

**MEDINA TOWNSHIP TRUSTEES
SPECIAL MEETING - 6:35 PM
MARCH 24, 2020**

- I. ROLL CALL - PLEDGE - MOMENT OF SILENCE**
- II. ODOT ROAD SALT CONTRACT RESOLUTION #03242020-014**
- III. PURCHASE ORDERS AND TRAINING REQUESTS**
- IV. APPROVAL OF ACCOUNTS PAYABLE**
- V. SEASONAL PAY RATE DISCUSSION**
- VI. ADJOURN**

S 3-24-2020

ENTITY NAME: Medina Township

MINUTES TITLE: March 24, 2020 Special Meeting

BOARD NAME: Board of Trustees

TYPE OF MEETING: Special

VOTING SESSION: Yes

DATE: 3/24/2020

START TIME: 6:39 pm

END TIME: 6:53 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
Yvonne Rodman-Sopata	Employee	
Sign in sheet for visitors	Visitor	No public attended

The Pledge of Allegiance was recited.

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

APPROVAL OF RESOLUTION #03242020-014

MOTION TO APPROVE RESOLUTION	ODOT ROAD SALT CONTRACT
RESOLUTION NUMBER	03242020-014
MOTION TO APPROVE BY 1:09 minutes	Mr. Stopa: A motion was made to adopt resolution number 03242020-014 to authorize Medina Township to participate in the ODOT Road Salt Contract, awarded in 2020, for one thousand (1,000) tons of salt. A one (1) page document was incorporated and presented with the resolution.
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 PURCHASE ORDERS AND TRAINING REQUESTS – MEDINA COUNTY TREASURER

DISCUSSION	Mrs. Ventura reviewed, for the Trustees, the current purchase order policy limits for Department Heads and requested that the Trustees increase those limits, temporarily, due to emergency situations that could arise during the current Ohio State of Emergency and the possibility of less frequent Trustee meetings. Mrs. Ventura indicated that a checks and balances would be put in place that includes the Trustee liaison for their department and the Fiscal Officer. The Trustees and Mrs. Ventura discussed what the appropriate temporary limits should be and agreed upon a \$5,000.00 limit.
MOTION BY 6:04 minutes	Mr. Radice: A motion was made to temporarily change the Medina Township purchasing policy to allow for expenditures of up to five thousand dollars (\$5,000.00), in emergency situations, with the approval of the Trustee liaison and the Fiscal Officer.
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 ACCOUNTS PAYABLE

MOTION BY 6:44 minutes	Mr. Stopa: A motion was made to approve Accounts Payable, dated 3/24/2020, with a check range from check number 30784 to check number 30818 and for a total amount of \$78,874.98. A two (2) page document was presented with the motion.
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0
DISCUSSION	Mrs. Ventura stated that past issues with Paychex and electronic payments have been worked out and will now be put in UAN. Mrs. Ventura stated that back payments will be coming up for some future meetings now that those issues have been resolved.

SEASONAL PAY RATE DISCUSSION

DISCUSSION	Mr. Miller requested that the seasonal pay rate for part-time seasonal help be raised from \$9.50 per hour to \$10.00 per hour. The Board discussed the request and agreed to it.
MOTION BY 8:30 minutes	Mr. Stopa: A motion was made to approve the Medina Township seasonal pay rate to be ten dollars (\$10.00) per hour.
MOTION SECONDED BY	Mr. Johnson
DISCUSSION	Mr. Miller stated that the new rate would apply for Josh Dunn, Ryan Notarianni and John Smith.
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Radice	Yes
VOTING RESULTS	YES: 3 NO: 0

OTHER BUSINESS - U.S. CENSUS DISCUSSION

DISCUSSION 9:10 minutes	Mr. Stopa wanted to remind all residents to fill out the U.S. Census forms to ensure the makeup of the Township is reflected accurately and stated that the Township would benefit if everyone participated.
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OTHER BUSINESS - LOCAL LAW ENFORCEMENT MOU DISCUSSION

DISCUSSION 10:00 minutes	Mr. Radice advised the Board that he had directed Chief Colonius to sign a Memorandum of Understanding (MOU) for a mutual aid agreement between law enforcement agencies in nearby jurisdictions. Mr. Radice submitted the MOU for the record.
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OTHER BUSINESS - LAW ENFORCEMENT LETTER TO RESIDENTS DISCUSSION

DISCUSSION 11:04 minutes	Mr. Radice advised the Board that he had requested Chief Colonius to issue a letter to the Township residents explaining Law enforcement efforts with regard to recommendations from the CDC and Governor DeWine's office. Mr. Radice stated that this information will be put out, on a regular basis, for residents with little exposure to social media. Mr. Radice also wanted to take this opportunity to thank all the First Responders for their efforts and sacrifices during this present COVID19 crisis.
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OTHER BUSINESS – TOWNSHIP SAFETY PRECAUTIONS

<p>DISCUSSION 11:53 minutes</p>	<p>Mrs. Ventura wanted it noted that the Township is taking all necessary precautions to keep its' employees and residents safe during the COVID19 pandemic. Mrs. Ventura stated that enhanced cleaning services are being utilized as well as the appropriation and use of Personal Protective Equipment (PPE) as recommended by the State and CDC. Mrs. Ventura also noted the importance of keeping both employees and residents informed as this crisis progresses. The Board discussed adjustments to the Trustee meeting schedule with regard to approval of Payroll and Accounts Payable.</p>
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MEETING ADJOURN

<p>MOTION BY 14:16 minutes</p>	<p>Mr. Stopa: A motion was made to adjourn the Medina Township Special meeting.</p>
<p>MOTION SECONDED BY</p>	<p>Mr. Radice</p>
<p>VOTING ROLL CALL</p>	<p>VOTE</p>
<p>Mr. Stopa</p>	<p>Yes</p>
<p>Mr. Radice</p>	<p>Yes</p>
<p>Mr. Johnson</p>	<p>Yes</p>
<p>VOTING RESULTS</p>	<p>YES: 3 NO: 0</p>
	<p>Meeting adjourned at 6:53 pm</p>

NEXT SCHEDULED MEETING

<p>TYPE OF MEETING</p>	<p><u>Regular</u></p>
<p>DATE</p>	<p><u>4/2/2020</u></p>
<p>TIME</p>	<p>7:00 pm</p>
<p>LOCATION</p>	<p>Township Hall</p>
<p>COMMENTS</p>	


MINUTES PREPARED BY

NAME	TITLE	DATE
Nick Dominguez	Office Assistant	4/13/2020

ATTESTED BY

SIGNATURE	TITLE	DATE
	Fiscal Officer	5/28/2020

BOARD/COUNCIL CERTIFIED

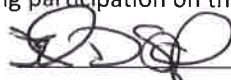
SIGNATURE	TITLE	DATE
	Chairman	5/28/2020
	Vice Chairman	5/28/2020
	Trustee	5/28/2020


**RESOLUTION AUTHORIZING PARTICIPATION
IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2020**


WHEREAS, the (INSERT POLITICAL SUBDIVISION NAME, COUNTY LOCATION) (hereinafter referred to as the "Political Subdivision") hereby submits this written agreement to participate in the Ohio Department of Transportation's (ODOT) annual road salt bid in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT road salt contract:

- a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Political Subdivision hereby acknowledges that upon the Director of ODOT's signing of the road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and
- c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Political Subdivision's participation in the road salt contract; and
- d. The Political Subdivision's electronic order for Sodium Chloride (Road Salt) will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
- e. The Political Subdivision hereby agrees to purchase a minimum of 90% of its electronically submitted salt quantities from its awarded salt supplier during the contract's effective period; and
- f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and
- g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, April 24 by 12:00 p.m. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision's participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision's participation agreement and/or a Political Subdivision's request to rescind its participation agreement.

NOW, THEREFORE, be it ordained by the following authorized person(s) that this participation agreement for the ODOT road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT salt contract:

 _____ MIKE STOPA (Authorized Signature) 3/24/2020 Approval Date

 _____ CHUCK JOHNSON (Authorized Signature) 3/24/2020 Approval Date

 _____ MARK RADICE (Authorized Signature) 3/24/2020 Approval Date

_____ (Authorized Signature) _____ Approval Date

_____ (Authorized Signature) _____ Approval Date

THIS RESOLUTION MUST BE UPLOADED TO THE SALT PARTICIPATION WEBSITE BY NO LATER THAN FRIDAY, APRIL 24, 2020.

Payment Listing

3/24/2020 to 3/24/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
30784	03/24/2020	03/24/2020	AW	OHIO PUBLIC EMPLOYEES DEFERRED CO	\$1,035.00	O
30785	03/24/2020	03/24/2020	AW	MEDINA COUNTY ENGINEER	\$1,850.00	O
30786	03/24/2020	03/24/2020	AW	CAREWORKSCOMP	\$3,354.00	O
30787	03/24/2020	03/24/2020	AW	SCHAEFFERS SPECILIZED LUBRICANTS	\$1,098.35	O
30788	03/24/2020	03/24/2020	AW	LIGHTHOUSE SOLUTIONS INC	\$16,888.00	O
30789	03/24/2020	03/24/2020	AW	LEXIPOL, LLC	\$4,224.00	O
30790	03/24/2020	03/24/2020	AW	MEDINA COUNTY EMERGENCY MANAGEM	\$2,180.40	O
30791	03/24/2020	03/24/2020	AW	ARMSTRONG CABLE	\$308.36	O
30792	03/24/2020	03/24/2020	AW	AG-PRO	\$3.13	O
30793	03/24/2020	03/24/2020	AW	CHARLES E. HARRIS & ASSOC. INC.	\$400.00	O
30794	03/24/2020	03/24/2020	AW	CRANDALLCO INC	\$133.19	O
30795	03/24/2020	03/24/2020	AW	CMT GROUP	\$125.00	O
30796	03/24/2020	03/24/2020	AW	COLUMBIA GAS OF OHIO	\$1,547.26	O
30797	03/24/2020	03/24/2020	AW	FRONTIER	\$48.70	O
30798	03/24/2020	03/24/2020	AW	THE GAZETTE	\$88.10	O
30799	03/24/2020	03/24/2020	AW	HOME DEPOT CREDIT SERVICES	\$30.95	O
30800	03/24/2020	03/24/2020	AW	MERRICK ENTERPRISES	\$96.64	O
30801	03/24/2020	03/24/2020	AW	OHIO EDISON	\$1,366.87	O
30802	03/24/2020	03/24/2020	AW	PERFECT VOICE & DATA	\$925.55	O
30803	03/24/2020	03/24/2020	AW	PITNEY BOWES GLOBAL	\$142.35	O
30804	03/24/2020	03/24/2020	AW	OHIO PUBLIC EMPLOYEES DEFERRED CO	\$1,090.00	O
30805	03/24/2020	03/24/2020	AW	FBN SYSTEMS, INC.	\$360.00	O
30806	03/24/2020	03/24/2020	AW	CANON FINANCIAL	\$105.33	O
30807	03/24/2020	03/24/2020	AW	SCHAEFFERS SPECILIZED LUBRICANTS	\$1,098.35	O
30808	03/24/2020	03/24/2020	AW	MERITECH	\$218.33	O
30809	03/24/2020	03/24/2020	AW	ORLO AUTO PARTS INC	\$109.65	O
30810	03/24/2020	03/24/2020	AW	TREASURER OF STATE - AR	\$28.70	O
30811	03/24/2020	03/24/2020	AW	OHIO TRANSPORT, INC.	\$151.49	O
30812	03/24/2020	03/24/2020	AW	CINTAS CORP #011	\$122.41	O
30813	03/24/2020	03/24/2020	AW	CARGILL, INC	\$15,986.75	O
30814	03/24/2020	03/24/2020	AW	STATE INDUSTRIAL PRODUCTS	\$632.58	O
30815	03/24/2020	03/24/2020	AW	COSE/MEDICAL MUTUAL OF OHIO	\$20,311.97	O
30816	03/24/2020	03/24/2020	AW	UNITED STATES POSTAL SERVICE	\$445.00	O
30817	03/24/2020	03/24/2020	AW	VOYAGER FLEET SYSTEMS, INC.	\$2,014.77	O
30818	03/24/2020	03/24/2020	AW	ENGLEFIELD, INC	\$353.80	O
Total Payments:					\$78,874.98	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$78,874.98	

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

Payment Listing

3/24/2020 to 3/24/2020

* 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 3/24/2020
Trustee Chm. [Signature]
Trustee [Signature]
Trustee [Signature]