

**RECORD OF PROCEEDINGS
MINUTES OF REGULAR MEETING
JANUARY 2nd, 2014**

The Medina Township Board of Trustees met in regular session at the Medina Township Hall on January 2nd, 2014, to conduct the business of the Township. Chairman Todd called the meeting to order at 7:00 pm with the following Trustees in attendance: Michael D. Todd, Ray Jarrett and Ken DeMichael. Also in attendance were Fiscal Officer DeHoff, Police Chief Arbogast, Fire Captain Mark Roberts, Road Foreman Miller, Zoning Inspector Ridgley 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.

Electric Bill Discussion

The electric bill discussion was tabled and it will be moved to old business.

SITE PLANS

Riverview Villas Block P – Stonegate Subdivision

Mr. Todd motioned to accept the recommendation of the Zoning Commission and approve the site plan for Riverview Villas Block P of Stonegate Subdivision as presented with the notation that the HOA documents need to be submitted to, reviewed and approved by the Township. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

Sweet Kiddles – Site – 3825 Stonegate

Mr. Todd motioned to accept the recommendation of the Zoning Commission and approve the change of use for On-Demand Child Care LLC dba Sweet Kiddles to be located at 3825 Stonegate Drive as presented. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

Mr. Jarrett asked Mrs. Strogin what the next step was after she reviews the Riverview Villas homeowner's documents. Mrs. Strogin said the County Planning Commission reviews the document and forwards it to the Prosecutors Office. Mrs. Strogin and the Prosecutor mark any items that are not correct and it then goes back to the developer for approval. Mr. Todd asked if the Zoning Commission approves it. Mrs. Strogin said no, but she could bring it back to her Board. Mr. Todd said theoretically it should be brought back to the Zoning Commission.

TM1/2/14

SITE PLANS CON'T

Rivendale Easement

Mr. Todd informed Mrs. Strogin that he had spoken with Dean Holman regarding the easement with Rivendale and they feel there is a remedy. Mr. Todd said the changes that were proposed were discussed during the meeting but after the meeting they were never discussed with the Prosecutor again. Mrs. Strogin said they just went ahead and recorded in August 2013.

Sweet Kiddles - Ground Sign – 3825 Stonegate

Mr. Todd motioned to accept the recommendation of the Zoning Commission and approve a ground sign for On-Demand Child Care LLC dba Sweet Kiddles located at 3825 Stonegate Drive not to exceed 31.5 square feet in size and 7 feet in height as presented. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

Medina County Board of Elections – Site – 3800 Stonegate Drive

Mr. Todd motioned to accept the recommendation of the Zoning Commission and approve the change of use for Medina County Board of Elections to be located at 3800 Stonegate Drive, Unit C. It was so noted that (2) two additional landscape islands will be placed in the parking lot area as indicated on the site plan as well as (2) two large planters framing the entrance to the building as presented. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

Fairfield Inn and Suites – Site – Eastpointe Drive

Mr. Todd motioned to accept the recommendation of the Zoning Commission and approve the change of use for Fairfield Inn & Suites to be located on Eastpointe Drive as presented, with the acknowledgement that there is a storage shed in the northeast corner and the center column of the building is a parapet (42.6 feet in height) with the height of the building being 32.6 feet. It has been also recommended to increase the height of the landscaping on the west side of the concrete patio. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

Medina Township Police Department – Site – 4877 Fenn Road

Mr. Todd motioned to accept the recommendation of the Zoning Commission and approve the change of use for the Medina Township Police Department to be located at 4877 Fenn Road in an existing building with an addition of 1,664 square feet of new construction as a garage that's 24 feet x 64 feet as presented. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

TM1/2/14

OTHER BUSINESS

Stephanie Moore, SPCA

Stephanie Moore thanked the Trustees for the large donation that was given in 2012. She wanted to stress that no matter what, they will continue to care for the animals. The numbers are based on an average of what the cost is for caring for the animals. She stated that they are the only law enforcement agency in the county that provides this service. Mr. Todd said once the invoice is received a purchase order will be made and a contribution will be made.

Approval of Accounts Payable

Mr. Todd motioned to approve warrant #24832 to #24833 in the amount of \$45,000.00. 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 #18107 to #18163 total amount of \$42,134.48 with \$6,637.52 going to union dues, post-tax health, OPERS and deferred comp. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

Approval of Minutes

Mr. Todd motioned to approve minutes for the December 19, 2013, meeting. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

Remsen Building Roof

This has been tabled until spring.

PURCHASE ORDERS AND TRAINING REQUESTS

Cargill Deicing Technology

Mr. DeMichael motioned for a purchase order requisition for Cargill Deicing Technology for 900 tons of road salt. Total amount is \$30,888.00. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Jarrett and Mr. Todd.

Taser Instructor Course – Officer Cliff Nicholson

Mr. Todd motioned to appropriate \$185.00 for Taser Instructor Course for Cliff Nicholson. It is recertification, in Canton, Ohio, on February 5th and 6th. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

TM1/2/14

PURCHASE ORDERS AND TRAINING REQUESTS CON'T

OTA Winter Conference

Mr. Todd motioned to appropriate \$2,400.00 for the Ohio Township Association Winter Conference in Columbus, Ohio, from February 12th to the 15th for Linda DeHoff, Ken DeMichael and Ray Jarrett. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

Mr. Todd said Laurie Shoemaker is going to be the zoning secretary this year and she needs to learn how to do it. He asked Mrs. Strogin if she or someone on her Board would be able to help her to learn the technical aspects of the job. The Trustees are deciding whether to send her to the OTA Conference. He told Mrs. Shoemaker to meet with Mrs. Strogin and the Chairman of the BZA to see what their expectations are.

DEPARTMENT REPORTS

October Reports

Mr. Todd motioned to approve the October departmental reports. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

November Reports

Mr. Todd motioned to approve the November departmental reports. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

Mr. Todd said they received the annual reports for the Police Department and the Zoning Department. Mr. Todd told Mrs. Ridgley that he is more concerned with net businesses and not new businesses. If 5 businesses come in but 5 businesses leave then there is no net gain. Mrs. Ridgley asked if he wants to know who is left and he said yes. He said if you say new business are they replacing a business that left or are they a completely new business. We should know if a business has left the Township completely because it would show turnover. Mrs. Ridgley said she can do that.

NEW BUSINESS

Zoning Fees

Mr. Todd said Trustees discussed increasing some zoning fees (Appendix 5). Residential permits will be increased to \$.06 (six-cents) per square foot.

Mr. Todd motioned to amend Appendix 5 (five) of the schedule of fees from the Medina Township Zoning Code for Subdivision A. Residential, anywhere that there is a reference to \$.05 (five cents) dollars per square foot for residential construction that the amount would go up to \$.06 dollars per square foot. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

TM1/2/14

OTHER BUSINESS

Weymouth Preservation Report

Susan McKiernan, Director of the Weymouth Preservation Society, reported that they are going to tear out the ceiling in the exhibit room and the scrap money will be given to the Township. Her sister donated \$500.00 for new window blinds and \$1,100.00 was donated for the lights. She asked if the Township will have the lights installed. Mr. Todd said it would depend on the cost and asked her to get a quote. Mrs. McKiernan said there is a member who is an electrician; she'll ask him if he would install the lights. Mrs. McKiernan asked for quotes for window restoration from 5 (five) companies. The person she would like to use will reuse the existing glass. The quote of \$21,750.00 is for all the front facing windows and the north facing windows. The bid to restore just the North side would be \$13,750.00. Mr. Jarrett asked what the longevity of the windows would be, is there a guarantee of the workmanship and is there references of the company's workmanship. Mrs. McKiernan said the windows will last another 90 years and she has references and a guarantee of the workmanship. Mr. Jarrett asked Mrs. DeHolf how this would impact the budget for this year. Mr. Todd said if the Township put up \$19,000.00 would her membership come up with the \$2,750.00. Mrs. McKiernan is applying for an award for the school from the Cleveland Preservation Society and asked the Trustees for approval to apply for it because they are the owners of the building. The fabric was put up by the cemetery fence and that is working.

Executive Session

Mr. Todd motioned to go into Executive Session with the Board of Trustees to discuss employee compensation with the Fiscal Officer. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett. The Board entered into Executive Session at 7:53 pm. Mr. Todd motioned for the Board of Trustees to reconvene from Executive Session at 8:24 pm where the Board of Trustees was present with the Fiscal Officer discussing employee compensation. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett. No decisions were made in that meeting.

Special Project Coordinator - Laurie Shoemaker

Mr. Todd said they discussed Laurie Shoemaker's current position with her. He stated that Mrs. Shoemaker already takes care of the special projects for the Township and they envision that going forward. They include Weymouth Day, Flag Day, Pick-it-Up Day, Dumpster Day (Toss- ur- Trash), Shop with a Cop and looking for grants.

They also discussed her taking on the job of secretary for the Zoning Board and the Zoning Board of Appeals. Mr. Todd said that being the secretary to both Boards will include a laptop computer that she can use for doing the minutes and recordings of the meeting itself. He asked that she review both Zoning Boards minutes because they are done almost verbatim. Mr. Todd asked Mrs. Strogan to discuss what her expectations are of the secretary position with Mrs. Shoemaker. He also asked Mrs. Shoemaker to contact Zoning Secretaries from other Townships and discuss other technicality issues.

Special Project Coordinator – Laurie Shoemaker Con't

The list Trustees put together also included the newsletter and the food drive.

Mr. Todd said, because she will only be paid out of the general fund, as far as grants, each department is responsible for their own grant (Fire, Police, Road and Zoning). If a department has a grant that they want to put in for, they have to find a way to do it within their own department. If a department wants assistance on doing a grant, they have to get permission from the Board of Trustees and if the Trustees deem it appropriate they would have Mrs. Shoemaker work on that specific grant. Mrs. Shoemaker responded in agreement. The Trustees also ask that she research new grants that the township could apply for and if she finds grants that are applicable to any of those departments she is to let the Trustees know about it. Mrs. Shoemaker asked if she is to notify the department head and Mr. Todd said she is to let the Trustees know about it and provide it (grant) to the department head. The department head is ultimately responsible to determine if they want to put in for that grant because they are the ones that are going to have to work it. Mr. Todd asked Mrs. Shoemaker if that made sense and she said it does and that she has already been working on a couple (of grants). Mr. Todd asked Chief Arbogast if that makes sense. Chief Arbogast's only question was that he has one active grant for vests right now and also the URC or whatever it is called now, and Mrs. Shoemaker is the only one who has access to it for grant administration. Mr. Todd said to tell Trustees what grants he has that she is administering, that way Trustees know what they are and they will make a decision and most likely she would continue to administer them for right now. Mrs. Shoemaker said the same thing with Chief Crumley and Mr. Todd said yes and they would like to know what they are. Mr. Todd said Mrs. Shoemaker works for the Trustees and not for the other departments (Fire, Police, Road & Zoning) so with that being said the other department heads should not be giving her anything to do and if they give her something to do she is to say no and tell them they need to talk to the Board of Trustees because it needs to go through the Trustees. Mrs. Shoemaker said okay.

Mr. Todd said they are looking into Mrs. Shoemaker monitoring social media sites like Facebook and Instagram. She is to come up with a plan and present it to the Trustees.

Mr. Todd said regarding hours, you are paid a salary on an annual basis your still considered an non-exempt salaried/hourly employee. What that means is, you have to work forty (40) hours a week and we talked to you about you doing that on your time, we tried to be flexible with your schedule. You do need to submit a timesheet of the 40 hours you work per week. You will accrue vacation and sick leave like everybody else. If you work less than forty (40) hours in any given week you have to use vacation or sick time whatever is appropriate. If you are going to work more than forty (40) hours per week you need to get prior approval from the Board of Trustees. Mrs. Shoemaker asked where the differences were in the hourly versus salary. Mr. Todd said the difference is you are getting a flat pay, that's what you get paid. When you go into overtime, normally when you have a salaried employee, normally you don't get overtime when you have a salaried employee. Because you're non-exempt we have to manage that. What we're saying is you shouldn't be working more than forty (40) hours. Mrs. Shoemaker said okay. Mr. Todd said you just shouldn't be. You need to manage your time for any given week.

Special Project Coordinator – Laurie Shoemaker Con't

Mrs. Shoemaker said with the flexibility that's what (inaudible) sure. Mr. Todd said that's the point, if you have a project or if you have something you are working on, save those hours up for that project and put it all towards that, you shouldn't be going over forty (40) hours. Mrs. Shoemaker said that helps. Mr. Todd said if you have to go over forty (40) hours you need to talk to the Trustees about it. Mrs. Shoemaker said she shouldn't have to with the flexibility. Mr. Todd said you do need to give a time sheet and it needs to go to Linda. It needs to say what hours you worked and it needs to be forty (40) hours or it needs to be accounted for by vacation or sick leave. Mrs. Shoemaker said what if, like you said, I know, like for instance, a big event is coming up, so if I work, knowing that I will be putting in forty (40), fifty (50), sixty (60) hour in one week, how do you want me to present that to Linda, afterwards or cutting it before, how do you want me to work that. Mr. Todd asked her to repeat that. She said for instance, when we approach Flag Day I put in a lot more than forty (40) hours per week, knowing that's coming up do I, can I arrange those hours on my own, submit a time sheet to Linda, say it's a month prior to flag day coming up, I know that I'm going to be, Mr. Todd interjected with "it is after the fact". Mrs. Shoemaker said "after the fact". Mr. Todd continued by saying "but, what I am saying is you shouldn't be going over forty (40) in a week. If you are going to go over forty (40) in a week, you need to get approval from us and we will talk about that specific time frame. Mrs. Shoemaker acknowledged that she has to get approval and asked if they will make the adjustment afterwards. Mr. Todd said she is to ask Trustees beforehand if she wants to go over forty (40). Beyond that she shouldn't be going over forty (40). Mr. Jarrett said, otherwise you reduce your hours prior to that event by the amount of hours you think you will need. Over forty (40) hours in a week it is deemed to be overtime by the wage and hour commission and so you can't work more than forty (40) in a week even if you saved it up from whatever. Mrs. Shoemaker said she understood and said if it is that one week that I am submitting I know in my head I am going to be putting in 60 hours Friday and Saturday, Mr. Todd said you need to ask Trustees ahead of time, she said she wouldn't work that Monday and Tuesday. She said she cannot predict how long she is going to be setting up the night before. Mr. Todd reiterated to Mrs. Shoemaker that, if you plan on working more than forty (40) hours in a seven day weekly period you need to get approval from the Trustees. Mrs. Shoemaker asked if other than that she can work her forty hours per week whenever and Mr. Todd said that is correct. She said got it. Mr. Todd said if you plan on going over forty (40) hours you need to get approval from us and we will talk about that specific incident at that time and how we're going to handle it. He said vacation and sick time she would use the way she would normally use it.

If you are going to work less than forty (40) hours in a week that's fine, you just have to use vacation or sick time. Mrs. Shoemaker said that what Mr. Todd had said Wednesday with the four (4) that she had accrued that is not the case, I am using that four (4) weeks moving forward in 2014. Mr. Todd said there is a question regarding the amount of vacation she has accrued. Mr. Todd said she does not have four weeks' vacation accrued. Mrs. Shoemaker said she has 5 years full time. That would give her three (3) weeks. There was discussion regarding the accrual of vacation and this will be looked into. Mrs. Shoemaker said she understood that and it was fine and she will have three (3) weeks. Mr. Todd said right now vacation is accrued annually (on a full time employee's anniversary per the employee handbook).

TM1/2/14

Special Project Coordinator - Laurie Shoemaker Con't

Mrs. Goe asked that Mrs. Shoemaker be told the Zoning Commission and Zoning Board of Appeals meetings need to be taped for the record. Mrs. Strogin said Ms. Ferencz had her own computer with a recording system but she also used the cassette tape so they have both.

Mr. Todd said as far as keys go she should just have a key to the townhall building and the zoning office. If you have other keys you need to give them to Celia. Mrs. Shoemaker asked if she could have some time to get the things out of the back room. Mr. Todd said yes and they need to talk about that individually. There are some things that are public records that need to be here and some things that are not public records that are just informational that are for her use determining what is what. Mrs. Shoemaker said it is just a matter of moving things, even if she moves them to the zoning office. Mr. Todd said as long as they are kept on premises that is not an issue. Mr. Todd said all he asks is that if she has something she needs to work on at home that she makes copies and but leaves the original here. Mr. Jarrett asked if Mrs. Shoemaker will still be involved with the website at all and who is going to handle the updates. Mr. Todd said the website will still be handled the way it has been. Mrs. Shoemaker is looking into Facebook for the township. Mr. Todd said he has a problem with something being beyond an incident report. Mrs. Shoemaker said she will present the information to the Trustees. She also said she mostly does the PR for the minor events and gives Melanie the pictures and flyers. Mr. Todd said things are going to come up along the way and he asks that if something comes up that was not specifically given you today and it is something you have done and we have not talked about it or you think of it later.....

Mrs. Shoemaker said she has some items to discuss. Do they still want her to do the letters from the Trustees to the residents and Mr. Todd said yes. She also said she handled the business contact list at the Police Department. She said Bernie Smith of the Fire Department has been handling the list for the last couple of years, getting contact names, owners of the properties and 24 hour contact information. She said Mr. Smith doesn't proactively update that list. He only updates the list when he goes on an inspection. She asked if Trustees want her to still do that. Mr. Todd said since it comes from the Fire Department she is to let the Fire Department handle updating the list. She said alright but the list is outdated and not accurate. Mr. Todd said they will deal with that with Mark Crumley.

She said she is with Medina City for updates to the database through Emergency Management. She views the webinars on the EMA website.

She also does the quarterly and annual reports and administration of the grant. She will give them a list of what she has been working on.

Mrs. Shoemaker said she created templates and forms for Mr. Miller and helps Mrs. Ridgley with computer issues. Mr. Todd said that it is not her job to do right now. He told Mrs. Ridgley that if she wants someone to help her she is to ask the Board and say specifically what she needs help with and. Mrs. Ridgley said alright. Mrs. Shoemaker said that sometimes two or three times on a daily basis issues come up. Mr. Todd said if Mrs. Ridgley wants something she can ask the Board.

Mrs. Shoemaker asked if she is still to do the certificates and awards. Mr. Todd said yes if they tie in with her events. She asked, if they are not, go through the Trustees and Mr. Todd said yes.

Special Project Coordinator – Laurie Shoemaker Con't

Mrs. Shoemaker said she notarizes citations for the Police Officers but they can do that through the City and once in a while she notarizes things. Mr. Todd said no.

Mrs. Shoemaker said she has been working with Scott Vargo on the AED/ CPR training so she met with Jim Satele of Pat O'Brien and secured the use of the community room for the training sessions. Mr. Vargo and Mrs. Shoemaker are meeting to put together a blurb for the website and how to approach getting people. The Trustees said she is to pass that off to the Fire Department and to tell them it is their responsibility to finish it. She said she also has been working with Parker Browne and Shawn Kasson regarding the AFG Fitness and Wellness 2013, Grant, with the grant writers and SAM, that is all grant stuff.

Mrs. Shoemaker will pass the towing policy to the Police Department. The policy has to be updated every year and they have to send back a signed.... All the people who are on the rotation list, and also make sure two (2) or three (3) times a year that their insurance certificates are up to date. Mr. Todd told Chief Arbogast that that will be his responsibility.

Mrs. Shoemaker also has been researching solar energy for Denny for the new equipment building which also included energy efficient programs for the township in general and also the emerald ash borer plan, she thinks that falls into research. Mr. Todd said the solar power is for the township and that is something Mrs. Shoemaker would do. The emerald ash borer would be Denny's. Mr. Todd asked Denny to tell the Trustees what he wants to do with that and to take it off Laurie's plate. Denny said he will have Keith Kessler look into it. Mr. Todd told Denny that his department should be taking care of his department's stuff and if there is something that can't take care of then to contact the Trustees. Mr. Jarrett said they would have to go street by street and it has to fall into the right-of-way for the emerald ash borer grant. Mr. Todd said that it is Denny's responsibility.

Mrs. Shoemaker said she guesses the other stuff is more on the personal level and she will send the Trustees an e-mail tonight on this. The rest of the stuff was what affected the job description. Mr. Todd asked what she means by personal level. She said when she talked to Mr. Todd after the organizational meeting, and I appreciate what, you know, I understand that there needs to be budget cuts and I'm high man on the totem pole I just wonder is it actually the low man on the totem pole has the most experience (inaudible) so anyway I get that, I totally understand that. If there's any other ways to help I would be more than willing to help cover meetings or even if Susan needed to come in on an off time to transcribe some of the books. Mr. Todd told Mrs. Shoemaker that they talked about trying to get more clearly defined roles. I think our decision in general, when we talked about it, was that no we didn't want you doing that, we wanted you doing your job, and that is why we wanted the department heads to start taking care of some of their stuff internally. So I would say, if that's the case it would have to fit A. within your forty (40) hours and B. it would have to be you asking us or us asking you specifically if you could do it but I wouldn't say that that is in your job description. Mrs. Shoemaker said okay.

TM1/2/14

Special Project Coordinator – Laurie Shoemaker Con't

Mr. Jarrett asked Mrs. Shoemaker to send the Trustees an e-mail letting them know what she was handing off and to what department so the Trustees and department heads are clear on what they are going to have to pick up the slack on. Mrs. Shoemaker said she can do that. Mrs. Shoemaker asked if she could still use the Fusion to travel for the township. Mr. Todd said it is a township vehicle and you are a township employee and if the vehicle is here you can use it for township business.

Mrs. DeHoff said phone calls used to go to Mrs. Shoemaker's cell phone for police reports and other things and she didn't know if that was still the case but would that be considered Police business. Mr. Todd said yes. Mrs. Shoemaker said she would stop the calls from being transferred to her phone. Mr. Todd said she should only be interacting with the Trustees. Mrs. Shoemaker asked about the use of her cell phone for township business. Mr. Todd said they would address that separately. Mr. Jarrett said they give Denny a township cell phone. Mr. Todd agreed that they would give her a township cell phone and it would be used for township business only. Mr. Jarrett asked who would determine the laptop and software and would it be Intech. Mr. Todd asked her to find out what her needs are as Secretary to the Zoning Boards and then come back to them and they will talk to someone to see how they can fill those needs. Mrs. Shoemaker agreed. Mr. Jarrett said there is no BZA meeting in January.

Mrs. Strogin asked if they made appointments and Mr. Todd said Thomas Borrer would sit on the Board as the five (5) year member replacing Cynthia Szunyog who would be the first alternate. Mrs. Szunyog had sent a letter stating she didn't really want to do it but she would if she had to so, based on that, they appointed Mr. Borrer to the full term and made Mrs. Szunyog the first alternate.

Mrs. Shoemaker said they had mentioned sick time was not going to change, so that is going to accrue as it has been and Mr. Todd said yes.

Mr. Todd said they just wanted this be a clearly defined role as much as possible. Mrs. Shoemaker said she appreciates it and agrees that it is more clearly defined. Mr. Todd said as far as backing up Mrs. Ridgley or Mrs. Goe it is not something she has to do. They will deal with this with Mrs. Ridgley. Trustees did talk about it in the meeting but it will not be Mrs. Shoemaker's responsibility.

Chad Riffle Termination

Mr. Todd said there has been an opinion regarding conflict of interest in the township with employees. It covers other people including David Dufala who owns Medina Heating and Chad Riffle. We have made changes based on those opinions. Julie Riffle works for the Fire Department and Chad Riffle has done work for the Fire Department and that really is not permissible.

Mr. Todd motioned to terminate the employment of Chad Riffle. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.


TM1/2/14

OTHER BUSINESS

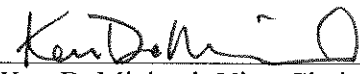
Restoration of Windows at Weymouth Preservation Society

Mr. Todd motioned to appropriate \$19,000.00 to PPC&S for the restoration of windows at Old Weymouth School including the north and east windows. Mr. Jarrett seconded the motion. Mr. Jarrett asked if the east was correct and was told it was. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

Mr. Todd motioned to adjourn the meeting at 9:06 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

Medina Township Fire Department October 2013 Activity Report

Type of Alarms		Count	Percentage				
A	Alarm Drop	8	19.05%				
	Medina Auto Mall - Fault detector near paint booth						
	North Gateway Tire - Alarm Malfunction						
	Critchfield & Johnson 4992 Foote Rd - Pull station pulled						
	WRMC - burnt food						
	Smith Brothers - alarm malfunction						
	Medina Township Service Department - Alarm malfunction						
E	Assist EMS (LST)	24	57.14%				
	5 - Falls						
	4 - Chest pains						
	4 - Sudden Illness						
	4 - Victims passed out						
	2 - Difficulty Breathing						
	2 - Lift Assists						
	1 - Abdominal Pain						
	1 - Person unresponsive						
	1 - 12 year old combative patient at doctors office						
F	Fire Call	7	16.67%				
	2 - Mutual aid to Sharon FD for structure fires						
	1 - Mutual aid to Medina City for structure fire						
	1 - Agency assist for possible suicide						
	1 - smoke inside home						
	1 - open burn complaint						
	1 - Fire hydrant hit in MVA and sheered off spewing water						
MVA	Motor Vehicle Accident	3	7.14%				
CO	Carbon Monoxide	0	0.00%				
HZ	Haz Mat	0	0.00%				
Total Incident Count		42		*Mutual aid given= 3; 2 - Sharon FD for structure fires; 1 - Medina Ci			
				*Mutual aid received=0			
Total Calls During Staffing Hours		35					
Daily 8am-4pm							
Inspections conducted							
	Annual Fire Safety Inspections	31					
	Re-Inspections	4					
	Annual Fire Alarm Tests	2					
	Annual Sprinkler Tests	1					
	Semi Annual Paint Booth	0					
	Semi Annual Hood tests	5					
Total Inspections		43		*NOTE: Numbers subject to change upon receiving run times from dispatch			
Public Relation Activities							
	Home Depot Safety Day						
	MDG Flooring Fall Fest						
	MTFA Pancake Breakfast						
	Trick or Treat in the township						

Medina Township Police Department
EVENT CLASS STATS 10/01/2013 To 10/31/2013

ID#	Event Type	Description	Event Count	Unfnd Count	Open Count	Closed Count	No Dispo Count
1	12	Burglary	1	0	0	1	0
2	12B	Alarm	57	0	0	2	55
3	15	Warrant Service	2	0	0	1	1
4	16	Death	1	0	0	0	1
5	2	MVA No Injuries	37	0	0	5	32
6	20	Domestic	3	0	2	1	0
7	24A	Drugs	1	0	0	1	0
8	26	Disturbance/Fight	6	0	1	1	4
9	2812BC	Fire Alarm - Commerical	2	0	0	0	2
10	2812BR	Fire Alarm - Residential	3	0	0	0	3
11	29	Assist Lst	1	0	0	1	0
12	36	Theft	17	0	3	10	4
13	38	Missing Person	1	0	1	0	0
14	4	MVA With Injuries	6	0	0	0	6
15	52	Shooting	1	0	0	1	0
16	53	Mental	2	0	0	0	2
17	55	COP	153	0	0	1	152
18	55B	Business Check	6	0	0	0	6
19	55V	House Check	37	0	0	1	36
20	58	Sudden Death	1	0	0	1	0
21	58THREAT	Suicide-Threats	2	0	0	2	0
22	60	Suspicious Person	12	0	0	0	12
23	6060A	Suspicious Person And Vehicle	9	0	0	0	9
24	60A	Suspicious Vehicle	8	0	0	1	7
25	64	Vandalism	2	0	0	2	0
26	70	Harassment-Phone/Text	1	0	0	1	0
27	72	Lockout	19	0	0	0	19
28	8	Assault	2	0	0	0	2
29	911HANG	911 Hang-Up	9	0	0	0	9
30	911MIS	9-1-1 Misdial	7	0	0	0	7
31	911OPEN	9-1-1 Open Line	1	0	0	0	1
32	AGENCY	Agency Assist	13	0	0	2	11
33	ANIMAL	Animal Complaint	8	0	0	0	8
34	ATT58	Suicide Attempt	2	0	0	1	1
35	BC	Building Check	31	0	0	0	31

<u>ID#</u>	<u>Event Type</u>	<u>Description</u>	<u>Event Count</u>	<u>Unfnd Count</u>	<u>Open Count</u>	<u>Closed Count</u>	<u>No Dispo Count</u>
36	BREATHE	Breathing	3	0	0	0	3
37	CIT ASST	Citizen Assist	42	0	0	2	40
38	CUST	Custody Dispute	1	0	0	0	1
39	DAMAGE	Criminal Damage	1	0	0	0	1
40	DAV	DAV-Disabled Vehicle	20	0	0	1	19
41	DEBRIS	Street Obstruction	7	0	0	0	7
42	ESCORT	Escort - Assist Citizen	5	0	0	0	5
43	ESCPRI	Escort-Prisoner	4	0	0	0	4
44	FALL	Fall	8	0	0	0	8
45	FRAUD	Fraud	1	0	1	0	0
46	FULLARRE	Full Arrest	1	0	0	0	1
47	HARASS	Harassment	4	0	0	3	1
48	INJURY	Injury	1	0	0	0	1
49	INVALID	Invalid Assist	1	0	0	0	1
50	LIQ	Liquor Violation	1	0	0	0	1
51	MVAPP	MVA-PP No Injury	4	0	0	0	4
52	NOISE	Noise Complaint	6	0	0	1	5
53	ODOR	Odor Investigation	1	0	0	0	1
54	PARK	Parking Complaint	1	0	0	0	1
55	PROPERTY	Property-Found/Lost	2	0	1	0	1
56	SHOPLIFT	Theft-Shoplifter	1	0	0	1	0
57	STROKE	Stroke	1	0	0	0	1
58	SUDDILL	Sudden Illness	12	0	0	0	12
59	TPOCPO	Violation TPO/CPO	1	0	0	1	0
60	TRAFFIC	Traffic Complaint	26	0	0	1	25
61	TRES	Trespass	1	0	1	0	0
62	TS	Traffic Offense	262	0	1	20	241
63	WELFARE	Welfare Check	5	0	0	0	5
Grand Totals:			887	0	11	66	810

Medina Township Service Dept. October 2013 Report

- Ditching On Substation , Bagdad , and Hood Roads
- Had broken concrete replaced on Shadybrook run
- Removed 1 center island in parking lot at Townhall Complex
- Check on logging issue on Nicholes/Remsen Rds. With Elaine
- Haul dirt from Reserve to Medina Excavating yard/ Medina Center cemetery for new privacy mound
- Had landscape project started at Townhall
- Start topdressing fields at park
- Aerate all fields at park
- Seed all Fields
- Install new bollard around drug box in parking lot
- Stripe new parking lot and restripe all other parking areas
- Repair trucks as needed
- Work with County Building Dept. for permits for New Building
- Trim trees around Township
- Remove dug-out covers from Park Dug-outs

Report Submitted By : Denny Miller Road Foreman

Alba

Date: November 4, 2013

Medina Township

From the Office of Zoning Inspector
Medina Township Hall
3799 Huffman Road
Medina, OH 44256



ZONING REPORT for - Oct. 2013

MONTHLY TOTALS FOR Oct. 2013

3	Single Family
4	Change of Use
1	Deck
4	Shed
3	Accessory Buildings
1	Covered Patio
2	Residential Addition
1	Road Dept Equip Build
1	Add Comm'l Build
19	Signs

39	TOTAL PERMITS	TOTAL VALUE:	\$1,786,072.00
Fees collected on permits total excluding signs:			
Fees collected on sign permits:			
TOTAL PERMIT FEES COLLECTED:			
	Fees collected in Oct. 2013 for Zoning Commission Agenda		\$75.00
	Fees collected in Oct. 2013 for BZA Agenda		\$0.00
			<u>\$75.00</u>
	GRAND TOTAL FEES COLLECTED:		\$3,880.41

Respectfully Submitted,
Elaine Ridgley
Zoning Inspector

Medina Township Fire Department November 2013 Activity Report

Type of Alarms		Count	Percentage				
A	Alarm Drop	3	9.68%				
	1 - WRMC 4931 Nettleton - burnt food						
	2 - Residential						
E	Assist EMS (LST)	19	61.29%				
	7 - Fall victims						
	3 - Chest Pains						
	3 - Difficulty breathing						
	1 - Possible Stroke						
	1 - Sudden Illness						
	1 - Back pain with numbness of left leg						
	1 - Rapid Heart Rate						
	1 - 77 year old male lethargic						
	1 - 89 year old female passed out						
F	Fire Call	7	22.57%				
	2 - Open burn complaints						
	1 - report of tree on power lines						
	1 - Fire in Pizza Oven at Antonio's Pizza						
	1 - Rescue Kitten stuck in the dashboard of a car						
	1 - Odor of Natural Gas at Pat O'Brien						
	1- Grass/Mulch fire at Smith Brothers on Marks Rd						
MVA	Motor Vehicle Accident	1	3.23%				
CO	Carbon Monoxide	1	3.23%				
HZ	Haz Mat	0	0.00%				
Total Incident Count		31		*Mutual aid given = 1 - Medina City for MVA			
				*Mutual aid received=0			
Total Calls During Staffing Hours		27					
Daily 8am-4pm							
Inspections conducted							
	Annual Fire Safety Inspections	12					
	Re-Inspections	0					
	Annual Fire Alarm Tests	1					
	Annual Sprinkler Tests	1					
	Semi Annual Paint Booth	0					
	Semi Annual Hood tests	2		*NOTE: Numbers subject to change upon			
Total Inspections		16		receiving run times from dispatch			
Public Relation Activities							
	Changed several new smoke detectors for elderly residents						
	Changed batteries in smoke detectors						
	Truck tours for children						

Medina Township Police Department
EVENT CLASS STATS 11/01/2013 To 11/30/2013

<u>ID#</u>	<u>Event Type</u>	<u>Description</u>	<u>Event Count</u>	<u>Unfnd Count</u>	<u>Open Count</u>	<u>Closed Count</u>	<u>No Dispo Count</u>
1	12	Burglary	1	0	0	0	1
2	12B	Alarm	66	0	0	5	61
3	14	Bad Check	3	0	1	1	1
4	15	Warrant Service	11	0	0	3	8
5	2	MVA No Injuries	39	0	1	7	31
6	20	Domestic	1	0	0	0	1
7	24A	Drugs	3	0	1	2	0
8	26	Disturbance/Fight	3	0	1	1	1
9	28G	Fire - Grass/Brush	1	0	0	0	1
10	28SC	Fire - Commercial Structure	1	0	0	0	1
11	28V	Fire - Vehicle	1	0	0	0	1
12	29	Assist Lst	16	0	1	3	12
13	36	Theft	14	0	2	8	4
14	4	MVA With Injuries	7	0	0	1	6
15	48C	Sex Offense - Computer Crimes	1	0	1	0	0
16	53	Mental	1	0	0	0	1
17	55	COP	114	0	0	6	108
18	55B	Business Check	14	0	0	0	14
19	55V	House Check	38	0	0	8	30
20	56	Stolen Vehicle	2	0	0	2	0
21	58THREAT	Suicide-Threats	1	0	0	0	1
22	60	Suspicious Person	4	0	0	0	4
23	6060A	Suspicious Person And Vehicle	19	0	0	5	14
24	60A	Suspicious Vehicle	4	0	0	0	4
25	60B	Suspicious Activity	1	0	0	0	1
26	64	Vandalism	1	0	0	1	0
27	70	Harassment-Phone/Text	1	0	0	0	1
28	72	Lockout	15	0	0	0	15
29	8	Assault	2	0	1	0	1
30	90	Swat Call	1	0	0	1	0
31	911HANG	911 Hang-Up	6	0	0	0	6
32	911MIS	9-1-1 Misdial	1	0	0	0	1
33	911OPEN	9-1-1 Open Line	3	0	0	0	3
34	ABDOM	Abdominal Pain	1	0	0	1	0
35	AGENCY	Agency Assist	10	0	0	4	6

Medina Township Police Department
EVENT CLASS STATS 11/01/2013 To 11/30/2013

<u>ID#</u>	<u>Event Type</u>	<u>Description</u>	<u>Event Count</u>	<u>Unfnd Count</u>	<u>Open Count</u>	<u>Closed Count</u>	<u>No Dispo Count</u>
36	ANIMAL	Animal Complaint	13	0	0	2	11
37	BACK	Back Pain	1	0	0	0	1
38	BC	Building Check	31	0	0	8	23
39	BREATHE	Breathing	8	0	0	1	7
40	BURN	Open Burn	2	0	0	0	2
41	CHILDA	Child Abuse	1	0	1	0	0
42	CIT ASST	Citizen Assist	23	0	0	5	18
43	DAV	DAV-Disabled Vehicle	37	0	0	1	36
44	DEBRIS	Street Obstruction	3	0	0	0	3
45	DIABETIC	Diabetic Problem	1	0	0	0	1
46	ESCORT	Escort - Assist Citizen	1	0	0	0	1
47	ESCPRI	Escort-Prisoner	6	0	0	0	6
48	FALL	Fall	7	0	0	0	7
49	FRAUD	Fraud	2	0	2	0	0
50	HARASS	Harassment	1	0	0	0	1
51	MVAPP	MVA-PP No Injury	6	0	0	2	4
52	NOISE	Noise Complaint	1	0	0	1	0
53	ODOR	Odor Investigation	1	0	0	0	1
54	PARK	Parking Complaint	2	0	0	0	2
55	PROPERTY	Property-Found/Lost	1	0	0	0	1
56	SHOPLIFT	Theft-Shoplifter	3	0	0	2	1
57	STROKE	Stroke	2	0	0	0	2
58	SUDDILL	Sudden Illness	1	0	0	0	1
59	TPOCPO	Violation TPO/CPO	1	0	0	1	0
60	TRAFFIC	Traffic Complaint	14	0	0	1	13
61	TRES	Trespass	1	0	0	0	1
62	TS	Traffic Offense	256	0	2	36	218
63	UNCON	Unconscious	3	0	0	2	1
64	UNRULY	Unruly Juvenile	1	0	0	0	1
65	VERBAL20	Domestic-Verbal	1	0	0	0	1
66	WELFARE	Welfare Check	3	0	0	0	3
Grand Totals:			841	0	14	121	706

Medina Township Service Dept. November 2013 Report

- Work on new landscape at Townhall Complex
- Install 1 new headstone footer and replace 3 existing leaning footers at Medina Center Cemetery
- 1 burial at Medina Center Cemetery
- Plow and salt roads
- Build a new building pad for our new equipment storage building
- Remove 12 overgrown arborvitae from along East drive at Medina Center Cemetery
- Ditching along various roads
- Get trucks ready for winter
- Install plow markers along Township roads where needed
- Assist. Local cow owner to round up 4 escaped cows from home on Hamilton Road .
- Met with contractor and Architects at new Police Dept. with Chief Arbogast to go over possible remodeling

Report Submitted By: Denny Miller Road Foreman

Date: Dec. 5, 2013

ZONING REPORT for - Nov. 2013

Medina Township

From the Office of Zoning Inspector

Medina Township Hall

3799 Huffman Road

Medina, OH 44256

MONTHLY TOTALS FOR Nov. 2013

4	Single Family
1	Accessory Building
1	Res Addition
1	Temp Trailer
1	New Construction
16	Signs

24	TOTAL PERMITS	TOTAL VALUE:	\$2,239,380.00
	Fees collected on permits total excluding signs:		\$2,495.95
	Fees collected on sign permits:		\$1,200.00
	TOTAL PERMIT FEES COLLECTED:		\$3,695.95
	Fees collected Nov. 2013 for Zoning Commission Agenda		\$225.00
	Fees collected Nov. 2013 for BZA Agenda		\$0.00
			\$225.00
	GRAND TOTAL FEES COLLECTED:		\$3,920.95

Respectfully Submitted,
Elaine Ridgley
Zoning Inspector