

**RECORD OF PROCEEDINGS  
MINUTES OF REGULAR MEETING  
JUNE 16<sup>th</sup>, 2016  
6:00 PM**

The Medina Township Board of Trustees met in regular session at the Medina Township Hall on June 16<sup>th</sup>, 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.

**OTHER BUSINESS**

**Supplemental Appropriation Line Change – Fire Department**

Mr. Ostmann motioned to reallocate \$7,825.95 from account #2111-220-319-0000 and put it to account #2111-220-318-0000 and the reallocation of funds is to cover training expenses. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. Jarrett and Mr. DeMichael.

**THEN AND NOW**

**Voyager Fleet Systems, Inc. – Fuel**

Mr. Ostmann motioned to approve a then and now purchase order. The vendor is Voyager Fleet Systems, Inc. and US Bank Voyager Fleet Systems and this is for fuel and the purchase order is for \$199.76. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. DeMichael and Mr. Jarrett.

**Approval of Accounts Payable**

Mr. Ostmann motioned to approve accounts payable check #27348 through #27411 the amount of which is \$95,697.82. Mr. Jarrett seconded the motion. Mr. Ostmann said \$30,579.05 is going to Medina Hospital. Voting aye thereon: Mr. Ostmann, Mr. Jarrett and Mr. DeMichael. Mr. Jarrett said the second largest amount is going for salt.

**Approval of Payroll**

Mr. Ostmann motioned to approve payroll checks #21784 through #21837. The total amount is \$50,249.41 with \$7,409.16 withheld for taxes, OPERS, Police Union, etc. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. DeMichael and Mr. Jarrett.

**PURCHASE ORDERS AND TRAINING REQUESTS**

**Ohio Fire Chief's Conference**

Mr. Jarrett motioned to appropriate \$2,500.00 and this is for Chief Mark Crumley and Asst. Chief Shawn Kasson to attend the Ohio Fire Chiefs Conference in Columbus from July 13 through July 17 of this year and this is for officer development and continuing education. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. Jarrett, Mr. Ostmann and Mr. DeMichael.

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**PURCHASE ORDERS AND TRAINING REQUESTS CON'T**

**Paychex – FLSA & Job Description Workshop – Linda DeHoff**

Mr. Ostmann said Mrs. DeHoff will attend the FLSA & Job Description Workshop provided by Paychex at no cost. Mr. Ostmann motioned to approve the appropriation to attend the meeting on June 16, 2016, and it is located at Paychex, 100 E. Hines Hill Road, Hudson, OH. Mr. Ostmann modified his motion to state the date is July 6, 2016. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. Jarrett and Mr. DeMichael.

**DEPARTMENT HEAD COMMENTS**

**Fire Department**

Chief Crumley said Cuyahoga County Cleveland Fire asked Medina County to put together a task force team for the Republican National Convention. The team would only go in the area if they are called up and Medina Township would be low on the list. The Fire Chiefs Association asked if we could provide our rescue truck for the task force. Chief Crumley said he has a problem with this because sixteen (16) of our firefighters are committed to the area due to their jobs. His concern is with the protection of the Township and told the Chiefs Association he would present the request to the Trustees for their decision. Mr. DeMichael asked if the reason Chief Crumley didn't want to provide the truck is due to concern for the safety of the Township and was told yes. The Chief said he cannot guarantee that he will have enough people to put the trucks on the road if needed. Mr. Jarrett said the number one concern is for the community and if we don't have the availability of the personnel then we don't need to send people to Cleveland. Mr. DeMichael agreed. Mr. Ostmann asked if a resolution was needed and was told no. Trustees agreed not to send the truck.

**Service Department**

Mr. Miller said green burials were previously discussed and he spoke to a local funeral home and was told there are numerous ways to do it. They could be required to dig the grave by hand to just putting the casket in the ground and put the vault on top of it with no bottom. Mr. Ostmann asked if Denny was going to dig a six foot hole by hand and Mr. Miller said that is what they say to do. Mr. Jarrett asked if we had cemetery plats and Mr. Miller said yes. Mr. Ostmann said we may have to put a policy in place.

**Zoning Department**

Mrs. Stogin said she has been holding down the fort since Mrs. Ridgley has been off.

**OTHER BUSINESS**

**Erica Graffain – Auditor's Office**

Erica Graffain of the Auditor's Office said the first half tax bills will be mailed and the due date is July 15, 2016. We also got our values back from the State and they approved everything. Different parts of the County will be getting their value change notices toward the Fall.

**NEW BUSINESS**

**Memorandum of Understanding for Collaboration and Shared Services with the Ohio Local Gov't Safety Capital Grant Program**

Chief Arbogast said the Memorandum of Understanding is for reapplying for the Ohio Local Gov't Safety Grant Program. This is for communications for Police, Fire and Road Departments. Mr. Jarrett asked who would be in charge and was told it would be the Sheriff's Department because they will be the lead communication center for Medina County. Mr. Jarrett asked what the cost to the Township would be and was told about \$18,000.00. Mr. Jarrett asked if this was budgeted for and Chief Arbogast said it will not be received until next year so there has not been an opportunity yet. Mr. Ostmann said our share will be \$18,414.00. We will be getting \$75,000.00 for the additional radios for the departments. Mr. Jarrett asked what strings were attached to this and Chief Arbogast said there is none other than the signing of the MOU. The big change is that Medina City and the Sheriff's Department will co-mingle their dispatch center which will save money.

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**NEW BUSINESS CON'T**

**Memorandum of Understanding for Collaboration and Shared Services with the Ohio Local Gov't Safety Capital Grant Program Con't**

Mr. Ostmann motioned that we enter into the Memorandum of Understanding to apply for the Ohio Local Government Safety Capital Grant. This is a document that is five (5) pages long and we will incorporate it by reference. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. DeMichael and Mr. Jarrett.

**Work Agreement for Police Department Driveway**

Mr. Ostmann said ODOT plans on moving the driveway for the Police Department closer to Marks Road at no cost to us. Mr. Ostmann motioned to authorize Chief David Arbogast to enter into the work agreement with the State of Ohio to move the driveway to the Police Department and I will incorporate this document which is four (4) pages. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. Jarrett and Mr. DeMichael.

**Resolution for Depository Contracts**

**Resolution No. 06162016-008**

Mr. Ostmann motioned to adopt the following resolution (see attached). Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. DeMichael and Mr. Jarrett.

**Buehlers River Styx Community Shred Day**

Mr. Ostmann said Buehlers River Styx is having a free community shred day on June 25, 2016, from 8am to 2pm at the south parking lot.

**Smoke and Tobacco Free Environment Policy**

Mr. Ostmann motioned that we adopt the Smoke and Tobacco Free Environment Policy that will be added to our employee handbook and we will incorporate this document by reference. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. Jarrett and Mr. DeMichael.

**Paychex Human Resources Training Seminar**

Mrs. DeHoff said our payroll company, Paychex, is offering a Human Resources training workshop at no cost. Mr. Jarrett asked that she verify with the Prosecutor if this workshop needs to be advertised or not. Workbooks will be provided and all ten topics will be discussed.

**Flexible Spending Accounts**

Mrs. DeHoff told Trustees about the Flexible Spending Accounts for people who have insurance but don't have an HSA. They are pretax dollars. It is for anything your insurance doesn't pay for. Mr. Jarrett asked if it reduces the federal tax rate for us and he was told yes.

**Office for Older Adults Reports**

Mrs. Gardner said tomorrow (June 17) is the second picnic on the patio from 11 am to 1 pm. The Office for Older Adults is organizing a Chronic Disease Management workshop. It would be for six (6) weeks and will be sponsored by Fairhill Partners. Please call Jenny at 330-723-9514.

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**PUBLIC COMMENT**

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

Robert Gubanich (4235 Mallard Bay) said when Whispering Woods was developed an access road was put in for emergency vehicles only and that it was his and the neighbors private property. People feel they have the right to walk on the access road, which is his private property. He asked if the Township could post a sign stating it is private property for use by emergency vehicles only and not for pedestrian use. Mr. Jarrett asked where he would want the sign. Mr. Gubanich said by the chain that is across the access road driveway. Mr. Ostmann said the access road was put in for emergency vehicle access. Mrs. Strogin said county planning subdivision regulations require that any subdivision having more than fifty (50) units has to have a second means of ingress/egress. The compromise between the county and the developer was to have an access road between the two developments for emergency vehicles. Chief Crumley said if there was an emergency where the road was blocked the Police or Fire would have to direct traffic through the access road. Mrs. Strogin said there is a gate with a padlock on it because the developers did not want it as a through street. Mr. Jarrett asked that it be sent to the Prosecutor to see if we can even put a sign up. Mr. Ostmann will look at the easement and talk to the Prosecutor's Office. Mr. Gubanich showed the Trustees the easement wording. The information will be sent to the Prosecutor's Office for review.

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

**Executive Session to Consider Sale of Property by Competitive Bid**

Mr. Ostmann motioned to enter into Executive Session to consider the sale of property by competitive bid with the three (3) Trustees and Mark Crumley, Fire Chief. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. Jarrett and Mr. DeMichael. The Board entered into Executive Session at 6:49 pm. The Board reconvened at 7:04 pm. No decisions were made during that meeting.

**Executive Session for Employee Compensation**

Mr. Ostmann motioned to enter into Executive Session for employee compensation with the full Board of Trustees and Denny the Road Foreman. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. DeMichael and Mr. Jarrett. The Board entered into Executive Session at 7:05 pm. The Board reconvened at 7:38 pm. No decisions were made in that meeting.

**Weymouth Preservation Society**

Mrs. McKiernan said they had a lot of events in May and a lot of organizations have been using the room. The State is going to have an open door event and they have been accepted. The potluck will be July 16 at 6:30 pm. The new lamps and the free library are being worked on. Mrs. McKiernan would like to move the watering trough by the old store to the back of her property because the old store is being turned into apartments. She presented a letter to the Trustees stating she and Richard Clark would like to donate a portion of their land to the Township for the sole purpose of holding the trough. The WPS will pay for the survey and Richard Clark and Susan McKiernan will pay for the transfer of land from them to the Trustees. They will also provide the mowing and they can park by the cemetery. There would be no cost to the Township. They will also move the trough. Mr. Jarrett said the letter needs to be reviewed by the Prosecutor. Chief Crumley is concerned that there were no permits issued by the building department for the converting of the old store into apartments. He will contact the building department to see if any permits were issued.

**Ad for Full time Service Department Employee**

Mr. Jarrett motioned to grant Denny Miller the authorization to place an ad in the Medina Gazette and also the Post advertising for a full-time service department laborer position and incorporate the one page document by reference. Mr. Ostmann seconded the motion. Voting aye thereon: Mr. Jarrett, Mr. Ostmann and Mr. DeMichael.

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**Executive Session to Discuss Employee Discipline**

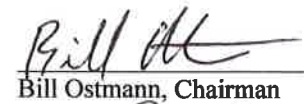
Mr. Ostmann motioned to enter into Executive Session with the three (3) Trustees to discuss employee discipline. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Ostmann, Mr. Jarrett and Mr. DeMichael. The Board entered into Executive Session at 7:47 pm. The Board reconvened at 8:01 pm. No decisions were made during that meeting.

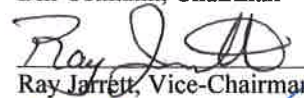
**Length of Time for Items to be Left on Website**

Mr. Jarrett asked how long we wanted to keep information on the website, 30, 60 or 90 days.

There being no further business to come before the Board the meeting was adjourned at 8:02 pm.

  
Angela Ventura, Fiscal Officer

  
Bill Ostmann, Chairman

  
Ray Jarrett, Vice-Chairman

  
Ken DeMichael, Trustee