

**MEDINA TOWNSHIP TRUSTEES
SPECIAL MEETING - 6:00 PM
MARCH 22, 2021**

- I. ROLL CALL**
- II. APPROVAL OF PAYROLL**
- III. ADJOURN**

S 3-22-2021

ENTITY NAME: Medina Township

MINUTES TITLE: March 22, 2021 Special Trustee Meeting

BOARD NAME: Board of Trustees

TYPE OF MEETING: Special

VOTING SESSION: Yes

DATE: 3/22/2021

START TIME: 6:08 pm

END TIME: 6:30 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. Chuck Johnson	Present
Mr. Mark Radice	Present
Mrs. Angela Ventura	Present

IN ATTENDANCE

NAME	VISITOR/EMPLOYEE	COMMENTS
Nick Dominguez	Employee	
Matt Ventura	Employee	
Justin Harvey	Employee	
Cliff Nicholson	Employee	
Virtual On-line visitors	Visitor	Via GoToMeeting
Sign in sheet for visitors	Visitor	Attached to Minutes

APPROVAL OF PAYROLL

MOTION BY 0:24 minutes	Mr. Stopa: A motion was made to approve payroll, with a check date of 3/22/2021. The total amount is \$34,192.67, with \$5,393.54 in withholdings, deductions, and liabilities.
MOTION SECONDED BY	Mr. Radice
DISCUSSION	The trustees discussed what portion of payroll this approval will fix. Mrs. Ventura asked that the motion be amended to incorporate the two (2) page payroll document.
AMENDED MOTION BY 0:59 minutes	Mr. Stopa: A motion was amended to include the two (2) page document presented with the original motion.
AMENDED MOTION SECONDED BY	Mr. Radice
DISCUSSION	Mrs. Ventura stated what was not included in this payroll and that this payroll only includes pay for the timesheets that were submitted correctly, minus accruals which are known to be inaccurate. The Board then discussed the digital timesheets and the Police Department schedules along with the timesheets that did not match Paychex. The board reviewed specific examples of timesheet and digital errors and discussed whose responsibility it is to assure timesheet accuracy. Mrs. Ventura said that there were 3 (three) different versions of timesheets submitted to her this pay period and that it made it difficult to tell what hours should be paid out. Mr. Stopa stated that he will have a plan of action regarding responsibility for payroll at the next Trustee meeting. Mrs. Ventura said that payroll will continue to be an issue until accruals and timesheet accuracy responsibilities are designated to the proper

APPROVAL OF PAYROLL (continued)

DISCUSSION	individual. There was discussion as to who that individual should be. Mrs. Ventura stated that the job descriptions and handbook designate this duty to the department head. Mr. Radice stated that Mrs. Ventura wanted the police chief disciplined. Mrs. Ventura responded that the Chief should be disciplined for not turning in payroll correctly for 24 (twenty-four) months plus 6 (six) pays. Mrs. Ventura also said that the chief should be disciplined for previously saying that he is a woman hating misogynist directly to her in the presence of Mr. Radice. Mr. Radice stated that he didn't know what that term meant. Mr. Stopa said that this is being investigated.
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Radice	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0
DISCUSSION	Mrs. Ventura ask what the Trustees want to do about the employees that have not been paid in this payroll. Mr. Stopa stated that he has the timesheets that need to be processed and asked Mrs. Ventura to let him know when they are processed so he can set up a Special or Emergency Trustee meeting to approve that payroll.

MEETING ADJOURN

MOTION BY 21:44 minutes	Mr. Stopa: A motion was made to adjourn the Medina Township Special meeting.
MOTION SECONDED BY	Mr. Johnson
DISCUSSION	Mrs. Ventura asked if there would be public comment. Mr. Stopa stated there would not.
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Radice	Yes
VOTING RESULTS	YES: 3 NO: 0
	Meeting adjourned at 6:30 pm

NEXT SCHEDULED MEETING

TYPE OF MEETING	<u>Emergency</u>
DATE	<u>3/29/2021</u>
TIME	6:30 pm
LOCATION	Township Hall
COMMENTS	To approve and discuss payroll

MINUTES PREPARED BY

NAME	TITLE	DATE
Nick Dominguez	Office Assistant	4/21/2021

ATTESTED BY

SIGNATURE	TITLE	DATE
	Fiscal Officer	7/22/2021

BOARD/COUNCIL CERTIFIED

SIGNATURE	TITLE	DATE
	Chairman	7/22/2021
	Vice Chairman	7/22/2021
	Trustee	7/22/2021

CASH REQUIREMENTS

(Prior to Processing)

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 03/22/21. 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
03/23/21	WESTFIELD BANK, FSB	xxxxxx175	Direct Deposit	Net Pay Allocations	28,538.64
03/23/21	WESTFIELD BANK, FSB	xxxxxx175	Taxpay@	Employee Withholdings	552.51
				Medicare	3,571.59
				Fed Income Tax	826.03
				OH Income Tax	84.49
				OH BRUNS CTY Inc	66.94
				OH CVRSD SD Inc	5,101.56
				Total Withholdings	5,101.56
				Employer Liabilities	552.47
				Medicare	552.47
				Total Liabilities	5,654.03
				EFT FOR 03/23/21	34,192.67

TOTAL EFT (Does not reflect administrative charges)

34,192.67

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
03/22/21	Refer to your records for account information		Payroll	Employee Deductions	850.00
				457 plan EE pretax	2,202.94
				Opers Police EE cont	1,308.82
				Opers np EE Cont	931.78
				PXCMP PRETAX Health	100.00
				Union Dues	5,393.54
				Total Deductions	5,393.54

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

5,393.54

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

DUE DATE	PRODUCT	DESCRIPTION
03/26/21	Taxpay@	FED IT PMT Group
04/15/21	Taxpay@	OH Income Tax

4,676.57
1,803.86

APPROVED BY MEDINA TWP TRUSTEES

Date 3-22-2021

Trustee Chm. 
Trustee 
Trustee 

Cash Requirements
Page 1 of 2
CASHREQ

CASH REQUIREMENTS

(Prior to Processing)

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 03/22/21. 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 (cont.) - This information serves as a record of payment.

DUE DATE	PRODUCT	DESCRIPTION	
04/15/21	Taxpay®	OH BRUNS CTY Inc	173.99
04/15/21	Taxpay®	OH SD PMT Group	115.42

MEDINA TOWNSHIP
SPECIAL
TRUSTEES MEETING

MEETING HELD 3-22-2021

NAME

ADDRESS

MATT PAYWE	2771 MARKS AVE
Monica Zieja	5572 Fern Rd.
MATT Ventura	Medina TWP
Will. de	3670 Hamilton Rd.
BROCK CHRISTOPHER	4160 MORTGAGE PL