

**RECORD OF PROCEEDINGS
MINUTES OF ORGANIZATIONAL MEETING
JANUARY 1st, 2014**

The Medina Township Board of Trustees held an Organizational Meeting at the Medina Township Hall on January 1st, 2014, to conduct the business of the Township. Chairman Todd called the meeting to order at 11:08 am 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.

ORGANIZATIONAL

Election of Officers

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

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

Mr. Todd asked for a nomination for vice-chairman of the Board. There was no nomination.

Executive Session

Mr. Todd motioned to go into Executive Session to discuss employee compensation with the Board of Trustees and the Fiscal Officer present and I also will approve the Police Chief, Fire Chief and Road Foreman to be present at the meeting though initially I think we will want to meet without you guys. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael. The Board entered into Executive Session with the Fiscal Officer, Police Chief, Fire Chief and the Road Foreman 11:11 am.

Mr. Todd motioned to reconvene from Executive Session where we discussed employee compensation with the Board of Trustees. We actually did not have the departmental chiefs back there with us but we did have the Fiscal Officer with us. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael. The Board reconvened at 1:20 pm. No decisions were made during that meeting.

As far as compensation goes The Trustees are going to wait until the budget process is finished.

Slate of Appointments

Resolution No. 01012014-001

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

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

TMI/1/14

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
	Michael Todd, Alternate
LST Representative	Ray Jarrett
	Ken DeMichael, Alternate
Police Commissioner	Michael Todd
Police Chief:	David Arbogast
Medina Countywide Emergency Mgmt. Agency:	
	Michael Todd
	Ray Jarrett, Alternate
Transportation Task Force	Ray Jarrett
Zoning Liaison	Ken DeMichael
Zoning Inspector	Elaine Ridgley
Zoning Bd. of Appeals Sec.	Laurie Shoemaker
Zoning Commission Sec.	Laurie Shoemaker
Township Secretary	Cecelia Goe
Administrative Assistant to Trustees	position is cancelled
Special Project Coordinator	Laurie Shoemaker

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

Appropriation Resolution for 2014

Resolution No. 01012014-002

Mr. Todd motioned to put forth an appropriation resolution and incorporate by reference the (3) three page document prepared by the Fiscal Officer for temporary appropriations for the year 2014. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

Resolution No. 01012014-003

Health Care Plan

Mr. Todd said as far as compensation he would like to add to the organizational meeting as far as compensation a health care plan. A 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.

Township Secretary/Assistant Fiscal Officer

The Township Secretary/Assistant Fiscal Officer will be paid \$16.25 per hour plus full-time employee benefits.

TMI/1/14

Slate of Appointments Con't

Administrative Assistant to the Trustees

The position of Administrative Assistant to the Trustees has been cancelled.

Special Project Coordinator

The special project coordinator for the township will be paid \$26,000.00 pay for the year.

Zoning Inspector

Zoning Inspector will be paid \$16.77 per hour plus full-time employee benefits.

Zoning Office Hours will be 9:00 am to 4 pm Monday through Friday.

Zoning Board Members

Zoning Board members will be paid \$40.00 per meeting attended and pre-approved workshops.

Zoning Board of Appeals Members

Zoning Board of Appeals Members will be paid \$40.00 per meeting attended and pre-approved workshops.

Alternates to Zoning Board and Zoning Board of Appeals

Alternates to the Zoning Board and Zoning Board of Appeals will be paid \$40.00 per meeting attended and pre-approved workshops.

Chairperson of the Zoning Board:

Chairperson of the Zoning Board will be paid \$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: \$70,000.00 per year.

Police Officers and Sergeants

Wage and benefit structure for the Police Department for 2014 will be per the negotiated contract.

Part-time Police Officers

\$14.50 per hour. After 1 year of service the rate will be \$16.16 per hour. Education bonuses will be as follows: Associate's Degree \$1.00 per hour
BS/BA Degree \$1.50 per hour
Master Degree and above \$2.00 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

\$29.16 per hour limited to 30 hours per week. (\$29.66 correct rate)

Firefighter/Officer

Probationary Firefighters pay rate: State minimum wage

Denny Miller Fire Department pay rate: \$23.71 per hour for fire calls.

Ed Kerr Fire Department pay rate: \$23.26 per hour for fire calls.

Records Clerk (Part-Time Secretary)

Part-time Records Clerk (Secretary) shall be paid \$15.25 per hour.

TM1/1/14

Slate of Appointments Con't

Service Department

Denny Miller, Working Road Foreman	\$23.71 per hour
Ed Kerr, Working Asst Road Foreman	\$23.26 per hour
Jeff Kessler, Road Dept./Sports Field	\$19.46 per hour
Ross Kerr, Part-Time Snow Plow Driver	\$16.10 per hour
Other Snow Plow Drivers	\$14.50 per hour
Keith Kessler	\$12.50 per hour
Part-time Seasonal	Rate to be decided

Service Department 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 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.

FEES

Resolution No. 01012012-004

Mr. Todd motioned to put forth a resolution for the Organizational Meeting the following fee schedules:

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 Fees

The charge is \$45.00 per time slot (3-hours) for Medina County Residents and \$55.00 per time slot (3-hours) for organizations that reside outside of Medina County. Soccer Field charge is \$15.00 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 paid to the prevailing IRS rate for 2014.

TM1/1/2014

Fees Con't

Employee Pay Periods

Employees pay periods are as follows: Bi-weekly, monthly or yearly based on their position.

Regular Meetings

Regular meetings will be held every other Thursday at 7:00 pm starting January 2nd, 2014. Department reports will be due the first meeting of every 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.

Resolution No. 01012014-005

Mr. Todd motioned to put forth a resolution for the Organizational Meeting the following appointments or reappointments appropriate to the Zoning Commission and Zoning Board of Appeals Members:

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

Zoning Commission:	Cynthia Szunyog, 1 st alt	12/31/2014
	Tom Borrer	12/31/2018
	Chuck Johnson, 2 nd alt	12/31/2014
Zoning Board of Appeals		
	Robin Gray	12/31/2018
	Boris Williams, 1st alt	12/31/2014

Mr. Todd stated that we do not have a second alternate. We will solicit that in the course of the year. Mr. Jarrett asked for clarification of the appointments.

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

Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

Mr. Todd asked that the following items be put on the agenda for the January 2, 2014, Regular meeting: Appendix 5 Zoning Fees, Laurie Shoemaker and Executive Session for Employee Compensation.

Vice-Chairman

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

Mr. Todd motioned to adjourn the meeting at 1:34 pm. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.


Linda DeHoff, Fiscal Officer


Michael D. Todd, Chairman


Ken DeMichael, Vice-Chairman


Ray Jarrett, Trustee