

**MEDINA TOWNSHIP TRUSTEES
REGULAR MEETING - 7:00 PM
FEBRUARY 20, 2020**

- I. ROLL CALL - PLEDGE - MOMENT OF SILENCE**
- II. APPROVAL OF PAYROLL**
- III. EXECUTIVE SESSION TO DISCUSS EMPLOYEE DISCIPLINE AND COMPENSATION**
- IV. SUPPLEMENTAL APPROPRIATIONS**
- V. PURCHASE ORDERS AND TRAINING REQUESTS**
- VI. APPROVAL OF ACCOUNTS PAYABLE**
- VII. APPROVAL OF APPROPRIATION STATUS**
- VIII. DEPARTMENT HEAD COMMENTS**

OLD BUSINESS

- IX. EMPLOYEE HANDBOOK AND POLICY APPENDICES
RESOLUTION 0 2 2 0 2 0 2 0 – 0 0 8**
- X. PUBLIC MEETING PROCEDURES POLICY**
- XI. RESOLUTION # 0 2 2 0 2 0 2 0 – 0 0 9**
- XII. DESIGNATING TOWNSHIP DEPOSITORIES
RESOLUTION # 0 2 2 0 2 0 2 0 – 0 1 0**
- XIII. PAYCHEX HR OFFERING**

NEW BUSINESS

- XIV. EMPLOYEE RECOGNITION AND DISCUSSION**
- XV. DEPARTMENT REPORTS FOR JANUARY**
- XVI. PLAYGROUND COMMITTEE AUTHORIZATION**
- XVII. APPROVAL OF SERVICE DEPARTMENT 2020 INVENTORY**
- XVIII. PERMANENT BUDGET DISCUSSION**
- XIX. MOTEL LODGING PROFIT/LOSS STATEMENT DISCUSSION**
- XX. EVENT COMMITTEE DISCUSSION**
- XXI. PUBLIC COMMENT**
- XXII. ADJOURN**

R 2-20-2020

ENTITY NAME: Medina Township

MINUTES TITLE: February 20, 2020 Regular Meeting

BOARD NAME: Board of Trustees

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 2/20/2020

START TIME: 7:05 pm

END TIME: 8:41 pm

MEETING LOCATION: Medina Township Townhall

RECORD OF PROCEEDINGS:

CALLED TO ORDER BY: Mr. Mike Stopa

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	Employee	
Nick Dominguez, Jr.	Employee	
Alliss Strogin	Employee	
Chief Travis Colonius	Employee	
Denny Miller	Employee	
Elaine Ridgley	Employee	
Jacob Getto	Employee	
Matt Ventura	Employee	
Kaylee Costanzo	Employee	
Sign in sheet for visitors is attached to the minutes.	Visitor	

The Pledge of Allegiance was recited.

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

APPROVAL OF PAYROLL

MOTION BY 1:02 minutes	Mr. Stopa: At this time, I'd like to make a motion to approve payroll. Check date 2/21/2020. Total amount's \$36,192.99, with \$7,650.48 in deductions and withholdings.
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

AUDITORS OFFICE - ERICA GRAFFEIN

DISCUSSION 1:46 minutes	Mr. Stopa introduced Erica Graffein, from the Auditors office, who spoke of the March 2 nd deadline for submitting the Current Agricultural Use Value (CAUV) renewal and Agricultural district applications. Mrs. Graffein also spoke of the March 31 st deadline, postmarked or on-line, for County residents to submit their supporting documentation and request a review of their calculated property tax values.
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EXECUTIVE SESSION TO DISCUSS EMPLOYEE DISCIPLINE AND COMPENSATION

MOTION BY 2:37 minutes	Mr. Stopa: At this time, I'd like to make a motion to go into Executive Session to discuss Employee discipline and compensation with the three (3) Trustees and the Fiscal Officer.
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0
STATUS	Executive Session was entered at 7:08 pm.

STATEMENT	Mr. Stopa stated: We're back from Executive Session with the three (3) Trustees and the Fiscal Officer at 7:23 pm. No decisions were made.
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APPROVAL OF SUPPLEMENTAL APPROPRIATION

MOTION BY 3:16 minutes	Mr. Stopa: At this time, I'd like to make a motion to approve the Supplemental Appropriations dated 2/20 of 2020 and incorporate this one (1) page document.
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 – APWA SNOW AND ICE CONFERENCE

DISCUSSION	Mr. Johnson stated that he had a no-cost training request for Mr. Millers department personnel.
MOTION BY 4:08 minutes	Mr. Johnson: I make a motion for the guys to go to a free training meeting for the Snow and Ice Conference for February 19, 2020. It says just technical training. The following employees will be going – is it everybody Denny? Everybody.
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Radice	Yes
Mr. Stopa	Yes
VOTING RESULTS	YES: 3 NO: 0
FURTHER UNSTATED INFORMATION	Training is to be held at the Cleveland Convention center on April 20 th or April 21 st , 2020. Attending will be Denny Miller, Jeff Kessler, Craig Plute, Martin Mohler, Earl Grim and Larry Cutlip.

APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – WURM HYDRAULICS

MOTION BY 5:02 minutes	Mr. Johnson: I got a motion for a purchase order requisition. This one's going to be to a Wurm Hydraulics Equipment. It's going to be for some small equipment on one of our new trucks that's coming in. The department is Service and it's in the amount of \$24,000.00.
MOTION SECONDED BY	Mr. Radice
DISCUSSION	Mr. Miller stated that this request was for this small equipment and future purchase order equipment to be installed on the new 2021 Kenworth T-440 truck.
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Radice	Yes
Mr. Stopa	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – HENDERSON PRODUCTS

MOTION BY 5:48 minutes	Mr. Johnson: I'd like to make another motion for another purchase order. This one's going to be to Henderson Products. Again, it is for equipment to outfit the new Kenworth. This one is in the amount of \$44,818.00, and it is for the Service Department.
MOTION SECONDED BY	Mr. Stopa
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Stopa	Yes
Mr. Radice	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – MEDINA ADAMH

MOTION BY 6:27 minutes	Mr. Radice: I'd like to make a motion for a training request. The vendor is Medina ADAMH. It's a \$0 request for Todd Zieja to attend a Youth Mental Health First Aid class in Montville, and the date is 2/28 of 20.
MOTION SECONDED BY	Mr. Stopa
VOTING ROLL CALL	VOTE
Mr. Radice	Yes
Mr. Stopa	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – NORTHCOAST POLYTECHNIC INSTITUTE

MOTION BY 6:57 minutes	Mr. Radice: I'd like to make a motion for a training request. The vendor is Northcoast Polytechnical Institute. The total is \$90.00. It's for Morley Brenenstuhl to attend a seminar on Legal Updates in Olmstead Township, and the date is April 22 nd of 2020.
MOTION SECONDED BY	Mr. Stopa
VOTING ROLL CALL	VOTE
Mr. Radice	Yes
Mr. Stopa	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – KAMINSKY, SULLENBERGER & ASSOCIATES

MOTION BY 7:26 minutes	Mr. Radice: I'd like to make another motion for a training request. The vendor is Kaminsky, Sullenberger and Associates. It's for a Field Training Officer seminar at Lake County Sheriff's Office. The dates are May 11 th through the 15 th for Justin Harvey and Matt Ventura.
MOTION SECONDED BY	Mr. Stopa
VOTING ROLL CALL	VOTE
Mr. Radice	Yes
Mr. Stopa	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0
FURTHER UNSTATED INFORMATION	The total requested appropriation amount is \$700.00

APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – LOCAL GOVERNMENT OFFICIALS CONFERENCE

MOTION BY 8:09 minutes	Mr. Stopa: I'd like to make a motion for a training request. This is for the Local Government Officials conference in Columbus, Ohio. The dates are gonna be 4/6 through 4/10 of 2020 and it'll be for Nick Dominguez Sr., Angela Ventura, Chuck Johnson, Kaylee Costanzo and Elaine Ridgley. And we usually don't appropriate a dollar amount for this due to the fact that it's a training til' we actually get stuff back.
MOTION SECONDED BY	Mr. Johnson
DISCUSSION	Mr. Radice asked about Mrs. Costanzo. Mrs. Ventura stated that Mrs. Costanzo is her new assistant. Mr. Stopa stated that Mrs. Ridgley was added to the conference participants just to make sure she would have accommodations if she attended. Mrs. Ventura stated that the reason for this training request being so early was that the Columbus accommodations fill up quickly and that room reservations needed to be made prior to conference registration.
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Radice	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – CITY OF MEDINA

MOTION BY 9:44 minutes	Mr. Stopa: I make a motion for, for the Fire Department. It's the City of Medina is the vendor, and this is for our 2020 Fire Protection Services. Total amount \$230,000.00.
MOTION SECONDED BY	Mr. Radice
DISCUSSION	Mr. Stopa stated that he was in contact with the City of Medina to determine the effective 2020 end date of the Fire Protection Service. The Trustees and Mrs. Ventura discussed the end date, which could be either in July or December, and what impact the end date would have on the invoice amount to be paid. Mrs. Ventura stated that \$230,000.00 would be the maximum amount for the 2020 Fire Protection Service but could be less depending on the end date of the service in 2020.
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 – MCEMA

MOTION BY 11:24 minutes	Mr. Stopa: Next up, I'd like to make a motion for a purchase order requisition. The departments gonna be Fire. It's for the Medina County Emergency Management Agency. This is our portion of the 2020 Emergency County Wide Management. Total amount's gonna be \$2,180.40.
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 12:04 minutes	Mr. Stopa: At this time, I'd like to make a motion to approve Accounts Payable. Dates gonna be 2/5 of 2020 to 2/20 of 2020. What the electronic check starting at 5-2020 and going through check number 30761. Total amounts gonna be \$49,125.40.
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Radice	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF APPROPRIATION STATUS

DISCUSSION	Mrs. Ventura stated that she wanted the Board to know that this appropriation status was one payroll behind and OPERS has not posted yet because the report is due at the end of the month. Mrs. Ventura stated that Appropriations are current with the just approved Supplemental Appropriations.
MOTION BY 13:14 minutes	Mr. Stopa: At this time, I'd like to make a motion to approve Appropriation status dated 2/20 of 2020 and incorporate this twelve (12) page document as presented.
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

DEPARTMENT HEAD/OFFICIAL COMMENTS

DEPARTMENT 13:44 minutes	Zoning Department
REPRESENTATIVE'S NAME	Mrs. Ridgley
DISCUSSION	Nothing to report.

DEPARTMENT 13:49 minutes	Police Department
REPRESENTATIVE'S NAME	Chief Colonius
DISCUSSION	Nothing to report.

DEPARTMENT 13:52 minutes	Service Department
REPRESENTATIVE'S NAME	Mr. Miller
DISCUSSION	Mr. Miller asked the Trustees for approval for him to start the necessary work needed to implement 'Toss Your Trash Day'.
MOTION BY 14:17 minutes	Mr. Stopa: At this time, I'd like to make a motion to allow Denny Miller to advertise 'Toss Your Trash Day' and set it for May 9 th of 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

DEPARTMENT HEAD/OFFICIAL COMMENTS (continued)

DEPARTMENT 14:41 minutes	Admin Department
REPRESENTATIVE'S NAME	Mr. Dominguez Jr.
DISCUSSION	Mr. Dominguez Jr. asked if Mr. Stopa wanted to say anything regarding the work, he and Mrs. Ridgley have been doing for the 2020 Census. Mr. Stopa stated that Mr. Dominguez Jr. and Mrs. Ridgley have been distributing informational Census material, for the upcoming Census in April, to local businesses in the Township and that the County hopes to achieve 100% resident participate. Mr. Stopa stated this will ensure a maximum of Federal money available to the Township through grants and other monetary vehicles. Mr. Stopa discussed how the Census data can be supplied by residents using the U.S. Mail, phone or on-line. It was also stated that informational Census material is available on the Medina Township web site and Medina Township Facebook account.

DEPARTMENT	Fire Department
REPRESENTATIVE'S NAME	Chief Painter
STATUS	Not Present

OLD BUSINESS**PAYCHEX HR OFFER**

DISCUSSION 16:45 minutes	Mrs. Ventura stated that negotiations with Paychex has resulted in Paychex continuing to provide their HR service, at a savings of money, for the Township. Mrs. Ventura also stated that Paychex would be printing the Employee Personnel Policies and Procedures Handbook at no charge to the Township.
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APPROVAL OF RESOLUTION #02202020-008

MOTION TO APPROVE RESOLUTION	Medina Township Employee Personnel Policies and Procedures Handbook and Appendices
RESOLUTION NUMBER	02202020-008
MOTION TO APPROVE BY 17:17 minutes	Mr. Stopa: So, at this time, I'd like to make a motion to adopt a resolution 02202020-008 to approve the Medina Township Employee Policies and Procedures Handbook and appendices and incorporate this seventy-one (71) page double sided document by reference. Be it noted that the following Policy appendices are included in this Handbook. The Social Media Policy, the Grants Policy, the Fraud Policy, the Purchasing Policy and the Mobile Device Policy.
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Radice	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF RESOLUTION #02202020-009

MOTION TO APPROVE RESOLUTION	Public Meeting Procedures Policy
RESOLUTION NUMBER	02202020-009
MOTION TO APPROVE BY 18:33 minutes	Mr. Stopa: At this time, I'd like to make a motion to adopt a resolution number 02202020-009 to approve the Medina Township Public Meetings Procedure Policy and incorporate this eleven (11) page document by reference
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Radice	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF RESOLUTION #02202020-010

MOTION TO APPROVE RESOLUTION	Designating Township Depositories
RESOLUTION NUMBER	02202020-010
DISCUSSION	Mrs. Ventura stated that this resolution is the next and final step in moving the Townships' monies to another bank, where the Township will earn a better rate of interest on its' deposits. Mrs. Ventura stated that moving the monies will take approximately one (1) month to complete.
MOTION TO APPROVE BY 20:40 minutes	<p>Mr. Stopa: At this time, I'd like to make a motion designating Township depositories. Resolution number 02202020-010. WHEREAS, the Board of Trustees of Medina Township, Medina County, Ohio, last designated depositories on July 14, 2016 for the five-year period ending in July of 2021; and WHEREAS, the Fiscal Officer of Medina Township had informed the Board of Trustees that the interest rate provided by the Township's current designated depositories for the Township's deposits may no longer reflect prevailing interest rates and it is otherwise in the interest of the township to seek proposals and designate additional depositories for Township funds for the remainder of the period of designation, and</p> <p>WHEREAS, the Board of Trustees adopted a resolution at its February 4, 2020 meeting to solicit interest rate proposals from qualifying institutions for the remainder of the period of designation and set February 20, 2020 as the date set for receipt of applications from qualifying institutions and to be public depositories for the public monies of Medina Township, Medina County, Ohio, the time so designated having arrived; and</p> <p>WHEREAS, applications described below have been received from the following named institutions in the maximum amount indicated after each said name, at the rate of interest as to active and interim deposits indicated: Name of institution is Westfield Bank, the location is Medina Ohio, and the maximum amount is twenty million (\$20,000,000.00) dollars.</p> <p>NOW, THEREFORE, be it resolved that the interim and active deposits of public moneys of said Medina Township be and the same are awarded, in the addition to the depositories designated in 2016 in resolution number 07142016-010, the institutions named above in the maximum amount indicated after each said name for the remainder of the current five-year period of designation ending in July of 2021, subject to the limitations Chapter 135 of the Ohio Revised Code, in addition to the institutions named on July 14, 2016.</p>

APPROVAL OF RESOLUTION #02202020-010 (continued)

MOTION SECONDED BY	Mr. Johnson
DISCUSSION	Mrs. Ventura stated that the five-year bidding process still stands and that new bids will need to be solicited in 2021. Mr. Johnson asked if PNC bank was aware of the transition. Mrs. Ventura noted that PNC did not offer a bid in the current bidding process.
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Radice	Yes
VOTING RESULTS	YES: 3 NO: 0
DISCUSSION	Mr. Stopa stated the following: And I want it to be noted that Mrs. Ventura, Fiscal Officer for Medina Township, will be the one signing the paperwork for this transition.

NEW BUSINESS**EMPLOYEE RECOGNITION AND DISCUSSION**

DISCUSSION 24:26 minutes	Mrs. Ventura stated that she had been in contact with the County Prosecutor's office and wanted to state, for the record, that the Township can conduct employee recognition events. Such events could or would be Employee Appreciation Day, retirements and recognizing other work accomplishments as long as the budget will support them.
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DEPARTMENT REPORTS FOR JANUARY

MOTION BY 25:37 minutes	Mr. Stopa: At this time, I'd like to make a motion to approve the department reports for January of 2020. It's for all the departments and please note that the Fire Department and Police Department reports are double sided.
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

PLAYGROUND COMMITTEE AUTHORIZATION

MOTION BY 26:16 minutes	Mr. Radice: I'd like to make a motion to allow the Medina Township Playground Committee to have authority to add and remove information relating to the Playground Committee and their activities on the Medina Township web site and/or the Medina Township social media accounts by means of the existing authorized administrators of said accounts.
MOTION SECONDED BY	Mr. Stopa
DISCUSSION	Mr. Radice stated that the committee has had one (1) meeting so far and their meetings are every two (2) weeks. Mr. Radice stated that the authorization was needed so the project could move forward given the time between meetings
VOTING ROLL CALL	VOTE
Mr. Radice	Yes
Mr. Stopa	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF SERVICE DEPARTMENT 2020 INVENTORY

MOTION BY 27:12 minutes	Mr. Stopa: At this time, I'd like to make a motion to approve the Service Department 2020 inventory as presented. It's a three (3) page document.
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

PERMANENT BUDGET DISCUSSION

DISCUSSION 27:44 minutes	Mr. Stopa stated that each Trustee would meet, individually, with Mrs. Ventura to discuss permanent budget needs for their respective departments. Mr. Stopa also stated that the Trustees should start to coordinate meet times and availability with Mrs. Ventura. Mrs. Ventura further noted that the Township certificate, submitted to the County, would not change, so the permanent budget should be finalized quickly and approved at the next Regular Trustee meeting or at a Special Trustee meeting.
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MOTEL LODGING PROFIT/LOSS STATEMENT DISCUSSION

DISCUSSION 28:46 minutes	Mr. Dominguez Sr. stated that Profit/Loss statements, that are requested to be returned with quarterly Motel lodging tax return payments, are not being sent. As such, there are no means for determining the accuracy of the quarterly tax amount owed. The Trustees and Mrs. Ventura discussed how the County Prosecutors office has been involved with the issue since late 2019 and that the Prosecutors office will be providing an opinion shortly. Mrs. Ventura stated, that based on what the Prosecutors office returns, the Board may need to address the issue at the next Trustee meeting.
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EVENT COMMITTEE DISCUSSION

DISCUSSION	Mr. Johnson stated that he would like to create a Medina Township Event Committee to plan community events for residents. Mr. Johnson stated he is looking for volunteers for the committee to explore types of events and dates. Mr. Johnson also noted that he would like to advertise for committee volunteers.
MOTION BY 32:30 minutes	Mr. Johnson: So, I make a motion to advertise the committee. It's going to be the Medina Township Events Committee for community events to be advertised in the paper for a couple of weeks.
MOTION SECONDED BY	Mr. Stopa
DISCUSSION	Mr. Stopa asked that the motion be amended to state advertisement will be on the Medina Township web site and Facebook.
AMENDED MOTION BY 33:04 minutes	Mr. Johnson: I'd like to amend my motion to put this on Facebook and our web site. So, we'll go through Wednesday, the 4 th . I can make an amendment to have it go through Wednesday the 4 th by noon.
AMENDED MOTION SECONDED BY	Mr. Stopa
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Stopa	Yes
Mr. Radice	Yes
VOTING RESULTS	YES: 3 NO: 0

OTHER BUSINESS - OPWC GRANT

DISCUSSION 34:10 minutes	Mr. Stopa stated that the Township has received a statement from the Ohio Public Works Commission (OPWC) approving a \$124,000 grant for the Hood Road project. Mr. Stopa also stated that the grant money is scheduled to be available on or about July 1 st of this year.
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OTHER BUSINESS - BOARD OF ZONING APPEALS (BZA) BOARD MEMBER RESIGNATION

DISCUSSION	Mr. Stopa stated Mr. William West has resigned from the BZA, effective March 30, 2020, for personal reasons.
MOTION BY 35:05 minutes	Mr. Stopa: So, at this time, I'd like to make a motion to accept his resignation from the Board, effective March 30, 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
DISCUSSION	Mr. Stopa stated that the recent list of interested Zoning Board applicants be contacted to determine if any wished to fill a vacancy on the Board. Mr. Stopa stated he thought of a current alternate filling Mr. West's position and a new member joining the Board as an alternate.

OTHER BUSINESS - ADMINISTRATIVE ASSISTANT RESIGNATION

MOTION BY 35:59 minutes	Mr. Stopa: At this time, I'd like to make a motion to accept a resignation for Nick Dominguez Jr., which'll be effective February 28 th of 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
DISCUSSION	Mr. Radice thanked Mr. Dominguez Jr.

OTHER BUSINESS - SINGLE HAULER TRASH DISCUSSION

DISCUSSION 36:36 minutes	Mr. Radice stated that he has been in contact with Beth Biggins-Ramer, the District Coordinator for the Medina County Solid Waste District, to discuss the feasibility of the Township contracting a single hauler for trash. Mr. Radice stated that Mrs. Biggins-Ramer indicated she would be willing to attend a Trustee meeting to provide information on the issue and answer any questions or concerns. Mr. Radice stated that he would contact Mrs. Biggins-Ramer to find her best available dates to speak.
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PUBLIC COMMENT

MOTION BY 37:46 minutes	Mr. Stopa: At this time, I'd like to make a motion to go to 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	There were public comments made.

MOTION BY 46:25 minutes	Mr. Stopa: At this time, I'd like to 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

EXECUTIVE SESSION TO DISCUSS LAND ACQUISITION

MOTION BY 46:42 minutes	Mr. Stopa: So, at this time, I'd like to make a motion to go into Executive Session with the three (3) Trustees, the Fiscal Officer and the road superintendent, Denny Miller, to discuss land acquisition.
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Radice	Yes
VOTING RESULTS	YES: 3 NO: 0
STATUS	Executive Session was entered at 8:07 pm.

STATUS	Mr. Stopa stated: We're back from Executive session where the three (3) Trustees, the Fiscal Officer and the road superintendent, Denny Miller were in discussing land acquisition. No decisions were made. We're back at 8:40 pm.
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LEGAL COUNSEL FOR HOOD ROAD LAND ACQUISITION

MOTION BY 47:25 minutes	Mr. Stopa: At this time, I'd like to make a motion to authorize legal counsel, to offer in writing, up to \$4,200.00 for the Hood Road project.
MOTION SECONDED BY	Mr. Radice
DISCUSSION	The Trustees discussed and asked for clarification of the motion.
AMENDED MOTION BY 47:44 minutes	Mr. Stopa: I'll amend my motion to read, authorize legal counsel, to offer in writing, up to \$4,200.00 for the Hood Road project which would include the road right-of-way and land acquisition.
AMENDED MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

AUTHORIZATION TO CONTACT THE COUNTY PROSECUTOR

MOTION BY 48:08 minutes	Mr. Stopa: And then, at this time, I'd like to make a motion to authorize Denny Miller to communicate with the Prosecutors office about the Hood Road land acquisition.
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 asked Mr. Dominguez Jr. to prepare a letter, for his signature, to the County Prosecutor authorizing Mr. Miller to speak on the Township's behalf regarding the Hood Road project.

MEETING ADJOURN

MOTION BY 49:00 minutes	Mr. Stopa: At this time, I'd like to make a motion to adjourn our Medina Township Trustees Regular scheduled meeting.
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 adjourned at 8:41pm

NEXT SCHEDULED MEETING

TYPE OF MEETING	Regular
DATE	3/5/2020
TIME	7:00 pm
LOCATION	Township Hall
COMMENTS	N/A

MINUTES PREPARED BY

NAME	TITLE	DATE
Nick Dominguez	Office Assistant	2/26/2020

ATTESTED BY

SIGNATURE	TITLE	DATE
	Fiscal Officer	5/28/2020

BOARD/COUNCIL CERTIFIED

SIGNATURE	TITLE	DATE
	Chairman	5/28/2020
	Vice Chairman	5/28/2020
	Trustee	5/28/2020

CASH REQUIREMENTS

(Prior to Processing)

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 02/21/20. IT DOES NOT REFLECT MISCELLANEOUS ADMINISTRATIVE CHARGES. PLEASE REFER TO YOUR INVOICE(S) FOR THE TOTAL CASH REQUIRED FOR THIS CHECK DATE.

TRANSACTION DETAIL

ELECTRONIC FUNDS TRANSFER - Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date

TRANS. DATE	BANK NAME	ACCOUNT NUMBER	PRODUCT	DESCRIPTION		BANK DRAFT AMOUNTS & OTHER TOTALS
02/21/20	PNC BANK, NA	xxxxxx6361	Direct Deposit	Net Pay Allocations	30,011.55	30,011.55
02/21/20	PNC BANK, NA	xxxxxx6361	Taxpay®	Employee Withholdings		
				Medicare	610.42	
				Fed Income Tax	3,878.42	
				OH Income Tax	928.29	
				OH BRUNS CTY Inc	81.01	
				OH CVRSD SD Inc	52.76	
				OH MEDIN CTY Inc	20.14	
				Total Withholdings	5,571.04	
				Employer Liabilities		
				Medicare	610.40	
				Total Liabilities	610.40	6,181.44
EFT FOR 02/21/20						36,192.99
TOTAL EFT (Does not reflect administrative charges)						36,192.99

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items

TRANS. DATE	BANK NAME	ACCOUNT NUMBER	PRODUCT	DESCRIPTION		TOTAL
02/21/20	Refer to your records for account Information		Payroll	Employee Deductions		
				457 plan EE pretax	1,260.00	
				AFLAC EE Post Tax	12.42	
				AFLAC EE Pretax	18.78	
				Opers Police EE cont	3,305.61	
				Opers np EE Cont	1,775.10	
				PXCMP PRETAX Health	1,116.57	
				Union Dues	162.00	
				Total Deductions	7,650.48	
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (Does not reflect administrative charges)						7,650.48

PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF - This information serves as a record of payment.

DUE DATE	PRODUCT	DESCRIPTION	
02/26/20	Taxpay®	FED IT PMT Group	5,099.24
03/15/20	Taxpay®	OH BRUNS CTY Inc	164.12

APPROVED BY MEDINA TWP. TRUSTEES

Date 2-20-2020

Trustee Chm. [Signature]

Trustee [Signature]

Trustee [Signature]

CASH REQUIREMENTS

(Prior to Processing)

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 02/21/20. IT DOES NOT REFLECT MISCELLANEOUS ADMINISTRATIVE CHARGES. PLEASE REFER TO YOUR INVOICE(S) FOR THE TOTAL CASH REQUIRED FOR THIS CHECK DATE.

PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF (cont.) - This information serves as a record of payment.

DUE DATE	PRODUCT	DESCRIPTION	
03/15/20	Taxpay®	OH MEDIN CTY Inc	40.47
03/16/20	Taxpay®	OH Income Tax	1,909.65
03/16/20	Taxpay®	OH SD PMT Group	100.21

MEDINA TOWNSHIP, MEDINA COUNTY

2/20/2020 11:34:03 AM

Appropriation Supplemental

UAN v2020.1

2/20/2020 to 2/20/2020

Post Date	Transaction Date	Account Code	Amount	Resolution Number	Type	Purpose	Budgetary Correction
02/20/2020	02/20/2020	2031-330-730-0000	-\$69,000.00		Temporary	REALLOCATE TO COVER MACHINERY/EQUIPMENT	No
02/20/2020	02/20/2020	2031-330-740-0000	\$69,000.00		Temporary	REALLOCATE TO COVER MACHINERY/EQUIPMENT	No

APPROVED BY MEDINA TWP. TRUSTEES

Date 2-20-2020

Trustee Chm. [Signature]

Trustee [Signature]

Trustee [Signature]

Payment Listing

UAN v2020.1

2/5/2020 to 2/20/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
5-2020	02/14/2020	02/19/2020	CH	PAYCHEXS	\$500.00	O
6-2020	02/20/2020	02/20/2020	CH	MERITECH	\$206.84	V
6-2020	02/20/2020	02/20/2020	CH	MERITECH	-\$206.84	V
30732	02/20/2020	02/20/2020	AW	AKRON UNIFORMS	\$282.00	O
30733	02/20/2020	02/20/2020	AW	ALBRIGHT SECURITY CENTER	\$80.00	O
30734	02/20/2020	02/20/2020	AW	ARMSTRONG CABLE	\$308.36	O
30735	02/20/2020	02/20/2020	AW	NORTH AMERICAN RESCUE	\$998.76	O
30736	02/20/2020	02/20/2020	AW	CANON FINANCIAL	\$105.33	O
30737	02/20/2020	02/20/2020	AW	CLEVELAND CLINIC ATWORK	\$78.00	O
30738	02/20/2020	02/20/2020	AW	CMT GROUP	\$100.00	O
30739	02/20/2020	02/20/2020	AW	CINTAS CORP #011	\$231.26	O
30740	02/20/2020	02/20/2020	AW	COSE/MEDICAL MUTUAL OF OHIO	\$24,139.77	O
30741	02/20/2020	02/20/2020	AW	DC LANDSCAPE/EXCAVATION	\$60.00	O
30742	02/20/2020	02/20/2020	AW	DOMINGUEZ JR, NICHOLAS	\$23.58	O
30743	02/20/2020	02/20/2020	AW	COLONIUS, TRAVIS	\$39.36	O
30744	02/20/2020	02/20/2020	AW	ENGLEFIELD, INC	\$879.29	O
30745	02/20/2020	02/20/2020	AW	FRONTIER	\$48.70	O
30746	02/20/2020	02/20/2020	AW	THE GAZETTE	\$88.10	O
30747	02/20/2020	02/20/2020	AW	AMAZON	\$623.47	O
30748	02/20/2020	02/20/2020	AW	KIMBALL MIDWEST	\$276.25	O
30749	02/20/2020	02/20/2020	AW	CARGILL, INC	\$14,291.68	O
30750	02/20/2020	02/20/2020	AW	VENTURA, ANGELA	\$209.95	O
30751	02/20/2020	02/20/2020	AW	JOHNSON, CHUCK	\$164.78	O
30752	02/20/2020	02/20/2020	AW	MERRICK ENTERPRISES	\$315.30	O
30753	02/20/2020	02/20/2020	AW	MEDTOX LABS, INC.	\$50.00	O
30754	02/20/2020	02/20/2020	AW	GATEWAY TIRE & SERVICE CENTER	\$71.32	O
30755	02/20/2020	02/20/2020	AW	OHIO PUBLIC EMPLOYEES DEFERRED CO	\$1,260.00	O
30756	02/20/2020	02/20/2020	AW	OHIO EDISON	\$641.21	O
30757	02/20/2020	02/20/2020	AW	ORLO AUTO PARTS INC	\$55.42	O
30758	02/20/2020	02/20/2020	AW	PETALSWEET CLEANING LLC	\$572.00	O
30759	02/20/2020	02/20/2020	AW	STAPLES BUSINESS ADVANTAGE	\$69.10	O
30760	02/20/2020	02/20/2020	AW	VOYAGER FLEET SYSTEMS, INC.	\$2,355.57	O
30761	02/20/2020	02/20/2020	AW	MERITECH	\$206.84	O
Total Payments:					\$49,125.40	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$49,125.40	

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 2-20-2020
 Trustee Chm. [Signature]
 Trustee [Signature]
 Trustee [Signature]

MEDINA TOWNSHIP, MEDINA COUNTY

2/20/2020 5:07:03 PM

Appropriation Status

UAN v2020.1

By Fund

As Of 2/20/2020

Fund: General
Pooled Balance: \$1,670,306.17
Non-Pooled Balance: \$0.00
Total Cash Balance: \$1,670,306.17

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-110-111-0000	D Salaries - Trustees	\$0.00	\$0.00	\$30,000.00	\$0.00	\$4,724.39	\$25,275.61	15.748%
1000-110-121-0000	D Salary - Township Fiscal Officer	\$0.00	\$0.00	\$20,000.00	\$0.00	\$2,782.71	\$17,217.29	13.914%
1000-110-190-0000	D Other - Salaries	\$0.00	\$0.00	\$50,000.00	\$0.00	\$5,079.89	\$44,920.11	10.160%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$20,000.00	\$0.00	\$2,891.32	\$17,108.68	14.457%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$3,000.00	\$0.00	\$336.08	\$2,663.92	11.203%
1000-110-221-0000	Medical/Hospitalization	\$19,570.92	\$0.00	\$55,000.00	\$41,574.55	\$32,996.37	\$0.00	44.248%
1000-110-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$1,500.00	\$350.00	\$150.00	\$1,000.00	10.000%
1000-110-230-0000	D Workers' Compensation	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.000%
1000-110-240-0000	D Unemployment Compensation	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.000%
1000-110-311-0000	Accounting and Legal Fees	\$1,820.30	\$0.00	\$30,000.00	\$15,000.00	\$1,820.30	\$15,000.00	5.721%
1000-110-312-0000	Auditing Services	\$0.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00	0.000%
1000-110-313-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	0.000%
1000-110-314-0000	D Tax Collection Fees	\$0.00	\$0.00	\$7,200.00	\$0.00	\$0.00	\$7,200.00	0.000%
1000-110-319-0000	Other - Professional and Technical Services	\$1,005.69	\$0.00	\$40,000.00	\$9,586.37	\$1,419.32	\$30,000.00	3.461%
1000-110-321-0000	Rents and Leases	\$1,130.44	\$0.00	\$2,000.00	\$1,130.44	\$0.00	\$2,000.00	0.000%
1000-110-330-0000	Travel and Meeting Expense	\$176.01	\$0.00	\$15,000.00	\$14,172.33	\$1,003.68	\$0.00	6.614%
1000-110-341-0000	Telephone	\$87.96	\$0.00	\$3,000.00	\$1,706.34	\$481.62	\$900.00	15.597%
1000-110-342-0000	Postage	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	0.000%
1000-110-345-0000	Advertising	\$281.64	\$0.00	\$1,000.00	\$1,000.00	\$281.64	\$0.00	21.975%
1000-110-345-0610	Advertising(PAYCHEX SVS CHARGES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-360-0000	Contracted Services	\$9,892.04	\$0.00	\$8,000.00	\$14,681.04	\$2,211.00	\$1,000.00	12.357%
1000-110-370-0000	Payment to Another Political Subdivision	\$0.00	\$0.00	\$20,000.00	\$0.00	\$9,600.72	\$10,399.28	48.004%
1000-110-381-0000	Property Insurance Premiums	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,096.00	\$404.00	88.457%
1000-110-382-0000	Liability Insurance Premiums	\$0.00	\$0.00	\$25,000.00	\$0.00	\$21,535.00	\$3,465.00	86.140%
1000-110-410-0000	Office Supplies	\$1,186.01	\$0.00	\$8,000.00	\$3,224.19	\$1,461.82	\$2,500.00	20.343%
1000-110-430-0000	Small Tools and Minor Equipment	\$109.99	\$0.00	\$5,000.00	\$1,894.97	\$715.02	\$2,500.00	13.993%
1000-110-519-0000	Other - Dues and Fees	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

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APPROVED BY MEDINA TWP. TRUSTEES

Date 2-20-2020

Trustee Chm. [Signature]

Trustee [Signature]

Trustee [Signature]

MEDINA TOWNSHIP, MEDINA COUNTY

2/20/2020 5:07:03 PM

Appropriation Status

UAN v2020 1

By Fund

As Of 2/20/2020

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-110-590-5900	Other Expenses{COMMUNITY EVENTS}	\$0.00	\$0.00	\$10,000.00	\$2,500.00	\$0.00	\$7,500.00	0.000%
1000-110-599-0000	Other - Other Expenses	\$43.97	\$0.00	\$100,000.00	\$0.00	\$43.97	\$100,000.00	0.044%
1000-110-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.000%
1000-120-322-0000	Garbage and Trash Removal	\$0.00	\$0.00	\$1,000.00	\$300.00	\$0.00	\$700.00	0.000%
1000-120-323-0000	Repairs and Maintenance	\$0.00	\$0.00	\$25,000.00	\$2,207.00	\$293.00	\$22,500.00	1.172%
1000-120-329-0000	Other - Property Services	\$0.00	\$0.00	\$26,000.00	\$26,000.00	\$0.00	\$0.00	0.000%
1000-120-351-0000	Electricity	\$1,500.00	\$0.00	\$2,500.00	\$3,743.60	\$256.40	\$0.00	6.410%
1000-120-351-0001	Electricity{(REMSEN BLDG)}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-352-0000	Water and Sewage	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	0.000%
1000-120-352-0001	Water and Sewage{(REMSEN BLDG)}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-353-0000	Natural Gas	\$161.77	\$0.00	\$1,500.00	\$1,500.00	\$161.77	\$0.00	9.735%
1000-120-353-0001	Natural Gas{(REMSEN BLDG)}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-400-0000	Supplies and Materials	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	0.000%
1000-120-599-0000	Other - Other Expenses	\$0.00	\$0.00	\$100,000.00	\$1,000.00	\$0.00	\$99,000.00	0.000%
1000-130-150-0000	D Compensation of Board and Commission Members	\$0.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$18,000.00	0.000%
1000-130-190-0000	D Other - Salaries	\$0.00	\$0.00	\$45,000.00	\$0.00	\$3,364.12	\$41,635.88	7.476%
1000-130-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$12,000.00	\$0.00	\$787.63	\$11,212.37	6.564%
1000-130-212-0000	D Social Security	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.000%
1000-130-213-0000	D Medicare	\$0.00	\$0.00	\$3,500.00	\$0.00	\$94.09	\$3,405.91	2.688%
1000-130-221-0000	Medical/Hospitalization	\$6,962.85	\$0.00	\$12,000.00	\$10,948.55	\$8,034.30	\$0.00	42.324%
1000-130-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$200.00	\$10.00	\$30.00	\$160.00	15.000%
1000-130-230-0000	D Workers' Compensation	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.000%
1000-130-240-0000	D Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-130-311-0000	Accounting and Legal Fees	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$0.00	\$0.00	0.000%
1000-130-330-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.000%
1000-130-342-0000	Postage	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	0.000%
1000-130-344-0000	Printing	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	\$0.00	0.000%
1000-130-345-0000	Advertising	\$345.36	\$0.00	\$2,000.00	\$1,848.12	\$497.24	\$0.00	21.201%
1000-130-410-0000	Office Supplies	\$15.06	\$0.00	\$1,500.00	\$969.22	\$45.84	\$500.00	3.026%
1000-130-430-0000	Small Tools and Minor Equipment	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	0.000%
1000-130-599-0000	Other - Other Expenses	\$500.00	\$0.00	\$20,000.00	\$12,000.00	\$500.00	\$8,000.00	2.439%
1000-130-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	0.000%
1000-210-318-0000	Training Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

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MEDINA TOWNSHIP, MEDINA COUNTY

2/20/2020 5:07:03 PM

Appropriation Status

UAN v2020.1

By Fund
As Of 2/20/2020

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-220-323-0231	Repairs and Maintenance(RPRS TO FIRE STATION)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-310-319-0000	Other - Professional and Technical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-310-351-0000	Electricity	\$2,043.92	\$0.00	\$8,000.00	\$9,464.82	\$579.10	\$0.00	5.766%
1000-410-490-0000	Other - Supplies and Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-410-730-0000	Improvement of Sites	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-760-720-0000	Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-760-730-0000	Improvement of Sites	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.000%
1000-760-730-0001	Improvement of Sites((REMSEN BLDG))	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-760-730-0002	Improvement of Sites(Road & Bridge)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-760-790-0000	Other - Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-910-910-0900	D Transfers - Out((to R&B fund 2031))	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-910-910-0901	D Transfers - Out((to Cemetery Fund 2041))	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-910-910-9201	D Transfers - Out((PD FUND 2081))	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-920-920-0000	D Advances - Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
General Fund Total:		\$46,853.93	\$0.00	\$646,000.00	\$204,911.54	\$107,274.34	\$580,668.05	12.015%

Fund: Motor Vehicle License Tax

Pooled Balance: \$19,035.63

Non-Pooled Balance: \$0.00

Total Cash Balance: \$19,035.63

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2011-760-730-0000	Improvement of Sites	\$0.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$17,000.00	0.000%
Motor Vehicle License Tax Fund Total:		\$0.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$17,000.00	0.000%

Fund: Gasoline Tax

Pooled Balance: \$98,429.10

Non-Pooled Balance: \$0.00

Total Cash Balance: \$98,429.10

Report reflects selected information.

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MEDINA TOWNSHIP, MEDINA COUNTY

2/20/2020 5:07:03 PM

Appropriation Status

UAN v2020 1

By Fund

As Of 2/20/2020

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2021-760-730-0000	Improvement of Sites	\$0.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$80,000.00	0.000%
	Gasoline Tax Fund Total:	\$0.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$80,000.00	0.000%

Fund: Road and Bridge

Pooled Balance: \$609,524.59

Non-Pooled Balance: \$0.00

Total Cash Balance: \$609,524.59

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2031-330-190-0000	D Other - Salaries	\$0.00	\$0.00	\$80,000.00	\$0.00	\$16,501.76	\$63,498.24	20.627%
2031-330-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$15,000.00	\$0.00	\$4,083.63	\$10,916.37	27.224%
2031-330-212-0000	D Social Security	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2031-330-213-0000	D Medicare	\$0.00	\$0.00	\$3,000.00	\$0.00	\$499.85	\$2,500.15	16.662%
2031-330-221-0000	Medical/Hospitalization	\$6,427.36	\$0.00	\$33,000.00	\$12,682.08	\$26,745.28	\$0.00	67.834%
2031-330-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$500.00	\$105.00	\$120.00	\$275.00	24.000%
2031-330-230-0000	D Workers' Compensation	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.000%
2031-330-251-0000	Uniform, Tool and Equipment Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2031-330-314-0000	D Tax Collection Fees	\$0.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.000%
2031-330-318-0000	Training Services	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
2031-330-319-0000	Other - Professional and Technical Services	\$380.63	\$0.00	\$5,000.00	\$1,341.25	\$1,539.38	\$2,500.00	28.610%
2031-330-321-0000	Rents and Leases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2031-330-322-0000	Garbage and Trash Removal	\$0.00	\$0.00	\$350.00	\$143.62	\$206.38	\$0.00	58.966%
2031-330-323-0000	Repairs and Maintenance	\$0.00	\$0.00	\$10,000.00	\$3,910.32	\$1,089.68	\$5,000.00	10.897%
2031-330-341-0000	Telephone	\$43.98	\$0.00	\$500.00	\$376.14	\$167.84	\$0.00	30.854%
2031-330-345-0000	Advertising	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.000%
2031-330-351-0000	Electricity	\$1,000.00	\$0.00	\$2,000.00	\$2,119.44	\$860.56	\$0.00	29.352%
2031-330-352-0000	Water and Sewage	\$170.42	\$0.00	\$1,000.00	\$773.14	\$397.28	\$0.00	33.943%
2031-330-353-0000	Natural Gas	\$571.98	\$0.00	\$3,000.00	\$2,229.20	\$1,342.78	\$0.00	37.592%
2031-330-360-0000	Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2031-330-381-0000	Property Insurance Premiums	\$0.00	\$0.00	\$13,000.00	\$0.00	\$12,805.00	\$195.00	98.500%

Report reflects selected information.

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MEDINA TOWNSHIP, MEDINA COUNTY

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Appropriation Status

UAN v2020.1

By Fund

As Of 2/20/2020

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2031-330-382-0000	Liability Insurance Premiums	\$0.00	\$0.00	\$6,000.00	\$0.00	\$4,816.00	\$1,184.00	80.267%
2031-330-410-0000	Office Supplies	\$0.00	\$0.00	\$250.00	\$250.00	\$0.00	\$0.00	0.000%
2031-330-420-0000	Operating Supplies	\$216.31	\$0.00	\$15,000.00	\$8,840.94	\$1,375.37	\$5,000.00	9.039%
2031-330-420-0100	Operating Supplies(ROAD SALT)	\$10,349.86	\$0.00	\$70,000.00	\$36,093.35	\$42,944.51	\$1,312.00	53.447%
2031-330-420-0600	Operating Supplies(FUEL)	\$857.50	\$0.00	\$9,000.00	\$6,567.57	\$3,289.93	\$0.00	33.375%
2031-330-420-0620	Operating Supplies(UNIFORMS)	\$67.48	\$0.00	\$2,500.00	\$2,500.00	\$67.48	\$0.00	2.628%
2031-330-430-0000	Small Tools and Minor Equipment	\$239.99	\$0.00	\$3,000.00	\$1,500.00	\$239.99	\$1,500.00	7.407%
2031-330-599-0000	Other - Other Expenses	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	0.000%
2031-330-730-0000	Improvement of Sites	\$0.00	\$0.00	\$336,000.00	\$0.00	\$0.00	\$336,000.00	0.000%
2031-330-740-0000	Machinery, Equipment and Furniture	\$98,000.00	\$0.00	\$79,000.00	\$98,000.00	\$0.00	\$79,000.00	0.000%
2031-760-720-0582	Buildings(BLAKSLEE PARK)	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.000%
2031-760-730-0000	Improvement of Sites	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Road and Bridge Fund Total:		\$118,325.51	\$0.00	\$697,850.00	\$179,932.05	\$119,112.70	\$517,130.76	14.594%

Fund: Cemetery

Pooled Balance: \$27,062.40

Non-Pooled Balance: \$0.00

Total Cash Balance: \$27,062.40

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2041-410-730-0000	Improvement of Sites	\$0.00	\$0.00	\$3,500.00	\$2,500.00	\$0.00	\$1,000.00	0.000%
2041-410-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2041-590-590-0000	Other Expenses	\$0.00	\$0.00	\$2,500.00	\$1,000.00	\$0.00	\$1,500.00	0.000%
Cemetery Fund Total:		\$0.00	\$0.00	\$6,000.00	\$3,500.00	\$0.00	\$2,500.00	0.000%

Fund: Police District

Pooled Balance: \$180,883.42

Non-Pooled Balance: \$0.00

Total Cash Balance: \$180,883.42

Report reflects selected information.

MEDINA TOWNSHIP, MEDINA COUNTY

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By Fund

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Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2081-210-190-0000	D Other - Salaries	\$0.00	\$0.00	\$300,000.00	\$0.00	\$53,522.05	\$246,477.95	17.841%
2081-210-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$60,000.00	\$0.00	\$17,474.98	\$42,525.02	29.125%
2081-210-213-0000	D Medicare	\$0.00	\$0.00	\$10,000.00	\$0.00	\$1,671.20	\$8,328.80	16.712%
2081-210-219-0000	D Other - Employer's Retirement Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-210-221-0000	Medical/Hospitalization	\$8,197.92	\$0.00	\$75,000.00	\$22,964.20	\$60,233.72	\$0.00	72.398%
2081-210-229-0000	Other - Insurance Benefits	\$34.30	\$0.00	\$1,200.00	\$109.50	\$424.80	\$700.00	34.416%
2081-210-230-0000	D Workers' Compensation	\$0.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0.000%
2081-210-240-0000	D Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-210-311-0000	Accounting and Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-210-314-0000	D Tax Collection Fees	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.000%
2081-210-315-0000	D Election Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-210-318-0000	Training Services	\$250.00	\$0.00	\$3,000.00	\$1,000.00	\$250.00	\$2,000.00	7.692%
2081-210-318-0691	Training Services(CPT-POLICE TRAINING)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-210-319-0000	Other - Professional and Technical Services	\$0.00	\$0.00	\$15,000.00	\$9,160.84	\$839.16	\$5,000.00	5.594%
2081-210-321-0000	Rents and Leases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-210-322-0000	Garbage and Trash Removal	\$0.00	\$0.00	\$300.00	\$182.60	\$117.40	\$0.00	39.133%
2081-210-323-0000	Repairs and Maintenance	\$0.00	\$0.00	\$10,000.00	\$2,339.77	\$1,160.23	\$6,500.00	11.602%
2081-210-330-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-210-341-0000	Telephone	\$0.00	\$0.00	\$1,200.00	\$734.86	\$465.14	\$0.00	38.762%
2081-210-342-0000	Postage	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	0.000%
2081-210-345-0000	Advertising	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.000%
2081-210-351-0000	Electricity	\$1,500.00	\$0.00	\$7,000.00	\$7,108.76	\$1,391.24	\$0.00	16.368%
2081-210-352-0000	Water and Sewage	\$0.00	\$0.00	\$300.00	\$245.33	\$54.67	\$0.00	18.223%
2081-210-353-0000	Natural Gas	\$0.00	\$0.00	\$1,500.00	\$1,117.03	\$382.97	\$0.00	25.531%
2081-210-370-0000	Payment to Another Political Subdivision	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-210-381-0000	Property Insurance Premiums	\$0.00	\$0.00	\$7,000.00	\$0.00	\$5,122.00	\$1,878.00	73.171%
2081-210-382-0000	Liability Insurance Premiums	\$0.00	\$0.00	\$12,000.00	\$0.00	\$4,770.00	\$7,230.00	39.750%
2081-210-410-0000	Office Supplies	\$0.00	\$0.00	\$1,000.00	\$930.90	\$69.10	\$0.00	6.910%
2081-210-420-0000	Operating Supplies	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	0.000%
2081-210-420-0600	Operating Supplies(FUEL)	\$517.25	\$0.00	\$8,000.00	\$4,934.88	\$3,582.37	\$0.00	42.060%
2081-210-420-0620	Operating Supplies(UNIFORMS)	\$282.00	\$0.00	\$2,000.00	\$0.00	\$282.00	\$2,000.00	12.358%
2081-210-420-2000	Operating Supplies(COMMUNITY RELATIONS GRANT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-210-430-0000	Small Tools and Minor Equipment	\$0.00	\$0.00	\$1,500.00	\$339.14	\$1,159.62	\$1.24	77.308%

Report reflects selected information.

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By Fund

As Of 2/20/2020

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2081-210-490-0000	Other - Supplies and Materials(COM PARTNER'S PROGRAM)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-210-510-0000	Dues and Fees	\$0.00	\$0.00	\$1,500.00	\$802.00	\$698.00	\$0.00	46.533%
2081-210-599-0000	Other - Other Expenses	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.000%
2081-240-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-760-730-0000	Improvement of Sites	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-760-740-0000	Machinery, Equipment and Furniture	\$860.00	\$0.00	\$0.00	\$0.00	\$860.00	\$0.00	100.000%
2081-920-920-0000	D Advances - Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Police District Fund Total:		\$11,641.47	\$0.00	\$548,450.00	\$54,869.81	\$154,530.65	\$350,891.01	27.590%

Fund: Fire District

Pooled Balance: \$805,963.70

Non-Pooled Balance: \$0.00

Total Cash Balance: \$805,963.70

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2111-220-190-0000	D Other - Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-212-0000	D Social Security	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-214-0000	D Volunteer Firemen's Dependents Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-230-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-240-0000	D Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-314-0000	D Tax Collection Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-318-0000	Training Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-319-0000	Other - Professional and Technical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-321-0000	Rents and Leases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-323-0000	Repairs and Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-323-0230	Repairs and Maintenance(RPRS TO TOOLS & EQUIP)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-323-0231	Repairs and Maintenance(RPRS TO FIRE STATION)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

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By Fund
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Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2111-220-330-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-341-0000	Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-341-0616	Telephone(CELL PHONE/PAGERS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-342-0000	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-345-0000	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-351-0000	Electricity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-352-0000	Water and Sewage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-353-0000	Natural Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-360-0000	Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-370-0000	Payment to Another Political Subdivision	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-381-0000	Property Insurance Premiums	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-382-0000	Liability Insurance Premiums	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-410-0000	Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-420-0000	Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-420-0600	Operating Supplies{FUEL}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-420-0620	Operating Supplies{UNIFORMS}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-420-0621	Operating Supplies{TURN-OUT GEAR}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-430-0000	Small Tools and Minor Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-510-0000	Dues and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-599-0000	Other - Other Expenses	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.000%
2111-220-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-750-0000	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-760-730-0000	Improvement of Sites	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-760-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-760-740-2113	Machinery, Equipment and Furniture(NEW FIRE ENGINE EQUIPMEN)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Fire District Fund Total:		\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.000%

Fund: SAFETY SERVICES LEVY

Pooled Balance: \$274,905.75

Non-Pooled Balance: \$0.00

Total Cash Balance: \$274,905.75

Report reflects selected information.

MEDINA TOWNSHIP, MEDINA COUNTY

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By Fund

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Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2191-210-190-0000	D Other - Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-219-0000	D Other - Employer's Retirement Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-221-0000	Medical/Hospitalization	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-230-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-240-0000	D Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-311-0000	Accounting and Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-314-0000	D Tax Collection Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-315-0000	D Election Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-318-0000	Training Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-318-0691	Training Services(CPT-POLICE TRAINING)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-319-0000	Other - Professional and Technical Services	\$1,501.23	\$0.00	\$0.00	\$0.00	\$1,501.23	\$0.00	100.000%
2191-210-321-0000	Rents and Leases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-322-0000	Garbage and Trash Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-323-0000	Repairs and Maintenance	\$33.16	\$0.00	\$0.00	\$0.00	\$33.16	\$0.00	100.000%
2191-210-330-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-341-0000	Telephone	\$254.79	\$0.00	\$0.00	\$0.00	\$254.79	\$0.00	100.000%
2191-210-342-0000	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-351-0000	Electricity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-352-0000	Water and Sewage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-353-0000	Natural Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-370-0000	Payment to Another Political Subdivision	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-381-0000	Property Insurance Premiums	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-382-0000	Liability Insurance Premiums	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-410-0000	Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-420-0000	Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-420-0600	Operating Supplies(FUEL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-420-0620	Operating Supplies(UNIFORMS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-420-2000	Operating Supplies(COMMUNITY RELATIONS GRANT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-430-0000	Small Tools and Minor Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-490-0000	Other - Supplies and Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Report reflects selected information:

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MEDINA TOWNSHIP, MEDINA COUNTY

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Appropriation Status

UAN v2020 1

By Fund

As Of 2/20/2020

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2191-210-510-0000	Dues and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-599-0000	Other - Other Expenses	\$0.00	\$0.00	\$124,000.00	\$0.00	\$0.00	\$124,000.00	0.000%
2191-210-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-220-319-0000	Other - Professional and Technical Services	\$0.00	\$0.00	\$2,500.00	\$2,220.06	\$279.94	\$0.00	11.198%
2191-220-321-0000	Rents and Leases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-220-322-0000	Garbage and Trash Removal	\$0.00	\$0.00	\$300.00	\$195.27	\$104.73	\$0.00	34.910%
2191-220-323-0000	Repairs and Maintenance	\$321.18	\$0.00	\$1,000.00	\$1,000.00	\$321.18	\$0.00	24.310%
2191-220-341-0000	Telephone	\$0.00	\$0.00	\$200.00	\$120.04	\$79.96	\$0.00	39.980%
2191-220-351-0000	Electricity	\$2,670.72	\$0.00	\$2,000.00	\$3,922.84	\$747.88	\$0.00	16.012%
2191-220-352-0000	Water and Sewage	\$236.52	\$0.00	\$1,000.00	\$1,000.00	\$236.52	\$0.00	19.128%
2191-220-353-0000	Natural Gas	\$524.03	\$0.00	\$1,000.00	\$271.48	\$1,252.55	\$0.00	82.187%
2191-220-360-0000	Contracted Services	\$0.00	\$0.00	\$230,000.00	\$0.00	\$0.00	\$230,000.00	0.000%
2191-220-370-0000	Payment to Another Political Subdivision	\$0.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.000%
2191-220-381-0000	Property Insurance Premiums	\$0.00	\$0.00	\$14,000.00	\$0.00	\$13,702.00	\$298.00	97.871%
2191-220-382-0000	Liability Insurance Premiums	\$0.00	\$0.00	\$2,500.00	\$0.00	\$1,849.00	\$651.00	73.960%
2191-220-420-0000	Operating Supplies	\$0.00	\$0.00	\$300.00	\$300.00	\$0.00	\$0.00	0.000%
2191-220-430-0000	Small Tools and Minor Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-220-510-0000	Dues and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-220-599-0000	Other - Other Expenses	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	0.000%
2191-220-700-0000	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-220-710-0000	Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-220-720-0000	Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-220-730-0000	Improvement of Sites	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-220-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-220-750-0000	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-220-790-0000	Other - Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-230-360-0000	Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-230-370-0000	Payment to Another Political Subdivision	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-290-314-0000	D Tax Collection Fees	\$0.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.000%
2191-760-710-2111	Land(FIRE DEPARTMENT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-760-720-2081	Buildings(POLICE DEPARTMENT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-760-720-2111	Buildings(FIRE DEPARTMENT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-760-730-0000	Improvement of Sites	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

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MEDINA TOWNSHIP, MEDINA COUNTY

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Appropriation Status

UAN v2020.1

By Fund

As Of 2/20/2020

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2191-760-730-2081	Improvement of Sites(POLICE DEPARTMENT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-760-730-2111	Improvement of Sites(FIRE DEPARTMENT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-760-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-760-740-2081	Machinery, Equipment and Furniture(POLICE DEPARTMENT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-760-740-2111	Machinery, Equipment and Furniture(FIRE DEPARTMENT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-760-750-2081	Motor Vehicles(POLICE DEPARTMENT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-760-750-2111	Motor Vehicles(FIRE DEPARTMENT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
SAFETY SERVICES LEVY Fund Total:		\$5,541.63	\$0.00	\$386,800.00	\$10,029.69	\$20,362.94	\$361,949.00	5.190%

Fund: Permissive Motor Vehicle License Tax

Pooled Balance: \$95,140.83

Non-Pooled Balance: \$0.00

Total Cash Balance: \$95,140.83

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2231-760-730-0000	Improvement of Sites	\$0.00	\$0.00	\$60,000.00	\$0.00	\$0.00	\$60,000.00	0.000%
2231-760-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2231-760-750-0000	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2231-760-790-0000	Other - Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Permissive Motor Vehicle License Tax Fund Total:		\$0.00	\$0.00	\$60,000.00	\$0.00	\$0.00	\$60,000.00	0.000%

Fund: Law Enforcement Trust

Pooled Balance: \$584.17

Non-Pooled Balance: \$0.00

Total Cash Balance: \$584.17

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2261-210-430-0000	Small Tools and Minor Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

MEDINA TOWNSHIP, MEDINA COUNTY

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Appropriation Status

UAN v2020.1

By Fund

As Of 2/20/2020

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
	Law Enforcement Trust Fund Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Fund: Fire and Rescue, Ambulance and EMS Serv

Pooled Balance: \$301,591.74

Non-Pooled Balance: \$0.00

Total Cash Balance: \$301,591.74

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2281-230-314-0000	D Tax Collection Fees	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	0.000%
2281-230-360-0000	Contracted Services	\$59,493.24	\$0.00	\$300,000.00	\$329,527.51	\$29,965.73	\$0.00	8.336%
2281-230-370-0000	Payment to Another Political Subdivision	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2281-920-920-0000	D Advances - Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
	Fire and Rescue, Ambulance and EMS Serv Fund Total:	\$59,493.24	\$0.00	\$307,500.00	\$329,527.51	\$29,965.73	\$7,500.00	8.165%
	Report Total:	\$241,855.78	\$0.00	\$3,049,600.00	\$782,570.60	\$431,246.36	\$2,077,638.82	13.102%



APPROVED BY MEDINA TWP. TRUSTEES
Date 2-20-2020
Trustee Chm. [Signature]
Trustee [Signature]
Trustee [Signature]

MEDINA TOWNSHIP

EMPLOYEE PERSONNEL POLICIES AND PROCEDURES HANDBOOK

- 4.4 Employee Notification
- 4.5 Police Personnel

ARTICLE V – HOURS OF WORK AND COMPUTATION OF PAY

- 5.1 Employee Attendance and Hours of Work
- 5.2 Attendance/Absence
- 5.3 Required Overtime

ARTICLE VI– PAID TIME OFF

- 6.1 Absence from Work
- 6.2 Special Periods
- 6.3 Holiday Leave
- 6.4 Working on a Holiday
- 6.5 Holiday during Leave
- 6.6 Religious Holiday
- 6.7 Vacation Leave
- 6.8 Military Leave
- 6.9 Civil Leave
- 6.10 Funeral Leave
- 6.11 Sick Leave
- 6.12 Reasons
- 6.13 Documentation
- 6.14 Notice
- 6.15 Child Care Leave
- 6.16 Leaves of Absence
- 6.17 Unauthorized Leave
- 6.18 Abuse of Leave
- 6.19 Temporary and Occupation Leave
- 6.20 Family and Medical Leave
- 6.21 Requests for Leave Procedure
- 6.22 Employee Travel Reimbursement

ARTICLE VII – BENEFITS: OPERS & INSURANCE

- 7.1 Ohio Public Employee Retirement System (OPERS)
- 7.2 Worker's Compensation
- 7.3 Notification of Injury
- 7.4 Health/Hospitalization/Medical Insurance
- 7.5 Uniform Allowances
- 7.6 Training/Education Expenses

ARTICLE VIII – SEPARATION FROM EMPLOYMENT

MEDINA TOWNSHIP, MEDINA COUNTY

INTRODUCTION

These policies apply to all full and part-time employees, except as otherwise stated in negotiated contract agreements. Collective bargaining agreements supersede any rules or regulations that are outlined in this Policy Manual. Any issue or a rule that is not specifically covered under the collective bargaining agreement will revert to the policy manual and will be honored.

Part-time employees are eligible only for those employee benefit programs specifically granted to them by the Board of Trustees.

To answer questions you may have about Medina Township government and personnel procedures, we have prepared this Handbook. Please read it thoroughly and retain it for future reference. It is designed to provide employees information regarding benefits, responsibilities, procedures, and a summary of personnel policies established by the Trustees.

KEEP THIS BOOK HANDY. IT WILL ANSWER MANY OF YOUR
QUESTIONS ABOUT WORKING FOR MEDINA TOWNSHIP.

SUBORDINATION

This handbook is subordinated to and subject to any Federal, State or local law, rule or regulation. In the event of a conflict between such laws, rules or regulations, the affected provisions of this Handbook shall be superseded by such laws, rules or regulations. Individual departments may add additional requirements based upon job duties and responsibilities.

DISCLAIMER

The information contained in the Employee Handbook has been prepared as an aid and guideline to give you a better understanding of your job with Medina Township, and to give you a summary of the wage, benefit and personnel policies and programs. Any past practices which are inconsistent with any term of this Handbook are specifically disavowed.

The benefits, responsibilities, procedures and policies described in this Handbook are subject to change, modification and revision at the sole discretion of the Board of Trustees to meet the needs of the Township and the workforce. The Township reserves the right and authority to administer the business of the township, direct its operations, and promulgate rules and regulations and to otherwise exercise the prerogatives of management. The Trustees will issue notice of any changes, modifications or revisions, and any such notice shall be kept with your copy of this Handbook.

Investigations of Employment Issues

If any employee is asked to participate in an investigation regarding employment complaints or other issues, the employee shall be required to fully cooperate with the investigation. This includes truthfully answering questions, and violation of this policy shall result in discipline up to and including termination for the first offense.

ARTICLE I – PREFACE, AMENDMENT OF RULES, AND OBJECTIVES

1.1 How to Use This Handbook

This handbook for employees of Medina Township serves two purposes:

1. A summary of current personnel policies and practices, benefits, responsibilities and opportunities available to you as an employee; and
2. An official document governing the personnel administration of all employees of the township with references to the Ohio Revised Code and other administrative orders and resolutions.

All employees will be provided a copy of the handbook. Employees are responsible for taking time to review this handbook and be aware of its contents and how it applies.

Employees should keep this handbook in a safe place. From time to time this handbook may be updated. It is the responsibility of the employee to include in the employee's copy of the Handbook any changes received to avoid any misunderstandings.

The statements within this handbook are written in a manner designed to apply generally to all full-time, part-time and/or seasonal employees. Additional references to specific job responsibilities and operating procedures may be contained in a separate "Standard Operating Procedures" document designed for various departments.

If there is a question regarding a written policy, it should be directed in writing to the Medina Township Board of Trustees.

1.2 Purpose

It is the purpose of these Rules and Regulations to implement the provisions of the Ohio Revised Code and Township personnel resolutions by establishing standards and procedures. These regulations are also provided as a guideline to be followed when a situation occurs which is not specifically considered in the Ohio Revised Code, personnel resolutions, or specifically modified by an applicable labor contract. The Board of Trustees reserve all rights authorized them by the Ohio Revised Code for personnel administration.

Classification - a group of positions that involve similar duties and responsibilities require similar qualifications, and which are properly designated by a common descriptive title indicating the general nature of the work. A class may include only one position in some circumstances.

Collective Bargaining Agreement (CBA) - a labor agreement between an employer and one or more unions. Collective bargaining consists of a process of negotiations between representatives of a union and employers, represented by management in respect to the terms and conditions of employment of employees, such as wages, hours of work, working conditions, and grievance procedures. For Medina Township and certified by the State Employees Relations Board (SERB), the sole and exclusive collective bargaining representative for all full time patrol officers and sergeants is the Ohio Police Benevolent Association (OPBA).

Discipline - an action taken against an employee by the Board of Trustees or by the Board's designated representative, as the result of an employee's lack of adherence to rules and procedures of the organization or deficiency of performance in work-related tasks.

Exempt Employee – An employee who is hired by the Board of Trustees as an exempt employee. An employee who is hired as an exempt employee must meet the tests as defined in the FLSA for both the salary test and the duties test. If both criteria are not met, then the employee cannot be hired as an exempt employee.

Employer - The Board of Trustees or the designee of the Board of Trustees specifically authorized to make policy decisions on their behalf.

Full-Time Employee - an employee whose regular hours of duty for the Township total eighty hours in a pay period.

Grievance- a written action initiated by an employee concerning work rules, policies, or procedures.

Immediate Family - the immediate family of an employee includes family members whose relationship to the employee is current, including the employee's spouse, father, mother, brother, sister, son, daughter, mother-in-law, father-in-law, grandchildren, stepchild or other blood relative for whom an employee may have custodial responsibility.

Non-Exempt Employee – an employee who is entitled, under the FLSA, to time and one-half their “regular rate” of pay for each hour they actually work over the applicable FLSA overtime threshold in the applicable FLSA work period.

Part-Time Employee – an employee whose regular hours of duty for the Township are less than 1,500 hours annually.

Personnel Policies and Procedures - the rules and regulations governing the day to day relationships between employer and employee, and which explain the benefits, rights and responsibilities of the employee as well as the responsibilities and rights of the employer.

Probationary Period - the period of time at the beginning of employment or following a promotion which constitutes a trial period for the employee in order to ascertain his or her

2.2 Applications

The Board of Trustees shall develop and maintain a current job application form. All persons desiring employment with Medina Township must complete the application. Applications will only be accepted for current job vacancies or potential vacancies. All applications will be maintained based on the Township's record retention policy. The application of the person selected will be part of his/her personnel file. All applications shall be signed by the person applying, verifying that the information contained therein is true.

2.3 Applicant Evaluation

All applicants will be evaluated based on their education, training, experience, oral interviews and results of any examinations required for the position being filled. For firefighter and police candidates, this will also include a physical and an agility test. The Township reserves the right to require documentation of any asserted education, training, and experience or examination results.

2.4 Equal Opportunity Employment

Medina Township is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates the law. Medina Township promotes equal employment opportunity to qualified persons without regard to race, color, sex, sexual orientation, gender identify, age, religion, national origin, political affiliation, sexual orientation, physical or mental disability, or other protected classifications in accordance with State and Federal law. It is the intent of the Board of Trustees that equal opportunity is provided in employment promotion, wages, benefits, and all other privileges, terms and conditions of employment.

2.5 Disabilities and Reasonable Accommodations

Medina Township endorses the clear mandate of the Americans with Disabilities Act of 1990 (ADA) to remove barriers, which prevent qualified individuals with disabilities from enjoying the same opportunities available to those persons without disabilities. Medina Township will not discriminate against a qualified individual with a disability regarding any aspect of employment including recruitment, application process, hiring, promotion, demotion, layoff recall, transfer, employee compensation, termination any other term and/or condition of employment. Medina Township will provide reasonable accommodations to an otherwise qualified individual who can perform the essential functions of a position as long as the reasonable accommodation does not impose an undue hardship on the Township and the person's disability does not pose a direct threat to the health and/or safety of others in the workplace.

All aspects of Medina Township's policy on disabilities and reasonable accommodations shall be defined and construed consistent with the ADA and the case law and/or regulations promulgated thereunder.

2.6 Selection

An offer of employment shall be made to the applicant determined by the Board of Trustees, to be the best overall qualified candidate for the position.

2.10 At-Will Employment

All employees, other than those protected under the Ohio Revised Code are considered at-will employees of the Township and may be terminated at any time for cause or for no cause.

2.11 Temporary/Seasonal or Part-Time Help

All part-time employees shall have an application, personal data sheet and withholding certificates on file with the Fiscal Officer on or before beginning date of employment.

2.12 Separation from Service

At the time an employee is separated from service with the Township for whatever reason, the following steps must be taken prior to receipt of final pay:

- A. Return to Township any Township property including but not limited to: uniforms, tools, building and office keys, and/or keys to Township offices. A receipt will be placed in the employee file for all property returned.
- B. Provide the Fiscal Officer with the proper forwarding addresses in order to receive W-2 forms and any other pertinent information and further advise the Fiscal Officer as to the type of action desired regarding employee's retirement plan and other benefits.

2.13 References upon Separation

All requests for references for current or previous Township employees shall include only dates of employment and position held, unless otherwise approved and/or determined by the Board of Trustees. **(Added 8/5/10)**

Additional information may be required if by law or as a result of the position being applied for.

2.14 Fire Department Pre-Employment Agreement

The Medina Township Fire Department Pre-Employment Agreement shall be presented to any person requesting to be employed as a Firefighter for Medina Township. **(Adopted 9/26/13)**

ARTICLE III – PAY SCHEDULE

3.1 Payment of Wages

Salaries and compensation will be determined by resolution of the Board of Trustees. Full-time, part-time and seasonal employees will be paid bi-weekly (twenty-six (26) pay periods annually as applicable) The Fiscal Officer is responsible to prepare payroll.

The pay period starts every other Sunday and runs fourteen (14) calendar days. Timesheets will be due every two weeks. Payroll forms must be signed by the employee and approved by the Department Head and the liaison Trustee and certified by the Fiscal Officer. Falsifying time entries is strictly prohibited. If you falsify your own time records, or the time records of co-workers, you will be subject to discipline up to and including termination. Board of Trustees and Fiscal Officer are paid monthly. Zoning Board and Board of Zoning Appeals Members will be paid annually.

demanding tasks. However, under special circumstances, the Board of Trustees may approve compensatory time or overtime to exempt employees at their discretion.

Any overtime must be approved before worked. Any non-exempt employee working more than forty (40) hours in a workweek, without the prior approval of the Liaison Trustee may be subject to discipline up to and including termination.

Overtime, other than emergency call-outs, will be permitted only with the express approval of the appropriate liaison of the Board of Trustees or his/her department head designee.

Full-time service department employees will be paid a minimum of two hours when they are called in after hours and on the weekend.

Service Department comp hours are capped at two-hundred forty (240) hours. At the point that compensatory time exceeds two-hundred 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 forty (240) hours. Sick time is not to be accrued on overtime hours.

For the Police Department, further information can be found pertaining to comp time in the CBA.

3.4 Weather Emergencies

Employees of those departments or offices, which must provide services during weather emergencies, will be expected to report for duty.

All other employees shall be notified by either their supervisor, the Board of Trustees or by radio/television notification if the Township offices will be closed due to a weather emergency.

3.5 Garnishment/Child Support

A claim may be made against an employee's salary for unpaid debts. This claim is called a garnishment or child support requirement wages and is a court order that requires the Fiscal Officer to make a deduction from the employee's paycheck to pay the debt.

3.6 Cash Advance Policy

It is the policy of Medina Township that no advance in an employee's pay is made, regardless of need. This policy is necessary for the protection of public funds with which the Township is entrusted.

3.7 Longevity Pay

All full-time Township non-bargaining employees shall receive, in addition to their regular compensation, longevity pay. The rate of longevity pay shall be \$100 per year starting on the third anniversary with a maximum longevity pay of \$1,500. Longevity pay shall be paid within thirty (30) days of the employee's qualifying anniversary date.

3.8 Lunch Periods

Full-time employees are permitted a thirty (30) minute unpaid lunch period for each full shift worked as well as two (2) fifteen (15) minute breaks, one in the morning and one in the afternoon.

15. Leaving the job during a working shift without obtaining authorization from a supervisor or Trustee unless due to an emergency which is reported to a supervisor or Trustee immediately.
16. Abuse, destruction or waste of Township property, supplies, tools, equipment or the abuse or destruction of property of other employees, unless accidental;
17. Sleeping during working hours;
18. Signing and/or clocking out another employee's time card or altering his/her own time card;
19. Fighting or purposefully attempting to injure another employee;
20. Stealing Township property or the property of another employee;
21. Falsifying an employment application, timecard or work-related injury report;
22. Unexcused absence from work for three (3) consecutive days without reporting to his/her Supervisor;
23. Conviction of criminal offenses, other than a minor traffic offense;
24. Insubordination: refusing a direct order from a supervisor;
25. Failure to return from an authorized leave of absence;
26. Failure to notify the Township of a restriction or suspension of employee's Ohio motor vehicle license on the first working day immediately following the suspension, even if the Court granted work driving privileges;
27. Any violation of this policy manual, and/or any violation of the ethics provisions set forth herein;
28. Using, bringing or allowing friends and/or family members to use or bring alcoholic beverages on or in Township property;
29. Failure of good behavior;
30. Using, bringing or allowing friends and/or family members to use or bring illegal substances on or in Township property at any time;
31. Violation of the Township sexual harassment policy as set forth herein; and
32. Having or carrying a firearm while on Township property, including in a Township or personnel vehicle, except law enforcement officer, in the scope of employment. This does not include weapons that follow the concealed carry laws of the State of Ohio. Unless otherwise authorized by law, no person shall knowingly possess a deadly weapon onto Medina Township property.

4.3 Disciplinary Procedure

The Board of Trustees, as well as Department Heads with Trustee Liaison approval, shall be responsible for the discipline of employees and may issue a corrective disciplinary action to an employee. Discipline may or may not be progressive in nature and shall be applied based upon a combination of factors, including the severity of the offense, history of the employee and past disciplinary actions against the employee.

Documentation of each corrective disciplinary action must be submitted to the Board of Trustees and Township Fiscal Officer.

Each Department Head will attempt to counsel, admonish and command employees when required, as applicable. Counseling should not be construed as disciplinary action. It is meant to be constructive.

Any modification to the normal workday or work week will be at the sole discretion of the Board of Trustees or their department designee at their direction for each department.

Employees are expected to report to work on time, with all necessary equipment, and properly attired to conduct assigned work. Employees are expected to devote full attention to their duties for the entire work period except during the lunch period and scheduled breaks. If an employee must leave the work area during work hours, prior authorization should be obtained from the supervisor.

Frequent or unexplained absences from work or tardiness in reporting to work will seriously impair the value of the employee's service to the Township and may result in disciplinary action, up to and including termination of employment.

Absence is defined as failure to report for and/or remain at work performing assigned duties during the scheduled period, and includes all time lost from the job whether excused or unexcused, except for authorized use of accrued leave or leave permitted by policy or law including but not limited to jury duty, military service, and leave for death of an immediate family member.

Each supervisor shall be responsible for monitoring attendance of all employees in his/her department or office and shall forward complete attendance records on to the Fiscal Officer. Records of attendance shall be reported to the Fiscal Officer's office on Monday following each pay period. The Fiscal Officer's office will maintain the official calculation of the accrued leave time for each employee. Vacation or other accrued vacation leave shall be computed in units of days or hours depending on the type of calculation. The Fiscal Officer shall maintain a personnel file on each Township employee and shall permit review of such file by the Board of Trustees upon request.

5.3 Required Overtime

Employees are required to work overtime when asked unless unusual or emergency circumstances prohibit their working.

ARTICLE VI– PAID TIME OFF

6.1 Absence from Work

Employees shall not fail to report for duty without the permission of the Department Head. Department Heads shall not fail to report for duty without the permission of the Board of Trustees.

6.2 Special Periods

The Board of Trustees may deny leave requests, unless prohibited by law, during special periods such as an emergency situation, or departmental need.

6.7 Vacation Leave

In order to use vacation time, a full-time employee must have completed one year of service with the Township. Vacation accrues on an anniversary year basis. All vacation is earned in the previous calendar year of employment except in the first year. The vacation schedule for full-time employees with continuous service shall be as follows:

Length of Service	Accrual Rate per Year to be taken the following year
< 1 year	80.0 hours (upon completion of one year)
1 year or more	80.0 hours
5 years or more	120.0 hours
10 years or more	160.0 hours

Employees will be credited vacation on the anniversary of the start of their full-time employment. When requesting vacation leave, employees must submit a written request in advance. No full-time employee will be granted accrued vacation leave in advance. Authorization for the use of accrued vacation leave is always subject to the needs of the office or department in which the employee works. The Board of Trustees reserves the right to deny any request for vacation leave.

Vacation hours cannot be used if the combination of hours of regular time, sick time, or vacation time, will create overtime, except for the Road Department personnel in an emergency situation.

Vacation is earned on an annual basis based upon date of hire. No employee shall carry over vacation time from anniversary date. Any employee who fails to use any vacation leave will receive payment at their current rate of pay for all unused leave. Sick leave will not be accrued at the time vacation leave is paid at the end of the anniversary date. The employee will receive this payment as part of the first paycheck for the first full pay period following the anniversary date. No credit is given for partial years of service. Any unused vacation upon separation shall be paid to the employee or be transferred to another agency (if allowed by the new employer), in which case no payment will be made and a certified letter shall be forwarded to the new employer as to the amount of unused vacation time. Vacation time will be paid out for employees upon retirement who have a minimum of ten years of continuous service with the Township.

Authorization for the use of accrued vacation leave is always subject to the needs of the office or department in which the employee works. Acceptable patterns for use of accrued vacation may vary depending on the nature of the work. For example: The Service Department may deny the use of accrued vacation in the bad weather months when the department schedule is more demanding.

All vacation leave shall be approved by the supervisor at least one week (seven (7) days) prior to the day upon which the vacation commences unless in an emergency situation or by prior verbal approval.

Vacation shall be charged at the employee's current rate of pay.

Vacation leave cannot be earned while an employee is on an unpaid leave.

6.10 Funeral Leave

A full-time employee is entitled to a maximum of three (3) days of funeral leave with pay when there is a death in the immediate family for the purpose of attending the funeral.

Employees may be required to provide written verification, upon returning to work, of the death for which they choose to exercise Funeral Leave.

The immediate family shall include family members whose relationship to the employee is current, including the employee's spouse, father, mother, brother, sister, son, daughter, mother-in-law, father-in-law, grandchildren, grandparents, minor stepchildren or other blood relative for whom an employee may have custodial responsibility.

Arrangements for Funeral Leave are to be made with the employee's immediate supervisor. Funeral Leave pay shall be calculated in the same manner as Sick Leave. If additional time is needed, with approval of the Department Head and based on the particular circumstances of the case, additional time may be taken. Any such additional time granted may be counted as vacation time, sick leave (for the death of the employee's parent, spouse or child) or compensatory time, if available.

6.11 Sick Leave

Sick leave is time for which an employee is compensated at his or her current rate of pay when absent due to illness, injury, a pregnancy-related condition of the employee, exposure to a contagious disease which could be communicated to and jeopardize the health of others or another medically related reason, such as a doctor or dental appointment.

An employee who is ill and unable to work should notify their immediate supervisor by the start of their shift unless an emergency situation prevents such notification.

If an employee is absent, they may be required to supply a physician's statement, which must be submitted to their immediate supervisor, prior to returning to work. Falsification or lack of said documentation when required will be grounds for disciplinary action, including termination.

At the employer's discretion, any Township employee may be required to be examined by a licensed physician chosen by and paid for by Medina Township, prior to their return to work, in order to determine their capability to perform their duties.

Sick leave may also be used when the employee's presence is reasonably necessary to care for a member of their immediate family (spouse, children or parents). Upon request, the employee may be required to provide a doctor's certificate concerning the need for the employee to provide care.

All full-time employees are entitled to earn sick leave with pay. Full-time employees will accrue sick leave at the rate of 4.6 hours for every eighty (80) hours of service. Upon separation from the Township, any unused sick leave may be transferred to another agency if allowed by the receiving agency.

Neither part-time nor temporary/seasonal employees are eligible for sick leave.

6.12 Reasons

Sick leave may be used for absence due to temporary disability caused by illness, injury, pregnancy or for exposure to contagious or communicable disease which may be transmitted to fellow employees. Any such absence shall begin when the temporary disability or exposure shall be so severe as to prohibit an employee from attendance at work and shall cease when an employee is able to return to work. Sick leave may also be used for a family emergency resulting from illness or injury to an employee's spouse, children or other dependents residing in the employee's household or in accordance with the Family and Medical Leave Act. The emergency must require the employee's presence at home or at the health care provider.

6.13 Documentation

An employee absent on sick leave for more than three (3) days may be required to submit a written medical release form from their doctor. A copy of the doctor's certificate should be attached to the employee's time sheet and submitted to the Fiscal Officer. Failure to submit a sick leave claim when requested or as required will result in disciplinary action in accordance with Article IV-Discipline.

6.14 Notice

Employees seeking to use sick leave should call a supervisor two hours prior to their regular starting time if possible. If not possible, employees should notify a supervisor as soon as possible before the starting their shift. Failure to do so may result in the employee being counted as missing which would result in no sick leave benefit being paid and the employee being subjected to disciplinary action.

6.15 Child Care Leave

Leave of absence without pay may be granted at the discretion of the Board of Trustees for the purpose of child care. All requests for leave for purposes of child care shall be considered on a nondiscriminatory basis without regard to the sex of the employee. An adoptive parent's request for leave of absence for the purpose of child care shall be considered on the same basis as that of a biological parent under similar circumstances. Such leave will be limited to six (6) months.

6.16 Leaves of Absence

A reasonable leave of absence may be approved by the Board of Trustees under the following conditions:

- A. Leave of absence is always without pay, unless covered by the Family Medical Leave Act.
- B. Leave of absence may only be granted to regular, full-time employees who have successfully completed their probationary period.
- C. Leave of absence may be granted to part-time employees with the recommendation of the Department Head.

3. Currently work at a location where there are at least fifty (50) employees within seventy-five (75) miles.

All periods of absence from work due to or necessitated by service in the uniformed services are counted in determining FMLA eligibility.

Conditions Triggering Leave

FMLA leave may be taken for the following reasons:

1. Birth of a child, or to care for a newly born child (up to twelve (12) weeks);
2. Placement of a child with the employee for adoption or foster care (up to twelve (12) weeks);
3. To care for an immediate family member (employee's spouse, child, or parent) with a serious health condition (up to twelve (12) weeks);
4. Because of the employee's serious health condition that makes the employee unable to perform the employee's job (up to twelve (12) weeks);
5. To care for a covered service member with a serious injury or illness related to certain types of military service (up to twenty-six (26) week) (see Military-Related FMLA Leave for more details); or,
6. To handle certain qualifying emergencies arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or call to covered activity duty status in the Uniformed Services (up to twelve (12) weeks) (see Military-Related FMLA Leave for more details).

The maximum amount of leave that may be taken in a twelve (12) month period for all reasons combined is twelve (12) weeks, with one exception. For leave to care for a covered service member, the maximum combined leave entitlement is twenty-six (26) weeks, with leaves for all other reasons constituting no more than twelve (12) of those twenty-six (26) weeks.

Definitions

A "Serious Health Condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three (3) full calendar days and two (2) visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

Identifying the Twelve (12) Month Period

The twelve (12) month period in which twelve (12) weeks of leave may be taken the twelve (12) month period measured forward from the date FMLA leave begins. For leave to care for a covered service member, Medina Township calculates the twelve (12) month period beginning on the first

provided thirty (30) days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the Medina Township's normal call-in procedures, absent unusual circumstances.

2. Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within fifteen (15) calendar days of Medina Township's request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up to and including termination. Second or third medical opinions and periodic recertification may also be required.
3. Periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
4. Medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. Medina Township will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

Employer Responsibilities

To the extent required by law Medina Township will inform employees whether they are eligible under the FMLA. Should an employee be eligible for FMLA leave, Medina Township will provide him or her with a notice that specifies any additional information required as well as the employee's rights and responsibilities. If employees are not eligible, Medina Township will provide a reason for the ineligibility. Medina Township will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If Medina Township determines that the leave is not FMLA-protected, Medina Township will notify the employee.

Job Restoration

Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Failure to Return after FMLA Leave

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the twelve (12) week FMLA entitlement (or in the case of military caregiver leave, the twenty-six (26) week FMLA entitlement) will be subject to Medina Township's standard leave of absence and attendance policies. This may result in termination if you have no other Medina Township provided leave available to you that applies to your continued absence. Likewise, following the

MILITARY-RELATED FMLA LEAVE

FMLA leave may also be available to eligible employees in connection with certain service-related medical and nonmedical needs of family members. There are two forms of such leave. The first is Military Caregiver Leave, and the second is Qualifying Emergency Leave. Each of these leaves is detailed below.

Definitions

A “covered service member” is either: (1) a current service member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness incurred in the line of duty for which the service member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list; or (2) a “covered veteran” who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. A “covered veteran” is an individual who was discharged under conditions other than dishonorable during the five (5) year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. The period between October 28, 2009 and March 8, 2013 is excluded in determining this five (5) year period. The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition.” For current service members, the term “serious injury or illness” means an injury or illness that was incurred by the member in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service, that may render them medically unfit to perform the duties of their office, grade, rank or rating.

For covered veterans, this term means a serious injury or illness that was incurred in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service and manifested itself before or after the individual assumed veteran status, and is: (1) a continuation of a serious injury or illness that was incurred or aggravated when they were a member of the Armed Forces and rendered them unable to perform the duties of their office, grade, rank or rating; (2) a physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of fifty (50) percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; (3) a physical or mental condition that substantially impairs the veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would be so absent treatment; or (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers. “Qualifying Emergencies” include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, parental care, and post-deployment debriefings.

Military Caregiver Leave

Unpaid Military Caregiver Leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. Military Caregiver Leave is a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (12)

Qualifying Emergency Leave is available under the following circumstances:

1. Short-notice deployment. To address any issue that arises out of short notice (within seven days or less) of an impending call or order to covered active duty.
2. Military events and related activities. To attend any official military ceremony, program, or event related to covered active duty or call to covered active duty status or to attend certain family support or assistance programs and informational briefings.
3. Childcare and school activities. To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.
4. Financial and legal arrangements. To make or update various financial or legal arrangements; or to act as the covered military member's representative before a Federal, State, or local agency in connection with service benefits.
5. Counseling. To attend counseling (by someone other than a health care provider) for the employee, for the military member, or for a child or dependent when necessary as a result of duty under a call or order to covered active duty.
6. Temporary rest and recuperation. To spend time with a military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to fifteen (15) calendar days of leave for each instance of rest and recuperation.
7. Post-deployment activities. To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to ninety (90) days following termination of the military member's active duty status. This also encompasses leave to address issues that arise from the death of a military member while on active duty status.
8. Parental care. To care for the military member's parent who is incapable of self-care. The parent must be the military member's biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the military member when the member was under eighteen (18) years of age.
9. Mutually agreed leave. Other events that arise from the military member's duty under a call or order to active duty, provided that Medina Township and the employee agree that such leave shall qualify as an emergency and agree to both the timing and duration of such leave.

An employee seeking Qualifying Emergency Leave may be required to submit appropriate supporting documentation in the form of a copy of the military member's active duty or rest and recuperation orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific emergency, the amount of leave needed and the employee's relationship to the military member, within fifteen (15) days. Qualifying Emergency Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Limited Nature of This Policy

This Policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for the FMLA. Medina Township reserves the right

transportation, meals, tuition, registration fees) must seek and obtain approval in writing from his/her supervisor as well as the Board of Trustees, in advance. Upon approval, reimbursement may include the following:

- a. Transportation costs to travel out of county including car rental, toll charges, taxi fare, parking where detailed receipts are provided.
- b. Reasonable hotel bills, meals, and related expenses during the course of official duties.
- c. Although travel in Medina Township vehicles will not be reimbursed on a mileage basis, out of township purchases of gasoline, oil, emergency repair or part replacement may be reimbursed at actual costs.
- d. All mileage and reimbursement claims shall be submitted on approval forms furnished by the Fiscal Officer. All claims must be approved by the employee's supervisor and supported by copies of receipts containing detailed explanations for the expenses claimed.

Lodging expenses incurred while traveling on official Township business shall be reimbursed at a single room rate, including taxes and fees. The employee shall notify the hotel of the fact that such lodging is for a government employee and the employee shall provide the tax-exempt certificate, exempting payment of state sales taxes. Forms may be obtained from the Fiscal Officer.

ARTICLE VII – BENEFITS: OPERS & INSURANCE

7.1 Ohio Public Employee Retirement System (OPERS)

Medina Township complies with all requirements of (OPERS). If you have any questions regarding your retirement plan, please contact OPERS at 1-800-222-7377 or benefitquestions@opers.org.

7.2 Worker's Compensation

All Township employees are protected at Township expense under Ohio Worker's Compensation Program. From this fund, medical expenses are covered for workers who suffer injury or certain kinds of illness in the course of their employment. In addition, if workers are temporarily unable to work as a result of such injury or illness, weekly disability payments are made to them after they complete an initial waiting period of one week (ORC 4123.55).

If you sustain a job-related injury, a report must be filed immediately with your supervisor or the Board of Trustees. Any work-related injury not reported within a maximum of twenty-four (24) hours from the time of injury will not be validated. If you fail to report an accident, benefits or payment of medical charges may be delayed and/or denied. You also must file Worker's Compensation forms with the Fiscal Officer. All questions and/or requests for assistance should be directed to the Fiscal Officer.

7.6 Training/Education Expenses

The Board of Trustees believes that ongoing education is important for all zoning staff and zoning boards who serve the Township. Being current regarding legal mandates, regulations and creative practices ensure that residents and businesses continue to receive the best services possible.

Therefore, the Board of Trustees strongly encourages zoning staff and zoning board members to attend and participate in continuing educational seminars. Also, the Board of Trustees strongly encourages the sharing of the information with board members who are not able to attend such seminars.

The Board of Trustees understand that zoning board members work, own businesses, and otherwise have busy and fulfilling lives and accordingly have little free time, particularly during working hours. The Board of Trustees greatly appreciates the services and dedication that the zoning staff and zoning board members provides.

However, the Board of Trustees believes that a minimum level of annual training should be attained by all members of the Medina Township Board of Zoning Appeals and Medina Township Zoning Board. As such the Board of Trustees shall mandate, as of January 1, 2010, that each member of the respective Zoning Boards attain six (6) hours of training per calendar year.

To assist in this endeavor, the Board of Trustees agree to pay, with pre-approval, up to twelve (12) hours of training per calendar year per board member with travel, meals and other incidental expenses for related workshops, seminars, training workbooks or other materials related to the responsibility of the position. A meeting stipend will be offered as compensation for every session attended.

It is recommended that all trainings be pre-approved and read into the minutes for tracking purposes. If the Township lacks sufficient funds to reimburse board members or staff for requested trainings, the mandated requirement for that year is waived.

Failure to meet this training requirement may result in termination.

Additionally, it is expected that the Zoning Inspector and the Assistant Zoning Inspector will attain a minimum of twelve (12) hours of job relevant continuing education per calendar year, with pre-approval. If the continuing education program is scheduled above and beyond normal working hours, they will be compensated at their hourly rate. Travel, meals and other incidental expenses, such as training materials and books will be reimbursed with receipts.

ARTICLE VIII – SEPARATION FROM EMPLOYMENT

8.1 Retirement

Please contact your OPERS representative(s) concerning your retirement eligibility and/or requirements.

termination will be in writing and maintained in the employee's personnel file. If the termination is based on a reason, the reason will be noted in the written notice of termination.

A discharge or involuntary termination may occur at any time during the course of employment including, but not limited to, during the probationary period.

When a decision has been made to terminate an employee, the employee will be notified of such decision by a written notice from the supervisor or the Board of Trustees. The notice will provide the employee with notice of a time and place to meet with the supervisor and/or Board of Trustees for a termination meeting at which time the employer will discuss the reasons for the termination. Unless the employee is notified otherwise at the conclusion of the termination meeting, the termination will be effective at the time set forth in the notice.

At the time of the employment termination, arrangements for final paycheck will be made and information regarding insurance coverage and other information relative to employment term will be explained.

Employees must return all Township property, including but not limited to identification cards, keys, and manuals, to their supervisor on or before the employee's last day of work. If said contents are not received within three (3) working days, legal proceedings may be initiated, and the final paycheck will be held until all Medina Township property is returned.

8.8 Death

When an employee dies, his/her final compensation, accumulated annual leave and any other monetary benefits shall be provided to his/her immediate family or his/her estate.

8.9 COBRA

You and/or your covered dependents will have the opportunity to continue medical and/or dental and vision benefits for a period of up to twelve (12) months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical and/or dental and vision coverage for you and/or your covered dependents would otherwise end due to your death or because:

- a. Your employment involuntarily terminates, for a reason other than gross misconduct; or
- b. Your employment status changes due to a reduction in hours; or
- c. Your child ceases to be a "dependent child" under the terms of the medical and/or dental and vision plan; or
- d. You become divorced or legally separated; or
- e. You are not covered or eligible for coverage under Medicare; or under other group coverage.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within sixty (60) days of the occurrence of the event.

If an employee or volunteer's automobile insurance is canceled for any reason or they receive a citation, revocation or there is a change in their license, they are required to inform the Board of Trustees immediately in writing

If any employee or volunteer with Township driving responsibilities acquires more than eight (8) points in a three-year period on their driving record, they must complete a certified defensive driving course at their own expense before resuming Township driving responsibilities.

Employees driving their own vehicles on Township business must maintain at least the minimum required insurance amounts. Currently, the Ohio state law requires minimum Bodily Injury Liability coverage of \$12,500 per injured person up to a total of \$25,000 per accident, and Property Damage Liability coverage with a minimum limit of \$7,500.

ARTICLE X – SPECIFIC RULES AND REGULATIONS

10.1 Character and Workplace Behavior

- A. Each employee shall be held accountable for their personal appearance; friendly, courteous, and helpful attitude toward the public; loyalty to the Township; and willingness to cooperate with their superiors and fellow employees. Improper behavior and/or language is in extremely poor taste and displays an unsatisfactory attitude, which will not be tolerated.
- B. Each employee should be especially careful that they do not engage in gossip, half-truths, or the release of confidential information pertaining to the Township or its operations, employees, customers and residents. The close association of the business and home lives of people in the community makes it necessary that employees use the utmost consideration and good judgment when speaking to others about their work and daily contacts.
- C. Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.
- D. For additional information and assistance with the Ohio Ethics Law, Township officers and employees should contact the Ohio Ethics Commission at (614) 466-7090 or online at www.ethics.ohio.gov.

10.2 Bonds

Township officers and employees are required to post bonds, as required by the Ohio Revised Code, paid by the Township, prior to assuming the duties of their respective positions. The Board of Trustees may increase the bond amount to match the amount of cash handled during one year if they determine that the employee is handling more cash than the approved amounts.

activity and generally undermines the public's confidence in organizations where it occurs. The Board of Trustees is determined that this does not happen within the Township and to this end has declared Medina Township a drug-free workplace and adopted this policy. Compliance with this policy is a condition of employment.

Any employee of Medina Township who is convicted of a drug or alcohol related offense must report their conviction to the Board of Trustees within one (1) day of that conviction. The convicted employee will be required to take part in a rehabilitation program that has been approved by the Board of Trustees, such as a program offered through the EAP.

Failure to follow prescribed medical or psychological treatment and/or to improve work performance to an acceptable level will be justification for termination of employment on the same basis as any other employee whose work performance is unsatisfactory.

Medina Township views a violation of this policy as a serious offense that will be investigated. The employee is expected to cooperate with that investigation. Violating this policy or refusing to cooperate in an investigation may result in discipline up to and including termination.

10.5.1 Policy

Employees are expected to maintain the integrity of Township Government, the safety of both Township employees and the public, to provide a drug-free workplace and to maintain efficient operations by ensuring employees at work are in appropriate mental health and physical condition. The manufacture, distribution, possession, or use of a controlled substance unless by doctors order on Township property or while conducting Township business off Township property is absolutely prohibited. Being under the influence of a controlled substance unless pursuant to doctor's orders or alcohol during normal work hours while performing Township business, on or off Township property, or while in or on Township equipment including Township vehicles is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including immediate termination by the Board of Trustees.

Medina Township recognizes drug and alcohol dependency as an illness and major health problem. Medina Township also recognizes drug and alcohol abuse as a potential health, safety and security problem. Employees needing help with such problems are encouraged to use their health insurance plans, or to seek help from an outside substance abuse treatment center or program. The Medina Township hopes you will make a conscientious effort to seek help if you have a substance abuse problem.

Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug or alcohol status. A report of a conviction must be made within one (1) day after the conviction.

10.5.2 Employee Testing

A. The Board of Trustees shall require and pay for an alcohol and drug test;

1. For applicants offered positions as a conditional employee with the Township;

10.5.4 Transporting the Employee Suspected of Alcohol or Drug Use

If it is determined that an employee should be tested for the presence of drugs or alcohol use, the following procedure should be followed:

- A. Call the facility of the Township's choice. (If unknown, contact the Board of Trustees)
- B. Transport the employee to the facility;
- C. Those who transport the employee shall provide the facility with a duplicate of the Department Head's completed form, and the Consent to Alcohol/Drug Testing and Release of Information form;
- D. The employee to be tested shall sign the Consent to Alcohol/Drug Testing and Release of Information form;
- E. Those who transport the employee shall remain with the employee during the testing procedure; and
- F. Employee shall be transported home after the test.

10.5.5 Test Results

The results of the test will be sent to the Fiscal Officer's office.

10.5.6 Applicant Notification

Applicants for employment with the Township will be notified of this policy but inclusion of the following statement in all vacancy announcements: "Must pass drug test to be hired." Additionally, the applicant selected for an opening must review the policy and sign a Township release for alcohol and drug testing before being appointed.

10.5.7 Confidentiality

Drug test results are confidential information. Consequently, it will only be shared with those members in management and/or their legal representative who have a need to know it unless the information meets the criteria to qualify as a public record subject to disclosure under the Ohio public records law.

Likewise, test results will not be shared with respective employees unless the employee or former employee has provided a written dated authorization to do so. The authorization must comply with Federal and State laws with regards to privacy and must also include a statement releasing the Township from liability for making such a disclosure.

10.5.8 Referring an Employee for Drug Testing

Any supervisor, or employee of the Township who believes there is reasonable suspicion that another employee is under the influence of drugs or alcohol shall immediately call such to the attention of their Department Head and/or The Board of Trustees who shall determine whether there are sufficient grounds to require testing.

Medina Township will make every reasonable effort to ensure that all employees are familiar with this policy and are aware that each complaint received by the Township will be investigated and resolved appropriately. It is the Township's policy to encourage the reporting of all perceived incidents of harassment, regardless of the position of the alleged offender. The Township will take steps that are necessary to enforce the policy prohibiting harassment.

Sexual harassment defined: Sexual harassment is illegal under Federal, State and local laws. It is defined by the Equal Employment Opportunity Commission as any unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
3. The conduct has the purpose and effect of unreasonably interfering with the individual's performance or of creating an intimidating, hostile or offensive work environment.

Complaint procedure: Any employee who has a workplace harassment complaint against a supervisor, coworker, visitor or other person, must bring the problem to their supervisor's attention. If you believe that you have been harassed, you must immediately report the incident to your supervisor. If the complaint involves the supervisor, then you should inform any of the Board of Trustees of the complaint. The complaint will be promptly and thoroughly investigated in a professional manner.

If the complainant does not receive a response within seven (7) days from the complaint to the supervisor, they are required to file a complaint with the Board of Trustees.

You will be notified of a decision or the status of the investigation within seven (7) days from the time you report an incident. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a harassment complaint. If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action, including discharge, will also be taken against individuals who make false and/or frivolous accusations, such as those made maliciously and/or recklessly.

Actions taken internally to investigate and resolve harassment complaints shall be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of the person involved. Investigation may include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge.

Harassment Policy application and enforcement: This policy applies to all employees including supervisors, volunteers, elected officials and other staff, whether related to conduct engaged in by fellow employees, supervisors, or someone who is not directly related to the Township, such as a vendor, consultant, client, customer, or other office contact. Supervisors shall discuss this policy

9. any uses that would violate any Federal, State, or local laws;
10. any use unrelated to the business of the Township.

All employees of the Township shall use all reasonable safeguards when using the communication devices to avoid mistaken distribution of information.

All Township employees are hereby put on notice that all internet browsers furnish a trail to trace all site visits on that terminal. Violation of this policy is and any other policy subject to discipline including termination of a first offense.

10.9 Purchasing Policy and the Use of the Credit Card.

SEE APPENDIX V.

Use of Credit Cards: The Board of Trustees find it is a proper public purpose and necessary to efficiently carry on the business of the Township for the use of the Township credit cards by elected officials and authorized employees for the Township purchases, services, conferences and training.

Personal use is strictly prohibited. Abuse of the credit card use includes but is not limited to personal use of the card, charging over and above approved limits as set by the Board of Trustees. Both the Fiscal Officer and Board of Trustees will monitor the bills for any irregularity. Credit card abuse may lead to discipline including termination upon the first abuse occurrence.

SEE THE SEPARATE CREDIT CARD POLICY FOR FULL DETAILS.

10.10 Mail Use Policy

You are required to limit usage of the Medina Township mail service to business purposes only. You may not use the Township address to receive personal mail. The Township postage meter is for authorized users only. Report any suspicious packages or envelopes immediately.

10.11 Safety

Medina Township places the utmost importance on the safety of employees and the residents of the community. Our job is public service. We are essential to the health and wellbeing of the Medina Township Community. In order to fulfill the needs of the Community two things are necessary:

1. We must provide each employee with a safe environment in which to perform their work; and
2. We, as employees, must work safely.

It is the policy of Medina Township to:

1. Make every effort to provide a safe work environment;
2. Provide needed safety equipment to each employee so as to allow them to perform their duties in the safest manner possible;

up to and including termination. Violence, threats, or intimidation towards employees of the Township will be met with an immediate response, including calling the police or taking legal action.

This policy includes, but is not limited to the following behaviors and situations:

- Violent or threatening physical contact (e.g. fight, pushing, physical intimidation),
- Direct or indirect threats,
- Threatening, abusive, harassing telephone calls or through electronic means
- Possession of a weapon on township property,
- Stalking,
- Violation of a restraining order, order of protection, injunction against harassment, or other court order, and
- Threats of suicide.

Immediately advise your supervisor, the Board of Trustees, or the Fiscal Officer of any known or potential security risks and/or suspicious conduct of employees, customers, vendors, suppliers or people who work on behalf of Medina Township.

10.14 Political Activities

No Medina Township employee may campaign for any political candidate or any issues while on Medina Township time and/or use Medina Township equipment and/or property. A violation of this policy may result in disciplinary action up to and including termination for a first offense. Employees are permitted to put signs on their property, on their own time.

10.15 Social Media/Media Relations

Other than requests for public records, to avoid duplication of work and maintain a consistent response to the media, no Township employee shall make any public statement, including but not exclusive to requests for information, statements and/or interviews without receiving permission from the Trustee in charge of the department and/or their designated representative.

(Amended 8/5/10) (Amended 8/20/10)

From time to time, Medina Township may become involved in news stories or potential or actual legal proceedings of various kinds. Lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact the Township to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should refer the individual to the Board of Trustees or Fiscal Officer for official statements. When it falls under their expertise, it is appropriate for Police and Fire Chiefs to make official statements to the media.

SOCIAL MEDIA

SEE APPENDIX IV.

APPENDIX I

MOBILE DEVICE POLICY

PURPOSE:

To establish guidelines for the issuance, usage, monitoring, and cost control of Township- owned cellular phones or other mobile devices. This policy establishes guidelines for appropriate use and outlines administrative issues relating to mobile device issuance and accountability.

SCOPE:

This policy applies to all employees and elected officials who are issued a mobile device by Medina Township. The use of minutes applies to any time used that appears on the mobile device's bill. This includes, but is not limited to, phone calls, data downloads, and text messaging.

GENERAL:

Medina Township officials and department heads may issue a mobile device to an employee whenever deemed necessary to facilitate Township business. The Medina Township Board of Trustees has ultimate authority in interpreting and applying this policy.

APPROPRIATE USE OF TOWNSHIP-OWNED MOBILE DEVICES:

It is imperative that mobile devices owned by the Township are used solely to conduct Medina Township business. Personal calls are to be made or received only on an emergency basis.

1. Township-owned mobile devices are the property of Medina Township and must be treated as such. If an employee damages or loses a mobile device, the employee must immediately notify his/her supervisor. The employee may be held personally responsible for the cost of replacement of the device if the Board of Trustees determines that the employee was negligent.
2. No employee is to use a Township-owned device for the purpose of illegal transactions, harassment, or obscene behavior, in accordance with other existing policies.
3. Police personnel are always required to have their mobile devices turned on and must respond to calls in a timely manner.

APPENDIX II

ACKNOWLEDGEMENT OF RECEIPT OF AUDITOR OF STATE FRAUD-REPORTING SYSTEM INFORMATION

Pursuant to Ohio Revised Code 117.103(B)(1), a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office.

Each new employee has thirty days after beginning employment to confirm receipt of this information.

By signing below you are acknowledging Medina Township provided you information about the fraud-reporting system as described by Section 117.103(A) of the Revised Code, and that you read and understand the information provided. You are also acknowledging you have received and read the information regarding Section 124.341 of the Revised Code and the protections you are provided as a classified or unclassified employee if you use the before-mentioned fraud-reporting system.

124.341 Violation or misuse - whistleblower protection.

(A) If an employee in the classified or unclassified civil service becomes aware in the course of employment of a violation of state or federal statutes, rules, or regulations or the misuse of public resources, and the employee's supervisor or appointing authority has authority to correct the violation or misuse, the employee may file a written report identifying the violation or misuse with the supervisor or appointing authority. In addition to or instead of filing a written report with the supervisor or appointing authority, the employee may file a written report with the office of internal audit created under section 126.45 of the Revised Code or file a complaint with the auditor of state's fraud-reporting system under section 117.103 of the Revised Code.

If the employee reasonably believes that a violation or misuse of public resources is a criminal offense, the employee, in addition to or instead of filing a written report or complaint with the supervisor, appointing authority, the office of internal audit, or the auditor of state's fraud-reporting system, may report it to a prosecuting attorney, director of law, village solicitor, or similar chief legal officer of a municipal corporation, to a peace officer, as defined in section 2935.01 of the Revised Code, or, if the violation or misuse of public resources is within the jurisdiction of the inspector general, to the inspector general in accordance with section 121.46 of the Revised Code. In addition to that report, if the employee reasonably believes the violation or misuse is also a violation of Chapter 102., section 2921.42, or section 2921.43 of the Revised Code, the employee may report it to the appropriate ethics commission.

(B) Except as otherwise provided in division (C) of this section, no officer or employee in the classified or unclassified civil service shall take any disciplinary action against an employee in the classified or unclassified civil service for making any report or filing a complaint as authorized by division (A) of this section, including, without limitation, doing any of the following:

- (1) Removing or suspending the employee from employment;
- (2) Withholding from the employee salary increases or employee benefits to which the employee is otherwise entitled;
- (3) Transferring or reassigning the employee;
- (4) Denying the employee promotion that otherwise would have been received;
- (5) Reducing the employee in pay or position.

(C) An employee in the classified or unclassified civil service shall make a reasonable effort to determine the accuracy of any information reported under division (A) of this section. The employee is subject to disciplinary action, including suspension or removal, as determined by the employee's appointing authority, for purposely, knowingly, or recklessly reporting false information under division (A) of this section.

(D) If an appointing authority takes any disciplinary or retaliatory action against a classified or unclassified employee as a result of the employee's having filed a report or complaint under division (A) of this section, the employee's sole and exclusive remedy, notwithstanding any other provision of law, is to file an appeal with the state personnel board of review within thirty days after receiving actual notice of the appointing

APPENDIX III

GRANTS POLICY

Medina Township encourages its employees to seek external funding to support projects and activities that will support and enrich our community. If an employee believes that a grant application is appropriate for a specific source of funding, the employee must present a finalized grant application or proposal to the Trustees prior to the application or proposal being submitted to the funding source for consideration. The application or proposal may only be submitted to the proposed funding source after approval by a majority of the Trustees.

Employees must take reasonable steps to ensure that applying for a given grant will not constitute an impropriety or conflict of interest for them or for Medina Township. Such situations include, but are not limited to areas of personal, financial gain for the applicant or circumstances that might appear to compromise the Township's reputation.

MT-YT Live Streaming and/or video recording will be a continuous recording of each meeting's proceedings, including the "blank" time that occurs when Trustees enter an executive session, recess, or break of any kind. The only instance where interruptions may occur would be during technical difficulties. Employees and residents are advised that their voices and the image of their physical presence may be recorded, broadcast, stored, and archived on the YouTube platform, and any other online platform to which the meetings are shared publicly.

The MT-YT channel videos/live stream content is considered to be a secondary record, and is NOT intended to replace the traditional methods of recording meeting proceedings. The traditional methods include an open public setting, official note-taking, and an officially accepted recording device. These traditional procedures are currently in place at Medina Township Hall, and will continue to be considered the primary record.

- C. MTPD Facebook (MTPD-FB):** The Medina Township Police Department has a Facebook account named Medina Township Police Dept. This account and its content are overseen by the Sergeants and the Chief of Police. The Sergeants and Chief of Police may designate secondary employees to assist with running the page. MTPD-FB shall abide by all **general** social media guidelines put forth in the balance of this policy, unless otherwise noted.
- D. MTPD Next Door (MTPD-ND):** The Medina Township Police Department has a Next Door account. This account and its content are overseen by the Sergeants and the Chief of Police. The Sergeants and Chief of Police may designate secondary employees to assist with running the page. MTPD-ND shall abide by all **general** social media guidelines put forth in the balance of this policy, unless otherwise noted.
- E. MTPD Twitter (MTPD-TW):** The Medina Township Police Department has a Twitter account. This account and its contents are overseen by a Sergeant. Its only current purpose is to copy the content that is posted to the Nextdoor account, to make it even more easily accessible by the public using this additional platform. MTPD-TW shall abide by all **general** social media guidelines put forth in the balance of this policy, unless otherwise noted.

III. Employee Access.

Authorized employees may be given access to the existing social media accounts as administrators or "Admins" as authorized by the Trustees according to this policy. Under no circumstance should any township employee or office share the login information of township accounts to non-MT employees, unless given written permission by all three (3) current trustees. New and additional social media accounts MAY NOT be created to represent Medina Township without prior written discussion and approval from the Board of Trustees. Subsequent social

Please keep in mind that these prohibitions apply regardless of whether the social media activity is done with the author's identifying personal information, under a pseudonym, or anonymously. Likewise, intentional or reckless actions by MT employees resulting in third party social media activity that would have been violative of these guidelines if the author were a MT employee are similarly subject to this policy.

- F. When using social media, MT employees should be mindful that their speech becomes part of the worldwide electronic domain, even in the event that the author attempts to delete content after the fact. Therefore, MT employees should be mindful of, and are subject to discipline based upon, the standards imposed by applicable codes of conduct when engaging in any social media which could be construed as reflecting poorly on MT employees or MT.

In particular, MT employees should be aware of the standards created by applicable codes of conduct with regard to the following:

- a. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, gender, any religion, or any protected class of individuals; and
 - b. Speech involving themselves or other MT employees reflecting behavior that would reasonably be considered reckless or irresponsible.
- G. MT employees may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements that could be construed as representing the official views or positions of MT; or publish materials that could reasonably be considered to represent the views or positions of the MT without approval from the Trustees. When it falls under their expertise, it is appropriate for Police and Fire Chiefs to make official statements to the media.
- H. MT employees should be further aware that they may be subject to civil litigation for:
- a. Publishing or posting false information that harms the reputation of another person, group, or organization (defamation);
 - b. Publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
 - c. Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or

MT & MTPD-FB Facebook Social Media Policy Guidelines For The Public User

Welcome to the Medina Township (MT) and/or the Medina Township Police Department (MTPD-FB) Facebook Page! Please click LIKE to follow us and stay up-to-date on what's happening in and around our beautiful community!

Our social media policies are ever-developing. Below are the current guidelines for use of this page, which are always subject to change:

- 1) Medina Township and/or MTPD employees monitor this page, when possible, during DAYTIME hours on WEEKDAYS only, unless an emergency exists or we find it necessary to interact after hours. Monitoring is done intermittently and is not continuous during every moment of the day. If a problem arises on this page, one of our admins will correct it as soon as possible during regular business hours.
- 2) Please contact our staff and/or trustees directly if you have an inquiry or concern. This page is NOT intended to be a direct contact method between our officials/employees and our residents. In other words, if you have a question or concern, call or email us! All department contact information is located on our websites: Town Hall: www.medinatownship.com or Police_Department: mtpd.medinatownship.com.
- 3) Keep in mind that all comments and interactions that occur on, or in connection with, the MT and/or MTPD Facebook pages are considered to be public record, including deleted/hidden comments and interactions. Most web-based social media records can be obtained by simply visiting the page to view the record. Please note that it would be physically impossible for Medina Township to separately archive every single interaction that occurs on Facebook or the internet. In case of the need for extensive records, deleted comments, or more complicated social media records requests, the entity requesting the records must contact the social media platform itself in accordance with that specific platform's user agreement and records request policies. Contact Facebook directly for any in-depth Facebook records requests. Social media platforms, such as Facebook, frequently change their methods of archiving, storing, or deleting content, and Medina Township and/or MTPD has no power over the changes administered by Facebook directly.
- 4) Inappropriate conduct on our page will be not tolerated, and is subject to the reporting process as outlined in the Facebook user agreement, and further action if needed. The admins on this page, including current trustees and staff, have the authority to determine if any conduct is inappropriate for our audience, and reserves the right to hide or delete content that is deemed inappropriate for this page. This policy applies to both employees AND

MT YouTube Social Media Policy Guidelines For The Public User

Welcome to the Medina Township YouTube Channel! Please click “subscribe” to follow us on YouTube. We intend to regularly post the link to our channel via the Medina Township Facebook page, as well as on our website, to make our residents aware of the ability to view our regular and special meetings via YouTube LiveStream. We believe that our live stream will be a positive addition to our previous social media accounts.

Our social media policies are ever-developing. We ask for your patience as we begin the process of building content for our channel. Below are the current guidelines for use of this YouTube channel, which are subject to change:

1. Medina Township employees monitor this channel, when possible, during DAYTIME hours on WEEKDAYS only, unless an emergency exists or we find it necessary to interact with our followers after hours. Monitoring is done intermittently and is not continuous during every moment of the day. If a problem arises on the page, one of our admins will correct it as soon as possible, during business hours.
2. Please contact our staff and/or trustees directly if you have an inquiry or concern. This channel is NOT intended to be a direct contact method between Township officials and employees and our residents. In other words, if you have a question or concern, call or email us! All department contact information is located on our website: www.medinatownship.com
3. Keep in mind that all comments and interactions that occur on, or in connection with, the Medina Township YouTube channel are considered to be public record, including deleted/hidden comments and interactions. Most web-based social media records can be obtained by simply visiting this channel to view the record. One of the best features of YouTube is that it makes it possible to archive past live-stream sessions and other videos that have been posted by the township to the channel. Please note that it would be physically impossible for Medina Township to separately archive every single interaction that occurs on YouTube or the internet. In case of the need for extensive records, deleted comments, or more complicated social media records requests, the entity requesting the records must contact the social media platform itself in accordance with that specific platform's user agreement and records request policies. Contact YouTube directly for any in-depth YouTube records requests. Social media platforms, such as YouTube, frequently change their methods of archiving, storing, or deleting content, and Medina Township has no power over the changes administered by YouTube directly.
4. Inappropriate conduct on our channel will be not tolerated, and is subject to the reporting process as outlined in the YouTube user agreement, and further action if needed. The

Let's work together to interact in a kind, respectful way and enjoy our township! We appreciate our residents and we're always here to help.

Respectfully, -Medina Township YouTube Admins

ACKNOWLEDGEMENT OF RECEIPT OF THE MEDINA TOWNSHIP EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the Medina Township Employee Handbook and Appendices I through V ("Handbook"). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as other policies and procedures of Medina Township that may not be included in this Handbook.

I also understand that the purpose of this Handbook is to inform me of Medina Township's policies and procedures, and it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any Township employee. I also understand that the Township has the right to change any provision of this Handbook at any time and that I will be bound by any such changes.

Signature

Date

Print Full Name

PLEASE SIGN AND DATE ONE COPY OF THIS NOTICE AND RETURN IT TO TOWN HALL. RETAIN A SECOND COPY FOR YOUR REFERENCE.

REVISED 02/18/2020

APPROVED BY MEDINA TWP. TRUSTEES

Date 2-20-2020

Trustee Chm. [Signature]

Trustee [Signature]

Trustee [Signature]



Medina Township, Ohio

MEETINGS PROCEDURES AND POLICIES

Resolution #: 02202020-009

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GENERAL INFORMATION

During public meetings, decisions are made that formally set Township programs in motion, enact resolutions, adopt policy, and authorize the expenditure of Township funds.

This policy discusses the conduct of meetings, preparation for meetings, rules of procedure, and encouragement of citizen participation.

Citizens draw conclusions about the effectiveness of their governing body from the manner in which public meetings are organized and conducted. Not only are orderly and well-run meetings more enjoyable, they also help establish a more positive Township image. Disorderly and poorly conducted public meetings reflect negatively upon the Township, its governing body, and staff.

MEETINGS

Before exploring how to have an effective meeting, it's important to understand what a meeting is.

According to state law, a "meeting" means any prearranged discussion of the public business of the public body by a majority of its members. (ORC CODE 121.22 (B)(2))

Therefore, nearly every time the public body assembles as a group, a meeting occurs. While the law does provide a few exceptions, it is important to be mindful of the spirit of the law. This code section is intended to make the policy-formulation process more transparent to citizens.

Medina Township Board of Trustees hold several different types of meetings: Regular Meetings, Special Meetings, Emergency Meetings, Organizational Meetings, Work Sessions, Public Hearings, Committee Meetings, and Executive Sessions.

REGULAR MEETINGS

Regular meetings are official meetings held periodically to consider Township business, make policy decisions, approve contracts, establish budgets, and enact resolutions. Please refer to the Town Hall for the official meeting calendar.

SPECIAL MEETINGS

These meetings are usually convened to discuss and vote on one or a limited number of specific issues. Because there may be a number of people wishing to comment on the matters at hand, holding a Special Meeting to address the issue is an effective way to avoid an otherwise long and drawn out Regular Meeting. A public body shall not hold a Special Meeting unless it gives at least twenty-four hours' advance notice to the news media that have requested notification, and the notice must include the time, place, and a description of the purpose of the meeting.

EMERGENCY MEETINGS

In an emergency situation, in limited situations, the Trustees may call an "Emergency Meeting." The board must give notice of an Emergency Meeting immediately after calling the meeting, and the notice must include the time, place, and a description of the purpose of the meeting. Again, the board must deliver notice to members of the news media who have requested notification.

ORGANIZATIONAL MEETINGS

An Organizational Meeting is held at the beginning of the calendar year. The meeting must be open to the public as required by Open Meetings Law (ORC 121.22). It is primarily held to recognize any newly appointed or elected officials, organize the Board of Trustees, appoint or re-appoint employees who are not elected officials (including members of both zoning boards) and set their pay rates, set the schedule of meetings for the year, determine the holiday schedule, and conduct any other business as stated on the agenda.

WORK SESSIONS

Work Sessions provide Trustees the opportunity to meet with staff in order to delve into complex issues, discuss solutions and alternatives, give direction to staff, or finalize agendas. Work Sessions may be held immediately prior to a Regular Meeting or may be held at other times established by the board.

Premeeting Work Sessions may be used by board members to prepare for upcoming Regular Meetings. These meetings are typically less formal and are often used for information gathering; no formal votes are taken. However, it should be noted that premeeting work sessions are subject to the Open Meetings Law (ORC 121.22).

PUBLIC HEARINGS

Public Hearings allow citizens to express opinions on matters of public concern. Generally, no official action is taken during a Public Hearing. Some hearings are required by law, but they may also be used by the public body for other matters. They may be called in order to gather facts related to proposed action or to gauge public opinion by allowing citizens the opportunity to comment on a specific topic. They may also be used as town hall meetings to meet members of the public and learn about their concerns. Finally, they can be used to allow the citizens to vent their frustrations. Public Hearings may be held as a part of a Regular or Special Meeting, or they may be entirely separate meetings. Although there are many opportunities to meet, official decisions may only be made in regular, open meetings of the elected body. At such meetings, issues are publicly debated, and action is taken. Local officials must resist the temptation to make final decisions prior to official meetings and then “rubber-stamp” them at the official meeting.

EXECUTIVE SESSIONS

Meetings that are closed to the public are often referred to as Executive Sessions. Such meetings may only be held for the specific, limited purposes as authorized by law (ORC 121.22(G)), and the board must comply with statutory procedures when going into executive session, and closing an executive session. These private sessions are held with the elected officials and any staff or appointed professionals

necessary to the discussion. Executive Sessions may only be held during a Regular Meeting or Special Meeting.

PREPARING FOR MEETINGS

As an elected or appointed official, you bear a heavy burden: you will be making decisions that will determine your community's future. You owe it to your constituents to represent them well. This responsibility includes being prepared to lead. Study the issues and have the facts in hand before the meeting. Review the data, reports, and background information provided by fellow officials and staff before the meeting begins, including pertinent resolutions and comprehensive plans.

Evaluate alternatives and be prepared to debate your position effectively. A board member who comes to a meeting unprepared may unwittingly and unnecessarily slow down the meeting. The rules of order that Medina Township uses will help keep debate civil, but you also must keep your temper in check. It is embarrassing and unprofessional when a board or committee member loses control in a public meeting. In such cases, it may be prudent to have the unruly member removed from the meeting. You and your fellow officials should know who is responsible for setting the meeting agenda. Determine how the agenda is set and how you can add something to it. You also should decide as a group how the agenda will be changed, if necessary.

RULES OF PROCEDURE

Clear, up-to-date, written rules of procedure make it easier to transact Township business in an orderly manner. To be effective, officials need to know the rules of procedure for public meetings. Rules of order for public meetings should help manage the conduct of the Township officials and staff; they should not get in the way of transacting the people's business. Although there is no state law requiring adoption of a particular set of rules, Medina Township adheres to the following:

- ◆ **The rights of the organization supersede the rights of individual members.**
- ◆ **All members are equal and have equal rights to attend meetings, make motions and debate, and vote.**
- ◆ **A quorum must be present to conduct business. A quorum is the number of members required to be present to legally conduct business.**
- ◆ **The majority rules. The minority has the right to be heard but must abide by the majority's decision.**
- ◆ **Silence is consent. Nonvoting members agree to accept the majority decision.**
- ◆ **A two-thirds vote is necessary when limiting or eliminating members' rights or when changing a previous decision.**

- ◆ **A motion must directly relate to the matter under consideration, and once a speaker has been granted the floor another member may not interrupt.**
- ◆ **The presiding officer may not put a debatable motion to a vote as long as members wish to debate it.**
- ◆ **Once a matter is decided, it is generally out of order to bring up the same motion or one essentially like it at the same meeting.**
- ◆ **Personal remarks are always out of order in debate. Debate must be directed to motions and principles, not motives or personalities.**
- ◆ **The U.S. Constitution and Federal law, and the Ohio Constitution and State law override any procedural meeting rules the Township may adopt.**
- ◆ **If a board member has a conflict of interest, they will recuse or remove themselves from consideration of the matter in accordance with state law (Ohio Revised Code 102).**

THE AGENDA

The agenda constitutes the board's agreed-upon road map for the meeting. A formal, written agenda following the official order of business will be prepared in advance of each meeting. An agenda provides an outline of items to be considered and usually lists them in order of priority. The agenda must list all items that are expected to be considered at a particular meeting. It may also briefly state what action is requested of the board and any previous action taken by it. State law requires that the agenda be made available to the public and be posted at the meeting site. Although State law allows members of the board to add necessary items to the agenda after it is posted, last-minute additions that introduce material members may not have had time to study should be avoided.

A set order of business makes it easier to prepare minutes and because it provides predictability, it engenders greater public confidence.

DISCUSSION

The same basic format should be followed for discussion on each item on the agenda. The Chair does the following:

- 1) ANNOUNCES THE AGENDA ITEM, SOMETIMES BY NUMBER, CLEARLY STATING THE SUBJECT.**
- 2) INVITES REPORTS FROM STAFF, DEPARTMENT HEADS, OR OTHER PERSONS CHARGED WITH PROVIDING INFORMATION TO THE BOARD.**

- 3) **ASKS IF ANY MEMBERS HAVE ANY TECHNICAL QUESTIONS THAT REQUIRE CLARIFICATION.**
- 4) **AT A PUBLIC HEARING, OPENS THE HEARING TO PUBLIC INPUT AND AT THE END OF THE PUBLIC COMMENT SECTION, ANNOUNCES THAT PUBLIC INPUT HAS CONCLUDED OR THE PUBLIC HEARING HAS ENDED AND THAT THE BALANCE OF THE DISCUSSION WILL BE LIMITED TO THE MEMBERS OF THE BOARD, UNLESS THE BOARD WAIVES THIS RULE BY MAJORITY VOTE.**
- 5) **MAKES OR INVITES A MOTION FROM THE BOARD AND IS SECONDED BY ANOTHER MEMBER OF THE BOARD.**
- 6) **ENSURES THAT THE MOTION IS CLEARLY UNDERSTOOD, EITHER BY REPEATING IT OR BY ASKING THE SECRETARY OR THE AUTHOR OF THE MOTION TO REPEAT IT.**
- 7) **MODERATES A DISCUSSION OF THE ITEM UNTIL A ROLL CALL IS MADE FOR A VOTE OR OTHER DISPOSITION.**

Transacting the business of the council in this fashion provides consistency in the decision-making process and assures that the members of the governing body consider all available information before making a decision.

PARTICIPATING MEMBERS

In addition to the chairman (who usually presides over Trustee meetings) and the other Trustees, the Township has other elected and appointed officials to perform tasks vital to the conduct of meetings. They typically include the Fiscal Officer and Department Heads.

PRESIDING OFFICER

Usually, the Chair is the presiding officer of the board of Trustees. If the Chair is not present, the Vice-Chair will serve pro tem in the Chair's absence.

The performance of the presiding officer is the key to effective, businesslike meetings. He or she is responsible for ensuring that meetings are orderly, conducted in conformity with the rules of procedure, and progress at an appropriate pace. At the same time, the presiding officer is responsible for ensuring that officials and citizens have ample opportunity to express their views.

TRUSTEES

The Trustees are the policymakers. They share with the presiding officer the responsibility for properly conducted meetings. This responsibility includes having respect for one another's views and being willing to compromise, when possible, for the good of the Township. The Trustees must use their best judgment on how much time to spend examining a problem before reaching a decision.

Actions of the board should be deliberate and carefully weighed for possible consequences. Members will probably never know as much as they would like to about the consequences of various actions. However, failure to make a decision or to take action can create as many problems as a decision made too quickly. The board must strike the proper balance between the two extremes. In any case, the board should not allow a vocal minority that chooses to attend a particular meeting to unduly determine the outcome of a decision. Trustees must act for the good of the majority of the citizens.

FISCAL OFFICER

The Fiscal Officer is the official record keeper. They are responsible for keeping the official minutes of board meetings. The Fiscal Officer's duties may also include preparing and distributing the meeting agenda, bookkeeping and maintaining other records, preparing and processing correspondence and reports, and managing the Township office. The Fiscal Officer is responsible for making certain that all meetings are advertised in accordance with the Open Meetings Laws.

DEPARTMENT HEADS

Department Heads oversee their respective department. They supervise the implementation of policies and work towards the betterment of the community by the direction of the Trustees. They continually assess the performance of their department and its members, as well as contribute to the modification and implementation of plans. They also assist the Fiscal Officer in managing the department budgets and expenditures. They work towards effective dispersion of funds and prioritization of projects.

A Department Head usually performs many of the following tasks:

- ◆ **MANAGE AND TRACK DEPARTMENT EXPENDITURES**
- ◆ **SET STRATEGIC GOALS**
- ◆ **PROPOSE DEPARTMENTAL CHANGES**
- ◆ **MANAGE STAFF**
- ◆ **SEEK OUT FUNDING OPPORTUNITIES**
- ◆ **MANAGE DEPARTMENT RESOURCES**
- ◆ **ATTEND MEETINGS**

The role of each Department Head can be fully explored within the respective Job Description file.

TOWNSHIP ADMINISTRATOR

If the Township has an administrator, he or she should attend all meetings of the Trustees. This officer plays a significant role in preparing business to be considered at Trustees meetings. He or she is called upon to carry out the intentions of the board. The role of Township Administrator can be explored in full detail within the respective Job Description file.

A good relationship between the Trustees and the Administrator can result in a smooth transition between policy making and implementation. Such a relationship can also improve the effectiveness of board members and reduce the amount of time they must spend in meetings.

PUBLIC PARTICIPATION

Ohio law requires that virtually all meetings be open to the public, Medina Township adheres to the principle that citizens should have the right to petition their elected representatives; allowing time for public comment and debate at meetings maintains elected officials' accessibility and communicates the desirability and value of citizen input. The order of business for public meetings and the preparation of the agenda affect public participation. The Trustees must balance the desire for public participation with its legitimate need to proceed with its regular business in an orderly and expedient fashion.

The public is more likely to participate in meaningful discussion if they are familiar with the governing body's agenda process and with its rules of procedure. A printed agenda is provided for the public at each Trustee meeting.

TABLING OR POSTPONING

After considerable debate, the board still may not be ready to vote on a motion. In that case, members may propose the following:

- A. THAT THE MOTION BE POSTPONED UNTIL THE NEXT MEETING SO THAT MORE INFORMATION CAN BE GATHERED.
- B. THAT THE MOTION BE POSTPONED TEMPORARILY, SETTING IT ASIDE UNTIL LATER IN THE MEETING TO ALLOW MORE URGENT BUSINESS TO BE DEALT WITH, PERMIT AMENDMENTS TO BE DRAFTED, OR ALLOW TIME FOR IMPLICATIONS OF THE MOTION TO BE CHECKED.

- C. THAT THE MOTION BE WITHDRAWN AT THE REQUEST OF ITS MOVER, BUT ONLY IF NO MEMBER WHO IS PRESENT OBJECTS.

MEETINGS AND PUBLIC PARTICIPATION

Medina Township will provide adequate notice of meetings as required by law. Information on time and frequency can be found in the above sectioned titled **MEETINGS**.

The Township will furnish a comfortable setting for meetings. The meeting room will be well maintained, adequately lighted, at a comfortable temperature, and large enough to accommodate the public. There will be good acoustics and adequate seating for citizens. Elected officials will face the audience. The Fiscal Officer and other staff will be seated where they can best assist in the meeting.

Scheduling subjects of greatest public interest early in the meeting will be done as is reasonably possible.

As citizens enter the public meeting room, they can take a copy of the agenda. Board members, the Fiscal Officer, and staff will be identified as such.

Media reporters will be in a location where they can easily see and hear the proceedings. Upon entering the room, they may take a copy of the agenda.

Public meetings can be satisfying for participants when they are well run, focus on the objectives, and end on time.

**DESIGNATING TOWNSHIP DEPOSITORIES
RESOLUTION # 0 2 2 0 2 0 2 0 – 0 1 0**

At this time, I'd like to make a motion to adopt resolution 0 2 2 0 2 0 2 0 – 0 1 0 to approve designating additional qualifying institutions as Township depositories:

WHEREAS, the Board of Trustees of Medina Township, Medina County, Ohio, last designated depositories on July 14, 2016 for a five-year period ending in July of 2021; and

WHEREAS, the Fiscal Officer of Medina Township had informed the Board of Trustees that the interest rate provided by the Township's current designated depositories for the Township's deposits may no longer reflect prevailing interest rates and it is otherwise in the interest of the township to seek proposals and designate additional depositories for Township funds for the remainder of the period of designation, and

WHEREAS, the Board of Trustees adopted a resolution at its February 4, 2020 meeting to solicit interest rate proposals from qualifying institutions for the remainder of the period of designation and set February 20, 2020 as the date set for the receipt of applications from qualifying institutions to be public depositories for the public monies of Medina Township, Medina County, Ohio, the time so designated having arrived; and

WHEREAS, applications described below have been received from the following named institutions in the maximum amount indicated after each said name, at the rate of interest as to active and interim deposits indicated:

<u>NAME OF INSTITUTION</u>	<u>LOCATION</u>	<u>MAXIMUM AMOUNT</u>
Westfield Bank	Medina, Ohio	\$20,000,000

NOW, THEREFORE, be it resolved that the interim and active deposits of public moneys of said Medina Township be and the same are awarded, in addition to the depositories designated in 2016 in resolution 07142016-010, to the institutions named above in the maximum amount indicated after each said name for the remainder of the current five-year period of designation ending in July of 2021, subject to the limitations Chapter 135 of the Ohio Revised Code, in addition to the institutions named on July 14, 2016.

Voting AYE thereon:

APPROVED BY MEDINA TWP. TRUSTEES
Date 2-20-2020
Trustee Chm. [Signature]
Trustee [Signature]
Trustee [Signature]

Adopted:

Prepared by: Commissioners' Office

Just wanted to pass this information on.
Have a great weekend !
Elaine

From: Bill West <wgwest7@aol.com>
Sent: Friday, January 24, 2020 3:35 PM
To: Zoning <zoning@medinatownship.com>
Cc: Cary Blakemore <cjblakes@zoominternet.net>; Ed Morel <edmorel@gearcoa.com>; John Basilone <jabasilone@aol.com>; Joseph Watts <joe@wattsnet.com>; Matt Payne <mjpayne112@aol.com>; Robin Gray <robin.gray@wellsfargoadvisors.com>
Subject: Re: BZA Meeting

Elaine

Due to the absolute necessity to downsize a smaller home, Jacki and I will be moving outside the township sometime in April. Therefore, I must submit my resignation from the Board of Zoning Appeals effective March 30, 2020. Please pass this to the Trustees on my behalf.

It has been my Privilege to serve the Board and the citizens of our Township for almost 15 years. I thank you, Kim and my fellow members of the Board for managing to put up with me all these years.

Bill

Sent from my iPhone

On Nov 1, 2019, at 12:07 PM, <zoning@medinatownship.com> <zoning@medinatownship.com> wrote:

There will NOT be a BZA meeting for November 2019.
Thanks Elaine

 2/20/2020

February 17, 2020

Medina Township
Attn: Mike Stopa
3799 Huffman Road
Medina, OH 44256

Mike,

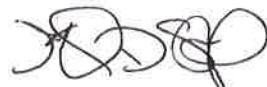

I have been presented with another job opportunity, and this letter serves to provide my two weeks notice. I would like to thank you and the other Trustees for giving me the opportunity to work for Medina Township. I will continue to provide the same quality of work until my last day of employment, which will be February 28, 2020. I will also do everything I can to make the transition as smooth as possible.

I have enjoyed my time with the Township and am thankful for the skills and knowledge I have obtained, as well as the people I have worked with. I wish nothing but the best for the Township's future.

Sincerely,

 2/17/2020

Nick Dominguez

 2/20/2020


Mailing Address:

Nick Dominguez
PO Box 1731
Medina, OH 44258

MEDINA TOWNSHIP

BOARD OF TRUSTEES MEETING

MEETING HELD 2-20-2020

NAME

ADDRESS

PATRICIA WETTERMAN

1085 SUBSTANTIUM RD, BRUNSWICK HILLS

Ron Wetterman

1049 SUBSTANTIUM BRUNSWICK HILLS

Erich Graff

AUDITORS OFC

Allies Skogin

Staff

Don Woyan

The Post

Care Kilday

mt

Jim Dietz

3702 COOK RD

Lisa Dietz

3702 COOK RD

ROBERT GUBANICH

41235 MALLARD BAY

Don Tizman

5021 CALHOUN BLVD