

**RECORD OF PROCEEDINGS
MINUTES OF ORGANIZATIONAL AND REGULAR MEETING
JANUARY 2ND, 2015
4:30 PM**

The Medina Township Board of Trustees held an Organizational Meeting at the Medina Township Hall on January 2nd, 2015, and conducted the business of the Township. Chairman DeMichael called the meeting to order at 4:30 pm with the following Trustees in attendance: Ken DeMichael, Ray Jarrett and Bill Ostmann. Also in attendance were the Fiscal Officer, Police Chief, Fire Chief, Road Foreman, Zoning Inspector and the general public.

Roll Call

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

Pledge

Mr. DeMichael led the Pledge of Allegiance.

Moment of Silence

Mr. DeMichael asked for a moment of silence for our military personnel here and overseas.

ORGANIZATIONAL

Election of Officers

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

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

Mr. DeMichael accepted nominations for vice-chair. Mr. Jarrett motioned to nominate Bill Ostmann for Vice-Chair. Mr. DeMichael seconded the motion. Roll call vote: Mr. Jarrett aye, Mr. DeMichael aye and Mr. Ostmann abstain.

Executive Session

Mr. DeMichael motioned to go into Executive Session regarding our slate of appointments with the three (3) Trustees and Fiscal Officer, Linda DeHoff. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Jarrett and Mr. Ostmann. The Board entered into Executive Session at 4:32 pm.

Mr. DeMichael motioned to reconvene from Executive Session where we were discussing the slate of appointments for 2015. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett. No decisions were made during that meeting.

REGULAR MEETING – SITE PLANS

Sola Salon – Wall Sign “A” - 5050 Victor Drive

Mr. DeMichael motioned to accept the recommendation of the Zoning Commission and approve the wall sign for Sola Salon at 5050 Victor Drive not to exceed 45 total square feet as presented. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Jarrett and Mr. Ostmann.

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SITE PLANS CON'T

Sola Salon – Wall Sign “B” –5050 Victor Drive

Mr. DeMichael motioned to accept the recommendation of the Zoning Commission and deny a second wall sign for Sola Salon at 5050 Victor Drive as it does not comply with Section 605.1 of our zoning code, as presented. Mr. Ostmann seconded the motion. Brett Smith, applicant, stated that the Zoning Board of Appeals approved 20 feet on the east side and 30 feet on the southside. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.

True North Shell – Site – 3131 Medina Road

Rick Turner, representative for True North Energy, asked for clarification on the denial by the Zoning Commission for new construction. Is it based on the setbacks only or is it to deny the idea of doing construction. Mrs. Strogin, Zoning Commission Chairperson, said it was merely to deny the site for construction because it did not meet the setback requirements. It will go to the Zoning Board of Appeals for a variance.

Mr. DeMichael motioned to accept the recommendation of the Zoning Commission and deny a request for new construction for True North Shell at 3131 Medina Road as the building and canopy fail to meet front and side yard setbacks, as presented. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Jarrett and Mr. Ostmann.

True North Shell – Wall Sign – 3131 Medina Road

Mr. DeMichael motioned to accept the recommendation of the Zoning Commission and approve a request for a wall sign for the principle structure located at 3131 Medina Road not to exceed 41 square feet as presented, contingent upon the Zoning Board of Appeals approving the variance for new construction. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.

True North Shell – Two (2) Ground Signs – 3131 Medina Road

Mr. DeMichael motioned to accept the recommendation of the Zoning Commission and approve the request for two (2) ground signs for True North Shell located at 3131 Medina Road not to exceed 32 square feet each as presented, contingent upon the Zoning Board of Appeals approving the variances for new construction. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Jarrett and Mr. Ostmann.

True North Shell – Two (2) Canopies – 3131 Medina Road

Mr. DeMichael motioned to accept the recommendation of the Zoning Commission and deny a request for two (2) canopies, 16 square feet each, as they do not comply with Medina Township’s Zoning regulations. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.

RECESS AND RECONVENING OF ORGANIZATIONAL/REGULAR MEETING

Mr. DeMichael motioned to recess the regularly scheduled and organizational meeting at 6:32 pm. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.

Mr. DeMichael motioned to reconvene our regularly scheduled and organizational meeting at 6:49 pm. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.

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OTHER BUSINESS

Approval of Minutes

Mr. DeMichael motioned to approve the December 4, 2014, regularly scheduled meeting minutes. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Jarret and Mr. Ostmann.

Mr. DeMichael motioned to approve the regularly scheduled meeting minutes for December 17, 2014. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.

Executive Session

Mr. DeMichael motioned to go back into Executive Session for the slate of appointments with myself, Trustee Jarrett, Trustee Ostmann as well as Fiscal Officer DeHoff at 6:51 pm. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.

Mr. DeMichael motioned to come back into the regularly scheduled meeting from our Executive Session where we were discussing the slate of appointments. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett. The Board reconvened at 7:36 pm and no decisions were made during that meeting.

**Slate of Appointments
Resolution No. 01022015-001**

Mr. DeMichael motioned to put forth a resolution for the Organizational Minutes and make it continuing until all nominations are finished.

Building Superintendent:	Ken DeMichael
Cemetery Superintendent:	Bill Ostmann
War Memorial Superintendent	Bill Ostmann
Service Dept. Superintendent:	Ken DeMichael
Service Department:	Denny Miller, Working Foreman Ed Kerr, Asst. Working Foreman Jeff Kessler, Road Dept. /Parks Ray Jarrett
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 Bill Ostmann, Alternate
LST Representative	Ray Jarrett Ken DeMichael, Alternate
Police Commissioner	Bill Ostmann
Police Chief:	David Arbogast
Medina Countywide Emergency Mgmt. Agency:	Bill Ostmann Ray Jarrett, Alternate
Zoning Liaison	Bill Ostmann
Zoning Inspector	Elaine Ridgley
Zoning Bd. of Appeals Sec	Laurie Shoemaker
Zoning Commission Sec	Laurie Shoemaker

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Slate of Appointments Con't

Township Secretary	Cecelia Goe
Special Project Coordinator	Laurie Shoemaker

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

Certificate Resolution – Budget Commission for 2015

Mr. DeMichael said, in regards to the 2015 Tax Certificate from the Certificate of the County Budget Commission and incorporates by reference document dated 9/26/2014. I would like to put forth the following resolution:

Resolution No. 01022015-002

Be it resolved by the Board of Trustees of Medina Township, Medina County, Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year ending December 31, 2015, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, and what we have done is attached, and incorporated by reference, the budget commission certificate for our township, and the numbers in that are going to be incorporated. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.

Health Care Plan

Resolution No. 01022015-003

Mr. DeMichael motioned to put forth the following resolution for 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 \$16.94 per hour plus full-time employee benefits.

Part-time Office Assistant

Part-time Office Assistant not to exceed 25 hours per week, not to include benefits, at \$11.00 per hour.

Special Project Coordinator

Special projects coordinator will be paid \$27,268.80 per year plus full-time employee benefits.

Zoning Inspector

Zoning Inspector will be paid \$17.47 per hour plus full-time employee benefits.
Zoning Office Hours will be 9:00 am to 4 pm Monday through Friday.

Zoning Commission Members

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

Zoning Board of Appeals Members

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

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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 attended.

Chairpersons 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: \$72,148.80 per year.

Police Officers and Sergeants

Wage and benefit structure for the Police Department for 2015 will be per the negotiated contract in 2013.

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.

Receptionist/Clerk

Hours are Monday through Friday 9 a.m. to 2 p.m. at \$11.00 per hour with no benefits. That position is not to exceed 25 hours per week.

Fire Department

Part-time Fire Chief

\$30.59 per hour plus longevity based on approved Fire Department pay rate schedule as of 1/2/15 limited to 30 hours per week.

Firefighter/Officer

Medina Township Firefighters/Officers pay scale (see document marked exhibit A). Personnel that are already at or over 5 years of service will receive a \$.36 cents per hour increase from their 2014 base pay.

Probationary Firefighters pay rate: State minimum wage of \$8.10 as of January 1, 2015.

Denny Miller Fire Department pay rate: \$24.55 per hour for fire calls.

Ed Kerr Fire Department pay rate: \$24.09 per hour for fire calls.

Records Clerk (Part-Time Secretary)

Part-time Records Clerk (Secretary) shall be paid \$15.92 per hour.

Mr. DeMichael incorporated by reference this document dated 1/2/15. This is the Medina Township Fire Department's pay rates for 2015.

Service Department

Denny Miller, Working Road Foreman	\$24.55 per hour
Ed Kerr, Working Asst Road Foreman	\$24.09 per hour
Jeff Kessler	\$20.21 per hour
Ross Kerr, Part-time	\$16.79 per hour
Ivan Clifford, Part-time	\$15.15 per hour
Keith Kessler, Part-time	\$13.86 per hour
Snow Plow Driver	\$14.86 per hour
Part-time Seasonal	Rate to be decided

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Service Department Sick Hours & Comp Hours

Road Department is entitled to accumulate sick leave at 4.6 hours for every eighty (80) hours of service per pay period or forty (40) hours per week. Comp hours are capped at eighty (80) hours. At the point that compensatory time exceeds eighty (80) hours, it must be taken as paid compensation. Accrued compensatory time may be carried through to the next calendar year, not to exceed eighty (80) hours. Sick time is not to be accrued on overtime hours or 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.

FEES

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 is pursuant to ORC505.391.

Sports Fields Fees

The charge is \$50.00 per time slot (3-hours) for Medina County Residents and \$60.00 per time slot (3-hours) for organizations that reside outside of Medina County. Soccer Field charge is \$17.50 per hour.

Zoning Fees

The Zoning Fees will be pursuant to the Appendix V (five) 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 2015.

Employee Pay Periods

Employees pay periods are as follows: Bi-weekly, monthly or yearly.

Regular Meetings

Regular meetings will be held every other Thursday at 7:00 pm starting January 15th, 2015.

Reports

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.

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

Zoning Commission:	Mac Overmyer	12/31/2019
	Chuck Johnson, 1 st alt	12/31/2015
	James Traynor, 2 nd alt	12/31/2015
Zoning Board of Appeals		
	Edward Morel	12/31/2019
	Boris Williams, 1st alt	12/31/2015
	Matthew Payne, 2 nd alt	12/31/2015

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

Approval of the 2015 Annual Temporary Budget Appropriations

Resolution No. 01022015-004

Mr. DeMichael motioned to approve the 2015 annual temporary budget appropriations as presented by our Fiscal Officer, Linda DeHoff, and incorporate by reference this three (3) page document titled as such. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.

Approval of Payroll

Mr. DeMichael motioned to approve payroll checks #19562 through #19619 total amount of \$49,600.84 with \$7,544.74 being deferred. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Jarrett and Mr. Ostmann.

OLD BUSINESS

Set Public Hearing Date for Comprehensive Plan Review

Mr. Ostmann said a letter should be sent to the Prosecutor's Office with questions on how to proceed as far as waiting periods; if there have been some changes as how the State views comprehensive plans. He feels after the Trustees attend the OTA conference they should have a pretty good idea of what they can and cannot do. Mr. Ostmann will draft a letter and present it to the other Trustees for approval. They will set a date when they get a response back from the Prosecutor. Mrs. DeHoff said to be sure whatever correspondence goes out, copies are made available for the minutes and the files.

Rivendale/Fenn Street Light at Intersection

Mr. Miller, Road Foreman, said the light is installed and functional.

Frontier Service Contract Extension

Mr. DeMichael asked if Mr. Jarrett and Mr. Ostmann reviewed the Frontier contract extension. Mr. DeMichael feels the cost is a little high and asked what the cost would be to service our phones without the contract. Mrs. Gardner said you get quicker service with this type of contract. Chief Arbogast said he can't have his phone lines down for a day or two. Mr. Jarrett said this is insurance to keep our Police and Fire phone lines operational. Mr. Jarrett said there are two contracts and he is not sure which one is to be signed. The Frontier representative will be contacted for clarification.

PURCHASE ORDERS/TRAINING REQUESTS

OTARMA – Property and Liability Insurance

Mr. DeMichael motioned to approve a purchase order for OTARMA. This is for property and liability premiums totaling \$65,831.00. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.

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PURCHASE ORDERS/TRAINING REQUESTS CONT

Akron General Medical Center – PME

Mr. Jarrett motioned to appropriate \$950.00 for training services at the Akron General Medical Facility for the Basic EMT for Alex Elioff. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Jarrett, Mr. DeMichael and Mr. Ostmann.

Medical Consultants for Business

Mr. Jarrett motioned for a purchase order requisition in the amount of \$2,550.00 for the Fire Department. Vendor information is the Medical Consultants for Business. This is for five (5) Firefighters to take their physicals for possible new recruits. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Jarrett, Mr. DeMichael and Mr. Ostmann.

Montville Township – Background Checks

Mr. Jarrett motioned for a purchase order requisition in the amount of \$255.00 for the Fire Department. Vendor information is Montville Township. This is for the five (5) background checks for the possible five (5) new recruits. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Jarrett, Mr. DeMichael and Mr. Ostmann.

Reports

Reports were tabled until the next meeting.

Weymouth Preservation Society and Office for Older Adults Reports

There were no reports but both Offices wished the Trustees Happy New Year.

DEPARTMENT HEAD COMMENTS

Police Department

Chief Arbogast said he has corresponded with the Trustees regarding the issues with an Officer entering a crime scene unaccompanied and that there was a four (4) minute delay for backup because dispatch did not state it was a priority call and Montville also had a burglary call at the same time. Also, when there is the issue of an active shooter they do not wait; they go in and neutralize the situation. Our current training is different from what the residents are talking about.

NEW BUSINESS

Advance of Taxes – 2015

Resolution No. 01022015-005

Mr. DeMichael motioned to put forth the following resolution stating that Medina Township Board of Trustees requests the County Treasurer of Medina County in favor of Fiscal Officer, Linda DeHoff, of Medina Township in Medina County, to provide all available dollars of the current collection of taxes assessed and collected for and in behalf of said township which shall be held and treated as an advance payment on the current collection of taxes due Medina Township at the ensuing settlement, January 2, 2015, as provided by law. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Jarrett and Mr. Ostmann.

PUBLIC COMMENT

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

James Traynor said Happy New Year.

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

Traffic Issue at Foote Road and Route 3

Mr. Jarrett spoke with Mayor Hanwell regarding the traffic issue on Foote Road and Route 3 and was told the State of Ohio spent over \$30,000.00 for a traffic survey in that area. The City of Medina said there is a possible loop that may be malfunctioning. Mayor Hanwell will check into this and make the appropriate fix if needed. Chief Arbogast said every day Monday thru Friday it is backed up all the way from Foote to Huffman Road.

Mr. DeMichael motioned to adjourn the meeting at 8:25 pm. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.


Linda DeHoff, Fiscal Officer


Ken DeMichael, Chairman


Bill Ostmann, Vice-Chairman


Ray Jarrett, Trustee