

**RECORD OF PROCEEDINGS
MINUTES OF SPECIAL MEETING
APRIL 12TH, 2018
6:30 PM**

The Medina Township Board of Trustees met in special session at the Medina Township Hall on April 12th, 2018, to conduct the business of the Township. Chairman DeMichael called the meeting to order at 6:38 pm with the following Trustees in attendance: Ken DeMichael and Mike Stopa. Also in attendance were Fiscal Officer Ventura, Applicants and the general public.

Roll Call

Mr. DeMichael asked for a roll call of all members present. Trustees present were Mr. DeMichael and Mr. Stopa. Mr. Radice was absent.

Pledge

Mr. DeMichael led the Pledge of Allegiance.

Moment of Silence

Mr. DeMichael asked for a moment of silence for our military both home and abroad as well as first responders.

Executive Session with Applicant Mary Wenzel

Mr. DeMichael motioned to go into Executive Session with myself, Mike and Angela as well as Mary Wenzel. Mr. Stopa seconded the motion. Voting aye thereon: Mr. DeMichael and Mr. Stopa. The Board entered into Executive Session at 6:40 pm. Mr. DeMichael motioned to reconvene at 7:07 pm where we were back with Mike, myself, Angela and Mary Wenzel discussing an interview. Mr. Stopa seconded the motion. Voting aye thereon: Mr. DeMichael and Mr. Stopa. No decisions were made.

Executive Session with Applicant Matthew Schley

Mr. DeMichael motioned to go into Executive Session with Mike, myself and Angela as well as Matthew Schley for our administrative assistant interview. Mr. Stopa seconded the motion. Voting aye thereon: Mr. DeMichael and Mr. Stopa. The Board entered into Executive Session at 7:08 pm. Mr. DeMichael motioned to come back from Executive Session at 7:40 pm where we were in Executive Session with Mike, myself, Angela and Matthew Schley. We were discussing the administrative assistant position. Mr. Stopa seconded the motion. Voting aye thereon: Mr. DeMichael and Mr. Stopa.

Executive Session with Applicant Lisa Carter

Mr. DeMichael motioned to go into Executive Session with Mike, myself and Angela as well as Lisa Carter to discuss the administrative assistant position. Mr. Stopa seconded the motion. Voting aye thereon: Mr. DeMichael and Mr. Stopa. The Board entered into Executive Session at 7:40 pm. Mr. DeMichael motioned to come back from Executive Session where Mike, myself and Angela were with Lisa Carter discussing possible employment as an administrative assistant. The time is 8:17 pm. Mr. Stopa seconded the motion. Voting aye thereon: Mr. DeMichael and Mr. Stopa.

Executive Session to Discuss Potentially Hiring an Administrative Assistant

Mr. DeMichael motioned to go into Executive Session with Mike, myself and Angela to potentially hire an administrative assistant. Mr. Stopa seconded the motion. Voting aye thereon: Mr. DeMichael and Mr. Stopa. The Board entered into Executive Session at 8:18 pm. Mr. DeMichael motioned to come back from executive Session where we were discussing with Mike, myself and Angela the potential hire of an administrative assistant. The time is 9:36 pm. Mr. Stopa seconded the motion. Voting aye thereon: Mr. DeMichael, and Mr. Stopa.

TM4/12/18

Pre-employment Drug Testing Rules


Mrs. Ventura asked if it is in the employee handbook that a new hire has to have a drug test. Mrs. Goe said we do have to do an abstract driving record on them but she doesn't know what is in the handbook about drug testing. She got the handbook for Mrs. Ventura. Mrs. Ventura read from the employee handbook regarding pre-employment drug testing and background checks.

Letter to Applicants


Mrs. Ventura drafted a letter to send to the three (3) applicants letting them know there won't be another interview. "Thank you for your interest in the position and spending time with us in the interview process. We have decided that no further interviews are necessary. We will potentially be contacting references and expect to make a decision at next Thursday's meeting".

Mr. DeMichael motioned to send that letter to the three (3) applicants that were interviewed this evening. Mr. Stopa seconded the motion. Voting aye thereon: Mr. DeMichael and Mr. Stopa.


Mr. DeMichael motioned to adjourn. Mr. Stopa seconded the motion. Voting aye thereon: Mr. DeMichael and Mr. Stopa. There being no further business to come before the Board the meeting was adjourned at 9:42 PM.



Angela Ventura, Fiscal Officer



Ken DeMichael, Chairman



Mike Stopa, Vice-Chairman