

**RECORD OF PROCEEDINGS  
MINUTES OF REGULAR MEETING  
JANUARY 17<sup>th</sup>, 2013**

The Medina Township Board of Trustees met in regular session at the Medina Township Hall on January 17<sup>th</sup>, 2013, to conduct the business of the Township. Chairman Todd called the meeting to order at 7:07 pm with the following Trustees in attendance: Michel D. Todd, Ray Jarrett and Ken DeMichael. Also in attendance were the Fiscal Officer, Police Chief, Fire Chief, Road Foreman and the general public.

**Roll Call**

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

**Pledge**

Mr. Todd led the Pledge of Allegiance.

**Moment of Silence**

Mr. Todd asked for a moment of silence for our military personnel at home and overseas.

**OTHER BUSINESS**

**2013 Temporary Budget Appropriation**

**Resolution No. 01172013-007**

Mr. Todd motioned to put forth a resolution to approve the 2013 Annual Temporary Budget Appropriations and incorporate by reference the three (3) page document titled "2013 Annual Temporary Budget Appropriations". Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

**Budget Workshop**

The Trustees set the budget workshops for February 21, 2013, at 7 pm for the Police Department and Road Department and March 7, 2013, at 7 pm for the Fire Department, Administration and Zoning Department.

**2013 Advance of Taxes**

**Resolution No. 01172013-008**

Mr. Todd motioned to put forth a resolution requesting the Medina County Treasurer to issue a warrant upon Linda DeHoff, Fiscal Officer of Medina Township, in said County, for all available dollars, of the current collection of taxes assessed and collected for and in behalf of Medina Township, which shall be held and treated as an advance payment on the current collection of taxes due Medina Township at the ensuing settlement, 2013. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

**Approval Accounts Payables**

Mr. Todd motioned to approve warrant #23704 to #23757 in the amount of \$47,240.81. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

**Approval of Payroll**

Mr. Todd motioned to approve payroll checks #16716 to #16735 total amount of \$25,968.73 with \$4,984.08 going to Deferred Comp, post tax health, union dues and OPERS. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

**Approval of December 2012 Bank Reconciliation**

Mr. Todd motioned to approve the bank reconciliation for the month of December 2012, and incorporate by reference the document dated January 10, 2013, 12:35pm. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

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## **OTHER BUSINESS CON'T**

### **Approval of Minutes**

Mr. Todd motioned to approve the minutes for the January 2, 2013, Organizational meeting minutes and the January 3, 2013, regular meeting minutes. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

## **OLD BUSINESS**

### **Temporary Inflatable Sign – Zoning Amendment**

Mr. Todd asked the status of the Zoning Amendment. Mrs. Strogan said the two (2) new Board Members had questions but the Board hopes to have the document ready by next meeting. Mr. Jarrett said there were typos and grammatical errors and a few clarifications needed to be made. Mr. Jarrett said it got worked out and it is just a matter of bringing that incorporated document back to a form that everyone can review. Mrs. Strogan said hopefully it will. She said everyone is still talking.

### **Frontier Contract and TechOne Contract**

Mr. Todd tabled the Frontier contract and the TechOne contract. They are being reviewed by the Prosecutor's Office.

### **Medina Creative Housing Additional Space**

Chief Arbogast said Medina Creative Housing's proposal is being reviewed by legal counsel.

### **Medina City Police Dispatch Contract - 2013**

Chief Crumley had a problem with paragraph III and paragraph VII of the contract regarding salary increases. Mr. Todd reviewed the paragraphs and said he saw no problem with them and that it is just stating it is part of negotiations. Chief Crumley also asked if it should be specified on the number of dispatchers on duty. Chief Arbogast said the City is aware and they have agreed to have a minimum of two (2) dispatchers, even if they have to pay overtime.

#### **Resolution No. 01172013-009**

Mr. Todd motioned to put forth a resolution to enter into an agreement with Medina City for dispatch services for Medina Township. The agreement has embodied in the contract, which is called "Agreement for Services", there are two (2) copies of it, it was exhibit A to Ordinance # 215-12 as promulgated by Medina City Council. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

### **RFQ's for Police Department**

#### **Resolution No. 01172013-010**

Mr. Todd motioned to put forth a resolution to send out Requests for Qualifications pursuant to the eight (8) page document titled Request for Qualifications: Architect Design/Engineering Services, Medina Township Police Department, Remsen Road Remodeling and dated January 17, 2013. Respondents shall submit an original and five (5) copies of the Request for Qualifications submission. It has to be a sealed submission must be received on or before 4:00 pm on February 14, 2013. Mr. Jarrett seconded the motion. Mr. Todd said it is contingent on the budget process. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.



**PURCHASE ORDERS AND TRAINING REQUESTS**

**Firefighter Recruit Training 260 Hours– Jason Smith**

Mr. Jarrett motioned to appropriate \$2,922.60 for Jason Smith to attend a 260-hour Firefighter I and II course at the Cuyahoga Community College, February 23 through June 8, 2013, and this is for his firefighter recruit training. Mr. Todd seconded the motion.

Mr. Todd asked Chief Crumley if an agreement has been made with the Firefighters to pay back the cost for training if they don't work x amount of hours. Chief Crumley said he needs to talk to the Firefighters and the Trustees. Mr. Todd asked him to make a proposal, talk to the Prosecutor and present it on February 14. Mr. Todd said the issue is that they are on the Department and getting training but they aren't showing up. Mr. Todd and the Trustees would like to know how many hours we pay out, how many calls we get, what the average hours are for each individual firefighter through the course of a year. Make that the benchmark stating we want a person here for 2 years if they are going to get paid for training, uniforms, etc. Voting aye thereon: Mr. Jarrett, Mr. Todd and Mr. DeMichael.

**Aladtec, Inc.**

Mr. Jarrett motioned for a purchase order requisition for the Fire Department, vendor information Aladtec, Incorporated located out of Hudson, Wisconsin, for the amount of \$1,395.00. This is for the Fire Manager System annual subscription, and what this does is it is a subscription for 35 to 54 members up to one crew scheduled at one time. Includes hosting, phone, e-mail support and upgrades from February 6, 2013, through February 6, 2014. Mr. Todd seconded the motion. Voting aye thereon: Mr. Jarrett, Mr. Todd and Mr. DeMichael.

**Cargill – Road Salt**

Mr. DeMichael motioned to accept the purchase order requisition for \$18,336.00 for 480 tons of salt, the vendor is Cargill, Incorporated. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Jarrett and Mr. Todd.

**OTARMA Insurance Renewal**

Mr. Todd motioned to appropriate \$60,508.00 to OTARMA Service Center for the 2013-2014 contribution for the Risk Management Association. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

**Medina County Emergency Management – Countywide Emergency Cost Allocation**

Mr. Todd motioned to appropriate \$1,644.50 for the 2013 Countywide Emergency Cost Allocations and it is payable to Medina County Emergency Management Agency. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

**Medina County Emergency Management – 2013 Technical Rescue Team Allocation**

Mr. Todd motioned to appropriate \$1,746.57 for the 2013 Technical Rescue Team Allocation payable to Medina County Emergency Management. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

**Refuse to be a Victim Training – Chief Arbogast**

Mr. Todd motioned to appropriate \$160.00 for training for Chief Arbogast to go to Alliance, Ohio, on February 3, 2013, for a Refuse to be a Victim Seminar. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

**Female Enforcer – Sgt. Mangel and Officer Beardsworth**

Mr. Todd motioned to appropriate \$258.00 for training of Officer Hallie Beardsworth to go to Female Enforcer training at the University of Akron on January 28, 2013, and Shari Mangel. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

**PURCHASE ORDERS AND TRAINING REQUESTS CON'T**

**AKE Environmental Construction**

Mr. Todd said AKE Environmental Construction has been servicing the wastewater treatment plant and Mr. Miller said they are doing a good job. Mr. Todd motioned to appropriate \$5,204.87 for the remaining 11 months of 2013, payable to AKE Environmental Construction for the wastewater treatment plant compliance for the Remsen Road Building. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

**ADDITIONAL DEPARTMENT HEAD COMMENTS**

**Medina Hospital Trauma Program**

Chief Arbogast said there is a program through Medina Hospital dealing with trauma in the event of an active shooter in the schools. When the program is finished it will determine how many trauma kits will be put in each car. Every Police car in our jurisdiction will have trauma kits in them and each officer will have training and trauma kits to help them save lives. The kits will be purchased from the hospital because the hospital can buy in bulk and get a cheaper price.

**Firefighters Pay**

Chief Crumley spoke with Mrs. DeHoff and she approved the Fire Department being paid every other week, the same as the other Township employees.

**Resolution No. 01172013-011**

Mr. Todd motioned to amend Article 3 Section 3.1, Payment of Wages, paragraph number two (2), the last sentence, to delete the term, "and Fire Department Personnel will be paid monthly.", from that paragraph which is contained on page 13 of the Medina Township Employee Handbook. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

**Sidewalk Closed due to Water Leak**

Mr. Miller said he closed the sidewalk at Pinehurst and North Jefferson because of a water leak. He had to barricade the sidewalk so no one falls.

**OTHER BUSINESS**

**Authorization for Fiscal Officer to Prepare Accounts Payable for January 31, 2013**

Mr. Todd motioned to authorize the Fiscal Officer to prepare accounts payable checks for the regular meeting dated January 31, 2013, because Mr. Jarrett, Mr. DeMichael and Ms. DeHoff will be attending the OTA Winter Conference. The Township Board of Trustees will allow the Fiscal Officer to print those checks and the Trustees will sign the checks. Trustees will then approve the checks by vote at the February 14, 2013, meeting. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

**Authorization for Fiscal Officer to Prepare Payroll for January 31, 2013**

Mr. Todd motioned to authorize the Fiscal Officer to prepare payroll for the pay dated February 1, 2013, and to allow for these funds to be direct deposited as usual to Township employees. Again, the Trustees will approve the payroll at the next regular meeting and sign whatever documents necessary. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

**Destruction of old Reviewed by Trustees Stamp**

Mr. Todd motioned to destroy the Reviewed by Trustees stamp, it looks pretty old and gnarly and it is probably no longer of any value to the township. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.



**OTHER BUSINESS CON'T**

**Medina Soccer Association Phase II**

Mr. Todd said Ian Jones, MSA, and Denny Miller, Road Foreman, have been working on Phase II of the Hive Project. Mr. Todd spoke with Mr. Jones regarding what the Township would pay for and what MSA would pay for. Mr. Todd felt that any lasting permanent improvements to the structure would be paid for by the Township and anything that would be specific to MSA, that wouldn't be permanent improvements, would be paid for by MSA. The Trustees will decide what permanent improvement stays with the structure as opposed to what is going to be there at MSA's request. He feels the steel beams will be a long term asset to the township and should be paid for by the Township. The Township would not have changed the lighting so we shouldn't pay for that. The loading dock serves no function to the Township. Mr. Miller suggested filling it in with concrete to make it even with the rest of the building. Mr. Todd feels that this is a long term improvement that would have to be done anyway so the Township should pay for it. Mr. Jarrett and Mr. DeMichael agreed. The glass block windows would have had to be replaced anyway so the township would pay for them. Lights, electric work, the pass through and the garage doors are items that the Township would not have changed so the Township will not pay for those items. Mr. Miller said the issue with the plumbing is the heating. The boilers that hang down all have to be moved around. Mr. DeMichael thought MSA had agreed to pay for the beam. Mr. Todd said MSA agreed to pay for the beam but not the installation. Mr. Todd said if MSA pays for the lights and the Township pays for the beam we would be better off overall. He is looking at it philosophically as to what is a permanent improvement to the structure and what is not. Mr. Jarrett asked if the beam is architecturally approved for the weight limits. Mr. Miller said it was stamped approved by the Engineer. Chief Arbogast said that the beam removal being proposed will add more space and the beams are of no use. Mr. Jarrett asked who will dispose of the scrap and Mr. Miller said he will scrap it out, but if the steel is good it will be used by the Road Department.

**Clifford Electrical**

Mr. Todd told Mr. Miller to give that invoice to Ian Jones, MSA, it is for the electrical.

**Simmons Brothers Construction**

Mr. Todd motioned to approve the appropriation of \$20,089.00 to Simmons Brothers Construction for structural steel revisions for the Remsen Road property pursuant to the quote that was submitted to us dated January 17, 2013, from Simmons Brothers Construction. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

**Loading Dock and Glass Block Windows**

Mr. Miller said they are not ready to do the loading dock and he will get quotes for the glass block windows.

**Lighting**

Mr. Todd asked Mr. Miller to get the cost for the lighting MSA is requesting and talk to Ian about what they are expecting the Trustees to pay so everyone is on the same page.

**Public Records Request**

Chief Arbogast gave the Trustees a public records request form that he wants to use. Mr. Todd motioned to approve the Medina Township Public Records Request form and incorporate by reference this document submitted at this meeting and put it in the minutes, Celia. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

Mrs. DeHoff asked who technically is supposed to give out the information. Mr. Todd said the people who are responsible are the Trustees and the Department Heads. Celia would give out information for Administration, Elaine would give out information for Zoning and the department heads would give the information for their departments.. Mrs. DeHoff asked if the Trustees should review what is being given out first. Mr. Todd said yes and the information must be given out in a reasonable time. Mr. Jarrett said people have to be specific in their request.

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## **OTHER BUSINESS CON'T**

### **Steel Beams**

Mr. Todd motioned to approve the appropriation of \$5,600.00 for the steel beams for the Remsen property building, payable to Fay Industries. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

### **Appointment of Tom Karris as Prosecutor's Representative**

Mr. Todd read a letter from the County Prosecutor informing the Township that Mr. Thorne has retired and our new point of contact will be Tom Karris and if he is unavailable it will be David Folk.

### **Legal Fees for BZA Appeal**

Mr. Todd received the invoice for legal fees regarding the 2012, BZA appeal services in November, 2012. The amount is \$137.00 so a vote is not required.

## **PUBLIC COMMENT**

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

Dianna Huffman (4025 Remsen Road) said she thinks the Ohio Township Association named February 1<sup>st</sup> as Ohio Township Day. She also mentioned that former Trustee Todd Ruppelli passed away.

Sally Gardner (3333 Foskett Road) said the next display at Weymouth Preservation Society will be about Medina Township at war. There will be artifacts from different residents. She asked to borrow the Grella article for that day and if anyone has memorabilia from the Korean War please contact Susan McKiernan. The Society will have a window on the square in August. Their open house is every second (2<sup>nd</sup>) Sunday from 2pm to 4pm. There will be a plant sale in May. The Society thanked the Trustees for allowing them to be there.

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

## **OTHER BUSINESS**

### **Letter of Condolence for Mr. Ruppelli**

Mr. Todd said former Trustee Todd Ruppelli passed away. He and his family have resided in the Township and have been active in the Township for many years. He asked that a letter of condolence be sent to Mrs. Ruppelli.

### **Affordable Health Care Act**

Mr. Jarrett received answers from the Prosecutor's Office to his questions regarding the Affordable Health Care Act for part-time employees. These answers will be discussed in Executive Session.

### **Executive Session**

Mr. Todd motioned to enter into Executive Session to discuss employee compensation with the Board of Trustees and Fiscal Officer, Linda DeHoff, at 8:21pm. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett. Mr. Todd motioned for the Board of Trustees to reconvene from Executive Session at 9:11 pm where the Board of Trustees were present with Fiscal Officer, Linda DeHoff, discussing employee compensation. No decisions were made during that meeting.


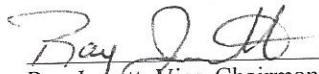
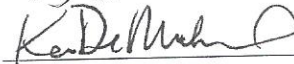
**OTHER BUSINESS CON'T**

**Overtime**

Mr. Todd said overtime is covered in Section 3.3 of the Employee Policy Handbook. The statement, and it actually is in bold, "any overtime must be approved before worked. Any non-exempt employee working more than 40 hours in a workweek, without prior approval of the Trustee's may not be paid for such overtime and may be terminated". In other words, when it says approved before worked, it's because the Trustees are the ones that have to approve it. The Trustees have to approve it. Mr. Todd said the only place we have people who fit that classification are in Zoning and Administration. The Police Department is covered by the collective bargaining agreement, the Fire Department is part-time and the Road Department is exempt because of weather related events. The only people who don't have exemption and aren't collective bargaining unit, and aren't part-time are Zoning and Administration. He asked the township secretary to make a copy of that section of the Employee Policy Manual and have you, Elaine and Laurie review it, sign it and keep a copy of it on file. Inform the Trustees when it is done.

Mr. Todd motioned to adjourn the meeting at 9:14 pm. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

  
Linda DeHoff, Fiscal Officer

  
Michael D. Todd, Chairman  
  
Ray Jarrett, Vice-Chairman  
  
Ken DeMichael, Trustee