

**MEDINA TOWNSHIP TRUSTEES
ORGANIZATIONAL MEETING 5:00 PM
JANUARY 2, 2020**

- I. ROLL CALL - PLEDGE - MOMENT OF SILENCE**
- II. ELECTION OF OFFICERS**
- III. APPROVAL OF ACCOUNTS PAYABLE**
- IV. EXECUTIVE SESSION TO DISCUSS 2020 SLATE OF APPOINTMENTS, FEES**

- V. 2020 SLATE OF APPOINTMENTS, FEES RESOLUTION**
- VI. AUTHORIZATION FOR FISCAL OFFICER TO ISSUE PURCHASE ORDERS, BLANKETS AND SUPER BLANKETS RESOLUTION**
- VII. BANK RECONCILIATION FOR NOVEMBER**
- VIII. OTHER BUSINESS**
- IX. PUBLIC COMMENT**
- X. ADJOURN**

Org-1-2-2020

ENTITY NAME: Medina Township

MINUTES TITLE: January 2, 2020 Organizational Meeting

BOARD NAME: Board of Trustees

TYPE OF MEETING: Organizational

VOTING SESSION: Yes

DATE: 1/2/2020

START TIME: 5:04 pm

END TIME: 9:40 pm

MEETING LOCATION: Medina Township Townhall

RECORD OF PROCEEDINGS:

CALLED TO ORDER BY: Mrs. Ventura, Fiscal Officer

RECORD OF PROCEEDINGS

BOARD/COUNCILMEMBERS ROLL CALL

NAME	PRESENT
Mr. Michael Stopa	Present
Mr. Mark Radice	Present
Mr. Chuck Johnson	Present
Mrs. Angela Ventura	Present

IN ATTENDANCE

NAME	VISITOR/EMPLOYEE	COMMENTS
Nick Dominguez, Sr	Employee	
Nick Dominguez	Employee	
Alliss Strogin	Employee	
Elaine Ridgely	Employee	
Denny Miller	Employee	
Matt Ventura	Employee	
Sign in sheet for visitors is attached to the minutes.	Visitor	

MEETING CALL TO ORDER

ACTION TAKEN	Mrs. Ventura called the Medina Township Organizational meeting to order and asked for a roll call. Mrs. Ventura then opened the floor for nominations of Chairperson.
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NOMINATION OF OFFICERS

TYPE OF ACTION	Nomination of Chairperson
MOTION BY 0:30 minutes	Mr. Radice: I'll make a motion for Mike Stopa to be Chairperson for 2020.
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Radice	Yes
Mr. Johnson	Yes
Mr. Stopa	Yes
VOTING RESULTS	YES: 3 NO: 0

NOMINATION OF OFFICERS (continued)

ACTION TAKEN	Mrs. Ventura handed the gavel over to the newly nominated Chairman, Mr. Stopa. Mr. Stopa then opened the floor for nominations for Vice-Chair for 2020.
TYPE OF ACTION	Nomination of Vice-Chair
MOTION BY 1:13 minutes	Mr. Stopa: At this time, I'd like to make a motion to nominate Mark Radice as Vice-Chair for 2020.
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Radice	Yes
VOTING RESULTS	YES: 3 NO: 0

The Pledge of Allegiance was recited.

There was a moment of silence for our military and first responders.

APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – ALL TOWNSHIP DEPARTMENTS

MOTION BY 2:24 minutes	Mr. Stopa: At this time, I'd like to make a motion for a purchase order requisition. For the department it'll be all the departments. The vendor's gonna be First National Bank. The total amounts gonna be \$48,000.00 and this is for 2020 HSA contributions.
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – ALL TOWNSHIP DEPARTMENTS

MOTION BY 3:10 minutes	Mr. Stopa: At this time, I'd like to make a motion for a purchase order requisition. The departments' gonna be all. The vendor's gonna be PSE Credit Union. This is also gonna be for the 2020 HSA contributions. This total is \$33,000.00.
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – ALL TOWNSHIP DEPARTMENTS

MOTION BY 3:42 minutes	Mr. Stopa: Next up, I have a purchase order requisition. For the departments' gonna be all again. The vendor's gonna be Key Bank. And this is gonna be for the 2020 HSA contributions, and this total is \$6,000.00.
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – CARGILL INC.

MOTION BY 4:13 minutes	Mr. Stopa: Next I have a purchase order requisition. The departments' gonna be the Service Department. The vendor's gonna be Cargill Inc. This is for 900 tons of road salt. Total amounts' gonna be 68,688.00
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF ACCOUNTS PAYABLE

MOTION BY 5:05 minutes	Mr. Stopa: At this time, I'd like to make a motion to approve Accounts Payable. Check number 30640 is the starting and the ending check number is gonna be 30656. Total amount is \$80,913.03. And this is for dated 1/1/2020 to 1/2/2020.
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF BANK RECONCILIATION FOR NOVEMBER

MOTION BY 6:02 minutes	Mr. Stopa: At this time, I'd like to make a motion to approve The Bank Reconciliation, dated 12/28/2019. This is a double-sided report as presented.
MOTION SECONDED BY	Mr. Radice
DISCUSSION	Mrs. Ventura clarified that the report is three (3) pages total.
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0
DISCUSSION	Mrs. Ventura stated that the date of the Bank Reconciliation in the motion should reflect the November date on the report and asked that the motion be amended.
AMENDED MOTION BY 7:00 minutes	Mr. Stopa: I'd like to make a motion to amend my previous motion for the Bank Reconciliation and change the date to reflect 11/30/2019, and then this is a three (3) page double sided report.
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

EXECUTIVE SESSION TO DISCUSS 2020 SLATE OF APPOINTMENTS AND FEES

MOTION BY 7:30 minutes	Mr. Stopa: At this time, I'd like to make a motion to go into an Executive Session with the three (3) Trustees and the Fiscal Officer to discuss slate of appointments for 2020 and the Fee schedule.
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0
COMMENTS	Executive Session was entered at 5:12 pm.

STATEMENT BY 7:56 minutes	Mr. Stopa stated, we're back from Executive Session, where we were in Executive Session with the three (3) Trustees and the Fiscal Officer discussing the slate of the appointments for 2020, as well as the Fees.
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BOARD OF ZONING APPEALS MEMBER RESIGNATION

MOTION BY 8:10 minutes	Mr. Stopa: At this time, I'd like to make a motion to accept the resignation of John Basilone from the Medina Township Board of Zoning of Appeals.
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

2020 SLATE OF APPOINTMENTS AND FEES

MOTION TO APPROVE RESOLUTION	2020 Slate of Appointments and Fees
RESOLUTION NUMBER	01022020-001
MOTION TO APPROVE BY 8:37 minutes	Mr. Stopa: At this time, I'd like to put forth the following resolution. 01022020-00, I amend my motion. Put forth the following resolution, number 01022020-001 for the organizational Minutes and make it continuing until all nominations are finished. Also, I'd like to state that the pay raise will be going into effect January 5 th of 2020 for all employees not under a current bargaining contract.
Building Superintendent: Cemetery Superintendent: War Memorial Superintendent: Service Dept. Liaison: Service Department: Fire Liaison: LST Representative: Police Commissioner: Police Chief: Medina Countywide Emergency Mgmt. Agency: Zoning Liaison: Zoning Inspector: Secretary to Zoning Boards: Township Secretary / Office Assistant (12/3/18): Admin Office Assistant (5/27/19): Admin Asst/Police Clerk: Police Clerk:	Chuck Johnson Chuck Johnson Chuck Johnson Chuck Johnson Denny Miller, Road Superintendent Craig Plute, Road Foreman Jeff Kessler, Road Dept. /Parks Mike Stopa Chuck Johnson Mark Radice, Alternate Mark Radice Travis Colonius Mark Radice Mike Stopa, Alternate Mike Stopa Elaine Ridgley Kim Ferencz Nick Dominguez Nick Dominguez Jr. Yvonne Rodman-Sopata Sue Galaska

2020 SLATE OF APPOINTMENTS AND FEES (continued)

Health Care Plan

A health care plan will be offered for full-time employees, with employees responsible for 15% of premiums for medical, dental and vision insurance. Full-time employees that opt-into the health care plan will have a contribution, equal to their deductible, made to the bank of their choice funded by the Township.

Township Secretary/Office Assistant (part time)

The Township Secretary/Office Assistant will be paid \$20.25 per hour with hours of 9am to 1pm, Monday thru Friday, with no benefits.

Administrative Office Assistant (Full Time)

The Township Administrative Office Assistant will be paid \$20.60 per hour with hours of 9am to 5pm, Monday thru Friday, plus full-time employee benefits. This pay will be re-evaluated after the one-year anniversary to this position.

Administrative Assistant/Police Clerk (part time)

The Township Administrative Assistant/Police Clerk will be paid \$15.70 per hour with part time hours and no benefits.

Zoning Boards Secretary

The Township Zoning Boards Secretary will be paid \$250.00 per meeting held, not to exceed \$6,000.00 for the year and \$32.50 per item on the agenda and there will be no benefits for this position. Also make it noted, that the \$250.00 per meeting will be divided between \$75.00 for the meeting and \$175.00 for the paperwork associated with the meeting.

Zoning Inspector

Zoning Inspector: \$21.75 per hour plus full-time employee benefits. Zoning Office Hours: 9:00 am to 5 pm Monday through Friday.

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

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

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

The Chairperson of the Zoning Board will be paid \$50.00 for Trustees' meeting where there are Site plans on the agenda.

2020 SLATE OF APPOINTMENTS AND FEES (continued)

Police Department

Full-Time Chief of Police: \$85,000.00, per contract.

Total of \$87,337.50 which includes the 2.75% first year anniversary raise in 2020.

Police Officers and Sergeants

Wage and benefits structure for the Police Department for 2020 will be per the negotiated 2019-2021 contract.

New Part-time Police Officers

\$17.50 per hour, plus their initial uniform purchase.

Compensation for uniform allowance will be seventy-two cents \$.72 per hour in alignment with the current OPBA contract after their first year of service, which would be starting their second year. Nick Miltner, our current part time Police Officer, will be paid \$17.58 per hour plus a \$1.00 education bonus, plus a \$.72 per the OPBA uniform allowance for a total of \$19.30 an hour.

Service Department

Denny Miller, Working Superintendent	\$28.95 per hr.
Jeff Kessler, Full-time	\$23.84 per hr.
Craig Plute, Working Foreman	\$22.26 per hr.
Martin Mohler	\$18.89 per hr.
Larry Cutlip Part-time	\$15.00 per hr.
Earl Grim Part-time	\$15.50 per hr.
Part-time Seasonal – Road/Park	\$10.28 per hr.

Pay ranges for the:

Service Department Superintendent	will be \$23.00 to \$30.00 per hour
Service Department Foreman	full-time with CDL will be \$19.00 to \$26.00 per hour
General Maintenance Laborer	full-time with CDL will be \$17.00 to \$25.00 per hour
General Maintenance Laborer	part-time with CDL will be \$14.50 to \$20.00 per hour
General Maintenance Laborer	without CDL will be \$13.00 to \$17.00 per hour
General Maintenance Laborer	seasonal \$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 two hundred and forty (240) hours. At the point that compensatory time exceeds two hundred and forty (240) hours, it must be taken as paid compensation. Accrued compensatory time may be carried through to the next calendar year, not to exceed two hundred and forty (240) hours. Sick time is not to be accrued on overtime hours.

2020 SLATE OF APPOINTMENTS AND FEES (continued)

Clothing Allowance for Full-time Service/Park Department Employees

Clothing allowance for full time Service/Park Department employees is \$500.00 per hour.
(This item was later clarified to state \$500.00 per year.)

Receptionist/Clerk for the Police Department will be working Monday thru Friday 9am to 2 pm at a rate of \$15.80 per hour with no benefits.

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.

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 \$65.00 per time slot (3-hours) for Medina County Residents and \$75.00 per time slot (3-hours) for organizations that reside outside of Medina County.

Soccer Field charge is \$25 per hour. Tournaments on Fridays will be \$65.00 per field, Saturdays and Sundays will be \$275.00 per day and fields will be dragged and lined once per day.

Mileage

Mileage for use of personal vehicles on Township business will be paid to the IRS rate for 2020 (57.5 cents per mile).

Employee Pay Periods

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

Regular Meetings

Regular Trustee meetings will be held every other Thursday at 7:00 pm starting January 9, 2020. 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.

2020 SLATE OF APPOINTMENTS AND FEES (continued)

<u>Appointments/Reappointment of Zoning Commission and Zoning Board of Appeals</u>	
Zoning Commission:	Lance Traves, Full Board, expiring 12/31/2024 Richard Marco 1 st Alt., expiring 12/31/2020 Angel Abshire 2 nd Alt., expiring 12/31/2020
Zoning Board of Appeals:	Robin Gray, Full Board, expiring 12/31/2021 Ed Morel, Full Board, expires 12/31/2024 Matt Payne, 1st Alt., expiring 12/31/2020 Christopher Greene 2 nd Alt., expiring 12/31/2020
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

FISCAL OFFICER AUTHORITY

MOTION TO APPROVE RESOLUTION	Fiscal Officer Authority
RESOLUTION NUMBER	01022020-002
MOTION TO APPROVE BY 20:51 minutes	Mr. Stopa: At this time, I'd like to make a motion for resolution, number 01022020-002. Resolution 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 2020 through January 31, 2021.
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0
DISCUSSION	Mr. Stopa noted that Paychex processing fees will be paid for each payroll prepared and OPERS withholding and the Township match will be paid electronically on a monthly basis.

APPENDIX V, SCHEDULED FEES FOR THE ZONING BOOK

MOTION TO APPROVE RESOLUTION	APPENDIX V, SCHEDULED FEES FOR THE ZONING BOOK														
RESOLUTION NUMBER	01022020-003														
MOTION TO APPROVE BY 21:50 minutes	Mr. Stopa: Next, I'd like to make a motion for resolution, number 01022020-003. Appendix V, Scheduled fees for the Zoning book.														
<p>The fee structure outlined below was adopted January 2, 1984 and may be changed by formal resolution of the Medina Township Board of Trustees. Current dollar amounts were changed or remained the same by resolutions on January 5, 2009, January 8, 2009, January 4, 2010, January 7, 2010, and January 2, 2014, with the new schedules starting January 1st of 2020.</p>															
<p>A. RESIDENTIAL <u>Residential Construction</u></p> <table border="0"> <tr> <td>1. House only or house and attached garage or condominiums</td> <td>\$75.00+\$0.09 sq. ft.</td> </tr> <tr> <td>2. All other residential construction or alteration</td> <td>\$50.00+\$0.09 sq. ft.</td> </tr> <tr> <td>3. Ponds, Decks, Pools, Pergola, Gazebo & Hot Tubs</td> <td>\$50.00</td> </tr> <tr> <td>4. Accessory Buildings of 143 sq. ft. or less</td> <td>\$50.00</td> </tr> <tr> <td>5. Sheds 144 sq. ft. - 576 sq. ft. (12x12=144 sq. ft.) (24x24=576 sq. ft.)</td> <td>\$75.00</td> </tr> <tr> <td>6. Garage/Accessory Buildings over 576 sq. ft.</td> <td>\$75.00+\$0.09 sq. ft.</td> </tr> <tr> <td>7. Lot Split or Lot Combination</td> <td>\$50.00 each</td> </tr> </table>		1. House only or house and attached garage or condominiums	\$75.00+\$0.09 sq. ft.	2. All other residential construction or alteration	\$50.00+\$0.09 sq. ft.	3. Ponds, Decks, Pools, Pergola, Gazebo & Hot Tubs	\$50.00	4. Accessory Buildings of 143 sq. ft. or less	\$50.00	5. Sheds 144 sq. ft. - 576 sq. ft. (12x12=144 sq. ft.) (24x24=576 sq. ft.)	\$75.00	6. Garage/Accessory Buildings over 576 sq. ft.	\$75.00+\$0.09 sq. ft.	7. Lot Split or Lot Combination	\$50.00 each
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7. Lot Split or Lot Combination	\$50.00 each														
<p>B. BUSINESS <u>Commercial or apartment construction or alterations</u></p> <table border="0"> <tr> <td>1. 0-5,000 sq. ft. (Not to be greater than 5,000 sq. ft.)</td> <td>\$ 75.00 for first 1,000 sq. ft. + \$0.09 per additional sq. ft.</td> </tr> <tr> <td>2. 5,001sq. ft.-15,000 sq. ft.</td> <td>\$500.00</td> </tr> <tr> <td>3. 15,001-50,000 sq. ft.</td> <td>\$1,000.00</td> </tr> <tr> <td>4. 50,001-100,000 sq. ft.</td> <td>\$1,500.00</td> </tr> <tr> <td>5. 100,001 sq. ft. and over</td> <td>\$2,000.00</td> </tr> <tr> <td>6. Temporary Construction Trailer (Deposit is returned when trailer is removed within 6 months and a permit renewal is required.)</td> <td>\$100.00 fee & \$500.00 Deposit</td> </tr> <tr> <td>7. Penalty for failure to obtain a zoning permit prior to construction will incur an extra charge based on Township expenses.</td> <td></td> </tr> </table>		1. 0-5,000 sq. ft. (Not to be greater than 5,000 sq. ft.)	\$ 75.00 for first 1,000 sq. ft. + \$0.09 per additional sq. ft.	2. 5,001sq. ft.-15,000 sq. ft.	\$500.00	3. 15,001-50,000 sq. ft.	\$1,000.00	4. 50,001-100,000 sq. ft.	\$1,500.00	5. 100,001 sq. ft. and over	\$2,000.00	6. Temporary Construction Trailer (Deposit is returned when trailer is removed within 6 months and a permit renewal is required.)	\$100.00 fee & \$500.00 Deposit	7. Penalty for failure to obtain a zoning permit prior to construction will incur an extra charge based on Township expenses.	
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<p>C. FINANCIAL GUARANTEE A Completion Bond in the amount of 10% of the building cost with a minimum of \$1,000.00 and a maximum of \$10,000.00. Valid 6 months past the project completion date.</p>															
<p>D. SIGNS <u>Sign construction</u></p> <table border="0"> <tr> <td>1. Less than twenty five (25) sq. ft. total surface</td> <td>\$75.00</td> </tr> <tr> <td>2. Twenty five (25) sq. ft. or larger total surface</td> <td>\$150.00</td> </tr> <tr> <td>3. High Rise Signs & Billboards</td> <td>\$300.00</td> </tr> <tr> <td>4. Temporary Sign (Deposit is returned when temporary sign is removed within 14 days)</td> <td>\$50.00 fee & \$250.00 Deposit</td> </tr> <tr> <td>5. Penalty Fee for failure to obtain sign permit prior to construction will incur an extra charge based on Township expenses.</td> <td></td> </tr> </table>		1. Less than twenty five (25) sq. ft. total surface	\$75.00	2. Twenty five (25) sq. ft. or larger total surface	\$150.00	3. High Rise Signs & Billboards	\$300.00	4. Temporary Sign (Deposit is returned when temporary sign is removed within 14 days)	\$50.00 fee & \$250.00 Deposit	5. Penalty Fee for failure to obtain sign permit prior to construction will incur an extra charge based on Township expenses.					
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APPENDIX V, SCHEDULED FEES FOR THE ZONING BOOK (continued)

E. ZONING CHANGES	
1. Zoning Commission text or map amendment change request	\$400.00 each
2. Zoning Board of Appeals variance request	\$300.00
3. Site plan review by Zoning Commission	\$50.00
4. Sign Review by Zoning Commission	\$25.00
5. Zoning Book with Maps (hard copy)	\$25.00+postage
6. Map only (hard copy)	\$5.00+postage
7. Comprehensive Plan Book	\$42.00+postage
F. FEES WAIVER FOR MEDINA TOWNSHIP	
Zoning fees shall be waived for all governmental related applications submitted by the Medina Township Board of Trustees, Board of Zoning Appeals, Zoning Commission and Department Heads.	
All checks to be made payable to Medina Township.	
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0
DISCUSSION	Mrs. Ventura requested that Mr. Stopa correct the clothing allowance statement in resolution 01022020-001 to state \$500.00 per year instead of \$500.00 per hour. The statement was corrected.

APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – OTA CONFERENCE FEE

MOTION BY 26:50 minutes	Mr. Stopa: At this time, I'd like to make a motion to pay half of the cost to send Alliss Strogin to the OTA winter conference with the dates of February 5 th through the 7 th ,2020 in Columbus Ohio. Let it be noted that we will be splitting the cost with Lafayette Township.
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

OTHER BUSINESS – EMPLOYEE REVIEWS

DISCUSSION 27:40 minutes	Mr. Stopa stated that each Department Head is responsible to conduct a 6-month review on their department employees with a formal hearing review submitted to their Trustee liaison of their department on December 1 st of each year.
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OTHER BUSINESS – TOWNSHIP MAIL

DISCUSSION 28:10 minutes	Mrs. Ventura advised the Trustees that U.S. Mail was coming in slow lately and it resulted in a late charge on a bill. Mrs. Ventura stated that she was able to get the late fee waived but that she was looking into paying on-line. Mrs. Ventura stated that she is seeking legal counsel to see if a resolution by the Trustees would be required to proceed.
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OTHER BUSINESS – PNC CD RENEWAL

DISCUSSION 28:45 minutes	Mrs. Ventura and the Trustees discussed moving a CD, currently at PNC bank, to the Townships’ STAR savings account to obtain a greater return. The deadline for the renewal is January 7, 2020. Mrs. Ventura stated that moving the CD from PNC bank could be done with a wire transfer and would not affect the Townships’ PNC accounts adversely. The Trustees stated that they were fine with moving the CD.
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OTHER BUSINESS – OTARMA INSURANCE VALUATION REPORT

DISCUSSION 31:00 minutes	Mrs. Ventura requested that she and Denny Miller review the recently released OTARMA Insurance Valuation Report to go over its’ contents. Mrs. Ventura also stated that there are no Fee increases this year as a result of the recent asset walkthrough.
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PUBLIC COMMENT

MOTION BY 31:54 minutes	Mr. Stopa: At this time, I’d like to make a motion to open the floor for public comment, at which time please state your name and address for the record.
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0
COMMENTS	No public comments were made.

MOTION BY 32:17 minutes	Mr. Stopa: At this time, I make a motion to close public comment
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

MEETING ADJOURN

MOTION BY 32:29 minutes	Mr. Stopa: At this time, I'd like to make a motion to adjourn Medina Township Organizational meeting, January 2 nd , 2020.
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Radice	Yes
VOTING RESULTS	YES: 3 NO: 0
	Meeting adjourned at 9:40 pm.

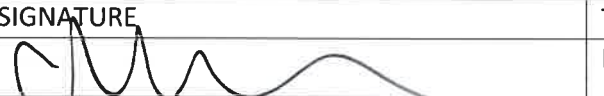
NEXT SCHEDULED MEETING

TYPE OF MEETING	Records Commission
DATE	1/9/2020
TIME	6:00 pm.
LOCATION	Township Hall
COMMENTS	None

MINUTES PREPARED BY

NAME	TITLE	DATE
Nick Dominguez	Office Assistant	1/13/2020

ATTESTED BY

SIGNATURE	TITLE	DATE
	Fiscal Officer	2/4/2020

BOARD/COUNCIL CERTIFIED

SIGNATURE	TITLE	DATE
	Chairman	2/4/2020
	Vice Chairman	2/4/2020
	Trustee	2/4/2020

Payment Listing

1/1/2020 to 1/2/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
30640	01/02/2020	01/02/2020	AW	OTARMA SERVICE CENTER	\$67,695.00	O
30641	01/02/2020	01/02/2020	AW	AT&T MOBILITY	\$175.92	O
30642	01/02/2020	01/02/2020	AW	CINTAS CORP #011	\$220.10	O
30643	01/02/2020	01/02/2020	AW	PNC BANK	\$561.71	O
30644	01/02/2020	01/02/2020	AW	CORNERSTONE CHAPEL	\$250.00	O
30645	01/02/2020	01/02/2020	AW	CARGILL, INC	\$8,933.26	O
30646	01/02/2020	01/02/2020	AW	ENGLEFIELD, INC	\$477.03	O
30647	01/02/2020	01/02/2020	AW	GATEWAY TIRE & SERVICE CENTER	\$33.16	O
30648	01/02/2020	01/02/2020	AW	IMMAGES DESIGN STUDIO	\$738.00	O
30649	01/02/2020	01/02/2020	AW	MEDINA COUNTY SANITARY ENG	\$406.94	O
30650	01/02/2020	01/02/2020	AW	MEDINA VMC	\$250.00	O
30651	01/02/2020	01/02/2020	AW	TREASURER OF STATE - OSHP	\$294.00	O
30652	01/02/2020	01/02/2020	AW	DIGITAL PRINT SOLUTIONS	\$87.69	O
30653	01/02/2020	01/02/2020	AW	OPBA	\$324.00	O
30654	01/02/2020	01/02/2020	AW	OHIO EDISON	\$111.47	O
30655	01/02/2020	01/02/2020	AW	TRACTOR SUPPLY CREDIT PLAN	\$143.94	O
30656	01/02/2020	01/02/2020	AW	VERIZON WIRELESS	\$210.81	O
Total Payments:					\$80,913.03	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$80,913.03	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

APPROVED BY MEDINA TWP. TRUSTEES

Date 1-2-20

Trustee Chm. [Signature]

Trustee [Signature]

Trustee [Signature]

Bank Reconciliation

Reconciled Date 11/30/2019

Posted 12/28/2019 10:30:49 PM

Prior UAN Balance:		\$4,906,971.87
Receipts:	+	\$49,926.18
Payments:	-	\$264,802.47
Adjustments:	+	\$0.00
Current UAN Balance as of 11/30/2019:		\$4,692,095.58
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 11/30/2019:		<u>\$4,692,095.58</u>
Entered Bank Balances as of 11/30/2019:		\$4,758,864.76
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$66,769.18
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 11/30/2019:		<u>\$4,692,095.58</u>

Balances Reconciled

Governing Board Signatures

There are no outstanding receipts as of 11/30/2019.

There are no outstanding adjustments as of 11/30/2019.

APPROVED BY MEDINA TWP. TRUSTEES

Date 12-20

Trustee Chm. 

Trustee 

Trustee _____

Bank Balances

Reconciled Date 11/30/2019

Posted 12/28/2019 10:30:49 PM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY	3514031	\$3,959,931.38	\$3,749,051.35	\$3,749,051.35	\$0.00
Secondary	STAR OHIO	72451	\$0.00	\$0.00	\$0.00	\$0.00
Secondary	STAROHIO	70842	\$0.00	\$0.00	\$0.00	\$0.00
Investment	PNC	31100372634	\$101,074.92	\$101,074.92	\$101,074.92	\$0.00
Investment	STAR FIRE	72451	\$5,150.62	\$5,158.68	\$5,158.68	\$0.00
Investment	STAR GEN	70842	\$902,168.24	\$903,579.81	\$903,579.81	\$0.00
Total:			<u>\$4,968,325.16</u>	<u>\$4,758,864.76</u>	<u>\$4,758,864.76</u>	<u>\$0.00</u>

Outstanding Payments

Reconciled Date 11/30/2019

Posted 12/28/2019 10:30:49 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Warrant	29617	11/01/2018	HANLON, CULLEN	\$60.00
PRIMARY	Warrant	29887	02/21/2019	NALS OF NORTHEAST OHIO	\$40.00
PRIMARY	Warrant	29888	02/21/2019	NALS OF NORTHEAST OHIO	\$40.00
PRIMARY	Warrant	30498	10/30/2019	DBS BASEBALL CLUB	\$60.00
PRIMARY	Warrant	30546	11/27/2019	AKRON TRACTOR & EQUIPMENT	\$4.11
PRIMARY	Warrant	30547	11/27/2019	ADAMS SIGNS	\$250.00
PRIMARY	Warrant	30548	11/27/2019	MERITECH	\$129.60
PRIMARY	Warrant	30549	11/27/2019	ARMSTRONG CABLE	\$308.36
PRIMARY	Warrant	30550	11/27/2019	AT&T MOBILITY	\$175.92
PRIMARY	Warrant	30551	11/27/2019	CANON FINANCIAL	\$105.33
PRIMARY	Warrant	30552	11/27/2019	CLEVELAND CLINIC ATWORK	\$78.00
PRIMARY	Warrant	30553	11/27/2019	CINTAS CORP #011	\$346.89
PRIMARY	Warrant	30554	11/27/2019	ENGLEFIELD, INC	\$903.48
PRIMARY	Warrant	30556	11/27/2019	DAVID BERKLEY INSURANCE GROUP	\$250.00
PRIMARY	Warrant	30557	11/27/2019	GOODYEAR COMMERCIAL TIRE	\$328.00
PRIMARY	Warrant	30558	11/27/2019	HUMANA	\$258.00
PRIMARY	Warrant	30559	11/27/2019	HARVEY, JUSTIN	\$23.36
PRIMARY	Warrant	30560	11/27/2019	INTERSTATE BILLING SERVICE, INC.	\$154.74
PRIMARY	Warrant	30561	11/27/2019	LIBERTY FORD BRUNSWICK	\$312.50
PRIMARY	Warrant	30562	11/27/2019	KLEEM INC	\$579.62
PRIMARY	Warrant	30563	11/27/2019	MEDINA HOSPITAL	\$26,166.21
PRIMARY	Warrant	30564	11/27/2019	MERRICK ENTERPRISES	\$237.26
PRIMARY	Warrant	30565	11/27/2019	OHIO PUBLIC EMPLOYEES DEFERRED COMP PROG	\$900.00
PRIMARY	Warrant	30566	11/27/2019	OHIO EDISON	\$989.09
PRIMARY	Warrant	30567	11/27/2019	GATEWAY TIRE & SERVICE CENTER	\$361.46
PRIMARY	Warrant	30568	11/27/2019	QPR	\$132.05
PRIMARY	Warrant	30569	11/27/2019	PERRIN ASPHALT CO., INC.	\$13,176.00
PRIMARY	Warrant	30570	11/27/2019	SOUTHEASTERN EQUIPMENT CO	\$770.50
PRIMARY	Warrant	30571	11/27/2019	STAPLES BUSINESS ADVANTAGE	\$223.12
PRIMARY	Warrant	30572	11/27/2019	VOYAGER FLEET SYSTEMS, INC.	\$2,044.58
PRIMARY	Warrant	30573	11/27/2019	OHIO BWC	\$17,361.00
					\$66,769.18

