

**MEDINA TOWNSHIP TRUSTEES
REGULAR MEETING - 7:00 PM
JUNE 10, 2021**

- I. ROLL CALL - PLEDGE - MOMENT OF SILENCE**
- II. APPROVAL OF PAYROLL**
- III. EXECUTIVE SESSION TO DISCUSS EMPLOYEE DISCIPLINE**
- IV. PURCHASE ORDERS AND TRAINING REQUESTS**
- V. APPROVAL OF ACCOUNTS PAYABLE**
- VI. CREDIT CARD ATTESTATION**
- VII. DEPARTMENT HEAD COMMENTS**

OLD BUSINESS

- VIII. PLAYGROUND COMMITTEE DISCUSSION**

NEW BUSINESS

- IX. APPROVAL OF DETOUR RELEASE FORMS
RESOLUTION 06102021-039**
- X. APPROVAL OF DEPARTMENT REPORTS FOR MAY**
- XI. APPROVAL OF ADMIN 2021 INVENTORY**
- XII. RIVENDALE AMENDMENT RESOLUTION 06102021-040**
- XIII. SIGNATURE STAMP DISCUSSION/RESOLUTION 06102021-041**
- XIV. FISCAL OFFICER OFFICE SECURITY DISCUSSION**
- XV. TOWNSHIP GAS CARD STATUS DISCUSSION**
- XVI. MACKEN ENGINEERING CORRECTIVE ACTION DISCUSSION**
- XVII. PUBLIC COMMENT**
- XVIII. EXECUTIVE SESSION TO CONSIDER EMPLOYMENT OF A
PUBLIC EMPLOYEE**
- XIX. EXECUTIVE SESSION TO CONSIDER THE PURCHASE OF
PROPERTY**
- XX. ADJOURN**

R 6-10-2021

ENTITY NAME: Medina Township

MINUTES TITLE: June 10, 2021 Regular Meeting

BOARD NAME: Board of Trustees

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 6/10/2021

START TIME: 7:04 pm

END TIME: 10:03 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. Doug Eastwood	Present
Mrs. Angela Ventura	Present

IN ATTENDANCE

NAME	VISITOR/EMPLOYEE	COMMENTS
Nick Dominguez	Employee	
Denny Miller	Employee	
Alliss Strogan	Employee	
Hallie Beardsworth	Employee	
Cliff Hawker	Employee	
Matt Ventura	Employee	
Chief Walters	City Employee	
Virtual On-line visitors	Visitor	Via GoToMeeting
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 1:44 minutes	Mr. Stopa: A motion was made to approve payroll, with a check date of 6/11/2021. The total amount is \$41,473.94, with \$9,141.33 in deductions, withholdings, and liabilities.
MOTION SECONDED BY	Mr. Eastwood
AMENDED MOTION BY 2:06 minutes	Mr. Stopa: The motion was amended to include a two (2) page document.
AMENDED MOTION SECONDED BY	Mr. Eastwood
DISCUSSION	Mrs. Ventura noted that there were still issues with initials and notes being omitted on Paychex documentation and asked the Trustees to please ensure payroll is properly documented.
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Eastwood	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF DETOUR RELEASE FORMS RESOLUTION # 06102021-039

DISCUSSION	Mr. Stopa stated that some agenda items are being moved to keep the resolutions numbers in order.
MOTION TO APPROVE RESOLUTION	OLD WEYMOUTH/FRANTZ/REMSEN ROADS
RESOLUTION NUMBER	06102021-039
MOTION TO APPROVE BY 3:20 minutes	Mr. Stopa: a motion was made to adopt resolution number 06102021-039, to accept the return of Old Weymouth, Frantz, and Remsen Roads in as good of condition as prior to their use as detour routes and agree that any post detour repairs have restored these detour routes to their previous condition and sign and incorporate these three (3) release forms by reference.
MOTION SECONDED BY	Mr. Eastwood
DISCUSSION	Mr. Stopa stated that the reason for the release forms was to acknowledge that Township roads, used as detour routes during construction, were returned to the Township in acceptable condition. Mr. Stopa also stated that Mr. Miller had examined the detour routes and found them in acceptable condition.
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Eastwood	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

RIVENDALE AMENDMENT RESOLUTION # 06102021-040

DISCUSSION	Mr. Stopa asked Mr. Lyons, from the County Prosecutors office, if he wanted to provide input regarding the modified amendment for the Rivendale HOA subdivision. Mr. Lyons stated that his recommendation was for the Trustees to sign the modified amendment.
MOTION TO APPROVE RESOLUTION	RIVENDALE MODIFIED AMENDMENT
RESOLUTION NUMBER	06102021-040
MOTION TO APPROVE BY 7:46 minutes	Mr. Stopa: a motion was made to adopt resolution number 06102021-040, to approve the revised amendment to the Declaration of Covenants, Conditions, Restrictions and Reservation of Easements of the Rivendale Subdivision and incorporate this three (3) page document by reference.
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0
DISCUSSION	The Board and Mr. Lyons discussed the signature process of endorsing the attached documents.

EXECUTIVE SESSION TO DISCUSS EMPLOYEE DISCIPLINE

MOTION BY 10:42 minutes	Mr. Stopa: A motion was made to go into Executive Session to discuss employee discipline with the three (3) Trustees, the Fiscal Officer, Officer Matt Ventura, and Officer Hallie Beardsworth.
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0
STATUS	Executive Session was entered at 7:14 pm.
STATUS	Mr. Stopa stated that they were back from Executive Session with the three (3) Trustees, the Fiscal Officer, Officer Ventura, and Officer Beardsworth where they were discussing employee discipline. Mr. Stopa stated the time 7:33 pm and that no decisions were made.
DISCUSSION	Mr. Eastwood reviewed a recent scenario regarding an Officer charging the Township three (3) hours of pay after responding to an elected officials' phone call. The Officer stating the pay was per contractual agreement. Mr. Eastwood stated that his concern was that the Fiscal Officer would be in jeopardy due to paying a questionable charge even though the payment was approved by the Officers appropriate superiors. Mr. Eastwood further stated that the charge was later disapproved resulting in the executive session at which two more three-hour charges would be required, costing the Township more than the original payment. Mr. Stopa stated that he felt the additional charge was worth it due to the process being modified to disallow the past scenario from reoccurring. The Trustees further discussed how responding to a phone call or voicemail should be handled. Mrs. Ventura stated that per the Police contract, all overtime needs to be pre-approved so that department heads need to keep an eye on what they approve. The Board agreed that this discussion will help avoid this issue in the future. Mrs. Ventura also brought up an Officers pay raise issue with Mr. Stopa that Mr. Stopa said he would take care of it.

TOMPKINS ROAD CULVERT #5 RESOLUTION # 06102021-041

MOTION TO APPROVE RESOLUTION	TOMPKINS ROAD CULVERT #5 REPAIR
RESOLUTION NUMBER	06102021-041
MOTION TO APPROVE BY 20:03 minutes	Mr. Stopa: a motion was made to adopt resolution number 06102021-041, to accept HSH Excavating for the Tompkins Road culvert repair.
MOTION SECONDED BY	Mr. Johnson
DISCUSSION	Mr. Stopa discussed details of the bid accepted by Medina County Engineer. Mr. Miller provided details of the total Township cost for the repair and how HSH Excavating would receive payment. Mr. Eastwood stated that he was familiar with HSH Excavating work and said he expected them to do a good job.
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – HSH CONSTRUCTION AND EXCAVATING

MOTION BY 22:10 minutes	Mr. Stopa: A motion was made to approve a purchase order requisition for the Service department. The vendor is HSH Construction and Excavating of Wadsworth Ohio. It is for the replacement of culvert #5 on Tompkins Road and is the Townships' percentage to pay for the repair. The total amount is \$32,000.00.
MOTION SECONDED BY	Mr. Eastwood
DISCUSSION	The Board and Mr. Miller discussed where from the budget the money would come from.
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Eastwood	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – BLUE TO GOLD LLC

MOTION BY 23:25 minutes	Mr. Stopa: (A motion was made) to approve training request for a webinar package with ninety (90) day access for Police training for the nine (9) full time and one (1) part time Police Officer. The total amount is \$1,290.00.
MOTION SECONDED BY	Mr. Johnson
DISCUSSION	Mr. Stopa stated that he and Chief Colonius found on-line training classes that they could assign to the Officers as time permits over a 90-day period. Mr. Eastwood asked if there was a tracking mechanism for the classes taken. Mr. Stopa stated that completion certificates would be provided for classes successfully taken. The Board further discussed the range of training classes available and specific classes that will address current public concerns. Mrs. Ventura stated that this will be opened as a regular purchase rather than a blanket training purchase order.
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF ACCOUNTS PAYABLE

MOTION BY 27:29 minutes	Mr. Stopa: A motion was made to approve Accounts Payable, dated 6/10/2021 to 6/11/2021. Starting with electronic check number 39-2021 to electronic check number 40-2021 and starting with physical check number 31512 and ending with physical check number 31531. The total amount is \$15,802.75.
MOTION SECONDED BY	Mr. Eastwood
DISCUSSION	Mrs. Ventura stated that there will need to be a Special Trustee meeting for checks that are not done yet. The Board decided to wait until the checks will be ready before scheduling a Special Trustee meeting.
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Eastwood	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0
UNSTATED INFORMATION	A one (1) page document was presented with the motion for approval.

CREDIT CARD ATTESTATION

TOPIC	Credit Card Attestation
ATTESTED TO BY 29:33 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 June 10, 2021, the Board reviewed the Credit Card Account transaction detail for each account listed below for the dates May 8, 2021 through June 4, 2021 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.

DEPARTMENT HEAD COMMENTS

DEPARTMENT 30:22 minutes	Zoning Department
REPRESENTATIVE'S NAME	Mr. Ridgley
DISCUSSION	<p>Mrs. Ridgley provided a status on the Sheetz Zoning change emails and letters she has received and responded to and let the Board know where they are at Townhall so they and the Zoning Commission could review them.</p> <p>Mrs. Ridgley stated the need for business cards. The Board asked that an email be sent out soliciting Township employees to find their need for business cards so they could all be placed in one order.</p> <p>Mrs. Ridgley and the Board discussed the need for new Zoning Board members. Mr. Eastwood stated that he had several names of people interested and would further pursue their interest in the open Zoning Commission and Board of Zoning Appeals positions.</p> <p>The Board also discussed signage fees and meeting attendance, by Zoning applicants, going back to normal in a post pandemic environment.</p> <p>Mrs. Ridgley asked the Board to hear a presentation and proposal from a prospective business owner to have a property with food trucks, a building and an eating area in the Township. The Board agreed to hear the presentation at a future Trustee meeting.</p> <p>Mrs. Ridgley stated that the Townhall parking lot islands could use some updating because they are overgrown and dated. The Board discussed moving funds to property services to update the area and asked Mr. Miller to provide input on updating the Islands.</p>

DEPARTMENT HEAD COMMENTS (continued)

ZONING DISCUSSION (continued)	Mr. Johnson and Mrs. Stogin discussed the logistics of the upcoming June 21 Zoning Commission Public Hearing. Mr. Johnson provided contact information and where in the Heartland church the meeting will be held. The Board further discussed signage and how the hearing would be recorded and documented. Police presence was discussed due to the anticipated crowd size.
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DEPARTMENT 45:17 minutes	Service Department
REPRESENTATIVE'S NAME	Mr. Miller
DISCUSSION	Mr. Miller provided a status on paving of Township roads and pavement issues on Hood Road that will need to be addressed. Mr. Miller asked the Trustees for permission to start interviewing applicants for the recently opened Service Department job position. Mr. Miller also provided a current status of recent cemetery activity. The Board further discussed the hiring process that would be followed when Mr. Miller has a viable job candidate.

DEPARTMENT 48:17 minutes	Fire Department
REPRESENTATIVE'S NAME	Chief Walters
DISCUSSION	Chief Walters provided a report of Township incidents for the month of May.

DEPARTMENT	Police Department
REPRESENTATIVE'S NAME	Chief Colonius
STATUS	Not present

OLD BUSINESS

DISCUSSION	Mrs. Ventura state that the Facebook and website ad for Playground Committee members would need to be extended one (1) week.
MOTION BY 49:50 minutes	Mr. Stopa: A motion was made to extend the deadline for the Playground Committee to June 18, at noon, for the deadline to submit resumes or letters of interest.
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0

OLD BUSINESS**APPROVAL OF DEPARTMENT REPORTS FOR MAY**

MOTION TO APPROVE BY 50:30 minutes	Mr. Stopa: A motion was made to approve the May 2021 Department Reports. The reports include the Police Department, double sided, the Zoning Departments, double sided, the Service Department, single sided and the Fire Department, single sided for a total of 141 pages. All reports were presented with the motion.
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF 2021 ADMIN INVENTORY

DISCUSSION	Mr. Johnson reviewed updates made to the inventory for 2021.
MOTION BY 52:03 minutes	Mr. Johnson: A motion was made submit a nine (9) page Medina Township inventory for 2021 for Admin.
MOTION SECONDED BY	Mr. Eastwood
DISCUSSION	Mr. Eastwood and Mr. Johnson discussed the pricing and value adjustments made for the current value of insured items.
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Eastwood	Yes
Mr. Stopa	Yes
VOTING RESULTS	YES: 3 NO: 0

SIGNATURE STAMP DISCUSSION/RESOLUTION # 06102021-042

MOTION TO APPROVE RESOLUTION	SIGNATURE STAMP
RESOLUTION NUMBER	06102021-041
DISCUSSION	Mr. Eastwood stated that he wanted to find out when and where a Trustee signature stamp could be used. After talking to legal counsel, Mr. Eastwood stated a signature stamp could only be used for signing checks. Mrs. Ventura stated that there is a signature stamp feature in UAN if the Trustees want to use it.

SIGNATURE STAMP DISCUSSION/RESOLUTION # 06102021-042 (continued)

MOTION TO APPROVE BY 56:02 minutes	Mr. Eastwood: a motion was made to adopt resolution number 06102021-042, to approve this one (1) page Signature Stamp Use Policy for the use of signature stamps for each elected and appointed Medina Township Trustee and the Fiscal Officer. The signature stamps are to be kept in a secured cabinet with authorization of use given to the Township secretary upon verbal confirmation from the public official, on each occurrence on a one (1) time basis, for endorsement of checks only, as necessary due to the signatories' physical absence.
MOTION SECONDED BY	Mr. Stopa
DISCUSSION	Mrs. Ventura and Mr. Lyons, the County prosecutor, discussed when a signature stamp can be used i.e., when checks are approved by a Trustee vote. The Board further discussed different scenarios when a signature stamp can and cannot be used for checks. Mrs. Ventura restated that this feature is free in UAN but can only be used for signing checks. The Board decided to wait and consider using signature stamps at a later date.
VOTING ROLL CALL	VOTE
Mr. Eastwood	No
Mr. Stopa	No
Mr. Johnson	No
VOTING RESULTS	YES: 0 NO: 3

FISCAL OFFICER OFFICE SECURITY DISCUSSION

DISCUSSION 1:02:03 minutes	Mrs. Ventura discussed a May 22 nd break-in to her Fiscal office, at her home, and reviewed the security measures needed and currently being put in place to protect Township property. Mrs. Ventura stated that she is working with the Sheriff's department on the break-in and noted that checks were accessed but none stolen. Mrs. Ventura stated she will be getting a safe, security cameras and secure door locks. Mrs. Ventura also stated that, due to time needed to address this issue, other Township work is not getting done in a timely manner. The Board and Mr. Miller discussed the security features needed.
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TOWNSHIP GAS CARD STATUS DISCUSSION

<p>DISCUSSION 1:04:28 minutes</p>	<p>Mr. Stopa reviewed the current issue of where the Township gas cards work at the pump and where they do not work. Mr. Stopa stated that Sergeant Mangel and Mr. Dominguez have determined where the Township gas cards can be used at the pump. The Board discussed how to proceed to resolve the issue. Mr. Stopa stated that he will find out when the gas station, closest to the Police station, will have their pump card readers updated to be able to read the chips on Fleet gas cards. Mrs. Ventura asked if the Service Department could have gas storage at their facility. Mr. Miller stated it would be expensive to have and maintain. Mr. Stopa asked Mr. Miller to provide a cost to have a gas pump at the Service Department. The Board discussed security and 24-hour access for a gas pump at the Service Department. Mr. Stopa stated that he would follow up with the gas stations to see when they can have their pumps updated to accept the Fleet gas cards at the pump.</p>
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MACKEN ENGINEERING CORRECTIVE ACTION DISCUSSION

<p>DISCUSSION 1:12:48 minutes</p>	<p>Mr. Stopa stated that the company that provided the Township Comprehensive Plan had graph data that was incorrect. Mrs. Strogan provided detail on the incorrect graph data and suggested how to correct the data and make sure other government entities that have the 2015 Comprehensive Plan also get the corrected graph. Mr. Stopa asked Mr. Lyons, of the County Prosecutor's office, for a legal opinion regarding the correction. Mr. Lyons stated that a note should be added to the corrected graph page to address the correction. The Board discussed when the next Comprehensive Plan would be scheduled and how to distribute the corrected data. The Board also discussed the cost involved for the correction which would appear to be minimal.</p>
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OTHER BUSINESS – TRAFFIC LIGHT AT REMSEN AND FOSKETT ROADS DISCUSSION

<p>DISCUSSION 1:19:30 minutes</p>	<p>Mr. Miller asked Mr. Stopa to provide input on a letter from ODOT regarding not putting a turning lane at the intersection of Remsen Road and State Route 3 where a traffic light is scheduled to be installed. The Board, Mr. Miller, and Mrs. Strogan discussed anticipated traffic problems due to not having a turning lane at the traffic light. Mr. Stopa stated that ODOT would conduct a traffic study, if needed, in the future.</p>
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PUBLIC COMMENT

MOTION BY 1:21:42 minutes	Mr. Stopa: A motion was made to open the floor for public comment.
MOTION SECONDED BY	Mr. Eastwood
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Eastwood	Yes
Mr. Johnson	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.

MOTION BY 1:48:50 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. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0

OTHER BUSINESS – GENERAL DISCUSSION

DISCUSSION 1:49:04 minutes	<p><u>GoTo Meeting:</u> The Board discussed the benefits vs. participation of the public for the use of GoTo Meeting. Mr. Stopa stated that, as of June 30, 2021, the Township will no longer use GoTo Meeting but will continue to use YouTube Live.</p> <p><u>Meeting Room Audio System:</u> Mrs. Ventura stated that the meeting room audio recording system is failing and needs to be updated. The Board discussed getting price quotes on a new system and who would provide it. The Board discussed other audio-visual equipment that will be needed for the Townhall, Police Department and Service Department. Mrs. Ventura stated that she will look at how the new audio-visual equipment will be funded.</p> <p><u>Noise Complaints:</u> Mr. Johnson brought up the issue of noise complaints regarding shooting and lawn mowing after sunset. The Board discussed how to address the issue since the Township does not have a specific noise ordinance. Mr. Lyons provided input and indicated the limited regulatory authority the Trustees have in controlling noise. Mr. Stopa asked the public audience to provide input regarding noise complaints. Public input was given.</p>
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OTHER BUSINESS – GENERAL DISCUSSION (continued)

DISCUSSION	<u>Police Contract Responsibility changes:</u> Mr. Stopa stated that the former Trustee, Mr. Radice, signed a contract with an outside legal counsel for them to represent the Township during upcoming Police contract negotiations. Mr. Stopa stated that he has contacted the legal firm of Zashin and Rich and asked them to provide a new contract that he could sign for the Township. The Board discussed the legal firms' qualifications to handle the Police contract negotiations and what needs to be defined in the new contract. Mrs. Ventura and the Trustees discussed how the Township will be charged for their legal services and where the funds will come from.
MOTION TO APPROVE BY 2:06:38 minutes	Mr. Eastwood: a motion was made to allow Mike Stopa to take the place of Mark Radice in the agreement with the law firm of Zashin and Rich, Johnathan J. Downes and sign the associated four (4) page document.
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Eastwood	No
Mr. Johnson	No
Mr. Stopa	No
VOTING RESULTS	YES: 3 NO: 0
DISCUSSION	<u>Tax Budget Meeting:</u> After a brief discussion, the Board confirmed the date for the upcoming Tax Budget meeting

EXECUTIVE SESSION TO DISCUSS EMPLOYMENT OF A PUBLIC EMPLOYEE

MOTION BY 2:08:36 minutes	Mr. Stopa: A motion was made to go into Executive Session to consider the employment of a public employee with the two (2) Trustees, Chuck Johnson and Doug Eastwood.
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0
AMENDED MOTION BY 2:09:02 minutes	Mr. Stopa: The motion was amended to include all three (3) Trustees.
AMENDED MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0
STATUS	Executive Session was entered at 9:31pm.

EXECUTIVE SESSION TO DISCUSS EMPLOYMENT OF A PUBLIC EMPLOYEE (continued)

STATUS	Mr. Stopa stated that they were back from Executive Session where the three (3) Trustees were discussing considered employment of a public employee. Mr. Stopa stated that no decisions were made. The time back is 9:48 pm.
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EXECUTIVE SESSION TO CONSIDER THE PURCHASE OF PROPERTY

MOTION BY 2:09:42 minutes	Mr. Stopa: A motion was made to go into Executive Session to consider the purchase of property with the three (3) Trustees and the Fiscal Officer.
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0
STATUS	Executive Session was entered at 9:48 pm.

STATUS	Mr. Stopa stated that they were back from Executive Session where the three (3) Trustees and the Fiscal Officer were discussing the purchase of property. Mr. Stopa stated that no decisions were made. The time back is 10:02 pm.
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MEETING ADJOURN

MOTION BY 2:10:17 minutes	Mr. Stopa: A motion was made to adjourn the Medina Township Trustee meeting.
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Johnson	Yes
Mr. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0
	Meeting adjourned at 10:03 pm

NEXT SCHEDULED MEETING

TYPE OF MEETING	Emergency
DATE	6/11/2021
TIME	6:15 pm
LOCATION	Township Hall
COMMENTS	Meeting for grant approval

MINUTES PREPARED BY

NAME	TITLE	DATE
Nick Dominguez	Secretary	8/26/2021

ATTESTED BY

SIGNATURE	TITLE	DATE
	Fiscal Officer	9/16/2021

BOARD/COUNCIL CERTIFIED

SIGNATURE	TITLE	DATE
	Chairman	9/16/2021
	Vice Chairman	9/16/2021
	Trustee	9/16/2021

CASH REQUIREMENTS
THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 06/11/21. 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
06/11/21	WESTFIELD BANK, FSB	xxxxxx175	Direct Deposit	Net Pay Allocations	34,916.94
06/11/21	WESTFIELD BANK, FSB	xxxxxx175	Taxpay®	Employee Withholdings Social Security Medicare Fed Income Tax OH Income Tax OH BRUNS CTY Inc OH CVRSD SD Inc Total Withholdings	85.56 698.73 3,899.93 973.48 86.10 28.91 5,772.71
				Employer Liabilities Social Security Medicare Total Liabilities	85.57 698.72 784.29 6,557.00
EFT FOR 06/11/21					41,473.94
TOTAL EFT (Does not reflect administrative charges)					41,473.94

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
06/11/21	Refer to your records for account information		Payroll	Employee Deductions 457 plan EE pretax AFLAC EE Post Tax AFLAC EE Pretax Opers Police EE cont Opers np EE Cont PXCMP PRETAX Health Union Dues Total Deductions	1,650.00 12.42 18.78 3,515.59 2,140.82 1,623.72 180.00 9,141.33

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

9,141.33

APPROVED BY MEDINA TWP. TRUSTEES

Date 6-10-2021

Trustee Chm. 

Trustee 

Trustee 

CASH REQUIREMENTS

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 06/11/21. 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	
06/16/21	Taxpay®	FED IT PMT Group	5,468.51

OLD WEYMOUTH/FRANTZ/REMSEN ROAD RESOLUTION

I will move to adopt resolution number 06102021-039, to accept the return of Old Weymouth, Frantz and Remsen roads in as good of condition as prior to their use as detour routes and agree that any post detour repairs have restored these detour routes to their previous condition and sign and incorporate these three (3) release forms by reference.

APPROVED BY MEDINA TWP. TRUSTEES
Date 6-10-2021
Trustee Chm. [Signature]
Trustee [Signature]
Trustee [Signature]

**LOCAL MAINTENANCE DETOUR ROUTE
POST-DETOUR RELEASE FORM**

WHEREAS, the State of Ohio is building or has built the **MED-3-15.05 PID 109232 Roadway Major Rehabilitation Project 3006(20)**; and

WHEREAS, the State of Ohio has obtained concurrence from the **Medina Township Trustees** to use the following designated local maintenance detour route:

Northbound Old Weymouth Road Detour:

- From Medina County Road 32/Old Weymouth Road, travel South onto State Route 3.
- Turn Right/West onto Medina Township Road 115/Hamlin Road.
- Turn Right/East onto Medina Township Road 37/Remsen Road.
- Turn Right/East onto Medina Township Road 109/Foskett Road.
- Turn Left/North onto State Route 3.

Southbound Old Weymouth Road Detour:

- From Medina County Road 32/Old Weymouth Road, turn Right/South onto Medina Township Road 37/Remsen Road.
- Turn Left/South onto State Route 3.

WHEREAS, the closure of **Medina Township Road 32/Old Weymouth Road at its southern terminus with State Route 3** to through traffic is complete and the designated local maintenance detour route is no longer necessary; and

WHEREAS, the designated local maintenance detour route has been returned to the **Medina Township Trustees** in as good of a condition as it was prior to its use.

NOW, THEREFORE, the **Medina Township Trustees** have inspected the repairs to the designated local maintenance detour route and agree that the repairs have restored the route to its previous condition.

Signed:  _____

Date: 6/10/2021

Signed:  _____

Date: 6/10/21

Signed:  _____

Date: 6/10/21

**LOCAL MAINTENANCE DETOUR ROUTE
POST-DETOUR RELEASE FORM**

WHEREAS, the State of Ohio is building or has built the **MED-3-15.05 PID 109232 Roadway Major Rehabilitation Project 3006(20)**; and

WHEREAS, the State of Ohio has obtained concurrence from the **Medina Township Trustees** to use the following designated local maintenance detour route:

Northbound Frantz Road Detour:

- Traveling Northbound on Medina Township Road 188/Frantz Road, turn Right/East onto Medina Township Road 37/Remsen Road.
- Turn Left/North onto Medina County Road 32/Old Weymouth Road.
- Turn Left/South onto State Route 3.
- Return to Medina Township Road 188/Frantz Road.

Southbound Frantz Road Detour:

- Traveling Southbound on Medina Township Road 188/Frantz Road, turn Right/South onto State Route 3.
- Turn Left/East onto Medina Township Road 37/Remsen Road.
- Return to Medina Township Road 188/Frantz Road.

WHEREAS, the closure of **Medina Township Road 188/Frantz Road** to through traffic is complete and the designated local maintenance detour route is no longer necessary; and

WHEREAS, the designated local maintenance detour route has been returned to the **Medina Township Trustees** in as good of a condition as it was prior to its use.

NOW, THEREFORE, the **Medina Township Trustees** have inspected the repairs to the designated local maintenance detour route and agree that the repairs have restored the route to its previous condition.

Signed: 
Date: 6/10/2021

Signed: 
Date: 6/10/2021

Signed: 
Date: 6/10/21

**LOCAL MAINTENANCE DETOUR ROUTE
POST-DETOUR RELEASE FORM**

WHEREAS, the State of Ohio is building or has built the **MED-3-15.05 PID 109232 Roadway Major Rehabilitation Project 3006(20)**; and

WHEREAS, the State of Ohio has obtained concurrence from the **Medina Township Trustees** to use the following designated local maintenance detour route:

Eastbound Remsen Road Detour:

- Traveling Eastbound on Medina Township Road 37/Remsen Road, turn Right/East onto Medina Township Road 109/Foskett Road.
- Turn Right/South onto State Route 3.
- Turn Left/East onto Medina County Road 32/Old Weymouth Road.
- Return to Medina Township Road 37/Remsen Road.

Westbound Remsen Road Detour:

- Traveling Westbound on Medina Township Road 37/Remsen Road, turn Left/South onto Medina County Road 32/Old Weymouth Road.
- Turn Left/South onto State Route 3.
- Turn Right/West onto Medina Township Road 115/Hamlin Road.
- Return to Medina Township Road 37/Remsen Road.

WHEREAS, the closure of **Medina Township Road 37/Remsen Road** to through traffic is complete and the designated local maintenance detour route is no longer necessary; and

WHEREAS, the designated local maintenance detour route has been returned to the **Medina Township Trustees** in as good of a condition as it was prior to its use.

NOW, THEREFORE, the **Medina Township Trustees** have inspected the repairs to the designated local maintenance detour route and agree that the repairs have restored the route to its previous condition.

Signed: 
Date: 6/10/2021

Signed: 
Date: 6/10/2021

Signed: 
Date: 6/11/21

cc: Construction, Project, Roadway Services, File

Rivendale Modified Amendment Resolution

I will move to adopt resolution number 06102021-040, to approve the revised amendment to the Declaration of Covenants, Conditions, Restrictions and Reservation of Easements of the Rivendale Subdivision and incorporate this three (3) page document by reference.

APPROVED BY MEDINA TWP. TRUSTEES
Date 6-10-2021
Trustee Chm. [Signature]
Trustee [Signature]
Trustee Dary Eastman

CONSENT BALLOT TO AMEND THE AMENDED AND RESTATED DECLARATION OF
COVENANTS, CONDITIONS, RESTRICTIONS AND RESERVATION OF EASEMENTS
OF THE RIVENDALE SUBDIVISION

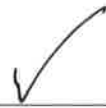
To the Rivendale Homeowners Association Board of Directors:

The undersigned, Medina Township, indicate(s) below a vote in favor of or against the Amendment to the Amended and Restated Declaration of Covenants, Conditions, Restrictions and Reservation of Easements of The Rivendale Subdivision ("Declaration"), Medina, Ohio, enclosed Page to this Consent Ballot. **(Instructions:** After reading the Amendment, please mark the Township's vote in favor of *or* against the Amendment, then sign, date, and return this Consent Ballot to the Association's legal counsel, c/o Attorney Katelyn Kaman, Kaman & Cusimano, 50 Public Square, Suite 2000, Cleveland, Ohio 44113.):

IN FAVOR

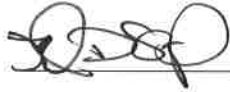
AGAINST

AMENDMENT: Requires Medina Township's approval only for Declaration amendments that alter the Township's rights or obligations, or that relates to Township's zoning ordinance.



Medina Township
3799 Huffman Road
Medina, Ohio 44256

BY:

, TRUSTEE

ITS:

Chairman

DATE:

6/10/2021

**LANGUAGE TO AMEND THE AMENDED AND RESTATED DECLARATION OF
COVENANTS, CONDITIONS, RESTRICTIONS AND RESERVATION OF
EASEMENTS OF THE RIVENDALE SUBDIVISION**

The Board of Directors for the Rivendale Homeowners Association proposes that the Amended and Restated Declaration of Covenants, Conditions, Restrictions and Reservation of Easements of the Rivendale Subdivision ("Declaration") and the Bylaws for Rivendale Homeowners Association ("Bylaws"), Medina, Ohio, be amended as follows:

MODIFY DECLARATION ARTICLE III, SECTION 3.5.13(c) entitled, "Approval of Township." Said modification, to be made on Page 7 of the Declaration, as recorded at Medina County Records, Instrument No. 2012OR032460, is as follows (deleted language is crossed-out; new language is underlined):

(a) Approval of Township. Any action taken under the authority of this Section 3.5.13, *et seq.* that (1) alters Medina Township's rights or obligations, or (2) relates to Medina Township's zoning ordinance, ~~shall~~ will be submitted and approved by the Township and/or County prior to filing of ~~such~~ the instrument approved and executed pursuant to Section 3.5.13, *et seq.*, and ~~shall~~ will not be effective until ~~any such~~ the instrument is approved by the Township and/or County, if required, and filed of record with the Medina County Recorder's Office.

Any conflict between this provision and any other provision of the Declaration and Bylaws will be interpreted in favor of this amendment pertaining to the procedure for amending the Declaration. The invalidity of any part of the above provision will not impair or affect in any manner the validity or enforceability of the remainder of the provision. Upon the recording of this amendment, only Owners of record at the time of the filing have standing to contest the validity of this amendment, whether on procedural, substantive, or any other grounds. Any challenge to the validity of this amendment must be brought in the court of common pleas within one year of the recording of this amendment.

Tompkins Road Culver #5 Resolution

I will make a motion to adopt resolution number 06102021-041, to accept HSH Excavating for the Tomkins Road culvert repair.

APPROVED BY MEDINA TWP. TRUSTEES

Date 6-10-2021

Trustee Chm. [Signature]

Trustee Cheryl Eastwood

Trustee [Signature]

Payment Listing

UAN v2021.2

6/10/2021 to 6/11/2021

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
39-2021	06/11/2021	06/10/2021	CH	OHIO PUBLIC EMPLOYEES DEFERRED CO	\$1,170.00	O
40-2021	06/11/2021	06/10/2021	CH	OHIO PUBLIC EMPLOYEES DEFERRED CO	\$480.00	O
31512	06/10/2021	06/10/2021	AW	HOME DEPOT CREDIT SERVICES	\$313.07	O
31513	06/10/2021	06/10/2021	AW	AFLAC	\$62.40	O
31514	06/10/2021	06/10/2021	AW	CINTAS CORP #011	\$54.92	O
31515	06/10/2021	06/10/2021	AW	COLUMBIA GAS OF OHIO	\$616.78	O
31516	06/10/2021	06/10/2021	AW	DIGITAL PRINT SOLUTIONS	\$47.47	O
31517	06/10/2021	06/10/2021	AW	GVS SAFETY SUPPLIES, INC.	\$79.60	O
31518	06/10/2021	06/10/2021	AW	THE GAZETTE	\$196.02	O
31519	06/10/2021	06/10/2021	AW	HARRISON FLEET TIRE SERVICE	\$82.50	O
31520	06/10/2021	06/10/2021	AW	IMMAGES DESIGN STUDIO	\$1,674.00	O
31521	06/10/2021	06/10/2021	AW	LAMPHEAR'S LAWN SERVICE	\$2,975.63	O
31522	06/10/2021	06/10/2021	AW	MEDINA COUNTY SOLID WASTE DIST.	\$74.41	O
31523	06/10/2021	06/10/2021	AW	MEDINA COUNTY SANITARY ENG	\$443.82	O
31524	06/10/2021	06/10/2021	AW	ORLO AUTO PARTS INC	\$48.19	O
31525	06/10/2021	06/10/2021	AW	MID-OHIO FORKLIFTS, INC	\$3,343.46	O
31526	06/10/2021	06/10/2021	AW	OPBA	\$360.00	O
31527	06/10/2021	06/10/2021	AW	OHIO EDISON	\$731.27	O
31528	06/10/2021	06/10/2021	AW	VERIZON WIRELESS	\$266.18	O
31529	06/10/2021	06/10/2021	AW	TRACTOR SUPPLY CREDIT PLAN	\$110.08	O
31530	06/10/2021	06/10/2021	AW	STATE INDUSTRIAL PRODUCTS	\$622.05	O
31531	06/10/2021	06/10/2021	AW	PNC BANK	\$2,050.90	O
Total Payments:					\$15,802.75	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$15,802.75	

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 6-10-2021

Trustee Chm. [Signature]

Trustee [Signature]

Trustee [Signature]

Signature Stamp Resolution

I will move to adopt resolution number 06102021-042, to approve this one (1) page Signature Stamp Use Policy for the use of signature stamps for each elected and appointed Medina Township Trustee and the Fiscal Officer. The signature stamps are to be kept in a secured cabinet with authorization of use given to the Township secretary upon verbal confirmation from the public official, on an each occurrence one (1) time basis, for endorsement of checks only, as necessary due to the signatories' physical absence.

DENIED

~~APPROVED BY MEDINA TWP. TRUSTEES~~

Date 6-10-2021

Trustee Chm. NO

Trustee NO

Trustee NO

COPY

ZASHIN & RICH

17 South High Street, Suite 900 | Columbus, Ohio 43215 | p: 614.224.4411 | f: 614.224.4433 | zrlaw.com



JONATHAN J. DOWNES
OSBA Certified Specialist in
Labor and Employment Law
jjd@zrlaw.com

May 28, 2021

Medina Township Trustees
Mike Stopa – Township Trustee
3799 Huffman Road
Medina, Ohio 44256

Re: Medina Township Trustees - General
Matter Number: 4518-21-01

Dear Mr. Stopa:

We are pleased to have the opportunity to advise and represent the Medina Township Trustees in labor and employment law matters and other matters as directed. Thank you for allowing us to serve your interests.

The terms of this engagement letter and the attached Standard Terms of Engagement will govern our representation. Absent an express written agreement to the contrary, the terms of our engagement set forth in this letter and the Standard Terms of Engagement will apply to matters directed and to which we agree to undertake on your behalf.

Our fees will be based on the time devoted by each attorney, law clerk, paralegal, and other legal assistants at their respective hourly rates in effect at the time the services are performed. The hourly rates, which are subject to periodic review and adjustment, are based on such considerations as the skill required to perform the services, the likelihood that the acceptance of the engagements will preclude other engagements by the firm or the lawyers in question, the experience, and the reputation and ability of the lawyers performing the services. Our attorney current hourly rate is \$225 per hour and \$125 for paralegals, clerks, and other legal assistants.

In addition to our fees, we charge for disbursements and other charges incurred in performing services as more particularly described in the Standard Terms of Engagement. Fees, disbursements, and other charges will be billed monthly. Please review the terms of this engagement letter carefully, as well as the terms set forth in the Standard Terms of Engagement.

If you have any questions, please give us a prompt call. Unless we hear from you in writing to the contrary, we will assume you have agreed to the terms of this engagement letter.

On behalf of Zashin & Rich Co., L.P.A., I thank you for the privilege of representing you and look forward to serving your interests.

Very truly yours,

ZASHIN & RICH CO., L.P.A.

s/ Jonathan J. Downes

Jonathan J. Downes

Accepted for Medina Township


Signature

Print Name: Michael Stopa

Date: 6/10/2021

JJD/rcr
Enclosure(s)



STANDARD TERMS OF ENGAGEMENT

This is a supplement to our engagement letter dated May 28, 2021. The purpose of this document is to set out additional terms of our agreement to provide legal services. Because these additional terms of engagement are a part of our agreement to provide legal services, you should review them carefully and should promptly communicate to us any questions concerning this document. We suggest that you retain this statement of additional terms along with our engagement letter for your records.

Scope of Representation

We will at all times act on your behalf to the best of our ability. Any expressions on our part concerning the outcome of the representation, or any other legal matters, are based on our professional judgment and are not guarantees. Such expressions, even when described as opinions, are necessarily limited by our knowledge of the facts and are based on our views of the state of the law at the time they are expressed. In retaining us, you recognize that all legal matters involve risks. We cannot and have not made any promises or guarantees to you about the outcome of the representation, and nothing in these terms of engagement shall be construed as such a promise or guarantee.

Upon accepting this engagement on your behalf, we agree to do the following: 1) provide legal counsel in accordance with these terms of engagement in reliance upon information and guidance provided by you; and 2) keep you reasonably informed about the status and progress of the matters we are handling for you.

To enable us to provide effective representation, you agree to do the following: 1) disclose to us, fully and accurately and on a timely basis, all facts and documents that are or might be material or that we may request; 2) keep us apprised on a timely basis of all developments relating to the matters we are handling for you that are or might be material; 3) attend meetings, conferences, and other proceedings when it is reasonable for you to do so, and where it may be required by a court or other tribunal; and 4) otherwise cooperate fully with us.

It is our policy that the person or entity that we represent is the person or entity that is identified in our engagement letter and does not include any affiliates of such person or entity (*i.e.*, if you are a corporation or partnership, any parents, subsidiaries, employees, officers, directors, shareholders, or partners of the corporation or partnership, or commonly owned corporations or partnerships; or, if you are a trade association, any members of the trade association). Accordingly, for conflict of interest purposes, we may represent another client with interests adverse to any such affiliate without obtaining your consent.

It is our further policy that our representation is limited to performance of the services described in the engagement letter and does not include representation of you or your interests in any other matter.

After the completion of the matter, changes may occur in the applicable laws or regulations that could have an impact upon your future rights and liabilities. We always strive to keep our clients updated on matters on which we have been retained. However, unless you engage us after completion of the matter to provide additional advice on issues arising from the matter, the firm has no continuing obligation to advise you with respect to future legal developments.

If, during the course of our engagement, we send you a letter or other written communication advising you about a Federal tax issue, you may notice a statement toward the end saying that our advice may not be

relied upon for the purpose of avoiding penalties that may be imposed. (That legend will appear on every e-mail or fax that we send even if there is no tax issue involved.) This does not mean that we have not carefully considered the advice we sent to you. Rather, is intended to enable us to render that advice in a cost efficient manner. Rules recently adopted by the Treasury Department require that in the absence of such a legend, any tax advice must be given only in a full-blown, formal legal opinion. Like all law firms, if we were to issue a formal opinion, we would need to follow certain prescribed procedures. In most cases, the cost to our clients would exceed the value received if we were to follow those procedures. In any case where we think that a formal opinion may be appropriate, we will discuss the matter with you.

When We Bill

We will send you a bill each month for the services performed during the previous month. This bill will also include out-of-pocket expenses. These are described below.

We want our clients to be satisfied with both the quality and cost of our services. We encourage our clients to discuss with us any questions relating to fees for our services. We will make every effort to provide you with bills in a format that meets your needs.

How Fees Will Be Set

We will keep accurate records of the time we devote to your work, including conferences (both in person and over the telephone), negotiations, factual and legal research and analysis, document preparation and revision, travel on your behalf, and other related matters. We record our time in units of one tenth of any hour.

The hourly rates of our lawyers are adjusted annually to reflect current levels of legal experience, changes in overhead costs, and other factors. We are often requested to estimate the amount of fees and costs likely to be incurred in connection with a particular matter. Whenever possible, we will furnish such an estimate based upon our professional judgment, but always with a clear understanding that it is not a maximum or fixed-fee quotation.

Retainers

If we have agreed to a retainer, it is further agreed that we have a security interest in that deposit. Retainers are usually considered to be unearned advances. They are placed into trust accounts, usually placed in pooled interest-bearing trust accounts governed by rules adopted by the bar associations in the jurisdictions in which we practice. All accruing interest is paid to a charitable fund established by those bar associations. The need to replenish the retainer is a condition of our continued work and is set forth in the Engagement Letter itself.

Disbursements and Other Charges

In addition to our fees, we will be entitled to payment or reimbursement for disbursements and other charges incurred in performing services such as photocopying, messenger and delivery, overnight delivery and air freight, computerized research, videotape recording, travel (including parking, air fare, lodging, meals, and ground transportation), long distance telephone, telecopying, word processing in special circumstances, courts costs, and filing fees. To the extent we directly provide any of these services, we reserve the right to

adjust the amount we charge at any time or from time to time, and the charge will approximate our cost. Unless special arrangements are made, fees and expenses of consultants and professionals (such as experts, investigators, witnesses, and court reporters) and other large disbursements will not be paid by our firm and will be the responsibility of, and billed directly to, you or you will be asked to advance to us an estimate of those costs.

Payment of Invoices

Our invoices are payable within 30 days of receipt. If a bill remains unpaid past the due date, the firm may discontinue services. If we represent you in a pending litigation, we may seek to withdraw as your counsel.

Conflicts of Interest

It is unavoidable that from time-to-time conflicts of interest develop between or among our clients, or between clients, or former clients, and prospective clients we wish to represent. In these situations, we are required, if we are authorized to do so, to disclose the conflicts to our clients, former clients, and prospective clients and consult with them and to obtain the clients' or former clients' consents before we may proceed. We wish to confirm that you agree that you will promptly and in good faith consider our requests for consent.

Termination

You shall have the right at any time to terminate our services and representation upon written notice. Such termination shall not, however, relieve you of the obligation to pay for all services rendered and disbursements and other charges made or incurred on your behalf prior to the date of termination.

We reserve the right upon reasonable notice to cease performing work and to withdraw from the representation (a) with your consent, (b) for good cause, or (c) for any other reason permitted or required by law. Good cause may include your failure to honor the terms of the engagement letter, your failure to pay amounts billed in a timely manner, your failure to furnish deposits for fees and costs or to otherwise provide a requested advance for fees and costs, or any fact or circumstance that would in our view, impair an effective attorney-client relationship or would render our continuing representation unlawful, unethical or unreasonably burdensome. If we elect to do so, you must take all steps necessary to free us of any obligation to perform further, including the execution of any documents (including forms for substitution of counsel) necessary to complete our withdrawal, and we will be entitled to be paid for all services rendered and disbursements and other charges made or incurred on your behalf prior to the date of withdrawal.

Record Retention

At the conclusion of a matter we often undertake to review the file and discard extra copies of documents. We then send the balance of the file on that matter to an off-site facility for storage at our expense, unless a client requests us to deliver the file to it. To minimize the file storage expense, we reserve the right, subject to your contrary direction, to retain files for only ten years and to destroy all older files to the extent practicable; provided that we use our reasonable efforts to review old files and retain original legal instruments such as notes, leases, mortgages, deeds, stock certificates, marital equitable distribution

agreements and other items of obvious value. If you wish to handle the disposition of files in a different manner, please let us know. Otherwise, we will proceed as set forth above.

Communications and Confidentiality

During our representation of you, we have a duty to preserve the confidentiality of our communications with you and other information relating to the representation. However, you and we need to recognize that all means of communication are, to some degree, susceptible to misdirection, delay or interception. E-mail and cellular telephone communications present special risks of inadvertent disclosure. However, because of the countervailing speed, efficiency, and convenience of these methods of communication, we have adopted them as part of the normal course of our operations. Unless you instruct us to the contrary, we will assume that you consent to our use of e-mail and cell phone communications in representing you.

Marketing Matters

Our firm has a public web site that may identify some of our clients and publicly disclosed transactions and other legal matters we have handled. In addition, we develop various marketing, advertising, and informational materials from time to time that contain similar information. You agree that we may publicly identify you as a client of Zashin & Rich Co., L.P.A.

Insurance

You agree to immediately determine whether insurance coverage is or may be available with respect to the subject matter of the engagement and to promptly provide notice to any insurer that may provide coverage. If an insurer pays any portion of our charges, you agree that you will remain responsible for payment of any amounts billed by us but not paid by the insurer, unless we have agreed otherwise in writing.

MEDINA TOWNSHIP

TRUSTEES MEETING

MEETING HELD 6-10-2021

NAME

ADDRESS

Pat Brown

4576 Foster Rd.

Krapp

FORD

DON RUPANOVIC

4044 DELMAR CT

Alliss Strogan

STAFF

Dana Johnson

3298 FOSKETT RD

S Bilek

341 Y Lf n

T Bilek

Jonathan

3412

Joshua Ebers

3412 Hamilton Rd

BRUCE CHRISTOPHER

4160 MONTAGUE DR

MARCO + MARK CIPRIANO

3433 Old Weymouth

Bonnie Finley

3414 Huffman Rd

Jeff Heck

4459 Pensen Rd.

CLIFF FLAWKER

MEDINA

~~JEFF HECK~~