

**MEDINA TOWNSHIP TRUSTEES
REGULAR MEETING - 7:00 PM
APRIL 16, 2020**

- I. ROLL CALL - PLEDGE - MOMENT OF SILENCE**
- II. APPROVAL OF PAYROLL**
- III. PURCHASE ORDERS AND TRAINING REQUESTS**
- IV. APPROVAL OF ACCOUNTS PAYABLE**
- V. CREDIT CARD ATTESTATION**
- VI. APPROVAL OF PREVIOUS MINUTES**
- VII. ADJOURN**

R 4-16-2020

ENTITY NAME: Medina Township

MINUTES TITLE: April 16, 2020 Regular Meeting

BOARD NAME: Board of Trustees

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 4/16/2020

START TIME: 7:03 pm

END TIME: 7:14 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	Attached to Minutes

The Pledge of Allegiance was recited.

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

APPROVAL OF PAYROLL

MOTION BY 1:16 minutes	Mr. Stopa: A motion was made to approve payroll for a total amount of \$33,650.61, with \$7,130.91 in deductions, withholdings and liabilities. The check date is 4/17/2020.
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – HALL PUBLIC SAFETY

MOTION BY 2:03 minutes	Mr. Radice: A motion was made to approve a purchase order requisition for the Police Department. The vendor is Hall Public Safety. The total is \$450.00. This is for certifying the departments' radar units on six (6) Police vehicles.
MOTION SECONDED BY	Mr. Stopa
DISCUSSION	Mr. Radice stated that this is an annual expense.
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 – BRITE

MOTION BY 2:31 minutes	Mr. Radice: A motion was made to approve a purchase order requisition for the Police Department. The vendor is Brite. It is for one (1) ETAC, F110 tablet to replace a unit no longer functioning in Police car number 3.
MOTION SECONDED BY	Mr. Stopa
DISCUSSION	Mr. Radice stated that priced out, purchasing the new unit will to be more cost effective than repairing the original unit. Mr. Radice stated the cost to be \$2,485.34.
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 – LIGHTHOUSE SOLUTIONS GROUP

MOTION BY 3:19 minutes	Mr. Radice: A motion was made to approve a purchase order requisition for the Police Department. The vendor is Lighthouse Solutions Group. The total amount is \$9,822.00. This is to replace all of the computers at the Police Department.
MOTION SECONDED BY	Mr. Stopa
DISCUSSION	Mr. Radice stated that these new computers will replace the current computers that are not upgradable.
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 4:03 minutes	Mr. Stopa: A motion was made to approve Accounts Payable, dated 4/16/2020. Starting with electronic check number 9-2020 and Westfield Bank, check number 32890, which will replace PNC check number 30837. The continuing PNC check range starts with check number 30838 through check number 30859. The total amount is \$241,577.35.
MOTION SECONDED BY	Mr. Radice
DISCUSSION	Mr. Stopa stated that the largest portion of the Accounts Payable includes the \$230,000.00 payment for the Fire District and that the City of Medina approved extending the fire contract to the end of the year to keep all participants in sync with the end date of the contract. Mrs. Ventura also stated that UAN restrictions and the Township switching banks are the reason the checks were issued from 2 different banks.
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

CREDIT CARD ATTESTATION

TOPIC	Credit Card Attestation
ATTESTED TO BY 6:26 minutes	Mr. Stopa: I, Mike Stopa, Chairman of the Board of Trustees of Medina Township, Ohio, hereby attest that pursuant to Section 505.64 of the Ohio Revised Code, at its meeting on April 16, 2020, the Board reviewed the Credit Card Account transaction detail for each account listed below for the dates March 6, 2020 through April 2, 2020 as provided by the Fiscal Officer. The credit card accounts are Amazon, E&H - ACE Hardware, Home Depot, Lowes, PNC, Staples, Tractor Supply and Wal-Mart.

APPROVAL OF PREVIOUS MINUTES

MOTION TO APPROVE MINUTES OF	January 23, 2020
TYPE OF MEETING	Regular Trustee Meeting
MOTION BY 7:18 minutes	Mr. Stopa: A motion was made to approve the January 23, 2020 Regular Trustee Meeting Minutes.
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 PREVIOUS MINUTES (continued)

MOTION TO APPROVE MINUTES OF	January 27, 2020
TYPE OF MEETING	Special Trustee Meeting
MOTION BY 7:48 minutes	Mr. Stopa: A motion was made to approve the January 27, 2020 Special Trustee Meeting Minutes.
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Radice	Abstain
VOTING RESULTS	YES: 2 NO: 0 Abstention: 1

OTHER BUSINESS

TOPIC 8:32 minutes	Service Department and Admin Department work Schedules
DISCUSSION	Mr. Johnson advised the Board that the current work schedule at the Service Department is going as planned. Mr. Stopa advised the Board that the Admin Department employees at Townhall are working from home as planned.
TOPIC 8:55 minutes	Requesting Supplies from EMA
DISCUSSION	Mrs. Ventura stated that she would like the Township to issue a letter requesting PPE supplies from the Medina County Emergency Management Agency (EMA). Mrs. Ventura asked that an estimated inventory of Township supplies be created, along with the rate the current Township supplies are being used, to support the EMA request. Mr. Stopa agreed and stated that the inventory could be helpful for the Township obtaining Federal or other funding to supplement supply purchases. The Board then discussed PPE supplies currently on order and supply availability.

MEETING ADJOURN

MOTION BY 11:19 minutes	Mr. Stopa: A motion was made to adjourn the Medina Township Regular scheduled meeting.
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Radice	Yes
VOTING RESULTS	YES: 3 NO: 0
	Meeting adjourned at 7:14 pm

NEXT SCHEDULED MEETING

TYPE OF MEETING	Regular
DATE	4/30/2020
TIME	7:00 pm
LOCATION	Township Hall
COMMENTS	

MINUTES PREPARED BY

NAME	TITLE	DATE
Nick Dominguez	Office Assistant	4/24/2020

ATTESTED BY

SIGNATURE	TITLE	DATE
	Fiscal Officer	6/11/2020

BOARD/COUNCIL CERTIFIED

SIGNATURE	TITLE	DATE
	Chairman	6/11/2020
	Vice Chairman	6/11/2020
	Trustee	6/11/2020

Payment Listing

4/16/2020 to 4/16/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
Westfield # 32890 9-2020	04/16/2020	04/15/2020	CH	OHIO PUBLIC EMPLOYEES DEFERRED CO	\$1,060.00	O
30837	04/16/2020	04/15/2020	AW	CITY OF MEDINA - FINANCE DEPT	\$230,000.00	O
30838	04/16/2020	04/16/2020	AW	RIDGLEY, ELAINE	\$104.55	O
30839	04/16/2020	04/16/2020	AW	RODMAN-SOPATA, YVONNE	\$185.38	O
30840	04/16/2020	04/16/2020	AW	AKRON BEARING COMPANY INC	\$155.04	O
30841	04/16/2020	04/16/2020	AW	CINTAS CORP #011	\$120.39	O
30842	04/16/2020	04/16/2020	AW	COLUMBIA GAS OF OHIO	\$1,119.73	O
30843	04/16/2020	04/16/2020	AW	DIGITAL PRINT SOLUTIONS	\$58.57	O
30844	04/16/2020	04/16/2020	AW	FRONTIER	\$48.50	O
30845	04/16/2020	04/16/2020	AW	THE GAZETTE	\$82.02	O
30846	04/16/2020	04/16/2020	AW	HOME DEPOT CREDIT SERVICES	\$72.55	O
30847	04/16/2020	04/16/2020	AW	MCMASTER CARR SUPPLY CO	\$264.90	O
30848	04/16/2020	04/16/2020	AW	MEDINA COUNTY EMERGENCY MANAGEM	\$2,987.95	O
30849	04/16/2020	04/16/2020	AW	OHIO EDISON	\$484.13	O
30850	04/16/2020	04/16/2020	AW	PETALSWEET CLEANING LLC	\$938.00	O
30851	04/16/2020	04/16/2020	AW	PERFECT VOICE & DATA	\$579.72	O
30852	04/16/2020	04/16/2020	AW	REINHARDT SUPPLY	\$171.10	O
30853	04/16/2020	04/16/2020	AW	SITEONE LANDSCAPE SUPPLY	\$265.29	O
30854	04/16/2020	04/16/2020	AW	WOLFF BROS. SUPPLY, INC.	\$57.40	O
30855	04/16/2020	04/16/2020	AW	VERIZON WIRELESS	\$254.12	O
30856	04/16/2020	04/16/2020	AW	VOYAGER FLEET SYSTEMS, INC.	\$1,838.91	O
30857	04/16/2020	04/16/2020	AW	ARMSTRONG CABLE	\$308.36	O
30858	04/16/2020	04/16/2020	AW	ORLO AUTO PARTS INC	\$158.21	O
30859	04/16/2020	04/16/2020	AW	STAPLES BUSINESS ADVANTAGE	\$262.53	O
Total Payments:					\$241,577.35	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$241,577.35	

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 4/16/2020
 Trustee Chm. [Signature]
 Trustee [Signature]
 Trustee [Signature]

CASH REQUIREMENTS

(Prior to Processing)

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 04/17/20. 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
04/16/20	PNC BANK, NA	xxxxxx6361	Direct Deposit	Net Pay Allocations	28,040.60	28,040.60
04/16/20	PNC BANK, NA	xxxxxx6361	Taxpay@	Employee Withholdings		
				Medicare	567.16	
				Fed Income Tax	3,510.53	
				OH Income Tax	826.78	
				OH BRUNS CTY Inc	80.71	
				OH CVRSD SD Inc	47.26	
				OH STROG CTY Inc	10.40	
				Total Withholdings	5,042.84	
				Employer Liabilities		
				Medicare	567.17	
				Total Liabilities	567.17	5,610.01
				EFT FOR 04/16/20		33,650.61
				TOTAL EFT (Does not reflect administrative charges)		33,650.61

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
04/17/20	Refer to your records for account	Information	Payroll	Employee Deductions		
				457 plan EE prelat	1,060.00	
				AFLAC EE Post Tax	12.42	
				AFLAC EE Pretax	18.78	
				Opers Police EE cont	3,365.65	
				Opers np EE Cont	1,432.48	
				PXCMP PRETAX Health	1,079.58	
				Union Dues	162.00	
				Total Deductions	7,130.91	
				TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (Does not reflect administrative charges)		7,130.91

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

DUE DATE	PRODUCT	DESCRIPTION	
04/22/20	Taxpay@	FED IT PMT Group	4,644.86
05/15/20	Taxpay@	OH Income Tax	1,791.34

APPROVED BY MEDINA TWP. TRUSTEES
Date 4-16-2020
Trustee Chm [Signature]
Trustee [Signature]
Trustee [Signature]

CASH REQUIREMENTS

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

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
05/15/20	Taxpay®	OH BRUNS CTY Inc	161.42
05/15/20	Taxpay®	OH SD PMT Group	94.90
05/15/20	Taxpay®	OH STROG CTY Inc	19.80

