling \$10,608.00 for the Fire Department and the repairs to several fire department vehicles. Voting aye thereon: Mr. Wilkins, Mr. Todd and Mr. Stopa.

### **Approval of Payroll**

Mr. Wilkins motioned to approve payroll checks #13557 to #13614 totaling \$52,677.39 with payroll deductions of \$3,909.51. Mr. Stopa seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Stopa and Mr. Todd.

Mr. Wilkins motioned to approve payroll checks #13615 to #13636 totaling \$22,722.30 with payroll deductions totaling \$2,532.42. Mr. Todd seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Todd and Mr. Stopa.

### **Approval of Minutes**

Mr. Stopa motioned to approve the minutes for November 25<sup>th</sup>, 2009. Mr. Todd seconded the motion. Roll call vote: Mr. Stopa aye, Mr. Todd aye and Mr. Wilkins abstain.

Mr. Todd motioned to approve the minutes for the December 9, 2009, regular Meeting. Mr. Stopa seconded the motion. Voting aye thereon: Mr. Todd, Mr. Stopa and Mr. Wilkins.

### **Approval of Purchase Orders**

Mr. Todd motioned to put forth the following purchase order approvals, documents attached and incorporate by reference, it is noted that the document is dated September 17, 2009, I am going to write on it physically 12/23/09, it is \$100,000.00 for EMS service, \$13,000.00 for health insurance and \$3,000.00 for small tools and equipment for \$3,000.00. Mr. Stopa seconded the motion. Mr. Wilkins asked if there was any discussion. There was none. Voting aye thereon: Mr. Todd, Mr. Stopa and Mr. Wilkins.

### **Road Department Report**

There was no November 2009, Road Department Report.

## **OLD BUSINESS**

### **Medina Township LST Calls for August 2009**

Mr. Todd will be meeting with Robert Stall, President of Medina Hospital, and their CFO. A date is being decided on. Mr. Todd said they do understand the issue but it needs to be addressed formally. Also, there may be a new Township Representative to the LST Board after the organizational meeting.

### **Parking Violations Policy**

The Parking Violations Policy is being worked on by Chief Arbogast. It will remain on the agenda until completed.

TM12/23/09

**NEW BUSINESS**

**Commitment to Continue Membership with OTARMA for Township Insurance**

Mr. Wilkins motioned to continue our membership with OTARMA with the invoice balance of \$42,306.00. Mrs. George said it is for property and liability insurance. Mr. Todd seconded the motion. Mr. Wilkins asked if there was any discussion. Mr. Todd explained that OTARMA is a Risk Management Pool Company set specifically for Townships. During the audits between the State Auditors Office and OTARMA a lot of the changes made to the Township and our personnel policies and the policies related to other portions of the Township were due to the risk management portion and the State Auditors Office. Voting aye thereon: Mr. Wilkins, Mr. Todd and Mr. Stopa.

**Request for Liquor License Transfer to Medina Township**

Mr. Scott Simon, Attorney, explained his request for a transfer of a D Class liquor license to Medina Township for a possible Mexican Restaurant in the location occupied by Cantina per Vini.

**Resolution No. 12232009-030**

Mr. Wilkins motioned to put forth a resolution stating that the Medina Township Board of Trustees does not oppose the transfer of a D class liquor permit to Rafael Ayala or his legal entity, into Medina Township, Ohio for an economic development project at 3571 Medina Road, Medina Township, Ohio. Mr. Todd seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Todd and Mr. Stopa.

**PUBLIC COMMENT**

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

Erica Graffain, Medina County Auditor's Office, said the Current Agricultural Use Value (CAUV) is due by March 1, 2010. Dog licenses must be renewed by January 31, 2010, the cost is \$12.00 if they are not renewed by January 31 then the cost increases to \$24.00 and applications are still being taken for ESOP. For any questions please the Auditor at 330-725-9767.

Jim George (4351 Pine Lake Drive) made a statement for the record (see attached) thanking Mead Wilkins for his outstanding service to our community as Trustee.

Mr. Wilkins said it has been a privilege and an honor and what he will miss most is the relationships he has formed in the Township. He was able to really get to know Ed Kerr, Denny Miller and Jeff Kessler and they do a terrific job. He stated that Denny does a meticulous job and Ed is the stalwart. He also stated that Mike Todd is probably the smartest Trustee the Township has ever had and that Terry George was able to take the in-auditable fiscal situation and make the Township fiscally sound again with a usable budget.

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

**Executive Session**

Mr. Wilkins said they need to have a meeting with Mr. Thorne regarding the finalization of the job descriptions. Mr. Wilkins motioned to enter into Executive Session to discuss legal advice at 7:35 pm with Township Legal Counsel, Township Fiscal Officer and the Fire Chief for potential legal litigation and legal advice. Mr. Stopa seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Stopa and Mr. Todd. The Board reconvened at 7:47 pm where legal matters were discussed with the Fire Chief, Legal Counsel and Fiscal Officer. No decisions were made during that meeting. Mr. Wilkins said it was a technical issue that was deferred for the new Trustees to decide. Mr. Wilkins and Mr. Stopa did not feel they should make the decision since they were leaving office.

**Job Descriptions**

Mr. Stopa motioned to approve the job descriptions for the Zoning Department, Administration Department, Service Department, Police Department and the Fire Department minus the Fire Chief's position at this time, as written and approved by the Prosecutor's Office. Mr. Todd seconded the motion. Mr. Wilkins asked if there was any discussion. Mr. Todd thanked Mr. Stopa for all his hard work finishing the job descriptions which have been a work in progress for the last four years. He stated that it says a lot about Mr. Stopa's character and who he is as a person because he continued with this project even after the election. It showed he was here for the right reasons. Mr. Wilkins said this paves the way for employee evaluations. Mr. Stopa said it will enable employees to move up in a department because they will know what is required of them. Voting aye thereon: Mr. Stopa, Mr. Todd and Mr. Wilkins.

**Final Appropriation Transfers within Funds**

Mrs. George explained the fund transfers. Mr. Todd motioned to approve the supplemental appropriation changes and also the appropriation changes for the 2009 annual budget and incorporate this document by reference; it is dated December 12, 2009, and is two pages. Mr. Stopa seconded the motion. Mr. Wilkins asked if there was any discussion. There was none. Voting aye thereon: Mr. Todd, Mr. Stopa and Mr. Wilkins.

**Approval of the October and November 2009 Bank Reconciliations**


Mr. Wilkins motioned to approve the bank reconciliation as of November 30, 2009, with a calculated primary account balance of \$1,497,574.07. Mr. Wilkins asked if there was any discussion. There was none. Mr. Todd seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Todd and Mr. Stopa.

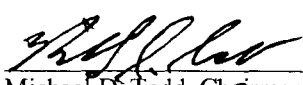
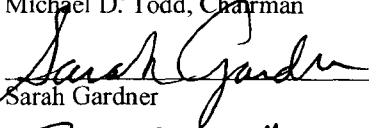

Mr. Stopa motioned to approve the bank reconciliation dated October 31, 2009, for reconciled balance of \$1,618,816.21. Mr. Wilkins seconded the motion. Mr. Wilkins asked if there was any discussion. There was none. Voting aye thereon: Mr. Stopa, Mr. Wilkins and Mr. Todd.

**Organizational Meeting Date**

Mr. Todd and the Trustees-elect said the Organizational Meeting will be January 4, 2010 at 7:00 pm.

Mr. Wilkins motioned to adjourn the meeting at 7:55 pm. Mr. Stopa seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Stopa and Mr. Todd.

  
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Therese George,  
Medina Township Fiscal Officer

  
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Michael D. Todd, Chairman  
  
\_\_\_\_\_  
Sarah Gardner  
  
\_\_\_\_\_  
Ray Jarrett  
Medina Township Board of Trustees

12/23/09

| PURCHASE ORDER APPROVAL |                | MEETING DATE              |                   |              |
|-------------------------|----------------|---------------------------|-------------------|--------------|
|                         |                | 12-23-09                  |                   |              |
| <b>PURCHASE ORDERS</b>  | <b>PO DATE</b> | <b>DESCRIPTION</b>        | <b>ACCT CODE</b>  | <b>AMT</b>   |
|                         | 9/29/2009      | EMS SERVICES              | 2281-230-360-0000 | \$100,000.00 |
|                         | 10/27/2009     | HEALTH INSURANCE          | 1000-210-221-0000 | \$13,000.00  |
| <b>SUPER BLANKET</b>    | <b>PO DATE</b> | <b>DESCRIPTION</b>        | <b>ACCT CODE</b>  | <b>AMT</b>   |
|                         | 8/31/2009      | SMALL TOOLS & MINOR EQUIP | 2111-220-430-0000 | \$3,000.00   |
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**APPROVED**

REVIEWED BY MEDINA TWP TRUSTEES  
Date 12/23/09  
Trustee Chm. [Signature]  
Trustee [Signature]  
Trustee [Signature]

## Medina Township

**From:** Jim George [jimgeorge@me.com]  
**Sent:** Monday, December 28, 2009 9:50 AM  
**To:** medinatownship@medinatownship.com  
**Subject:** From Website

Hi Celia,

Here's the statement I read at the meeting.

Hope you had a nice Christmas!

My Name is Jim George. I live at 4351 Pine Lake Dr.

I have no question; I'd just like to make a statement for the record.

I would like to take the occasion of his last meeting as Medina Township Trustee to thank Mead Wilkins for his outstanding service to our community. I believe that Mead has demonstrated absolutely the idea of a citizen representative that is central to our government system and so often lost in politics.

During his time in office he and the other trustees have either initiated or completed a great many projects on behalf of the township, not the least of which is the new Blakeslee Athletic Field. This was a stalled project on troubled land and is now a completed complex with beautiful baseball and soccer fields that many of our township residents and our neighbors have already enjoyed. This is truly an asset to our community that will stand the test of time.

Mead also oversaw the Road and Bridge Maintenance Facility construction and was the driving force in completing that and the Salt Shed, both significant real assets to our community.

Among difficult decisions was one to commit funds to give help to our neighbors on Debbie Drive and address the problems that have been an issue there for decades. This project is completed and done so under projected cost.

Another difficult situation, the Nettleton Road Culvert issue, is well on its way to success in addressing the interests of public safety and respecting and understanding the needs of the local resident most affected.

There is a new comprehensive employee policy manual and handbook for the entire township assembled from those of the individual departments and completed for the township as a whole. This is one example of a real effort to "professionalize" the running of the township.

We will soon have the new 34-acre Rita Holt Park to enjoy at no operating cost to the township after agreements with the Western Reserve Land Conservancy and the Medina County Park System were negotiated. In addition we will have another park to enjoy, 8 acres as yet unnamed west of TSC off Pearl Road.

And finally, we have the new roof and landscaping and other improvements to this building

we're in, again a real asset and in fact our township's front porch. I'm glad to see it properly cared for.

Truly a lot has been accomplished on Mead's watch. On behalf of myself and I'm sure many other township residents I would like to thank you and commend you on a job well done.