

**RECORD OF PROCEEDINGS
MINUTES OF REGULAR MEETING
JUNE 2nd, 2016
6:00 PM**

The Medina Township Board of Trustees met in regular session at the Medina Township Hall on June 2nd, 2016, to conduct the business of the Township. Chairman Ostmann called the meeting to order at 6:00 pm with the following Trustees in attendance: Bill Ostmann, Ray Jarrett and Ken DeMichael. Also in attendance were Fiscal Officer Ventura, Fire Chief Crumley, Police Chief Arbogast, Road Foreman Miller, Township Administrator DeHoff and the general public.

Roll Call

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

Pledge

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

Moment of Silence

Mr. Ostmann asked for a moment of silence for our service members both here and abroad and for our first responders who are risking their lives every day to keep us safe.

SITE PLANS

Cardinal's Jewelry DBA V's – 3705 Pearl Road – Wall Sign

Mr. Ostmann motioned to accept the recommendation of the Zoning Commission and approve the wall sign for Cardinal's dba V's Accessories and Consignment located at 3705 Pearl Road not to exceed 24.75 inches as presented. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. DeMichael and Mr. Jarrett.

Spin Bike Shop – 4463 Weymouth Road - Site

Mr. Ostmann motioned to accept the recommendation of the Zoning Commission and approve the usage for Spin Bike Shop to be located at 4463 Weymouth Road as presented. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. Jarrett and Mr. DeMichael.

Southwest Urology – 3647 Medina Road – Site

Mr. Ostmann motioned to accept the recommendation of the Zoning Commission and approve the change of use for Southwest Urology to be located at 3647 Medina Road as presented. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. DeMichael and Mr. Jarrett.

Southwest Urology – 3647 Medina Road – Ground Sign Panel

Mr. Ostmann motioned to accept the recommendation of the Zoning Commission and approve a panel to be placed on the existing ground sign for Southwest Urology located at 3647 Medina Road not to exceed 11 square feet as presented. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. Jarrett and Mr. DeMichael.

Southwest Urology – 3647 Medina Road – Directional Sign

Mr. Ostmann motioned to accept the recommendation of the Zoning Commission and approve a directional sign for Southwest Urology located at 3647 Medina Road not to exceed 3 square feet as presented. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. DeMichael and Mr. Jarrett.

OTHER BUSINESS

Approval of Accounts Payable

Mr. Ostmann motioned to approve accounts payable check #27316 through check #27347 and the total amount on that is \$14,726.03. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. Jarrett and Mr. DeMichael.

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OTHER BUSINESS CON'T

Approval of Payroll

Mr. Ostmann motioned to approve payroll checks #21730 to #21783. The total amount is \$44,253.75 with \$6,498.56 withheld for taxes, OPBA dues, etc. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. DeMichael and Mr. Jarrett.

Approval of Minutes

Mr. Ostmann motioned that we approve the minutes for the May 5, 2016, regular meeting and the May 19, 2016, regular meeting. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. Jarrett and Mr. DeMichael.

PURCHASE ORDERS AND TRAINING REQUESTS

Minuteman Press

Mr. Ostmann motioned to approve a purchase order requisition. The vendor information is Minuteman Press. This is for business cards for Ken DeMichael, Linda DeHoff and Angela Ventura and the total amount is \$120.00 Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. Jarrett and Mr. DeMichael.

Treasurer State of Ohio – Audit Services

Mr. Ostmann motioned to approve a purchase order requisition. The vendor information is the Treasurer of State of Ohio and the description is the agreed upon procedures for audit fees and the total on that is \$2,378.00. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. DeMichael and Mr. Jarrett.

Medina County Safety Council Dues

Mr. Ostmann motioned to approve a purchase order requisition and the vendor information is the Medina County Safety Council and the amount is \$100.00. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. DeMichael and Mr. Jarrett.

Gall's – Police Department

Mr. Ostmann motioned to approve a purchase order requisition. The vendor information is Gall's and it's for flashlights and accessories for the new patrol vehicles per the attached quote and the total amount of it is \$1,622.15. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. DeMichael and Mr. Jarrett.

DEPARTMENT HEAD COMMENTS

Police Department

Chief Arbogast said he is working on a COPS hiring grant. We did get the \$40,000.00 grant for community policing projects over the next year and it started yesterday. Out of twenty (20) grants Medina County got three (3) of them. We received temporary approval from the state on the certification for collaboration with Medina City, Montville and Sharon Townships.

Service Department

Mr. Miller has been working on the Foskett Road culverts and he received a call from a resident on Franklin talking about the big pond behind all the houses and that the dam is falling apart and there is erosion. He wants to know what the township is going to do about it. Mr. Ostmann asked if it was Township property and Mr. Miller said no. Mr. Miller spoke with Dan Becker of the County Engineer's Office and was told that the residents all around the pond own the pond. Mr. Ostmann said if we don't own it and it is not affecting the road, legally we cannot do anything about it. Mr. Miller will call the EMA and turn this over to them. He also received a call from a lady who asked about green burials. Chief Crumley said he thinks the cemetery has to be certified by the State before they can have that kind of burial. Mrs. Strogin said the body has to touch the dirt so the vault has no bottom and is turned upside down. Mr. Miller will look into the certification of the cemetery.

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DEPARTMENT HEAD COMMENTS CON'T

Service Department Con't

Mr. Miller said the ODOT salt contract is finished and we will know what the price is by the beginning of July.

Office for Older Adults Report

Mrs. Gardner said June 15 is World Elder Abuse Day and on June 7 the County Commissioners are going to make a proclamation regarding this and purple ribbons will be attached to trees commemorating this. The first picnic on the patio will be June 3 from 11 to 1 and is open to the public. This will happen every other Friday.

NEW BUSINESS

Job Description Review by Department Heads

Mrs. DeHoff gave all department heads their job descriptions and asked them to update their job descriptions. They are to be returned to her by June 24, 2016.

Tobacco Policy

Mr. Jarrett asked Trustees to review the tobacco policy one more time and they can decide at the next meeting. Mrs. DeHoff said this would also include electronic cigarettes, cigars, pipes etc. Chief Crumley said they did not have input with the employee handbook. Mrs. DeHoff said the employee handbook is made by the Trustees not the employees and it is a work in progress. If you do have questions please bring it up.

PUBLIC COMMENT

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

Matthew Galla (3503 Hamilton Road) asked the status of the sale of the Remsen Building. Mr. Ostmann said it is in the hands of the attorneys. Mr. Galla asked if any of our officers were going to work the RNC. Chief Arbogast said if they would be needed they would respond.

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

Executive Session to Discuss the Hiring of a Zoning Board Alternate

Mr. Ostmann motioned to go into Executive Session to discuss the hiring of a Zoning Board alternate with the three Trustees. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. Jarrett and Mr. DeMichael. The Board entered into Executive Session at 6:40 pm. The Board reconvened from Executive Session at 6:49 pm. No decisions were made in Executive Session.

Appointment of Richard Marco as Alternate to the Zoning Commission

Mr. Ostmann motioned that we appoint Richard Marco, Sr. as Zoning Board Alternate for the remainder of 2016. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. Jarrett and Mr. DeMichael. Mr. Ostmann asked that letters be sent to the other applicants.

Executive Session to Discuss Employee Compensation

Mr. Jarrett motioned to go into Executive Session to discuss employee compensation with the Board of Trustees, our Fire Chief and Asst. Chief Shawn Kasson. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Jarrett, Mr. DeMichael and Mr. Ostmann. The Board entered into Executive session at 6:50 pm. The Board reconvened at 8:12 pm. No decisions were made during that meeting.

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Weymouth Days and Closing of Myers Road

Mr. Jarrett said Susan McKiernan asked him to inform the audience that Weymouth Days will be Saturday, September 17, 2016, from 9 am to 5 pm. She is asking permission to close Myers Road during that time period and asks that Fire, Police and Trustees be informed of the road closing. Chief Arbogast asked if they are planning on having vendors in the road because they have never closed Myers Road before. Mr. Jarrett said they are looking for spaces along one side of the road and creating a central location for the event for the restrooms and food. They will not block the entrance to the Myers parking lot. Chief Arbogast said since it is not until September they would like to look at it and then get back to the Trustees.


Smoke and Tobacco Free Environment Policy

Mr. Jarrett said Trustees will look at the Smoke and Tobacco Free Environment Policy for the next meeting.

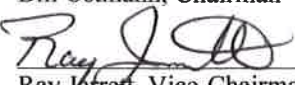
There being no further business to come before the Board the meeting adjourned at 8:15 pm.



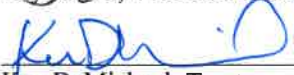
Angela Ventura, Fiscal Officer



Bill Ostmann, Chairman



Ray Jarrett, Vice-Chairman



Ken DeMichael, Trustee

Smoke- and Tobacco-Free Environmental Policy

A tobacco-free environment helps create a safe and healthy workplace. Smoking and secondhand smoke are known to cause serious lung diseases, heart disease and cancer. In order to promote the health of our employees and visitors, all Medina Township buildings, grounds, and vehicles are designated as Smoke-and Tobacco-Free Environments. Smoking is defined as the burning of tobacco or any other material in any type of smoking equipment, including, but not restricted to, cigarettes, electronic cigarettes, cigars, or pipes. Smoking is prohibited during working hours (including during lunch and breaks) in all prohibited areas. The use of any tobacco product, including chewing tobacco, is also prohibited.

Smoking and tobacco use are prohibited in all Medina Township-owned facilities and on the grounds of any Medina Township- owned property. This includes all buildings, shelters, outdoor athletic facilities, walkways, sidewalks, and parking lots. Smoking and tobacco use are also prohibited in any vehicle or equipment owned, leased, or operated by Medina Township.

Medina Township actively promotes and will help employees who want to quit smoking by helping them access recommended smoking cessation programs and materials. (Visit www.lung.org/stop-smoking for more information). Many services are provided at no cost or a reduced cost.

Violations

Any violations of this policy are subject to standard disciplinary action.

