

**RECORD OF PROCEEDINGS
MINUTES OF REGULAR MEETING
APRIL 9TH, 2015
7:00 PM**

The Medina Township Board of Trustees met in regular session at the Medina Township Hall on April 9th, 2015, to conduct the business of the Township. Chairman DeMichael called the meeting to order at 7:02 pm with the following Trustees in attendance: Ken DeMichael and Bill Ostmann. Also in attendance were the Fiscal Officer, Fire Chief, Police 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 and Mr. Ostmann. Mr. Jarrett was absent.

Pledge

Mr. DeMichael led the Pledge of Allegiance to the flag.

Moment of Silence

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

Then and Now Purchase Orders

Mr. DeMichael motioned to approve this list of then and now purchase orders. One is for C&L Shoes for \$559.99. I have another for Standard Law Enforcement Supply Company for \$1,501.20 and OPBA is the vendor and the total on this one \$264.00 and finally one for Ricoh USA, the total \$335.26. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael and Mr. Ostmann.

Accounts Payable

Mr. DeMichael motioned to approve warrant number 26141 through warrant number 26187 total amount is \$56,589.11. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael and Mr. Ostmann. Mr. DeMichael asked if we had been reimbursed for the South of the Square check for the police car and he was told yes.

Approval of Payroll

Mr. DeMichael motioned to approve payroll check #19983 through check #20043 total amount of \$50,270.43 with \$6,781.40 being deferred. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael and Mr. Ostmann.

OLD BUSINESS

Speed Study – Foote Road

Mr. DeMichael said the speed study for Foote Road will be tabled until we hear from the Engineer's Office.

Remsen Building Roof and Other Issues

Mr. DeMichael tabled the Remsen building issues until we have a full Board.

Administration Copier

Mr. DeMichael tabled the administration copier until the Prosecutor's comments have been reviewed regarding the lease.

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OLD BUSINESS CON'T

PNC Credit Cards

Mrs. DeHoff said the previous motion has to be redone because only ten (10) PNC credit cards were approved and it should have been twelve (12). Mr. Ostmann said there was a discussion regarding approving credit cards for some of the employees that need them. Mr. Ostmann motioned to authorize the Fiscal Officer to pursue obtaining twelve (12) credit cards. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Ostmann and Mr. DeMichael.

Employee Handbook

Mr. DeMichael asked the status of the employee handbook update and Mrs. DeHoff said it is moving along nicely but it is a lengthy process. There are some additions and corrections that are being worked on.

PURCHASE ORDERS AND TRAINING REQUESTS

A-1 Parking Lot Service – Police Department

Mr. Ostmann motioned to approve a purchase order requisition. Vendor number is A-1 Parking Lot Service and this is for sealing and striping and finishing off the drain, anyway it is going to be, the amount is \$3,725.00 and this is in conjunction with the garage project paving. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Ostmann and Mr. DeMichael.

Harrison Fleet Tire – Service Department

Mr. DeMichael motioned for a purchase order requisition for our Service Department. This is for vendor Harrison Fleet Tire in Medina. This is for new Titan 12 ply R-4 industrial backhoe tires. Total amount of \$1,175.80. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael and Mr. Ostmann.

Fire Force – Fire Department

Mr. DeMichael motioned to approve a purchase order requisition for our Fire Department. The vendor is Fire Force, Inc. out of Hudson. It is for twenty-five (25) pairs of firefighter gloves, six (6) pairs of firefighter boots, six (6) firefighter Cairns helmets, six (6) Cairns leather helmet fronts and five (5) sets of Fire Dex turnout gear, total amount is \$14,164.00. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael and Mr. Ostmann.

Gruber Rescue – Fire Department

Mr. DeMichael made a motion to approve a purchase order requisition for our Fire Department. The vendor is Gruber Rescue out of Austinburg, Ohio. This is for service on Holmatro tools. \$1,075.00 is the total on this. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael and Mr. Ostmann.

FDIC 2015 – Fire Department

Mr. DeMichael motioned to appropriate \$3,800.00 for our Fire Department Instructors Conference in Indianapolis, Indiana, April 22nd to the 25th, 2015, for Shawn Kasson, Sean Kavlick, Denny Miller Mark Radice and Mike Stopa. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael and Mr. Ostmann.

Bowling Green State Fire School – Firefighters: Eliof, Zevchek, Likowski DeVault and Holland

Mr. DeMichael motioned to appropriate \$5,375.00. This is for BGSU State Fire School located at Bowling Green State University May 10th through the 15th. This is to send Alexander Eliof, Mike Zevcheck, Taylor Likowski, Jonathan DeVault and Katherine Holland. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael and Mr. Ostmann. Chief Crumley said to close out Earl Grim's purchase order because his class was full.

Empowering Local Leadership Conference – Mr. DeMichael

Mr. DeMichael motioned to appropriate \$1,000.00 to send myself, Ken DeMichael, to the Empowering Local Leadership Conference in Washington D. C. April 30th to May 1st, 2015. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael and Mr. Ostmann.

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Weymouth Preservation Society Report

Mrs. McKiernan reminded everyone of the Plant Sale May 9, 2015, from 10 am to 1pm. She asked if anyone had perennials or ground cover that they would like to donate to please contact them. She said projects scheduled for this year is more plaster work in the museum room, traditional dark green old roller blinds and thermal drapes for the big room. Mary and Perry Doermann donated and paid for all of that.

DEPARTMENT COMMENTS

Fire Department

Chief Crumley recognized Mike Stopa, Denny Miller and Mark Radice for the great job they are doing spearheading the improvements at Fire Station #1. The new gear rack has come in. We had a donation of cabinets and countertops for the kitchen and the kitchen is now finished. The new tables and chairs for the training room have come in so the training room is now set up. We are now working on the fitness room and the library. We still need a new fire station. Also, he received a phone call from Jason from the State Fire Marshalls Office who is coming to confirm the closing and boarding up of the Rodeway Inn. Police Chief Arbogast said the property has been sold and is in the process of being transferred. He said they have been trying to close the Rodeway Inn for years. Officer Bynum and he went through the building to be sure all residents are gone.

Thank you Letters to People who Made Donations

Mr. DeMichael asked that thank you letters be sent to the people who made the donations.

Road Department

Mr. Miller said they had discussed hiring Dean Morrison again as a seasonal worker. He asked what his pay rate would be because his rate was \$9.00 per hour last season. The Trustees said the increase would be the same as raises given out this year, thirty-six (\$.36) cents per hour so his pay rate would be \$9.36 per hour. Mrs. DeHoff asked when Mr. Miller wanted him to start because she has a document she is preparing for all seasonal workers to sign. She also said he needs to be reactivated and his information updated. His start date will be April 19, 2015.

Mr. DeMichael motioned to hire Dean Morrison back at a pay rate of \$9.36, seasonally for the 2015 season. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael and Mr. Ostmann. Mrs. DeHoff asked how long he would be working and Mr. Miller said until November.

Mr. Miller said Trustees approved \$20.00 reimbursement per employee for use of their personal cell phones. Mr. Miller said the Township pays \$65.00 per month for his smart phone. Mrs. DeHoff said the rate is \$20.00 per month for employees to use their personal phone no matter what type of phone it is. The employees said they did not want to have to carry two (2) phones. Chief Arbogast's phone only cost \$50.00. Mr. Ostmann asked why the cost is different and said it needs to be looked into. This will be tabled until the May 7, 2015, Trustees Meeting.

Mr. Miller said Hinckley Township asked him about jointly purchasing a crack seal machine. He said the cost of material would be half because they would own the machine. The machine cost is about \$42,000.00. Mr. Ostmann asked how they would decide who got it and when. Mr. Miller said they would set up a schedule. Mrs. DeHoff asked if they checked into the Ohio Share Program. Mr. Miller said he has not but he will look into it. He also said they want to join with other townships that take care of their equipment. An agreement would be written up for all Townships to sign. Mr. DeMichael had asked Mrs. Shoemaker to see if there were any grants for that. She will see if there is anything is out there.

There is some old equipment that the Service Department never uses and Mr. Miller asked for permission to get prices and sell it on Gov.Deals. The Trustees gave him permission.

Mr. Miller asked if he could get a blanket certificate to finish the inside of the storage barn. Mrs. DeHoff said he needs to give her an amount that is needed and she can give him one.

Mr. Miller said he has paperwork from Montville and he won't have to go out for bid for the restrooms project at Blakslee because it is under \$250,000.00. Once he gets the blueprints from Illes Architects he can get three (3) different quotes. Mr. Miller asked if the Township joined NJPA and Mrs. DeHoff said they did. Mr. Miller said the trucking company told him that if the cost for a new truck is under the state bid you don't have to go out for competitive bids. Trustees suggested talking to the Prosecutor about this first.

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DEPARTMENT COMMENTS CON'T

Special Events Coordinator

Mrs. Shoemaker reminded everyone about Toss your Trash Day this Saturday. The industrial shredder will be there and you can watch your documents being shredded. Also, Pick it up Day is April 18 and volunteers are still needed..

NEW BUSINESS

Items that are no Longer of Value to the Township

Mr. DeMichael motioned to discard the following items that are no longer of value to the Township, 2015. One (1) Pulsar Pen value of \$200.00, broken, two (2) Sharp adding machines replacement value \$70.00. One (1) was Phil Gentile's and printer heads are no good and can't be replaced. Three (3) towers, I think you're talking about computer towers, one (1) monitor and three (3) keyboards. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael and Mr. Ostmann. The secretary spoke with Intech regarding the computer equipment and was told all was outdated.

PUBLIC COMMENT



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

There was no public comment.

Mr. DeMichael closed the floor for public comment. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael and Mr. Ostmann.

Mr. DeMichael motioned to adjourn the meeting. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael and Mr. Ostmann. There being no further business to come before the Board the meeting was adjourned at 7:58 pm.


Linda DeHoff, Fiscal Officer


Ken DeMichael, Chairman

Bill Ostmann, Vice-Chairman

**ITEMS THAT ARE NO LONGER OF VALUE TO THE TOWNSHIP
2015**

Pulsar Pen – Value \$200.00 – Broken

Two (2) Sharp adding machine - replacement value \$70.00 (one (1) was Clerk Phil Gentile's adding machine) printer heads are no good and can't be replaced

Three (3) towers

One (1) Monitor

Three (3) keyboards