

**RECORD OF PROCEEDINGS
MINUTES OF ORGANIZATIONAL MEETING
JANUARY 2nd, 2013**

The Medina Township Board of Trustees held an Organizational Meeting at the Medina Township Hall on January 2nd, 2013, to conduct the business of the Township. Chairman Todd called the meeting to order at 7:18 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, Zoning Inspector 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.

ORGANIZATIONAL

Election of Officers

Mr. Todd motioned to give temporary chairmanship of the Board to Fiscal Officer, Linda DeHoff. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

Mrs. DeHoff asked for a nomination for Chairman of the Board. Mr. Jarrett motioned to nominate Michael Todd as Chairman of the Board. Mr. DeMichael seconded the nomination. Roll call vote: Mr. Jarrett aye, Mr. DeMichael aye and Mr. Todd abstain.

Mr. Todd motioned for the Chairmanship of the Board to come back to myself, Michael Todd. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

Mr. DeMichael motioned to nominate Ray Jarrett as Vice-Chairman of the Board. Mr. Todd seconded the motion. Roll call vote: Mr. DeMichael aye, Mr. Todd aye and Mr. Jarrett abstain.

Executive Session

Mr. Todd motioned to go into Executive Session to discuss personnel and compensation for Township employees for the fiscal year 2013. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael. The Board entered into Executive Session with Fiscal Officer Linda DeHoff at 7:22pm to discuss personnel and employee compensation.

Mr. Todd motioned for the Medina Township Board of Trustees to reconvene from Executive Session at 8:59 pm where the Board of Trustees were present with Fiscal Officer, Linda DeHoff, discussing township personnel and employee compensation. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael. No decisions were made during that meeting.

Slate of Appointments

Resolution No. 01022013-001

Mr. Todd motioned to put forth a resolution and put in the Organizational Minutes the following appointments:

Building Superintendent:	Ken DeMichael
Cemetery Superintendent:	Mike Todd
War Memorial Superintendent:	Mike Todd
Service Dept. Superintendent:	Ken DeMichael
Service/Park Department:	Denny Miller, Working Foreman Ed Kerr, Asst. Working Foreman Jeff Kessler, Roadman/Parks Department

Slate of Appointments Con't

Fire Commissioner:	Ray Jarrett
Fire Department:	
Fire Chief	Mark Crumley
Asst. Fire Chief	Shawn Kasson
Captain	Mark Roberts
Lieutenant	Lee Hlas
Lieutenant	Brian Draiss
Lieutenant	Steven Schmitt
Lieutenant	Scott Vargo
Volunteer Firefighter's Dependent Board:	
	Ray Jarrett, Primary
	Michael Todd, Alternate
LST Representative	Ray Jarrett, Primary
	Ken DeMichael, Alternate
Police Commissioner:	Michael Todd
Police Chief:	David Arbogast
Medina Countywide Emergency Mgmt. Agency:	
	Michael Todd, Primary
	Ray Jarrett, Alternate
Zoning Liaison	Ken DeMichael
Zoning Inspector	Elaine Ridgley
Zoning Board of Appeals Sec.	Kim Ferencz
Zoning Commission Secretary	Kim Ferencz
Township Secretary	Cecelia Goe
Medina Area Trans. Task Force	Ray Jarrett

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

Appropriation Resolution for 2013

Resolution No. 01022013-002

Mr. Todd motioned to put forth a resolution for 2013, for a temporary budget to include by reference and to provide for the current expenses and other expenditures of the Township Board of Trustees, during the fiscal year ending December 31, 2013, and that the following sums be and are hereby set aside and appropriated for the purpose for expenditures to be made for and during said fiscal year, as follows, and incorporate by reference, the 2013 Tax Certificate from the Certificate of the County Budget Commission and incorporate by reference document dated September 21, 2012. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

Health Care Plan

Resolution No. 01022013-003

Mr. Todd motioned for a resolution to say the Township Health Care Plan will be offered to full-time employees, with employees responsible for 15% of premiums 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 and dental plans where they will be responsible for 100% of their premium. It should be noted that part-time employees are not eligible for health care savings account 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 Mr. DeMichael.

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Pay Structure

Resolution No. 01022013-004

Mr. Todd motioned to put forth a resolution for the following pay structure for the Township.

Township Secretary

The Township Secretary/Assistant Fiscal Officer will be paid \$15.80 per hour plus full-time employee benefits.

Administrative Assistant to the Trustees

The Administrative Assistant to the Trustees will be paid \$14.80 per hour plus full-time employee benefits.

Zoning Inspector

The Zoning Inspector will be paid \$16.32 per hour plus full-time employee benefits and the Zoning office hours will be 9am to 4 pm Monday thru Friday.

Zoning Secretary and Zoning Boards Members

The Zoning Commission Secretary will be paid \$1432.22 annual salary plus \$30.00 per item on the agenda for meetings with minutes.

The Zoning Board of Appeals Secretary will be paid \$1432.22 annual salary plus \$30.00 per item on the agenda for meetings with minutes.

The Zoning Secretary will also be paid \$11.05 per hour for retyping of the Zoning Book, Comprehensive Plan Book and any forms included.

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

Chairperson of the Zoning Board: \$40.00 per meeting for attending Trustees meeting where site plans are considered, County Planning Commission meetings where zoning issues within the boundaries of Medina Township are under consideration and for attending the Zoning Board of Appeals meetings (copy of agenda and sign in sheet to be submitted).

Police Department

Full-time Chief of Police: Full-time Police Chief: Salary of \$55,000.00 per year.

Police Officers and Sergeants: Wage and benefit structure for the Police Department for 2013 will be per the negotiated contract.

Part-time Police Officers: \$14.50 per hour - compensation for uniform allowance will be approved by the Board of Trustees on a case by case basis.

Fire Department

Part-time Fire Chief: \$25.29 per hour Limited to 30 hours per week.

Firefighter/Officer

Probationary Firefighters pay rate: State minimum wage

Fire Department Intern pay rate: State minimum wage

Denny Miller Fire Department pay rate: \$23.02 per hour for fire calls

Ed Kerr Fire Department pay rate: \$22.80 per hour for fire calls

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Pay Structure Con't

Fire Department Con't

Records Clerk (Part-Time Secretary)

Part-time Records Clerk (Secretary) shall be paid \$14.80 per hour.

Service/Park Department

Denny Miller, Working Road Foreman	\$23.02 per hour
Ed Kerr, Working Asst. Road Foreman	\$22.80 per hour
Jeff Kessler, Full-time Service/Park	\$18.54 per hour
Don Kessler, Part-time Driver	\$17.50 per hour
Ross Kerr, Part-Time Driver	\$16.10 per hour
Other Part-time Snow Plow Drivers as needed	\$14.50 per hour

R&B Sick Hours & Comp Hours

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 the 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.

Clothing Allowance for Full-time Service/Park Department Employees

Clothing allowance for full time Service/Park Department employees is \$500.00 per year.

Longevity Pay

Notwithstanding the collective bargaining agreement, longevity pay is to be paid to full-time employees only, after their third year of employment, at \$100 per year with a cap of 15 years of service.

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

FEE

Resolution No. 01022013-005

Mr. Todd motioned to put forth a resolution for fees for Medina Township for 2013 to be as follows:

Cemeteries

Cemetery lot excavating for cremation:	\$150.00 with a limit of two (2) per lot
Cemetery lot excavating:	\$450.00
Cemetery lots:	\$400.00 for Medina Township Residents
Cemetery lots:	\$1,200.00 for Non-Residents
Headstone footer:	\$350.00

False Alarm Fee

False Alarm Fee pursuant to ORC505.391

Sports Fields Fee

The charge is \$40.00 per time slot (3-hours) for Medina County Residents and \$50.00 per time slot (3-hours) for organizations that reside outside of Medina County. Soccer field charge is \$12.00 per hour.

Zoning Fees

The Zoning Fees will be pursuant to the Appendix V of the Medina Township Zoning Resolution.

Mileage

Mileage for use of personal vehicles on Township business will be 54 cents per mile.

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Employee Pay Periods

Employee pay periods are as follows: Bi-weekly – Monthly or Yearly depending on position.

Regular Meetings

Regular meeting to be held every other week on Thursday, at 7:00 pm, starting January 3rd. 2013.

Department Reports

Department reports are due the first meeting of the month.

Mailbox Replacement

Township residents will be reimbursed for mailbox 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 Mr. DeMichael.

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

Resolution No. 01022013-006

Mr. Todd motioned for a resolution for the appointment and reappointment of the Zoning Commission and Zoning Board of Appeals Members as follows:

Zoning Commission:	Don Kuenzer	1/1/2013 to 12/31/2017
	Tom Borrer, 1 st alt	12/31/2013
	Chuck Johnson, 2 nd alt	12/31/2013

Zoning Board of Appeals

	Cary Blakemore	1/1/2013 to 12/31/2017
	Boris Williams, 1 st alt	12/31/2013
	Robin Gray, 2 nd alt	12/31/2013

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


Mr. Todd said that after the budget is prepared, raises will be discussed but they will not be retroactive to January they will most likely be given in April. He also said the vehicle Denny requested will be looked into. Mr. Todd asked Elaine to survey Medina City and the other Townships that abut Medina Township regarding what their Zoning fees are for temporary banners, zoning text amendment changes, variances, etc.

Mr. Todd motioned to adjourn the meeting at 9:13 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