

**MEDINA TOWNSHIP TRUSTEES
REGULAR MEETING - 7:00 PM
JANUARY 7, 2021**

- 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**

NEW BUSINESS

- VI. APPROVAL OF PREVIOUS MINUTES**
- VII. POLICY OF PROCEDURE FOR SALE OF MATERIALS
RESOLUTION 01072021-004**
- VIII. SUPPLEMENTAL APPROPRIATION FOR FUND
REALLOCATION RESOLUTION 01072021-005**
- I. PUBLIC COMMENT**
- II. ADJOURN**

R 1-7-2021

ENTITY NAME: Medina Township

MINUTES TITLE: January 7, 2021 Regular Meeting

BOARD NAME: Board of Trustees

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 1/7/2021

START TIME: 7:02 pm

END TIME: 7:32 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	
Matt Ventura	Employee	
Shari Mangel	Employee	
Jacob Getto	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 1:07 minutes	Mr. Stopa: A motion was made to approve payroll, with a check date of 1/8/2021. The total amount is \$49,043.64, with \$9,672.73 in withholdings, liabilities, and deductions. A two (2) page document was presented with the motion for approval. It was noted as part of the motion that Sergeant Todd Zieja's opt-out for his insurance from 2020 will be paid with 2021 funds.
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 – PSE CREDIT UNION

MOTION BY 2:35 minutes	Mr. Stopa: A motion was made to approve a purchase order requisition for the Admin, Road and Bridge, and Police Departments. The vendor is the PSE Credit Union. This is for the 2021 HSA contributions. The total amount is \$39,000.00
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – FIRST NATIONAL BANK

MOTION BY 3:07 minutes	Mr. Stopa: A motion was made to approve a purchase order requisition for the Admin, Road and Bridge, Police and Zoning Departments. The vendor is the First National Bank. It is for the 2021 HSA contributions. The total amount is \$45,000.00.
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – KEY BANK

MOTION BY 3:39 minutes	Mr. Stopa: A motion was made to approve a purchase order requisition for the Police Department. The vendor is Key Bank. It is for the 2021 HSA contribution. The total amount is \$6,000.00
MOTION SECONDED BY	Mr. Radice
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – NORTH GATEWAY TIRE

MOTION BY 4:05 minutes	Mr. Stopa: A motion was made to approve a purchase order requisition for the Police Department. The vendor is North Gateway Tire. This is for car 6 repairs and car 2 repairs. The total amount is \$3,500.00
MOTION SECONDED BY	Mr. Radice
DISCUSSION	Mr. Stopa stated that both cars need the same repairs, and it made more sense to request one purchase order for both vehicles instead of separately. Mr. Johnson asked if these vehicle could still be under warranty. They are not.
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF ACCOUNTS PAYABLE

MOTION BY 5:12 minutes	Mr. Stopa: A motion was made to approve Accounts Payable, dated 1/7/2021. Starting with check number 31203 to check number 31213. The total amount is \$97,274.52. A one (1) page document was presented with the motion for approval.
MOTION SECONDED BY	Mr. Radice
DISCUSSION	Mr. Stopa stated that the majority of the Payment Listing is for the HSA contributions.
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

OTHER BUSINESS – HSA CONTRIBUTION DEPOSITS

DISCUSSION 5:50 minutes	Mrs. Ventura stated that the HSA checks must be deposited by 1/15/2021 and asked the Trustees if the checks should be held for deposit until 1/14/2021. Mrs. Ventura stated that once deposited, that money could not be recovered if deposited for an employee who quits or whose employment is terminated. The Trustees decided to move ahead with depositing the HSA the next day, 1/8/2021, and change that procedure in the future if warranted.
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CREDIT CARD ATTESTATION

TOPIC	Credit Card Attestation
ATTESTED TO BY 7:52 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 January 7, 2021, the Board reviewed the Credit Card Account transaction detail for each account listed below for the dates December 5, 2020 through January 4, 2021 as provided by the Fiscal Officer. The credit card accounts include Amazon, E&H - ACE Hardware, Home Depot, Lowes, PNC, Staples, Tractor Supply and Wal-Mart.

NEW BUSINESS

APPROVAL OF PREVIOUS MINUTES

MOTION TO APPROVE MINUTES OF	December 10, 2020
TYPE OF MEETING	Regular Trustee Meeting
MOTION BY 8:47 minutes	Mr. Stopa: A motion was made to approve the December 10, 2020 Regular Trustee Meeting Minutes at which all three (3) Trustees were in attendance.
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Radice	Yes
VOTING RESULTS	YES: 3 NO: 0

PURCHASING POLICY DISCUSSION

DISCUSSION 9:36 minutes	Mrs. Ventura stated that a Township purchasing policy was not yet ready to be approved at this time but reminded the Trustees that anyone with authority to purchase, for the Township, needs to adhere to the Ohio Revised Code which states that no purchase can be made unless there is a certificate in place. Mrs. Ventura reviewed the current purchasing procedures and stated what specifically would need to be spelled out in the new policy. Mrs. Ventura asked the Trustees to remind their department heads to follow the Ohio Revised Code statute regarding purchases. Mr. Stopa stated that the purchasing policy discussion would be tabled until the next Trustee meeting.
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POLICY OF PROCEDURE FOR SALE OF MATERIALS RESOLUTION # 01072021-004

MOTION TO APPROVE RESOLUTION	POLICY OF PROCEDURE FOR SALE OF MATERIALS
RESOLUTION NUMBER	01072021-004
MOTION TO APPROVE BY 11:28 minutes	Mr. Stopa: a motion was made to adopt resolution number 01072021-004, to approve entering into agreement with the Medina County Engineer for the purchase of construction, maintenance, and repair materials, as needed. An eight (8) page document was presented with the resolution for approval.
MOTION SECONDED BY	Mr. Radice
DISCUSSION	The Trustees discussed the purpose of the resolution.
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

SUPPLEMENTAL APPROPRIATION REALLOCATION OF FUNDS RESOLUTION # 01072021-005

MOTION TO APPROVE RESOLUTION	SUPPLEMENTAL APPROPRIATION REALLOCATION OF FUNDS
RESOLUTION NUMBER	01072021-005
MOTION TO APPROVE BY 13:36 minutes	Mr. Stopa: a motion was made to adopt resolution number 01072021-005 to approve the supplemental appropriation reallocation of funds from line 2191-210-599-0000 to line 2191-220-382-0000, total amount is \$563.00.
MOTION SECONDED BY	Mr. Radice
DISCUSSION	Mr. Stopa stated that this reallocation of funds was to cover the OTARMA invoice fees for the Fire Department.
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0
DISCUSSION	Mrs. Ventura stated that the OTARMA payment would be late due to it being due 1/1/2021 and asked the Trustees if they wanted to have a special Trustees meeting to approve payment or wait until the next scheduled Trustee meeting. Mr. Stopa stated that they would wait until the next Trustee meeting.

OTHER BUSINESS – GENERAL DISCUSSION

<p>DISCUSSION 15:37 minutes</p>	<p>Mrs. Ventura stated that the estimated ‘go-live’ date for implementing the Flex-Time payroll system is January 31. Mrs. Ventura asked that each department head make sure all employees are signed up for their Flex-Time accounts. Mrs. Ventura asked that the department heads also review the Flex-Time training materials. Mrs. Ventura stated that she would have the tablets prepared and set up at the work locations. The Board discussed reviewing the training material and the logistics of using Flex-Time at Townhall while working from home and how the Service department would use Flex-Time. The Board also discussed the chain of verification and approval process.</p> <p>Mr. Stopa reviewed the 1/2/2021 Organizational meeting slate of appointments for residents who could not attend or did not see it on YouTube with regard to the Trustees’ new liaison roles.</p> <p>Mr. Stopa noted that he has been asked how residents can add comments and/or ask questions at the Trustee meetings. Mr. Stopa suggested that comments and questions be emailed to the Township or Trustees so they could be addressed in the public comment portion of the meetings. The Board also discussed having more flexibility with the GoToMeeting application and doing a trial run to get familiar with its’ functionality.</p> <p>Mrs. Ventura stated that she will be moving the PNC CD money to Westfield bank for their 13-month CD due to the favorable rate being offered.</p>
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PUBLIC COMMENT

MOTION BY 28:27 minutes	Mr. Stopa: A motion was made to open the floor for public comment.
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Radice	Yes
VOTING RESULTS	YES: 3 NO: 0
DISCUSSION	Mr. Stopa asked that those making public comment please state their name and address for the record.
PUBLIC COMMENT	Public comment was made.

PUBLIC COMMENT (continued)

MOTION BY 30:23 minutes	Mr. Stopa: A motion was made to close the floor for public comment.
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 ADJOURN

MOTION BY 30:37 minutes	Mr. Stopa: A motion was made to adjourn the 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 7:32 pm

NEXT SCHEDULED MEETING

TYPE OF MEETING	Regular
DATE	1/21/2021
TIME	7:00 pm
LOCATION	Township Hall
COMMENTS	

MINUTES PREPARED BY

NAME	TITLE	DATE
Nick Dominguez	Office Assistant	1/14/2021

ATTESTED BY

SIGNATURE	TITLE	DATE
	Fiscal Officer	1/21/2021

BOARD/COUNCIL CERTIFIED

SIGNATURE	TITLE	DATE
	Chairman	1/21/2021
	Vice Chairman	1/21/2021
	Trustee	1/21/2021

CASH REQUIREMENTS

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 01/08/21. IT DOES NOT REFLECT MISCELLANEOUS ADMINISTRATIVE CHARGES. PLEASE REFER TO YOUR INVOICE(S) FOR THE TOTAL CASH REQUIRED FOR THIS CHECK DATE.

IMPORTANT COVID-19 INFORMATION: If you filed IRS Form 7200, please notify your Paychex representative to avoid owing a balance at the end of the quarter and ensure your Form 941 is accurate.

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
01/08/21	WESTFIELD BANK, FSB	xxxxx7175	Direct Deposit	Net Pay Allocations	40,338.43
01/08/21	WESTFIELD BANK, FSB	xxxxx7175	Taxpay®	Employee Withholdings	
				Medicare	814.66
				Fed Income Tax	5,630.55
				OH Income Tax	1,281.28
				OH BRUNS CTY Inc	111.90
				OH CVRSD SD Inc	52.15
				Total Withholdings	7,890.54
				Employer Liabilities	
				Medicare	814.67
				Total Liabilities	8,705.21
				EFT FOR 01/08/21	49,043.64

TOTAL EFT (Does not reflect administrative charges)

49,043.64

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
01/08/21	Refer to your records for account information		Payroll	Employee Deductions	
				457 plan EE pretax	1,575.00
				AFLAC EE Post Tax	12.42
				AFLAC EE Pretax	18.78
				Opers Police EE cont	4,044.94
				Opers np EE Cont	2,143.75
				PXCMP PRETAX Health	1,697.84
				Union Dues	180.00
				Total Deductions	9,672.73

TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (Does not reflect administrative charges)

9,672.73

APPROVED BY MEDINA TWP. TRUSTEES

Date 1-7-2021

Trustee Chm. 

Trustee 

Trustee 

CASH REQUIREMENTS
THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 01/08/21. 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.

DUE DATE	PRODUCT	DESCRIPTION	
01/13/21	Taxpay@	FED IT PMT Group	7,259.88

Payment Listing

1/7/2021 to 1/7/2021

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
31203	01/07/2021	01/07/2021	AW	PERFECT VOICE & DATA	\$595.71	O
31204	01/07/2021	01/07/2021	AW	C MARTIN TRUCKING	\$107.73	O
31205	01/07/2021	01/07/2021	AW	PSE CREDIT UNION, INC.	\$39,000.00	O
31206	01/07/2021	01/07/2021	AW	KEY BANK	\$6,000.00	O
31207	01/07/2021	01/07/2021	AW	FIRST NATIONAL BANK	\$45,000.00	O
31208	01/07/2021	01/07/2021	AW	AFLAC	\$62.40	O
31209	01/07/2021	01/07/2021	AW	OPBA	\$360.00	O
31210	01/07/2021	01/07/2021	AW	OHIO EDISON	\$1,253.55	O
31211	01/07/2021	01/07/2021	AW	PNC BANK	\$4,539.45	O
31212	01/07/2021	01/07/2021	AW	VERIZON WIRELESS	\$259.02	O
31213	01/07/2021	01/07/2021	AW	HOME DEPOT CREDIT SERVICES	\$96.66	O
Total Payments:					\$97,274.52	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$97,274.52	

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

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

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

APPROVED BY MEDINA TWP. TRUSTEES
 Date 1-7-2021
 Trustee Chm. [Signature]
 Trustee [Signature]
 Trustee [Signature]

Policy of Procedure for Sale of Materials

I, Mike Stopa, move to adopt resolution number 01072021-004, to approve entering into agreement with the Medina County Engineer for the purchase of construction, maintenance and repair materials, as needed, and incorporate this eight (8) page document, as presented.

APPROVED BY MEDINA TWP. TRUSTEES
Date 1-7-2021
Trustee Chm. [Signature]
Trustee [Signature]
Trustee [Signature]



MEDINA COUNTY ENGINEER
Andrew J. Conrad, P.E., P.S.
HIGHWAY MAINTENANCE FACILITY

6100 WEDGEWOOD RD
MEDINA, OH 44256

PHONE: (330) 764-8780
FAX: (330) 764-8788

December 15, 2020

Medina Township
3799 Huffman Road
Medina, Ohio 44256

Medina Township

JAN 01 2021

RE: SALE OF MATERIALS TO TOWNSHIPS/VILLAGES

Received 

Honorable Trustees/Village Officials:

The Board of Medina County Commissioners Resolution No. 20-1000 allows the Medina County Engineer to sell materials to townships and municipal corporations within Medina County necessary for certain maintenance and repair purposes. A copy of the "Policy of Procedure for Sale of Materials" is enclosed. This policy explains the sections of the Ohio Revised Code which establishes our authority to purchase and sell materials to townships or municipal corporations. It also explains availability, limits of purchase, ordering and purchasing procedures.

The adoption of the resolutions requires the Board of Medina County Commissioners to enter into an agreement with each township or municipal corporation wishing to purchase materials from the County Engineer. The current material purchase agreement will expire on December 31, 2020. If your Board or Council wishes to purchase materials during the 2021 calendar year, it is necessary for you to enter into a new agreement. Materials will not be sold to townships or villages without an agreement.

Two copies of the agreement are enclosed. Please sign the appropriate portion of both copies of the agreement and return to the Medina County Highway Department, attention Christine Staten, 6100 Wedgewood Road, Medina, Ohio 44256. We will present the agreements to the Commissioners for their signatures. One copy will be returned to your Board/Council and one copy will be retained by the Commissioners. We will duplicate one copy for our files.

The Medina County Engineer's Office asks that if your Board/Council uses a purchase order system when buying materials, that you please present your purchase order signed by the clerk or administrator on or before the time of pickup of materials. If your Board/Council does not use the purchase order system, please submit names of personnel authorized to sign a material loading slip. We realize some materials, such as traffic signs or ice control materials are needed in an emergency situation. To prevent any delay in picking up materials, it is necessary for your Board or Council to indicate a system to be used for purchases.

We would like to have the agreements signed, witnessed and returned as soon as possible. As soon as we receive them, we will present the agreement to the Commissioners at their next regularly-scheduled meeting.

If you have any questions or comments regarding this matter, please feel free to contact this office.

Sincerely,


Christine Staten
Administrative Clerk

Enclosures: Resolution 20-1000
Agreement - 2 Copies
Policy

cc: Andy Conrad
File

REGULAR MEETING – TUESDAY, DECEMBER 15, 2020

The Board of County Commissioners of Medina County, Ohio, met in regular session on this date with the following members present:

William F. Hutson

Patricia G. Geissman

Colleen M. Swedyk

Mr. Hutson offered the following resolution and moved the adoption of same, which was duly seconded by Mrs. Geissman.

RESOLUTION NO. 20-1000

**ENTERING INTO AN AGREEMENT WITH THE TOWNSHIPS AND VILLAGES IN
MEDINA COUNTY TO SELL MATERIALS PURSUANT TO THE AUTHORITY
GRANTED IN SECTION 307.15 OF THE OHIO REVISED CODE**

WHEREAS, Section 307.15 of the Ohio Revised Code grants permission to the Board of County Commissioners to enter into an agreement with the legislative authority of any township or municipal corporation within the county, whereby the board or any county official designated by the board, purchases at the request of the township or municipal corporation, any materials for construction, maintenance or repair of any township or municipal corporation road, for the maintenance or repair of any township or municipal corporation building, and sells materials to township or municipal corporation at the cost to the county, which cost shall include the purchase price and any expense incurred in such purchase, providing the amount involved does not exceed, in the case of a township, ONE THOUSAND DOLLARS; and

WHEREAS, the Board of Commissioners of Medina County desires now to enter into such agreements with each individual board of township trustees and councils of municipal corporations; and

WHEREAS, the Board of Commissioners of Medina County desires the Medina County Engineer to handle the purchase and sale of such materials to such legislative authorities.

NOW, THEREFORE, BE IT RESOLVED that agreements be entered into with each of the townships and any municipal corporations within Medina County wishing to enter into such an agreement, to sell materials pursuant to the authority granted in Ohio Revised Code Section 307.15, and authorizing the Medina County Engineer to handle the purchase and sale of such materials.

BE IT FURTHER RESOLVED that each agreement become effective on the 1st of January, 2021 following the signing by both boards, or board and councils, and will expire on the 31st of December, 2021.

Voting AYE thereon: Mr. Hutson, Mrs. Geissman and Mrs. Swedyk

Adopted: December 15, 2020

Prepared by: Medina County Engineer's Office

MEDINA COUNTY ENGINEER
POLICY OF PROCEDURE FOR SALE OF MATERIALS

Section 307.12 (A) of the Ohio Revised Code grants permission to the Board of County Commissioners to sell materials to the Federal Government, State or any political subdivision of the State.

Section 307.15 grants permission to the Board of County Commissioners to enter into an agreement with the legislative authority of any township or municipal corporation within the County, whereby the Board or any County official designated by the Board, purchases at the request of the township or municipal corporation, any materials for construction, maintenance, or repair of any township or municipal road, for the maintenance or repair of any township or municipal corporation building, and sells materials to township or municipal corporation at the cost to the County, which cost shall include the purchase price and any expense incurred in such purchase, providing the amount involved does not exceed, in the case of a township, One Thousand Dollars (\$1,000.00). The Medina County Commissioners have adopted Resolution No. 20-1000 authorizing the County Engineer to sell materials and supplies to the various townships or municipal corporations within Medina County. The sale of any materials to townships or municipal corporations will be dependent on availability of supply to the seller.

The agreement with the townships or municipal corporations will expire at the end of each calendar year and will have to be renewed on a yearly basis at the end of each calendar year. Legislative authorities that do not enter into this agreement will not be able to purchase materials from the County Engineer.

Because of the increased demands for materials, the more predominant of these being traffic signs and salt , the Medina County Engineer has established a procedure to be used by all governments and their departments. In all instances where materials are to be purchased, an estimate of cost will be agreed on by the Medina County Engineer and the department making the purchase. Purchase orders signed by department head, administrator, or clerk must

Policy (continued)

be presented to the County Engineer prior to or at the time of pickup of materials. A blanket or "more to go" purchase order will be acceptable, but townships must not exceed One Thousand Dollars (\$1,000.00). A list of the names of those personnel authorized to pick up materials for a department must be furnished to the County Engineer. Those picking up materials will be required to sign a slip acknowledging that they received the materials indicated.

When purchasing materials that are stored at the Highway Garage, no loading will be permitted without the knowledge and approval of the Highway Superintendent or his authorized representative. Loading times will be limited to those hours when the Highway Garage is operating.

Billing will be done on a monthly basis by the Medina County Engineer.

POLICY EFFECTIVE: NOVEMBER, 1997

AGREEMENT

The Parties hereto intend to enter into this agreement, pursuant to the authority granted in Ohio Revised Code 307.15.

The Board of Township Trustees/Village Council agrees to purchase and the Board of Commissioners of Medina County agrees to sell such materials as from time to time may be required for the construction, maintenance, or repair of any township/village road or building.



The price of the aforementioned materials to the Township/Village shall be the purchase price and any expenses incurred in such purchase by the Board of Commissioners.

The Board of Commissioners hereby authorizes the Medina County Engineer to handle the purchase and sale of such materials to the Township/Village as specified above.

This agreement shall become effective on the 1st day of January, 2021 following the signing by both parties, and will expire on the 31st day of December, 2021.

Date: 1-7-2021

Medina Township
Township Trustees:

APPROVED

Board of Commissioners of Medina County, Ohio

Commissioners:

Date: _____

TO TOWNSHIP CLERK OR VILLAGE CLERK:

Please be sure to complete the following and return with the signed agreements to our office:

Names of Persons Authorized to Pick Up Materials: (Please include DRIVER'S CONTACT TELEPHONE NUMBER for salt pickup use.)

DENNIS MILLER 330 760-2399

CRAIG PLUTE 330 635-0232

MARTIN MOHLER 330 410-3835

JEFF KESSLER 330 242-1708

Name of Township or Village:

MEDINA TOWNSHIP

Please indicate if you will be using a purchase order:

_____ (yes) (no)

RETURN FORMS TO

Medina County Highway Department
Attn: Christine Staten
6100 Wedgewood Road
Medina, Ohio 44256

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The price of the aforementioned materials to the Township/Village shall be the purchase price and any expenses incurred in such purchase by the Board of Commissioners.

The Board of Commissioners hereby authorizes the Medina County Engineer to handle the purchase and sale of such materials to the Township/Village as specified above.

This agreement shall become effective on the 1st day of January, 2021 following the signing by both parties, and will expire on the 31st day of December, 2021.

Date: 1-7-2021

Medina Township
Township Trustees:

APPROVED





Board of Commissioners of Medina County, Ohio

Commissioners:

Date: _____

TO TOWNSHIP CLERK OR VILLAGE CLERK:

Please be sure to complete the following and return with the signed agreements to our office:

Names of Persons Authorized to Pick Up Materials: (Please include DRIVER'S CONTACT TELEPHONE NUMBER for salt pickup use.)

DENNIS MILLER 330 760-2399
CRAIG PLUTE 330 635-0232
MARTIN MOHLER 330 410-3835
JEFF KESSLER 330 242-1708

Name of Township or Village:

MEDINA TOWNSHIP

Please indicate if you will be using a purchase order:

_____ (yes) X (no)

RETURN FORMS TO

Medina County Highway Department
Attn: Christine Staten
6100 Wedgewood Road
Medina, Ohio 44256

Fund Reallocation Resolution

I, Mike Stopa, move to adopt resolution number 01072021-005 to approve the supplemental appropriation reallocation of funds from line 2191-210-599-0000 to line 2191-220-382-0000, total amount is \$563.00.

APPROVED BY MEDINA TWP. TRUSTEES

Date 1-7-2021

Trustee Chm. [Signature]

Trustee [Signature]

Trustee [Signature]

MEDINA TOWNSHIP, MEDINA COUNTY
Appropriation Supplemental
 1/7/2021 to 1/7/2021

Post Date	Transaction Date	Account Code	Amount	Resolution Number	Type	Purpose	Budgetary Correction
01/07/2021	01/08/2021	2191-210-599-0000	-\$563.00	01072021-005	Temporary	REALLOCATE FUNDS TO ISSUE OTARMA PO APPROVED BY	No
01/07/2021	01/08/2021	2191-220-382-0000	\$563.00	01072021-005	Temporary	REALLOCATE FUNDS TO ISSUE OTARMA PO APPROVED BY	No

MEDINA TOWNSHIP

TRUSTEES MEETING

MEETING HELD 1-7-2021

NAME

ADDRESS

TOM KROPP

FORD Rd

MATT VENTURA

WISCHER

JOSHUA EBERTS

3412 Hamilton Rd.