

**MEDINA TOWNSHIP TRUSTEES
SPECIAL MEETING - 6:30 PM
JUNE 29, 2021**

- I. ROLL CALL**
- II. TAX BUDGET WORKSHOP DISCUSSION**
- III. EMPLOYEE HANDBOOK WORKSHOP DISCUSSION**
- IV. ADJOURN**

S 6-29-2021

ENTITY NAME: Medina Township

MINUTES TITLE: June 29, 2021 Special Meeting

BOARD NAME: Board of Trustees

TYPE OF MEETING: Special

VOTING SESSION: Yes

DATE: 6/29/2021

START TIME: 7:06 pm

END TIME: 11:46 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	
Sign in sheet for visitors	Visitor	No public attended

2022 TAX BUDGET WORKSHOP DISCUSSION

<p>DISCUSSION 0:35 minutes</p>	<p>Mr. Stopa stated that this meeting is to prepare the Township 2022 tax budget, due to the County Auditor by July 20. Before the tax budget discussion started, Mrs. Ventura provided an overview of the upcoming American Rescue Plan (ARP) funding that she recommends the Township apply for.</p> <p>The Board started the budget discussion with revenues received for the Road and Bridge Department. New Budget amounts were determined based on 2019, 2020 and 2021 collections by the Road and Bridge Department, State receipts, sold equipment and grant money. A side discussion was started regarding the sale of Township Fire Department equipment.</p> <p>Expenditures for the Road and Bridge Department were discussed, and budget amounts determined for salaries, medical and workers comp expenses, tax collection fees, training, site improvements, professional and technical services, trash, repairs and maintenance, utilities, advertising, insurance, office and operating supplies, road salt, fuel, uniforms, small tools, baseball fees and Blakslee park improvements. Carry-over funding was discussed, and amounts determined to cover beginning of the year expenses.</p> <p>The motor vehicle license tax fund and Gasoline tax fund amounts were then determined.</p>
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2022 TAX BUDGET WORKSHOP DISCUSSION (continued)

DISCUSSION	<p>Cemetery revenues and expenses were discussed, and budget amounts discussed and determined. Further discussing of the budget for the Road and Bridge Department took place to finalize fund amounts.</p> <p>The General fund revenues were discussed next, including motel tax income, Zoning fees, cable franchise fees, State imposed fines, local government distributions, property tax allocations, liquor permit fees, State receipts, interest, and donations.</p> <p>General fund expenditures were discussed, and line-item amounts determined for salaries for employees and elected officials and employee recognition, OPERS, Medicare, medical costs with regard to new employee changes. Other expenditure amounts determined included insurance costs, workers comp, unemployment, legal fees, UAN fees, tax collection fees, professional services, rental and leased equipment, travel and meetings, telephone including cell phones, postage, advertising, contract services, payments to other political subdivisions, property insurance, office supplies, small tool and minor equipment, operation supplies/fuel, dues and fees, community events and other expenses, machinery and equipment, garbage and trash, repairs and maintenance, property services, utilities, supplies and materials and other expenses.</p> <p>Zoning expenditures were discussed, and amounts determined for compensation to Board members and other Zoning employees. Other expenditure amounts determined for Zoning included OPERS, medical and hospitalization, other insurance, works comp, unemployment, legal fees, travel and meeting expenses, postage, printing, advertising, office supplies, small tools and minor equipment, other expenses which includes security deposit refunds, machinery equipment and furniture and streetlights.</p> <p>Other General Fund expenditures were discussed including buildings, improvement of sites, other capital outlay.</p> <p>Police department revenues and expenditures were discussed next. Revenue amounts were determined for the Townships' property tax allocation, other State receipts, gifts and donations, revenue for Police car presence.</p> <p>Police carryover was discussed, and expenditure amounts were determined for salaries, OPERS, Medicare, medical and hospitalization, other insurance, worker comp, unemployment comp, accounting and legal fees, tax collection fees, training services, professional and technical services, repairs and maintenance and telephone.</p>
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2022 TAX BUDGET WORKSHOP DISCUSSION (continued)

DISCUSSION	<p>The Fire Department budget was discussed next. Mrs. Ventura stated that there is no income generated by the Fire Department. The Board discussed if any of the Township's fire equipment would be sold that could generate some income. Mr. Johnson stated that no equipment will be sold at this time. Mrs. Ventura stated that expenditures for the Fire Department is also zero.</p> <p>Fire-Rescue-Ambulance-EMS was discussed next. Mrs. Ventura and Mr. Johnson discussed the Sprint Unit provided with LST and how charges are applied and to whom. Mr. Stopa stated that residents are charged for EMS services. The Board discussed getting more information regarding billing details. Real estate taxes were discussed, and the property tax allocation figured to determined revenue to the Township. Tax collection fees were discussed along with the cost for contracted services.</p> <p>Mrs. Ventura asked the Trustees about placing a levy(s) on the ballot and how that would affect the 2022 budget and discussed the upfront planning that would be needed. The Board discussed 2 levies, the impact COVID has had on EMS, the amounts on the levies to increase and/or decrease and the timing of the levies.</p> <p>Safety Service Fire revenues were discussed. Mrs. Ventura stated that revenues for this item would be increasing. Property taxes and State receipts were discussed. Expenditures discussed included professional/technical, Police vehicles, contracted services, garbage and trash removal, repairs and maintenance, improvement of sites, telephone, tax collection fees, utilities, payments to other political subdivisions, property insurance premiums, liability, operating supplies, other expenses, and professional technical services.</p>
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EMPLOYEE HANDBOOK WORKSHOP DISCUSSION

DISCUSSION 4:19:55 minutes	<p>The Board discussed reprinting the employee handbook and whether specific pages need to be replaced or the entire handbook needs to be reprinted. Mrs. Ventura stated that there needs to be a policy in the handbook regarding how public records are handled at the Township, specifically records held at the Police Department involving insurance claims that need to be held at Townhall and that may be included in an audit process. Mrs. Ventura asked that public records at the Police Department be scanned and forwarded to her office.</p>
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MEETING ADJOURN

MOTION BY 4:31:40 minutes	Mr. Stopa: A motion was made to adjourn the Medina Township Special Trustee meeting.
MOTION SECONDED BY	Mr. Eastwood
VOTING ROLL CALL	VOTE
Mr. Stopa	Yes
Mr. Eastwood	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0
	Meeting adjourned at 11:46 pm

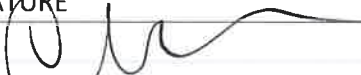
NEXT SCHEDULED MEETING

TYPE OF MEETING	Regular
DATE	7/8/2021
TIME	7:00 pm
LOCATION	Township Hall
COMMENTS	

MINUTES PREPARED BY

NAME	TITLE	DATE
Nick Dominguez	Secretary	9/16/2021

ATTESTED BY

SIGNATURE	TITLE	DATE
	Fiscal Officer	9/30/2021

BOARD/COUNCIL CERTIFIED

SIGNATURE	TITLE	DATE
	Chairman	9/30/2021
	Vice Chairman	9/30/2021
	Trustee	9/30/2021