

**RECORD OF PROCEEDINGS
MINUTES OF ORGANIZATIONAL MEETING
JANUARY 3rd, 2019
6:00 PM**

The Medina Township Board of Trustees held an Organizational Meeting at the Medina Township Hall on January 3rd, 2019, and conducted the business of the Township. Chairman DeMichael called the meeting to order at 6:02 pm with the following Trustees in attendance: Ken DeMichael, Mike Stopa and Mark Radice. Also in attendance were the Fiscal Officer, Road Superintendent, Zoning Inspector and the general public.

Roll Call

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

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 and for our first responders as well.

Election of Officers

Mr. DeMichael motioned to turn the gavel over to the Fiscal Officer as we contemplate the officers for this year. Mr. Radice seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Radice and Mr. Stopa.

Mrs. Ventura opened the floor for nominations of Chairman of the Board for the Medina Township Trustees. Mr. Stopa motioned to nominate Ken DeMichael as Chairman of the Board of Trustees for 2019. Mr. Radice seconded the motion. Voting aye thereon: Mr. Stopa, Mr. DeMichael and Mr. Radice.

Mr. DeMichael opened the floor for Vice-Chair. Mr. Radice motioned to make Mike Stopa Vice-Chair. Mr. DeMichael seconded the motion. Roll call vote: Mr. Radice aye, Mr. DeMichael aye and Mr. Stopa abstain.

Executive Session

Mr. DeMichael motioned to go into Executive Session to discuss the 2019 slate of appointments with the three (3) Trustees and Fiscal Officer. Mr. Radice seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Radice and Mr. Stopa. The Board entered into Executive Session at 6:04 pm. The Board reconvened from Executive Session at 7:21 pm where they discussed the 2019 slate of appointments.

Slate of Appointments

Resolution No. 01032019-001

Mr. DeMichael motioned to put forth a resolution for the organizational minutes and make it continuing until all nominations are finished.

Building Superintendent:	Ken DeMichael
Cemetery Superintendent:	Ken DeMichael
War Memorial Superintendent:	Ken DeMichael
Service Department Liaison:	Ken DeMichael
Service Department:	Denny Miller Road Superintendent Craig Plute, Road Foreman Jeff Kessler Road Department/Parks
Fire Liaison:	Mike Stopa
LST Representative:	Ken DeMichael Mark Radice, Alternate

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Slate of Appointments Con't

Police Commissioner Mark Radice
Police Chief Todd Zieja, Interim Chief
Medina Countywide Emergency Mgmt. Agency:
Mark Radice
Mike Stopa, Alternate

Mr. DeMichael amended his motion to include Resolution #01032019-001. Mr. Radice seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Radice and Mr. Stopa.

Executive Session to Continue Discussion Slate of Appointments

Mr. DeMichael motioned to go back into Executive Session with the three (3) Trustees and the Fiscal Officer to discuss the 2019 slate of appointments. Mr. Stopa seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Stopa and Mr. Radice. The Board entered into Executive Session at 7:23 pm. The Board reconvened from Executive Session where they were discussing the 2019 slate of appointments at 11:31 pm.

Mr. DeMichael motioned to amend his previous resolution that I incorrectly labeled as Resolution #132019-001. I'll move to make that resolution actually read resolution #01032019-001. Mr. Radice seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Radice and Mr. Stopa.

Resolution #01032019-002

Mr. DeMichael motioned to put forth the following resolution #01032019-002.

Zoning Liaison Mike Stopa
Zoning Inspector Elaine Ridgley
Secretary to Zoning Boards Kim Ferencz
Part-Time P.D. Receptionist/Clerk Sue Galaska

Zoning Boards Secretary

Township Zoning Boards Secretary will be paid \$250.00 per meeting attended not to exceed \$5,000.00 for the year and \$30.00 per item on the agenda and there will be no benefits for this position.

Zoning Inspector

Zoning Inspector will be \$21.02 plus full time employee benefits. Zoning office hours are 9:00 am to 4:00 pm Monday through Friday.

Police Department Part-time Receptionist/ Clerk

Part-time Receptionist/Clerk for the P.D. will be paid \$15.50 an hour and the hours will be Monday through Friday 9:00 am to 2:00 pm. No benefits.

Appointments/Reappointment of Zoning Commission and Zoning Board of Appeals Members

Zoning Commission:	Bonita Teeuwen	12/31/2023
	Jeff Cacioppo, 1st alternate	12/31/2019
	Tom Borrer, 2 nd alternate	12/31/2019
Zoning Board of Appeals:		
	Joseph Watts	12/31/2023
	Robin Gray, 1 st alternate	12/31/2019
	Matt Payne, 2 nd alt	12/31/2019

Mr. Radice seconded the motion. Roll call vote: Mr. DeMichael no, Mr. Radice aye and Mr. Stopa aye.

Slate of Appointments Con't

Resolution #01032019-003

Mr. Stopa motioned for the adoption of Resolution #01032019-003 it's going to be a two (2) page document. It's going to be for our employee handbook it's going to state for 2.9 probation period and the other section is 7.4 the Health/Hospitalization/and Medical Insurance. Mr. DeMichael seconded the motion. Mr. Stopa said for clarification the probation period was changed from 180 days to 60 days and also the health/ hospitalization and medical insurance 7.4 a full-time employee will not be offered the health care plan until they successfully complete their probationary period which is aligning 2.9. Voting aye thereon: Mr. Stopa, Mr. DeMichael and Mr. Radice.

Health Care Plan

Resolution #01032019-004

Mr. DeMichael motioned to put forth the following Resolution #01032019-004 Health Care Plan A health care plan will be offered to full-time employees, with employees responsible for 15% of premiums for medical, dental and vision insurance excluding those covered under the collective bargaining agreement. Bargaining agreement employees will pay 16% for medical, dental and vision insurance. Part-time employees are also offered medical, dental and vision plans where they will be responsible for 100% of their premium. It should be noted that part-time employees are not eligible for a Township funded health care savings account. Full-time employees that choose or opt-into the health care plan will receive a health care savings account after the sixty (60) day probation period. All non-bargaining full-time employees will be offered full-time employee benefits.

Administration Appointments

Township Secretary/Asst. Fiscal Officer	Cecelia Goe
Part-Time Office Assistant	Nick Dominguez
Administrative Assistant	Amanda Trzaska
Part-time Administrative Asst/Police Clerk	Yvonne Rodman-Sopata

Township Secretary/Assistant Fiscal Officer

The Township Secretary/Assistant Fiscal Officer will be paid \$21.02 per hour.

Part-time Office Assistant

The Township part-time Office Assistant will be paid \$15.50 per hour.

Administrative Assistant

The Township Administrative Assistant will be paid \$19.00 per hour.

Part-Time Administrative Assistant

Part-time Administrative Assistant/Police Clerk will be paid \$15.50 per hour.

Zoning Commission Members

Zoning Commission Members will receive \$50.00 per meeting attended and pre-approved workshops.

Zoning Board of Appeals Members:

Zoning Board of Appeals Members will receive \$50.00 per meeting attended and pre-approved workshops.

Alternates to Zoning Board and Zoning Board of Appeals

Alternates to the Zoning Board and Zoning Board of Appeals will receive \$50.00 per meeting attended and pre-approved workshops.

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Slate of Appointments Con't

Police Department

Full-Time Chief of Police: We will have a full-time Police Chief

Police Officers and Sergeants

Wage and benefit structure for the Police Department will be per the negotiated contract.

Part-time Police Officers

\$15.73 per hour. After 1 year of service the rate will be \$17.11 per hour. Education bonuses will be as follows:

Associate's Degree \$1.00 per hour

BS/BA Degree \$1.50 per hour

Master Degree and above \$2.00 per hour

Compensation for uniform allowance will be seventy-two cents (\$.72) per hour in alignment with OPBA contract.

Service Department

Denny Miller, Working Superintendent	\$27.57 per hr.
Jeff Kessler, Full-time employee	\$22.70 per hr.
Craig Plute, Working Foreman	\$21.20 per hr.
Martin Mohler, full-time laborer	\$17.99 per hr.
Keith Kessler-Part-time laborer	\$16.11 per hr.
Earl Grim, Part-time laborer	\$14.90 per hr.
Snow Plow Driver	\$15.41 per hr.
Part-time Seasonal –Road/Park	\$10.28 per hr.

Pay ranges for the:

Service Dept. Superintendent	Full-time will be \$23.00 to \$29.00 per hour
Service Department Foreman	Full-time with CDL will be \$19.00 to \$24.00 per hour
General Maintenance Laborer	Full-time with CDL will be \$17.00 to \$23.00 per hour
General Maintenance Laborer	Part-time with CDL will be \$14.50 to \$20.00 per hour
General Maintenance Laborer	Part-time without CDL will be \$13.00 to \$17.00 per hour
General Maintenance Laborer	Part-time seasonal will be \$9.00 to \$12.00 per hour

Service Department Sick Hours & Comp Hours

Road Department is entitled to accumulate sick leave at 4.6 hours for every eighty (80) hours of service per pay period or forty (40) hours per week. Comp hours are capped at eighty (80) hours. At the point that compensatory time exceeds eighty (80) hours, it must be taken as paid compensation. Accrued compensatory time may be carried through to the next calendar year, not to exceed eighty (80) hours. Sick time is not to be accrued on overtime hours or when comp time is paid.

Clothing Allowance for Full-time Service/Park Department Employees

Clothing allowance for full time Service/Park Department employees is \$500.00 per year.

Longevity Pay

Notwithstanding the collective bargaining agreement, longevity pay is to be paid to full-time employees only after their **third year** of employment, at \$100 per year with a cap of 15 years of service and will be paid on their hire date anniversary.

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FEES

Cemeteries

Cemetery lot excavating for cremation:	\$150.00 with a limit of four (4) per lot \$250.00 Weekends and Holidays
Cemetery lot excavating:	\$450.00 \$650.00 Weekends and Holidays
Cemetery lots:	\$400.00 for Medina Township Residents
Cemetery lots:	\$1,200.00 for Non-Residents
Headstone footer:	\$350.00

Sports Fields Fees

The charge is \$60.00 per time slot (3-hours) for Medina County Residents and \$70.00 per time slot (3-hours) for organizations that reside outside of Medina County.

Soccer Field charge is \$20.00 per hour. Tournaments on Fridays will be \$60.00 per field, Saturdays and Sundays will be \$250.00 per day and fields will be dragged and lined once per day. Fees must be paid in full before the start of the season.

Zoning Fees

The Zoning Fees will be pursuant to the Appendix V of the Medina Township Zoning Resolution.

Mileage

Mileage for use of personal vehicles on township business will be paid to the IRS rate for 2019 (\$.58 cents per mile).

Employee Pay Periods

Employees pay periods are as follows: Bi-weekly, monthly or yearly.

Regular Meetings

Regular meetings will be held every other Thursday at 7:00 pm starting January 10th, 2019.

Department Reports

Department reports will be due the first meeting of every month.

Mailbox Replacement

Township residents will be reimbursed for mailbox replacement when a mailbox is damaged during snow removal operations. The Service Department will repair, if possible, or replace with a standard mailbox and post or compensate the owner for damage up to a maximum of \$40.00 for the cost of materials, standard box and post with owner responsible for the installation of the mailbox.

Webmaster

Melanie Miguel who is currently working on our website her pay will increase to an additional \$5.00 per hour and the hosting fee also will go up \$5.00 per month.

Mr. Stopa seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Stopa and Mr. Radice.

Authorization for Fiscal Officer to Issue Purchase Orders, Blankets and Super Blankets

Resolution #01032019-005

Mr. DeMichael motioned to adopt the following Resolution #01032019-005 giving the Fiscal Officer the authority to issue purchase orders, blankets and super blankets up to the amount appropriated pursuant to the Ohio Revised Code 5705.41 for the balance of 2019 through January 31, 2020. Mr. Stopa seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Stopa and Mr. Radice.

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Public Comment

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

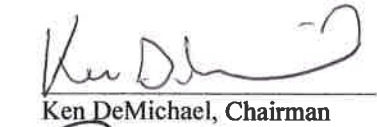
There was a comment from the general public.

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

Mr. DeMichael motioned to adjourn. Mr. Stopa seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Stopa and Mr. Radice. There being no further business to come before the Board the meeting was adjourned at 11:57 pm



Angela Ventura, Fiscal Officer



Ken DeMichael, Chairman



Michael Stopa, Vice-Chairman



Mark Radice, Trustee

2.9 Probation Period

Probation is a period of assessment where both you and the Township determine if you can perform the job satisfactory.

The probation period for all employees, except firefighters/police department employees is set for sixty (60) days and shall be regarded as integral part of the employment process. It shall be utilized to permit the newly hired employee to become familiar with the job; to permit the supervisor to observe the hiree's work; to permit the most effective adjustment of a hiree to his/her position; and permit the Township to decide whether the hiree should be retained.

All probationary employees will be trained to the extent practicable by their department prior to being charged with complete job responsibilities. At the completion of the probationary period, the employee shall attain full-time or part-time status as applicable.

Probationers may be removed at any time by the Board of Trustees. Probationers may be dismissed, demoted, or disciplined at any time during the probationary period by written notice to the employee by the Board of Trustees.

If it should come to the attention of the Township, either during the probationary period, or thereafter, that an employee was hired on the basis of false credentials, or other intentional deception, said employee will be subject to disciplinary procedures, up to and including immediate dismissal.

A new firefighter with the Medina Township Fire Department will be considered as a probationary firefighter for a minimum of twelve (12) months. Prior to completion of probation, a probationary firefighter must receive Certification as a State Certified Firefighter as outlined in the Ohio Revised Code, as well as complete all required training and performance reviews as required by the Medina Township Fire Department.

Fire Officers will serve a probation period as described in their respective job description.

Failure to complete the required officer training as required by the Fire Department during the Fire Officer probation period will cause the probation Fire Officer to give up his/her new rank and be placed back to the rank they were holding prior to promotion.

Adopted 11/29/2007

Revised 10/2015

Revised 01/03/2019

7.4 Health/Hospitalization/ Medical Insurance.

A health care plan will be offered to a full-time employee after he/she has successfully completed their probationary period. With employees responsible for 15% of the premium for Medical, Dental, and Vision Insurance, approved by the Board of Trustees at their Organizational Meeting. Part-time employees may purchase Medical, Dental, and Vision Insurance from the Township provider, if that provider is agreeable, at 100% of the actual cost of the premiums of such policy. AFLAC is available to employees. Employees pay 100% of the premium amount for AFLAC benefits.

For a complete description of insurance benefits for full-time employees, please contact the appropriate insurance provider. The Township reserves the right to change providers, modify, suspend, or terminate coverage.

Medina Township full-time employees are eligible for "opt-out" payment in lieu of health insurance in compliance with ORC 505.603 (a) and meeting the requirements of section 125 of the IRS Code Of 1986, 100 STAT 2085, 26 U.S.C.A 125.

Cash payments may not exceed 25% of the cost of premiums or payments that otherwise would be paid by the Board of Trustees for benefits for the full-time employee under an offered policy, contract, or plan.

"Opt-out" amounts will be governed by the current OPBA (Ohio Patrolmen's Benevolent Association) contract in place at the time or as provided to non-bargaining full-time employees as approved by the Board of Trustees.

No payment in lieu of the benefits shall be made pursuant to this section unless the employee signs a statement affirming that the employee is covered under another health insurance or health care policy, contract, or plan and setting forth the name of the employee, if any, that sponsors the coverage, the name of the carrier that provides the coverage, and an identification number of the applicable policy, contract, or plan.

Adopted 11/29/2007

Revised 10/2015

Revised 01/03/2019

MEDINA TOWNSHIP
BOARD OF TRUSTEES

Organizational Meeting held 1-3-19

PLEASE PRINT

NAME	ADDRESS
TRAVIS COLONIUS	MEDINA, OH
Aliss Strogan	Staff
RAY JARRETT Dun Wagon	The Post 3862 Dartford.
Troy Kelly	5280 Stonington Dr
KRIS McConchy	
Paul Kratz Claire Riddy	FOUR RD
Rob Ambrosetta	Hartman at Nichols
Angel Arkshire	3405 Nichols Rd.
Ron Ku Harik	4004 Romer
Jimmy Wilson Wald	3670 Hamilton Rd.