

**RECORD OF PROCEEDINGS
MINUTES OF REGULAR MEETING
MAY 22nd, 2014**

The Medina Township Board of Trustees met in regular session at the Medina Township Hall on May 22nd, 2014, to conduct the business of the Township. Chairman Todd called the meeting to order at 7:08 pm with the following Trustees in attendance: Michael D. Todd, Ken DeMichael and Ray Jarrett. Also in attendance were Fiscal Officer DeHoff, 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. DeMichael and Mr. Jarrett.

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

Robert Chordar – TC Architects – New Police Station Renovation

Mr. Todd asked Mr. Chordar if everything was ready to go out for bid. He said yes, but they didn't have the engineer's estimate. Mr. Jarrett asked if the estimate will be received Friday. Mr. Chordar said yes.

Mr. Todd motioned to set a special meeting for Monday, May 26, at 10:00 am, for the purpose of setting dates and deadlines for the Police Department building bids. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

Mr. Chordar said there is another issue. They sent the standard contract to the Prosecutor's Office for review back in March and as of this date they have heard nothing back. Mr. Chordar and Chief Arbogast have both left several messages.

Mr. Todd motioned to withdraw our special meeting on the 26th. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

Erica Graffain

Ms. Graffain said they have staff going out and looking at properties. They will leave a door hangar stating why they were there. They do not ask to come into your house so don't let anyone in. They may be driving marked vehicles. The winners of the Memorial Day Contest and the essay contest. The newsletter is on the website. The deadline is coming up for the homestead exemption and anyone that turns 65 in 2013 has until June 2, 2014 to apply.

Approval of Accounts Payable

Mr. Todd motioned to approve warrant #25206 to #25248 total amount of \$66,875.82. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

Approval of Payroll

Mr. Todd motioned to approve payroll checks #18679 to #18733 total amount of \$45,141.20 with \$5,791.56 going to union dues, OPERS, Deferred Comp and post-tax health. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett, and Mr. DeMichael.

Approval of March 2014 Bank Reconciliation

Mr. Todd motioned to approve the bank reconciliation for the month of April 2014, and incorporate by reference the four (4) page document dated May 12, 2014, at 11:39 am. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

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OTHER BUSINESS CON'T

Approval of Minutes

Mr. Todd motioned to approve the minutes for the April 24th, 2014, regular meeting. Mr. DeMichael seconded the motion. Roll call vote: Mr. Todd aye, Mr. DeMichael aye and Mr. Jarrett abstain.

Mr. Todd motioned to approve the minutes for the May 8th, 2014, Public Hearing. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

OLD BUSINESS

Electric Bill Discussion

Mr. Todd tabled the electric bill discussion.

Remsen Building Roof

The Trustees would like Mr. Miller to get three (3) quotes for tearing the roof off the classroom part of the Remsen Building all the way to the decking. Mr. Jarrett asked if the roof was still leaking and Mr. Miller said it only leaks when there is a freeze and thaw.

Request for Streetlight at Intersection of Rivendale and Fenn Roads

Mr. Todd asked the status of the request for the streetlight at Rivendale and Fenn Roads. Mr. Miller spoke to the developer, Doug Hasslinger, and the Homeowners have talked about having a light. But he is the Homeowner's Association so he doesn't seem real interested in it. It will be taken off the agenda.

Vending Machines at Blakslee Park

Mr. Todd tabled the vending machines at Blakslee Park because we haven't gotten an opinion from the Prosecutor's Office.

Ethics Training Seminar Date

Mr. Todd asked Mrs. DeHoff when the ethics training date was set for and she said it will be August 13, 2014, at the Masonic Home from 1:00 pm to 2:30 pm and 6:00 pm to 7:30 pm.

Mr. Todd motioned to set the Ethics Training Seminar at the Masonic Community over on Nettleton Road for August 13, 2014, from 1:00 pm to 2:30 pm and 6:00 pm to 7:30 pm. It is mandatory for all Medina Township Employees. Mr. DeMichael seconded the motion. Mr. Jarrett said if you are scheduled to work that day you should go during your work hours. If you are not scheduled to work during those hours you will get paid for attending the 90 minute talk. Mr. Todd said that includes Zoning Board Members, Fire Department and Police Department. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

PURCHASE ORDERS AND TRAINING REQUESTS

Ford Motor Credit – Final Payment for Police Cars

Mr. Todd motioned for a purchase order for \$41,529.76. It's the third payment for the lease of the Police Department vehicles. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

2014 Countywide Mass Notification System

Mr. Todd motioned for a purchase order requisition for \$1,415.70 payable to Medina County Emergency Management Agency for the 2014 Countywide Mass Notification System. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

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PURCHASE ORDERS AND TRAINING REQUESTS CON'T

2012/2013 Medina Township Audit

Mr. Todd motioned for a purchase order for \$10,500.00 payable to the Treasurer of State of Ohio, Auditor of State, Accounts Receivable Office for the 2012/2013 Medina Township Audit. Mr. Jarrett seconded the motion. Mr. Jarrett asked why, if they require us to have an audit, we have to pay them. Mr. Todd said those are the rules. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

IACP Conference – Chief Arbogast

Mr. Todd motioned to appropriate \$1,850.00 for the IACP Conference in Orlando, Florida from October 25 to October 28 for Chief Arbogast for professional development and equipment review. Mr. Jarrett seconded the motion. Mr. Todd said this helps us with getting grants and other things for the equipment review itself. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

REPORTS

Zoning Department

Mrs. Ridgley reported that for the month of April 2014, twenty-one (21) permits were issued for a value of \$1,909,160.00 and one (1) zoning violation was issued to Bill Doraty-KIA (see attached)..

Mr. Todd motioned to approve the April 2014 departmental report for the Zoning Department. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

Mr. Todd tabled the Police and Fire Department Reports until the Chiefs are available.

Road Department

Mr. Miller read his reports for March and April 2014 (see attached).

Mr. Todd motioned to approve the April 2014 and the March 2014 departmental report for the Road Department. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

Anthony Place Interior /Exterior, LLC – Purchase Order

Mr. Todd motioned to approve a requisition for \$850.00 payable to Anthony Place for the painting of the old school building on Remsen/ Myers. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

NEW BUSINESS

Fraud Reporting System

Mrs. DeHoff said all employees have to sign a receipt stating they have received documentation regarding House Bill 66 – Fraud Hotline. She asked that all employees sign the receipt and return to the office as soon as possible. They will then be put in the employees personnel file. Trustees agreed.

Medina Township Competitive Price Forms and Purchase Orders

Mrs. DeHoff asked Trustees to approve the Competitive Price Form. Mr. Todd said he does not think that is the law. You can still pass the policy but you should get clarification on the legality of the document. Mr. DeMichael agreed. Mr. DeMichael said if we make it a policy does it fall back on us if there is a mistake. Mr. Todd said yes it does, because when there is a mistake in the money, her defense is that she only approves it, it ultimately falls back on the Trustees, we make the decision whether to spend or not to spend. Mrs. DeHoff would like the policy approved and then she can get a clarification from the Prosecutor's Office. Mr. Jarrett asked Mrs. DeHoff if she accepts invoices by fax. Mrs. DeHoff said yes but the department head has to approve the invoice.

Medina Township Competitive Price Forms and Purchase Orders Con't

Mr. Todd motioned to pass as a policy, Memorandum and the document or at least the advice in the memorandum dated the 15th of May 2014, signed by Linda DeHoff, Fiscal Officer of Medina Township, for Competitive Price Forms and Purchase Orders for Medina Township. Mr. DeMichael seconded the motion.

Mr. Jarrett asked Mrs. DeHoff how that would relate to our policies we have in our handbook, does it mirror that at all or is it totally separate. Mr. Todd said she can set her own policies. Mrs. DeHoff said we don't have anything that states about a competitive price form or anything like that, we address purchase orders in general. Mr. DeMichael thinks it's a good idea but he is wondering why we are putting more constraints on ourselves then we have to legally. Mr. Todd said it is not an issue and he agrees with Mr. DeMichael. Mr. Todd has seen this issue come up in the past with other townships and then it becomes more of a political issue when there was no ill intent. His experience with auditors is that you can have five (5) auditors from the same group that is auditing you and they will all tell you do a procedure differently. Mr. DeMichael said an example would be that we want to get the best price to repair the Remsen roof by getting three (3) quotes but the amount is less then what the state requires to have three (3) bids/quotes. Mrs. DeHoff said that shows they did there due diligence by getting three (3) quotes. Again Mr. Todd said as long as you have an opinion that states it is not legally mandated. The policy itself is good. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

Communication – Letters, E-Mails, Faxes, etc.

Mrs. DeHoff reminded everyone that if there are any communications, letters, e-mails things like that that you get you need to give it to Celia for public records if it applies to township business.

Remsen Road Bid Opening Date

Mr. Todd motioned to set the deadline for the bid opening for the Remsen Road Project to be June 19, 2014, at 7:00 pm. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

PUBLIC COMMENT

Mr. Todd motioned to open the floor for public comment and anything the public would like to say, state you name, give your address and we will respond accordingly. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.

Paul Hudak (4411 Pine Lake Drive) the creek that runs behind his property and Hamilton Road properties has changed. Mr. Miller, Road Foreman, has done some drainage improvements but some of it is failing right now. He asked if the creek is the township's responsibility. Mr. Todd said creeks are not the responsibility of the township. If it is a navigable waterway then it would be the responsibility of the Army Corps of Engineers. He also stated that with subdivisions moving in they all have their own drainage plans but when you stack subdivisions on top of one another then it increases the rate of flow on the property which creates a problem. Mr. Todd said it is far more complex then he can explain in this meeting. Mr. Todd said if there is debris in the creek and they appear to be man-made then you need to speak to the Army Corps of engineers.

Sally Gardner (3333Foskett Road) said she heard water running on both sides of the door at the Remsen building. It may have been the heating system. Mr. Miller said it still circulates the water even when the boiler is not on. She also spoke to a resident and she was told there were plans for what was going to go into that building. Mr. Todd said he has spoken to him and he suggested Mr. DeMichael or Mr. Jarret speak to him about the plans. Mr. Todd said he is his boss where he teaches and feels he should not negotiate cannot negotiate with him.

Susan McKiernan (3306 Old Weymouth Road) said she had turned the heat up to dry the plaster in the Preservation Society.

Matt Galla (3503 Hamilton Road) said he has a system like that and it is an efficiency thing.

Robin Gray (4074 Remsen Road) asked when she should have her apron fixed, before or after they repave Remsen Road. Mr. Miller said to wait until after the paving is finished.

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

Compliment for Service Department

Mr. Jarrett read an e-mail that was sent to the Trustees complimenting Denny Miller, Ed Kerr, Ivan Clifford and Keith Kessler on a job well done with the problem he had (see attached).

Thank you to Alliss Stogin for Alerting First Energy of Elyria

Mr. Jarret thanked Alliss Stogin for bringing it to his attention, First Energy of Elyria and ODOT regarding First Energy of Elyria installing new poles on Pearl Road before the widening project.

Thank you to Ken DeMichael and Denny Miller for Dumpster for Flood Items

Mr. Todd thanked Mr. DeMichael and Mr., Miller for putting a dumpster at the Road Department for flood victims of the Township to dump their damaged furniture, carpeting etc.

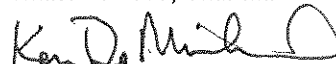
Right-of-Way Agent for ODOT Regarding Township Properties – Don Triasi

Mr. Todd said we received two separate documents that need to be reviewed by the Trustees from the ODOT Purchasing Agent, Don Triasi. Mr. Todd said the legal documents should be sent to the Prosecutor's Office to review.

Mr. Todd motioned to adjourn the meeting at 8:30 pm. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Todd, Mr. DeMichael and Mr. Jarrett.


Linda DeHoff, Fiscal Officer


Michael D. Todd, Chairman


Ken DeMichael, Vice-Chairman


Ray Jarrett, Trustee



Medina Township

From the Office of Zoning Inspector

Medina Township Hall

3799 Huffman Road

Medina, OH 44256

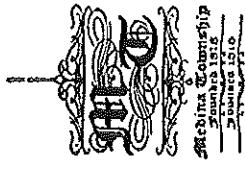
Date: Thursday, May 8, 2014

ZONING REPORT for - April 2014

MONTHLY TOTALS FOR April 2014

3	Single Family
4	Change of Use
2	Pole Barn
1	Commml Addition
1	Pool
1	Shed
1	Special Event
1	Attached Gara
7	Signs

21	TOTAL PERMITS	TOTAL VALUE:	\$1,909,160.00
Fees collected on permits total excluding signs:			
Fees collected on sign permits:			
TOTAL PERMIT FEES COLLECTED:			
Fees collected	April 2014 for Zoning Commission Agenda		\$275.00
Fees collected	April 2014 for BZA Agenda		\$0.00
			\$275.00
GRAND TOTAL FEES COLLECTED:			\$3,537.82



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

Date: Thursday May 8, 2014

ZONING REPORT FOR- April 2014

Violations/Returned Deposits

Business	Date	Ref.#	Reason
Doraty Kia	4/10/2014	#004	Inflatable

Violation/s Issued:

Month	Amount
April	\$0.00

Deposits Returned:

Total: \$0.00

NEW BUSINESS
 Gems Etc.
 Medina Exteriors
 Medina Vision&Laser Center
 Stella's Garden Market

Respectfull Submitted,
 Elaine Ridgley
 Zoning Inspector

Medina Township Service Dept. March 2014 Report

- Plow and salt roads
- Cold patch roads
- Assist. Sgt. Zieja with destruction of drug evidence
- Repair trucks as needed
- Start to clean-up cemeteries
- Sold 2 burial lots at Medina Center Cemetery
- Met with County Engineers office to go over possible paving projects
- Work on baseball and soccer schedules
- Work on park equipment
- Repair floor in main meeting room at Townhall for new carpet
- Had meeting room and foyer painted
- Keep catch basins open to prevent flooding

Report Submitted By : Denny Miller Road Foreman

Medina Township Service Dept. April 2014 Report

- Cold patch roads
- Install downspout drains to new Service Dept. storage building
- Had new concrete installed in new storage building
- Coordinate Toss your trash day 2014
- Helped out with Pick-it-day 2014 (collected 1700 #) of trash from roadsides
- Removed unwanted shelves from New Police dept. building storage room
- Open culverts and catch basins before rain storms
- Level intersection corners from winter plow damage
- Remove load limit signs from Township roads
- Replace heater hanging straps holding heater to ceiling at Weymouth preservation Building
- Work on park equipment for 2014 season
- Hire 2 new seasonal employees

Report submitted By : Denny Miller Road Foreman