

**RECORD OF PROCEEDINGS
MINUTES OF REGULAR MEETING
OCTOBER 22nd, 2015
7:00 PM**

The Medina Township Board of Trustees met in regular session at the Medina Township Hall on October 22nd, 2015, to conduct the business of the Township. Chairman DeMichael called the meeting to order at 7: 01 pm with the following Trustees in attendance: Ken DeMichael, Bill Ostmann and Ray Jarrett. Also in attendance were Fiscal Officer Linda DeHoff, Asst. Fire Chief Shawn Kasson, Police Chief David Arbogast, Road Foreman Denny Miller, Zoning Inspector Elaine Ridgley and the general public.

Roll Call

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

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 here and overseas.

Erica Graffain – Medina County Auditor’s Office

Ms. Graffain said the value change notices will be going out in the next several weeks. This will be for both increases and decreases. There was a lot of storm damage in 2014 and if the storm damages were repaired before January 1, 2015, the value will be going back on this year. It comes off when there are damages and goes back on when they are repaired.

Supplemental Appropriation Changes

Mr. DeMichael motioned to approve the supplemental appropriation changes. It’s a total of \$81,000.00 to increase the funds in order to cover the EMS charges. Mr. Jarrett seconded the motion. Mrs. DeHoff stated that all that is left on the certificate for LST is \$81,500.00. We still have four (4) months left that will need to be paid for this year. If the cost goes over the \$81,000.00 it will have to be paid out of the general fund. Mr. DeMichael asked when the money would come in from the levy and Mrs. DeHoff said not until March or April but we will have to account for that out of next year’s budget. Voting aye thereon: Mr. DeMichael, Mr. Jarrett and Mr. Ostmann.

Then and Now Purchase Orders – Whites Maibach Ford and Cintas Corporation

Mr. DeMichael motioned to approve a then and now purchase order for White’s Maibach Ford, total amount, \$586.47. I also like to approve a then and now purchase order for Cintas Corporation, total amount, \$295.02. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.

Blanket Purchase Order – Medina Hospital – LST

Mr. DeMichael motioned for a blanket certificate for Medina General Hospital. \$81,000.00 is the total. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Jarrett and Mr. Ostmann.

Approval of Accounts Payable

Mr. DeMichael motioned to approve accounts payable check #26696 through #26730, total amount, \$16,089.78. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.

Approval of Payroll

Mr. DeMichael motioned to approve payroll check #20803 through check #20853. The total amount is \$42,659.50 with \$5,976.42 being deferred. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.

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Approval of September 2015 Bank Reconciliation

Mr. DeMichael motioned to approve the bank reconciliation (September) as presented dated 9/30/2015. It is a three (3) page document. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Jarrett and Mr. Ostmann.

Approval of Minutes

Mr. DeMichael motioned to approve the meeting minutes, regularly scheduled meeting minutes, from September 10, 2015, and October 8, 2015. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.

Amendment to Resolution #10082015-020 – Certificate for Incorrect Receipts from Years 1999 through 2008

Resolution #10082015-020 Amendment

Mr. DeMichael motioned to put forth the following Resolution #10082015-020, Fund Balance Adjustments from money received and receipted incorrectly to Special Revenue Fund #2901, from (years) 1999 through 2008. Original postings have been researched, Prosecutor's Office has been consulted, and Auditor's Office will be notified regarding changes to current budget certificate.

There will be a reduction in the Special Revenue Fund #2901, total amount of \$147,631.44.

There will be an increase in the General Fund #1000 in the amount of \$136,250.78.

An increase in the Cents Per Gallon #2021 of \$2,397.61

An increase in the Police Department #2081 of \$5,098.58

An increase to the Fire Department #2111 of \$812.50

An increase in the Permissive Tax #2231 of \$3,071.97

Mr. Jarrett seconded the motion.

Mrs. DeHoff said there were two (2) previous Fiscal Officers between 1999 and 2008 who received money and instead of receipting it to the proper accounts they receipted it to this special account #2901. What that did was freeze those funds because special revenue funds can only be used for the purpose they were intended. Mr. DeMichael thanked her and Mr. Jarrett thanked her and said the Auditor's Office commended her for her diligence in solving this issue. Voting aye thereon: Mr. DeMichael, Mr. Jarrett and Mr. Ostmann.

OLD BUSINESS

Dog Barking Resolution

Chief Arbogast has spoken to the Prosecutor as far as language is concerned and the Prosecutor is looking into it. The Prosecutor did say it was not a zoning issue.

Field Naming Rights for Blakslee Park Ballfields Only

Mrs. Shoemaker said the ball was now in the Trustees court. It is up to them to decide what they want to do.

Hold Harmless Agreement

Mrs. Goe said she forwarded the e-mail from the insurance company to the Trustees. It stated that contractors can ride with Denny because they are covered by their own insurance which will protect them. Also, WPS has to have their own insurance because they are not employed by the township and they cannot be a rider on the township's insurance. The Police and Fire Chiefs said they already have a waiver in place. Mrs. Shoemaker said they are putting a parent permission slip on all the welcome letters to the children who will participate in Shop-with-a Cop.

Mr. DeMichael motioned to accept the hold harmless agreement and the liability agreement for use of Medina Township townhall as presented. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.

Route 18 Islands

Mr. DeMichael asked if there was any response regarding the Route 18 islands and was told no. Mr. Ostmann said not to call them because they have received letters.

OTHER BUSINESS

Ceiling and Lights at Weymouth Preservation Society

Mr. Ostmann said he has checked the ceiling and lights at WPS and thinks what they are asking for is reasonable. Mr. DeMichael was unable to inspect the room at this time and asked Mrs. McKiernan if it could wait until the next meeting since the work will not be done until after the first of the year but, if the other Trustees want to move forward he will just abstain from the vote.

Mr. Ostmann motioned to approve the installation of the tin thermoplastic ceiling tiles and that will be going to Anthony Place Interior/Exterior, LLC, in the amount of \$6,640.00. Mr. Jarrett seconded the motion. Mr. Jarrett asked where the company was located and was told Medina. Mrs. DeHoff said if the work is not going to be done until next year are they requesting a purchase order be opened and carried over until next year so they know the funds are there for next year. Mr. Jarrett said yes, they have no choice. Mrs. Gardner commented on a statement Mr. DeMichael was to have said to Mrs. McKiernan about political signs. Roll call vote: Mr. Ostmann aye, Mr. Jarrett aye, Mr. DeMichael abstain.

Mr. Ostmann motioned for the electrical upgrade to the current standards and to install the eight (8) lights and four (4) ceiling fans with lights. That will be for \$3,425.00. The contractor will be Craig Clifford Electric, the same one that has been doing it. Mr. Jarrett seconded the motion. Mr. Jarrett wanted Mrs. McKiernan to realize this is an open PO and they are approving the expenditure that is going into next year's budget. Mrs. McKiernan said she will have to take his word for it. Mr. Jarrett asked if Mrs. McKiernan was expecting anymore expenditures of a high magnitude and she said she doesn't see any. Roll call vote: Mr. Ostmann aye, Mr. Jarrett aye and Mr. DeMichael abstain. Mr. DeMichael said he wanted an opportunity to see it before he voted on it that is why he abstained.

PURCHASE ORDERS AND TRAINING REQUESTS

Bracken Insurance – VFIS Insurance – Fire Department

Mr. Jarrett motioned for a purchase order requisition in the amount of \$2,427.00. This is for the Admin/Fire Department. Vendor information is Bracken Insurance Agency. This is insurance for our firefighters, policy #4336-3896E-00 this is for one (1) year. Mr. Ostmann seconded the motion. Asst Chief Kasson said this is insurance for the Firefighters. Voting aye thereon: Mr. Jarrett, Mr. Ostmann and Mr. DeMichael.

HD Supply Waterworks – Road Department

Mr. DeMichael motioned to approve a purchase order requisition. The vendor is HD Supply Waterworks. This is for our Road Department. Total amount is \$3,871.00, this is for precisely sixty (60) feet of (thirty-six) 36 inch solid pipe and then some bends and split couplers. Mr. Ostmann seconded the motion. Mr. Jarrett asked what this was being used for and Mr. Miller said for Foskett Road culvert. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.

REPORTS

Office for Older Adults

Mrs. Gardner said the Office for Older Adults will be closed Veterans Day and Thanksgiving. The fall festival had a good turnout. On November 6, Dr. Patel will be doing a talk on spinal health. All senior events are on the Medina County events online calendar.

Weymouth Preservation Society

Mrs. McKiernan said Gravestone Guardians has started work on the Weymouth Cemetery and has repaired 38 headstones. She checked into liability insurance and can get it for about \$250.00 a year but, the Board members don't understand how Trustees can tell them to get liability insurance if they are not employees. Mr. Jarrett explained that OTARMA is insuring the building but WPS is a separate group and our insurance cannot cover WPS or any other groups that use the building. Mr. DeMichael said it is liability insurance. Mrs. McKiernan wanted to know if this is the Trustees request and Mr. Jarrett said it is the request of our insurance company. She said Road Foreman Miller fixed their heat and asked if he could install a light sensor.

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DEPARTMENT COMMENTS

Zoning Department

Mrs. Ridgley said she has been checking on complaints and Mr. Miller and Chief Arbogast have gone with her. She said she needs a vest.

Police Department

Chief Arbogast said he is serving Thanksgiving breakfast at Yours Truly Restaurant from 7am to 11am. The breakfast is free, they are just asking for donations for Hospice of Medina.

Fire Department

Asst. Chief Kasson said there will be a special Trustee meeting on November 9 to interview the top three (3) candidates as evaluated by the Fire Departments Facility Committee. These are architectural firms that submitted their qualifications and the Fire Department Facility Committee interviewed them.

Service Department

Mr. Miller said he will need to shut Foskett Road down when he replaces the pipe on Foskett Road. He will put up signs notifying residents of the road closing a few days in advance. He spoke to the Engineer's Office and we got approval for the Issue I grant to pave that road next year. We will pay 26 cents on the dollar. Trustees were pleased. Mr. Ostmann said that was because we cooperated with Brunswick Hills. Mr. Jarrett asked Celia to put it on the website whenever Denny closes the road.

Alliss Strogin

Mrs. Strogin said the Zoning Commission approved several zoning changes, mostly definition and signage changes. Trustees can schedule their meeting within 30 days after they get the zoning letter. Mrs. Strogin spoke with Martha Evans about retyping the zoning book and Mrs. Evans found she will have to retype it completely because the software program she had didn't work properly.

NEW BUSINESS

Employee Personnel Policy Handbook

Mr. Jarrett motioned to adopt the new Employee Personnel Policy and Procedures Handbook for Medina Township with the revision date of October 2015. Mr. Ostmann seconded the motion. Mr. Jarrett said he and Mrs. DeHoff spent a lot of time on this book and there will be revisions and updates in the future. All employees will receive a copy of the new book. Mrs. DeHoff said Paychex will be printing the books for the Township at no cost. Mr. Miller asked about the cell phone policy. Mr. Jarrett said this is a working document. Mr. DeMichael said the cell phone policy is two (2) tiers A and B. The Township owned phone is provided and paid for by the Township. The personally owned phone, as it is written now, is \$20.00. Mr. Jarrett said that is something they will look at. Voting aye thereon: Mr. Jarrett, Mr. Ostmann and Mr. DeMichael.

Liquor Board Hearing for Buehlers/Wine Reserve Part II

Mr. DeMichael motioned to waive the request for a hearing. Mr. Ostmann seconded the motion. Mr. DeMichael said this was for Buehlers/Wine Reserve. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.

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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.

Scott Hardy (4999 Gateway Drive) asked what the process is for changing road signs in the Township, specifically "No thru Truck" signs. Semis come onto Gateway to unload the cars at the dealership and then back out of the driveway. They have poor visibility. His concern is with the fact that his children have to walk to their bus stop and there are no sidewalks. Chief Arbogast asked the Prosecutor to give his opinion on the "No Thru Truck" sign in writing and he will contact the school superintendent to ask if Mr. Hardy's children's bus stop can be changed.

Sally Gardner (3333 Foskett Road) thanked the Township for the public records. She asked why the Police Department Roof was paid for by insurance and was told it was because of storm damage. She asked Mrs. DeHoff if all the Townships in Medina County were on the same fiscal year, January thru December, like Medina Township. Mrs. DeHoff said she could not speak for the whole county but the Fiscal Officers she knows are on the same fiscal year.

Mrs. Gardner asked Mr. DeMichael who he took on his trip to Washington and what he brought back. Mr. DeMichael said one of the topics discussed was drinking water but he would have to research the rest and he doesn't remember who he had dinner with. Mr. DeMichael said since Mrs. Gardner is making public comment a question and answer session he has a few questions. He asked Mrs. Gardner, the Trustees and several others if they remember where they went after the Trustees meeting two (2) weeks ago. Mrs. Gardner said she went home but the others couldn't remember what they did and Mr. Traynor said it was none of Mr. DeMichael's business. Mr. DeMichael stated that several of the people couldn't remember what they did two (2) weeks ago but they expect him to remember what he did eight (8) month ago. Mr. DeMichael said he knows where they went and hopes they weren't discussing township business if Ray and Bill were there because that is not allowed. He said he wondered if that is where they come up with the questions for you to ask him, he doesn't know. He said if that goes on tonight they should consider why Mr. Jarrett said Bill Ostmann was the only applicant he would consider to fill Mr. Todd's position or it would go to the probate judge, Jimmy Traynor was one of those applicants. Mr. DeMichael said he knows your group likes to send out disparaging information about candidate's right before the election, he has seen it before and he is prepared himself but, he asks that they verify anything that goes out about him and please have the guts to sign your name to it if it does go out.

Matt Galla (3503 Hamilton Road) thanked Chief Arbogast for getting on the Prosecutor to get the needed answers regarding the dog barking resolution. He also asked how long we were going to pour money into the old Remsen building. Mrs. DeHoff said the amount of everything spent is \$335,141.95. Mr. DeMichael said the building was purchased for \$80,000.00 and he thought that was a good price. Mr. Jarrett said they are in the process of selling the building. Mr. Galla said the township is only responsible for three things, the Road, Police and Fire Departments. He said we have a baseball field and that is great.

Susan McKiernan (3306 Old Weymouth Road) said Medina Soccer has put a lot of money into (remodeling) the building and she herself has put in \$15,000.00. Her group has put in \$26,000.00. The WPS part of the building is ninety (90) years old but the rest of the building was built in 1961 and the Creative Housing part was built around 1986. It was an eyesore before and now it looks better and will have more value if Trustees sell it. Mr. Galla said he will believe it when he sees it. Mrs. McKiernan told him every Township has a school and a historical society except Medina Township. WPS is running a Historical Society, Museum and community center, voluntarily. Mr. Galla said at the last meeting you asked for \$10,000.00 for repairs, the spending on the building has got to stop.

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

Mr. Miller, Road Foreman, said Creative Housing is parking in front of the dumpster in the loading dock and Medina Soccer can't get to the dumpster. Mr. DeMichael said he will call Dianne.

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Executive Session

Mr. DeMichael motioned to go into Executive Session for hiring personnel with the three (3) Trustees and the Fiscal Officer. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett. The Board entered into executive Session at 8:19 pm. Mr. DeMichael motioned to come back from Executive Session where they were discussing hiring personnel with the three (3) Trustees and Fiscal Officer. No decisions were made in that meeting. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett. The Board reconvened at 9:04 pm.

Special Meeting to Interview Asst. Secretary Candidates

Mr. DeMichael said we are going to hold interviews with the three ladies that applied for the Asst. Secretary position on October 29, 2015, starting at 6:00, 6:30 and 7:00 pm. They contacted two of the ladies but asked Celia to contact the third lady. Mr. Ostmann said to advertise the meeting as an Executive Session for job interviews so the general public doesn't have to sit here. Mr. Jarrett said he wants Celia and Elaine present.

Mark Herwick – Homestead Insurance

Mr. Jarrett said he will be out of town November 19, 2015, but if Mr. Ostmann and Mr. DeMichael want to approve the health insurance to go ahead. Mr. DeMichael asked when it needed to be approved and was told by the end of November. Mr. Ostmann said Mr. Herwick did not need to attend any meeting because he provided all the information.

December 31 Meeting and Organizational Meeting for 2016

Mrs. DeHoff received a memo from Deferred Compensation and Paychex regarding the last meeting in December asking if there will be 26 or 27 pays in 2015. The last meeting is on New Year's Eve and an organizational meeting needs be set as soon as possible the first week of January. She asked the Trustees to think about it and make a decision November 5 if possible.

Mr. DeMichael motioned to adjourn the meeting at 9:10 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