**RECORD OF PROCEEDINGS**

**MINUTES OF REGULAR MEETING**

**DECEMBER 16th, 2015**

**7:00 PM**

The Medina Township Board of Trustees met in regular session at the Medina Township Hall on December 16th, 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 DeHoff, Fire Chief Crumley, Police Chief Arbogast, Road Foreman Miller, Zoning Inspector Ridgley, Asst. County Prosecutor Thorne 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.

**Firefighter Oaths of Office – Mark Bazemore and Earl Grim**

 Mr. Jarrett, Fire Commissioner, administered the oaths of office for Firefighters Mark Bazemore and Earl Grim. Mark Bazemore has been in the fire service for 20 years and has worked his way up to Lieutenant for Sharon Fire Department and is a full-time Parma Firefighter. Earl Grim has been with the Medina Life Support Team for 28 years and worked his way up to the rank of Assistant Chief with the Solon Fire Department. Earl has also completed his fire inspection course for Medina Township.

**Executive Session to Discuss Personnel Compensation**

 Mr. Ostmann motioned to go into executive session with the three Trustees and Bill Thorne, Asst. County Prosecutor, to discuss personnel compensation. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. Jarrett and Mr. DeMichael. The Board entered into executive session at 7:06 pm. The Board reconvened from executive session at 9:07 pm where they were discussing personnel compensation. No decisions were made during that meeting.

**Huffman Road and Route 3 Turning Lane**

 Mr. DeMichael said there was a study done by ODOT regarding putting a turning lane on Huffman Road and State Route 3. Mr. Miller said the study shows that on Huffman Road, southbound, it calls for a turn lane with Weymouth Crossings Development going in. The state said it will be up to the Trustees on whether the developer has to put a turning lane in. The developer will have to put the turning lane in if the Trustees deem it necessary. Keith Mitchell of Ryan Homes said they were required to do a traffic study on Huffman and Weymouth and Fenn and Weymouth and also the entry onto Huffman Road. As it stands now, the traffic study states no improvements will be necessary besides (inaudible) turn lane on Weymouth Road at our new entry, that’s mandatory and that’s the current build situation in 2016 and 2017, no other improvements are necessary. The study goes out to 2036; in 2036 a turn lane would be necessary on Huffman Road per the growth rate.

 Mr. Ostmann motioned that we do not require a turn lane on Huffman Road coming out to Route 3. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. DeMichael and Mr. Jarrett.

**Executive Session to Discuss Employee Compensation**

 Mr. DeMichael motioned to go into executive session to discuss employee compensation with the three Trustees, Fiscal Officer, Linda DeHoff and Angela Ventura. Mr. Jarrett seconded the motion. Mr. DeMichael amended his motion to include Bill Thorne and we will come back out to get Mark Herwick when we’re ready and there’s my motion. Mr. Jarrett seconded the amended motion. Voting aye thereon: Mr. DeMichael, Mr. Jarrett and Mr. Ostmann. The Board entered into executive session at 9:14 pm. The Board reconvened from executive session at 10:06 pm where they were discussing employee compensation with Mark Herwick, the three Trustees, Fiscal Officer, Linda DeHoff and Angela Ventura, no decisions were made during that meeting.

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Mr. DeMichael motioned to authorize himself to sign a letter if we get a request from Medical Mutual to reset the Township’s insurance to January 1st effective date. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.

**THEN AND NOW PURCHASE ORDERS**

**Intech Computer Solutions – Six (6) Apple IPADS and Protection Plans**

 Mr. DeMichael motioned to approve a then and now purchase order for Intech Computer Solutions for $1,797.00. It is for our annual billing for the Police Department and I would also like to make a motion to approve a then and now purchase order for Amazon. This is for 6 Apple IPods and 6 protection plans, total amount is $4,008.95. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.

**Approval of Accounts Payables**

 Mr. DeMichael motioned to approve our accounts payables check#26838 through check #26881, total amount $68,305.92. 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 #21027 through check #21106, total amount $56,045.67 with $6,346.74 being deferred. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Jarrett and Mr. Ostmann.

**Approval of November Bank Reconciliation**

 Mr. DeMichael motioned to approve the bank reconciliation dated 11/30/2015. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Jarrett and Mr. Ostmann.

**Approval of Minutes**

Mr. DeMichael motioned to approve the minutes for our regularly scheduled meeting October 22, special meeting October 29, regular meeting November 5, regular meeting November 9, public hearing on December 3, these are all 2015. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.

**OLD BUSINESS**

**Field Naming Rights**

 Mr. DeMichael tabled the field naming rights.

**Route 18 Islands**

 Mr. DeMichael tabled the Route 18 islands.

**2016 Police/Fire Dispatch Contract**

**Resolution No. 12162015-022**

 Mr. DeMichael motioned to put forth the following resolution, No. 12162015-022. This is our agreement for service with the City of Medina and the dispatching ordinance. You can reference ordinance number 150-15 and before me I have a four (4) page document. Mr. Ostmann seconded the motion. Mr. Jarrett said he would like to reiterate that we would be on the hook for a maximum 10 percent increase and he feels that is a little on the high side and that was in the last agreement which he brought up last time. Mr. DeMichael asked if that was enough of an issue to try to get that changed. Mr. Jarrett said we should look at that at our next contract because when they are negotiating does that 10 percent increase get paid by both entities or are they passing the additional cost to us. Mr. DeMichael said they would be paying their Police an additional 10% and he can’t see that happening. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.

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**PURCHASE ORDERS AND TRAINING REQUSTS**

**Ford Credit – First Year Lease for Police Cars**

Mr. Ostmann motioned to approve a purchase order requisition for Ford Credit Municipal Finance Department. This is for the first year lease for five (5) SUV’s, plus equipment. This is for the Police Department and the amount is $64,769.87. Mr. Jarrett seconded the motion. Mr. DeMichael said he just received the information this morning and would like to review it before voting on it. Mrs. DeHoff said the purchase order needs to be done before she does temporary appropriations or before Chief Arbogast can order the cars. This would not be considered an emergency purchase and a then and now purchase order would not be appropriate. Mr. Ostmann said tonight’s request does not finalize this plan but this dollar amount has to be put in the temporary budget. Mrs. DeHoff said she has to have all of this done before the January 4, 2016, organizational meeting because she has to be able to put that amount in the temporary appropriations. It can’t be spent if it isn’t in the temporary appropriations. Mr. DeMichael asked if a purchase order was needed to do that and Mrs. DeHoff said yes so she can use the $64,769.87. She can’t just put monies in there like that for a purchase. The purchase order will not be done until January but the monies have to be appropriated. In order for the money to be appropriated for this purchase order the Trustees have to approve it she cannot appropriate this money on her own. Mr. DeMichael asked why the purchase order cannot be done next year and Mrs. DeHoff said it is because she has to have the temporary appropriations done by the January 4 organizational meeting for Trustee approval or no one will be able to spend a dime. You cannot spend what you don’t appropriate. Mr. DeMichael said that can be discussed at the January 4 meeting. Mrs. DeHoff said she has to set the temporary appropriations for the January 4 meeting. Mr. DeMichael said she can set that whenever she wants and Mrs. DeHoff said no she can’t because she has to have it done so Trustees can approve them at the January 4 organizational meeting. Mr. Jarrett said this to temporarily get the Township through until we finalize the budget. Mr. DeMichael asked why they can’t wait and Mrs. DeHoff said she cannot wait because all this has to be done before the Organizational Meeting. Roll call vote: Mr. Ostmann aye, Mr. Jarrett aye, Mr. DeMichael no.

**Nagel Advertising - Newsletter**

 Mr. DeMichael motioned to approve a purchase order requisition for Nagel Advertising. This is for our 2015 newsletter, total amount is $3,467.88. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.

**DEPARTMENT COMMENTS**

**Administration**

Mr. DeMichael received a phone call regarding Zoning Inspector Ridgley saying what a wonderful job she does and how pleasant she is to speak with and he thanked Elaine.

**Road Department**

 Mr. Miller checked into the question asked by Sally Gardner regarding the striping of Foskett Road and he found out that Medina Township did not pay for it. Brunswick Hills was having their portion of the road striped and the truck just kept going.

**Shop with a Cop**

 Mrs. Shoemaker said the FOP Shop-with a-Cop was a success. They took 157 kids shopping. There were over 60 vehicles in the caravan to Wal-Mart.

**NEW BUSINESS**

**Ballfield and Soccer Field Fees for 2016**

 Mr. DeMichael motioned to keep the rates the same for the time being. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett. (Rates are: Ballfields: $50.00 for 3 hours and $60.00 for 3 hours for out of county teams. Soccer Fields: $17.50 per hour.)

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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.

 Matt Galla (3503 Hamilton Road) said Merry Christmas to everyone and their families.

 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.

**Executive Session to Discuss Employee Compensation**

 Mr. DeMichael motioned to go into executive session with the three Trustees and Laurie Shoemaker. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Jarrett and Mr. Ostmann. The Board entered into executive session at 10:29 pm. (Mrs. DeHoff was asked go back into executive session). The Board reconvened at 10:47 pm where they were discussing employee compensation with the three Trustees, Fiscal Officer and Laurie Shoemaker. No decisions were made in that meeting.

**Executive Session for Personnel Hiring**

 Mr. DeMichael motioned to go into executive session for personnel hiring with the three Trustees. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett. The Board entered into executive session at 10:48 pm. The Board reconvened from executive session at 11:11 pm where the three Trustees were discussing personnel hiring. No decisions were made in that meeting.

**Special Meeting December 22, 2015, at 6:00 pm**

 The Trustees will hold a special meeting Decembers 22, 2015, at 6:00 pm for general business.

**Closing of Offices December 24, 25, 31 and January 1**

 Mr. DeMichael motioned to close our offices on December 24 and 25 and December 31 and January 1. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Jarrett and Mr. Ostmann.

**Site Plans at Trustee Meeting**

Mrs. Strogin asked when the Trustees were going to approve site plans. Trustees will approve the site plans on December 22 at 6:00 pm.

 Mr. DeMichael motioned to adjourn the meeting at 11:14 pm. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Ostmann and Mr. Jarrett.

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Linda DeHoff, Fiscal Officer Ken DeMichael, Chairman

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 Bill Ostmann, Vice-Chairman

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 Ray Jarrett, Trustee

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