

**MEDINA TOWNSHIP TRUSTEES  
REGULAR MEETING - 7:00 PM  
APRIL 2, 2020**

- I. ROLL CALL - PLEDGE - MOMENT OF SILENCE**
- II. APPROVAL OF PAYROLL**
- III. PURCHASE ORDERS AND TRAINING REQUESTS**
- IV. APPROVAL OF ACCOUNTS PAYABLE**
- V. SITE PLANS**
- VI. DEPARTMENT REPORTS FOR FEBRUARY**
- VII. ADJOURN**

R 4-2-2020

**ENTITY NAME: Medina Township**

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**MINUTES TITLE: April 2, 2020 Regular Meeting**

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**BOARD NAME: Board of Trustees**

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**TYPE OF MEETING: Regular**

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**VOTING SESSION: Yes**

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**DATE: 4/2/2020**

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**START TIME: 7:04 pm**

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**END TIME: 7:26 pm**

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**MEETING LOCATION: Medina Township Townhall**

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**RECORD OF PROCEEDINGS:**

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**CALLED TO ORDER BY: Mr. Mike Stopa**

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# 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 PAYROLL

MOTION BY <b>1:12 minutes</b>	<b>Mr. Stopa:</b> A motion was made to approve payroll. The check date is 4/3/2020. The total amount is \$40,423.28, with \$8,541.80 in withholdings for deductions and liabilities.
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 – MEDINA COUNTY EMA

MOTION BY <b>1:57 minutes</b>	<b>Mr. Stopa:</b> A motion was made to approve a purchase order requisition for the Fire Department. The vendor is the Medina County Emergency Management Agency (EMA). This is for the 2020 Medina Township All-Hazard Team cost allocation. The total is \$2,987.95.
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 – BREATHING AIR SYSTEMS**

MOTION BY <b>2:29 minutes</b>	<b>Mr. Stopa:</b> A motion was made to approve a purchase order requisition for the Fire Department. The vendor is Breathing Air Systems. This is for the Mako air compressor at Station #6, the Nettleton Road Fire Station. The total is \$1,500.00.
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3      NO: 0

**APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – HOMENIK DOOR COMPANY INC.**

MOTION BY <b>3:08 minutes</b>	<b>Mr. Johnson:</b> A motion was made to approve a purchase order requisition for the Service Department. The vendor is the Homenik Door Company. This is to replace all thirteen (13) overhead doors at the Service Department building. The door manufacturer agrees to pay sixty percent (60%) of the material cost due to a known problem with the current doors. The total is \$16,900.00.
MOTION SECONDED BY	Mr. Stopa
DISCUSSION	Mr. Stopa stated he and Mr. Miller discussed the specific reasons why the doors need to be replaced.
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Stopa	Yes
Mr. Radice	Yes
VOTING RESULTS	YES: 3      NO: 0

**APPROVAL OF ACCOUNTS PAYABLE**

MOTION BY <b>4:07 minutes</b>	<b>Mr. Stopa:</b> A motion was made to approve Accounts Payable, dated 4/2/2020. The check range is from check number 30819 to check number 30836. The total amount is \$34,838.49.
MOTION SECONDED BY	Mr. Radice
DISCUSSION	Mr. Stopa stated that the largest single check amount was for the Medina Hospital LST bill.
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3      NO: 0

**SITE PLANS**

**APPROVAL OF SITE PLANS – SUNOCO**

MOTION BY <b>5:03 minutes</b>	<b>Mr. Stopa:</b> A motion was made to accept the recommendation of the Zoning Commission and approve a Change of Use for Sunoco, located at 3980 Pearl Road, as presented to the Board.
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 SITE PLANS – PALMER ENGINEERING COMPANY**

MOTION BY <b>5:32 minutes</b>	<b>Mr. Stopa:</b> A motion was made to accept the recommendation of the Zoning Commission and approve the change of use for Palmer Engineering Company, located at 3745 Medina Road, units A and B, as presented to the Board.
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 SITE PLANS – KEN GANLEY KIA**

MOTION BY <b>6:25 minutes</b>	<b>Mr. Stopa:</b> A motion was made to accept the recommendation of the Zoning Commission and approve a name change on the existing wall sign for Ken Ganley Kia above the main door at 2925 Medina Road, not to exceed 17.59 square feet, as presented to the Board.
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3      NO: 0

**SITE PLANS (continued)**

**APPROVAL OF SITE PLANS – KEN GANLEY KIA**

MOTION BY <b>7:07 minutes</b>	<b>Mr. Stopa:</b> A motion was made to accept the recommendation of the Zoning Commission and approve a name change on the existing wall sign facing I-71 for Ken Ganley Kia located at 2925 Medina Road, not to exceed 17.59 square feet, as presented to the Board.
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 DEPARTMENT REPORTS FOR FEBRUARY**

MOTION BY <b>8:18 minutes</b>	<b>Mr. Stopa:</b> A motion was made approve the Department Reports for February 2020. The departments include the Police, Zoning, Road and Bridge and Fire. It was noted that the Police and Zoning Department reports are double sided.
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Radice	Yes
VOTING RESULTS	YES: 3      NO: 0

**OTHER BUSINESS – COVID19 DISCUSSIONS**

TOWNHALL WORK AT HOME <b>9:08 minutes</b>	The Trustees and Mrs. Ventura discussed having the Township employees, at the Townhall, work from home for the next several weeks and come in when necessary. Mr. Stopa stated that public access to the Townhall would be restricted to the lobby/foyer area during normal business hours and that Townhall employees would have a schedule for opening and closing the Townhall.
DISINFECTING SUPPLIES <b>12:20 minutes</b>	Mrs. Ventura discussed the availability and unavailability of disinfecting supplies. Mrs. Ventura provided the Trustees with information on which disinfecting supplies should be used in general and which should be used sparingly.

**OTHER BUSINESS – COVID19 DISCUSSIONS (continued)**

<p>SERVICE DEPARTMENT WORK SCHEDULE <b>14:07 minutes</b></p>	<p>Mr. Stopa and Mr. Johnson discussed having the four current Service Department employees split into two teams of two each and have the teams work alternate weeks to minimize social and work contact. The Trustees agreed that this would be the best method for completing required department work while keeping all employees safe. Mr. Johnson stated the need for flexibility within the Service Department in case department work requires more than two employees, such as for burials. The Trustees agreed to reach out to Mr. Miller to confirm details of the proposed work schedules.</p>
<p>CLEANING SERVICES <b>17:27 minutes</b></p>	<p>Mrs. Ventura made a recommendation to the Trustees that besides the Townhall and Police Department, the current cleaning service be extended to include the Service Department on a regular basis. The Trustees and Mrs. Ventura discussed the dates and times for the cleaning services to make sure the buildings would be open for them. Also discussed was having shipments of PPE sent to Board member residences or the Police Department so those items would not be sitting at Townhall until they are picked up at the end of the workday.</p>
<p>OHIO DEFERRED COMP <b>19:15 minutes</b></p>	<p>Mrs. Ventura advised the Trustees that there may be a delay in processing deductions for Deferred Comp due to their offices being shut down, effective 3/20/2020. Mrs. Ventura stated that she will contact them to get a status of the payment made 3/24/2020 and advised the Trustees that future payments will need to be made by electronic payment via the Ohio Gateway. Mrs. Ventura requested that the Trustees pass a broad resolution to allow electronic payments during the COVID19 pandemic.</p>

**APPROVAL OF RESOLUTION #04022020-015**

<p>MOTION TO APPROVE RESOLUTION</p>	<p><b>Electronic Payments Authorization</b></p>
<p>RESOLUTION NUMBER</p>	<p>04022020-015</p>
<p>MOTION TO APPROVE BY <b>21:04 minutes</b></p>	<p><b>Mr. Stopa:</b> The following resolution number 04022020-015 was put forth for approval to authorize the Fiscal Officer to make any and all necessary electronic payments during the COVID19 pandemic.</p>
<p>MOTION SECONDED BY</p>	<p>Mr. Johnson</p>
<p>VOTING ROLL CALL</p>	<p>VOTE</p>
<p>Mr. Stopa</p>	<p>Yes</p>
<p>Mr. Johnson</p>	<p>Yes</p>
<p>Mr. Radice</p>	<p>Yes</p>
<p>VOTING RESULTS</p>	<p>YES: 3 NO: 0</p>

**MEETING ADJOURN**

MOTION BY <b>21:41 minutes</b>	<b>Mr. Stopa: A motion was made to adjourn.</b>
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 7:26 pm

**NEXT SCHEDULED MEETING**

TYPE OF MEETING	Regular
DATE	4/16/2020
TIME	7:00 pm
LOCATION	Township Hall
COMMENTS	

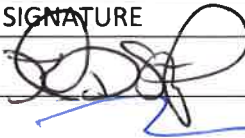

**MINUTES PREPARED BY**

NAME	TITLE	DATE
Nick Dominguez	Office Assistant	4/20/2020

**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



## CASH REQUIREMENTS

(Prior to Processing)

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 04/03/20. 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
04/03/20	PNC BANK, NA	xxxxxx6361	Direct Deposit	Net Pay Allocations	33,951.18	33,951.18
04/03/20	PNC BANK, NA	xxxxxx6361	Taxpay®	Employee Withholdings		
				Social Security	31.77	
				Medicare	672.68	
				Fed Income Tax	3,960.90	
				OH Income Tax	964.56	
				OH BRUNS CTY Inc	80.71	
				OH CVRSD SD Inc	47.64	
				OH STROG CTY Inc	9.40	
				<b>Total Withholdings</b>	<b>5,767.66</b>	
				Employer Liabilities		
				Social Security	31.78	
				Medicare	672.66	
				<b>Total Liabilities</b>	<b>704.44</b>	<b>6,472.10</b>
				<b>EFT FOR 04/03/20</b>		<b>40,423.28</b>
				<b>TOTAL EFT (Does not reflect administrative charges)</b>		<b>40,423.28</b>

**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
04/03/20	Refer to your records for account	Information	Payroll	Employee Deductions		
				457 plan EE pretax	1,090.00	
				AFLAC EE Post Tax	12.42	
				AFLAC EE Pretax	18.78	
				Opers Police EE cont	3,392.73	
				Opers np EE Cont	2,015.02	
				PXCMP PRETAX Health	1,850.85	
				Union Dues	162.00	
				<b>Total Deductions</b>	<b>8,541.80</b>	<b>8,541.80</b>
				<b>TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (Does not reflect administrative charges)</b>		<b>8,541.80</b>

**APPROVED BY MEDINA TWP. TRUSTEES**

Date 4-2-2020

Trustee Chm. [Signature]

Trustee [Signature]

Trustee [Signature]

0943 0049-H166 Medina Township Trustees

## CASH REQUIREMENTS

(Prior to Processing)

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 04/03/20. 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** - *This information serves as a record of payment.*

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
04/08/20	Taxpay®	FED IT PMT Group	5,369.79

0943 0049-H166 Medina Township Trustees  
Run Date 04/02/20 10:58 AM

Period Start - End Date 03/15/20 - 03/28/20  
Check Date 04/03/20

Cash Requirements  
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CASHREQ

**Payment Listing**

4/2/2020 to 4/2/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
30819	04/02/2020	04/02/2020	AW	MAZANEC, RASKIN, & RYDER CO., LPA	\$1,481.20	O
30820	04/02/2020	04/02/2020	AW	AFLAC	\$62.40	O
30821	04/02/2020	04/02/2020	AW	MEDINA HOSPITAL	\$28,320.91	O
30822	04/02/2020	04/02/2020	AW	AT&T MOBILITY	\$183.35	O
30823	04/02/2020	04/02/2020	AW	C MARTIN TRUCKING	\$266.62	O
30824	04/02/2020	04/02/2020	AW	CINTAS CORP #011	\$67.85	O
30825	04/02/2020	04/02/2020	AW	GATEWAY TIRE & SERVICE CENTER	\$611.97	O
30826	04/02/2020	04/02/2020	AW	IMMAGES DESIGN STUDIO	\$714.00	O
30827	04/02/2020	04/02/2020	AW	MCMASTER CARR SUPPLY CO	\$115.35	O
30828	04/02/2020	04/02/2020	AW	MEDINA COUNTY SANITARY ENG	\$328.88	O
30829	04/02/2020	04/02/2020	AW	OPBA	\$324.00	O
30830	04/02/2020	04/02/2020	AW	ORLO AUTO PARTS INC	\$515.83	O
30831	04/02/2020	04/02/2020	AW	STOPA, MIKE	\$21.03	O
30832	04/02/2020	04/02/2020	AW	NY BAGEL DELI,LLC	\$250.00	O
30833	04/02/2020	04/02/2020	AW	OHIO EDISON	\$1,097.63	O
30834	04/02/2020	04/02/2020	AW	PNC BANK	\$232.61	O
30835	04/02/2020	04/02/2020	AW	REINHARDT SUPPLY	\$216.45	O
30836	04/02/2020	04/02/2020	AW	TRACTOR SUPPLY CREDIT PLAN	\$28.41	O
Total Payments:					\$34,838.49	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$34,838.49	

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 4/2/2020  
 Trustee Chm [Signature]  
 Trustee [Signature]  
 Trustee [Signature]

**Resolution # 04022020-015**

Mr. Stopa:

I move to adopt resolution number 04022020-015 to approve authorization for the Fiscal Officer to make any and all necessary electronic payments during the COVID19 pandemic.

**APPROVED BY MEDINA TWP. TRUSTEES**

Date 4-2-2020

Trustee Chm. [Signature]

Trustee \_\_\_\_\_

Trustee [Signature]