

**MEDINA TOWNSHIP TRUSTEES  
ORGANIZATIONAL MEETING 7:00 PM  
JANUARY 3, 2022**

- I. ELECTION OF OFFICERS**
- II. ROLL CALL - PLEDGE - MOMENT OF SILENCE**
- III. TRUSTEE SWEARING IN**
- IV. PURCHASE ORDERS AND TRAINING REQUESTS**
- V. APPROVAL OF ACCOUNTS PAYABLE**
- VI. EXECUTIVE SESSION TO DISCUSS 2022 SLATE OF APPOINTMENTS AND FEES**
- VII. 2022 SLATE OF APPOINTMENTS, FEES RESOLUTION**
- VIII. AUTHORIZATION FOR FISCAL OFFICER TO ISSUE PURCHASE ORDERS, BLANKETS AND SUPER BLANKETS RESOLUTION**
- IX. ZONING SCHEDULED FEES APPENDIX V RESOLUTION**
- X. APPROVAL OF SUPPLEMENTAL APPROPRIATION RESOLUTION**
- XI. OTHER BUSINESS**
- XII. PUBLIC COMMENT**
- XIII. ADJOURN**

Org. 1-3-2022

**ENTITY NAME: Medina Township**

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**MINUTES TITLE: January 3, 2022, Organizational Meeting**

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**BOARD NAME: Board of Trustees**

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**TYPE OF MEETING: Organizational**

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**VOTING SESSION: Yes**

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**DATE: 1/3/2022**

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**START TIME: 7:00 pm**

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**END TIME: 10:22 pm**

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**MEETING LOCATION: Medina Township Townhall**

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**RECORD OF PROCEEDINGS:**

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**CALLED TO ORDER BY: Mrs. Ventura, Fiscal Officer**

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## RECORD OF PROCEEDINGS

### BOARD/COUNCIL MEMBERS ROLL CALL

NAME	PRESENT
Mr. Chuck Johnson	Present
Mr. Doug Eastwood	Present
Mr. Bruce Christopher	Present
Mrs. Angela Ventura	Present

### IN ATTENDANCE

NAME	VISITOR/EMPLOYEE	COMMENTS
Nick Dominguez	Employee	
Alliss Strogin	Employee	
Denny Miller	Employee	
Elaine Ridgley	Employee	
Krissy Moore	Employee	
Chief Minek	Employee	
Chief Walters	City of Medina	
Sign in sheet for visitors	Visitor	Attached to Minutes

### MEETING CALL TO ORDER

ACTION TAKEN	Mrs. Ventura called the Organizational meeting to order for Monday, January 3, 2022, at 7 pm and called for a roll call of Board members.
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### NOMINATION OF OFFICERS

ACTION TAKEN	Mrs. Ventura opened the floor for nominations of Chairman of the Board.
MOTION BY <b>0:31 minutes</b>	<b>Mr. Christopher:</b> (A motion was made to) nominate Chuck Johnson as Chairman.
MOTION SECONDED BY	Mr. Eastwood
VOTING ROLL CALL	VOTE
Mr. Christopher	Yes
Mr. Eastwood	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

**NOMINATION OF OFFICERS (continued)**

ACTION TAKEN	Mrs. Ventura handed the gavel over to the newly nominated Chairman, Mr. Johnson.
TYPE OF ACTION	Nomination of Vice-Chair
MOTION BY <b>1:00 minutes</b>	<b>Mr. Johnson:</b> A motion was made to nominate Mr. Eastwood as Vice-Chair.
MOTION SECONDED BY	Mr. Christopher
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Christopher	Yes
Mr. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0

**The Pledge of Allegiance was recited.**

**There was a moment of silence for our military and first responders.**

**SWEARING IN OF TRUSTEE – BRUCE CHRISTOPHER**

OATH OF OFFICE <b>2:14 minutes</b>	Mr. Johnson had Mr. Christopher take the Oath of Office for Trustee of Medina Township.
DISCUSSION	Mr. Johnson stated that he looks forward to working with Mr. Christopher. Mr. Johnson congratulated and welcomed him to the Board.

**APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – CARGILL INC.**

MOTION BY <b>4:53 minutes</b>	<b>Mr. Eastwood:</b> A motion was made for a purchase order requisition for the Service Department. The vendor is Cargill, Inc. This is for 1,100 tons of road salt for the 2022 winter season at \$40.31 per ton which is about \$13.00 per ton less than last year. \$45,000.00 is the amount of the purchase order request.
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Eastwood	Yes
Mr. Johnson	Yes
Mr. Christopher	Yes
VOTING RESULTS	YES: 3 NO: 0

**APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS (CONTINUED) – PSC CREDIT UNION**

MOTION BY <b>5:40 minutes</b>	<b>Mr. Johnson:</b> A motion was made for a purchase order requisition for the Police, Road & Bridge and Admin Departments. The vendor is PSC Credit Union. This is for the 2022 HSA contribution, in the amount of \$27,000.00.
MOTION SECONDED BY	Mr. Eastwood
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Eastwood	Yes
Mr. Christopher	Yes
VOTING RESULTS	YES: 3 NO: 0
DISCUSSION	Mr. Johnson asked which Trustees should sign the purchase order request since multiple departments are included. Mrs. Ventura stated that generally the Chairperson would only need to sign.

**APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – KEY BANK**

MOTION BY <b>6:49 minutes</b>	<b>Mr. Johnson:</b> A motion was made for a purchase order requisition for the Police Department and Road & Bridge Department. The vendor is Key Bank. This is for a 2022 HSA contribution, in the amount of \$12,000.00.
MOTION SECONDED BY	Mr. Eastwood
DISCUSSION	The Board discussed the reason different banks are used for HSA contributions. Mrs. Ventura stated that the contribution checks are delivered to the banks and not the individual employees.
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Eastwood	Yes
Mr. Christopher	Yes
VOTING RESULTS	YES: 3 NO: 0

**APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – FIRST NATIONAL BANK**

MOTION BY <b>7:42 minutes</b>	<b>Mr. Johnson:</b> A motion was made for a purchase order requisition. The department is All. The vendor is First National Bank. This is for a 2022 HSA contribution in the amount of \$48,000.00.
MOTION SECONDED BY	Mr. Eastwood
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Eastwood	Yes
Mr. Christopher	Yes
VOTING RESULTS	YES: 3 NO: 0

**APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – FIRST NATIONAL BANK (continued)**

DISCUSSION	Mrs. Ventura advised the Board that there will be one more HSA contribution added for the new Police officer when his paperwork is finished and turned in. The Board discussed the timing for depositing the HSA contributions, with regard to the Collective Bargaining Agreement, and the individual amounts that can be deposited.
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**APPROVAL OF ACCOUNTS PAYABLE**

MOTION BY <b>9:06 minutes</b>	<b>Mr. Johnson:</b> A motion was made to approve Accounts Payable, dated 12/27/2021. The payment number is 100-2021 in the amount of \$55,947.97. A one (1) page document was submitted with the motion for approval.
MOTION SECONDED BY	Mr. Eastwood
DISCUSSION	Mrs. Ventura stated that this is for the payroll already approved and that it is on the warrant list for purposes of the minutes.
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Eastwood	Yes
Mr. Christopher	Yes
VOTING RESULTS	YES: 3 NO: 0
DISCUSSION	Mrs. Ventura stated that this is the last of the 2021 payments and there will soon be a bank reconciliation for December. Mrs. Ventura stated that she will then be close to closing out 2021.

**EXECUTIVE SESSION TO DISCUSS 2022 SLATE OF APPOINTMENTS AND FEES**

MOTION BY <b>10:32 minutes</b>	<b>Mr. Johnson:</b> A motion was made to go into an Executive Session to discuss the 2022 Slate of Appointments and Fees.
MOTION SECONDED BY	Mr. Eastwood
DISCUSSION	Mr. Johnson stated that all three (3) Trustees and the Fiscal Officer will go into Executive Session.
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Eastwood	Yes
Mr. Christopher	Yes
VOTING RESULTS	YES: 3 NO: 0
COMMENTS	Executive Session was entered at 7:11 pm.
STATEMENT BY	Mr. Johnson stated that the Trustees and Fiscal Officer are back from Executive Session at 9:59 pm and no decisions were made.

**2022 SLATE OF APPOINTMENTS AND FEES RESOLUTION**

MOTION TO APPROVE RESOLUTION	<b>2022 Slate of Appointments and Fees</b>
RESOLUTION NUMBER	<b>01032022-001</b>
MOTION TO APPROVE BY <b>11:56 minutes</b>	<b>Mr. Johnson:</b> A motion was made to adopt resolution number 01032022-001 for the organizational minutes and make it continuing until all nominations are finished.

The following was stated:

Building Superintendent:	Doug Eastwood
Cemetery Superintendent:	Doug Eastwood
War Memorial Superintendent	Doug Eastwood
Service Dept. Liaison:	Doug Eastwood
Service Department:	Denny Miller, Road Superintendent Jeff Kessler, Road Dept. /Parks Martin Mohler Brian Phelan
Fire Liaison:	Chuck Johnson
LST Representative	Chuck Johnson Bruce Christopher, Alternate
Police Commissioner	Bruce Christopher
Police Chief:	John Minek
Medina Countywide Emergency Mgmt. Agency:	Bruce Christopher Chuck Johnson, Alternate
Zoning / Admin Liaison	Chuck Johnson
Zoning Inspector	Elaine Ridgley
Secretary to Zoning Boards	Kim Ferencz
Township Secretary	Nick Dominguez
Admin Office Assistant	Krissy Moore
Admin Asst/Police Clerk	(Vacant)
Police Clerk	Sue Galaska
Police Commissioner Alternate:	Doug Eastwood

**Health Care Plan**

A health care plan will be offered for full-time and part-time regular employees, with employees responsible for 15% of premiums for medical, dental and vision insurance. Full-time employees that opt-into the health care plan will have a contribution, equal to their deductible, made to the bank of their choice funded by the Township. The Township will also provide AD&D and Life Insurance at no cost to the employee.

**Township Secretary/Office Assistant (part - time)**

The Township Secretary will be paid \$22.00 per hour with scheduled hours of 7am to 1pm, Monday thru Friday, with part-time regular employee benefits.

**2022 SLATE OF APPOINTMENTS AND FEES RESOLUTION (continued)**

**Administrative Office Assistant (Part - Time)**

The Township Office Assistant will be paid \$17.75 per hour with scheduled hours of 11am to 5pm, Monday thru Friday, with no benefits. There will be a re-evaluation in 6 months at the one (1) year anniversary.

**Zoning Boards Secretary**

The Township Zoning Boards Secretary will be paid \$250.00 per meeting held, not to exceed \$6,000.00 for the year and \$32.50 per item on the agenda and there will be no benefits for this position. Also make it noted, the \$250.00 per meeting will be divided between \$75.00 for the meeting and \$175.00 for the paperwork associated with the meeting.

**Zoning Inspector**

Zoning Inspector: \$25.00 per hour plus full-time employee benefits. Zoning Office Hours: 9:00 am to 5 pm Monday through Friday.

**All Zoning Commission Members:** \$50.00 per meeting attended and pre-approved workshops.

**All Zoning Board of Appeals Members:** \$50.00 per meeting attended and pre-approved workshops.

**Alternates to Zoning Board and Zoning Board of Appeals :** \$50.00 per meeting attended and pre-approved workshops.

The Chairperson of the Zoning Board will be paid \$50.00 for each Trustees' meeting attended where there are Site plans on the agenda and \$50 for each additional Zoning related meeting attended upon pre-approval of the Zoning Liaison Trustee.

**Police Department**

**Full-Time Chief of Police:** \$85,000.00.

**Police Officers and Sergeants:**

Wage and benefit structure for the Police Department for 2022 will be per the negotiated 2022-2024 contract.

**New Part-time Police Officers:**

Pay range of \$20 to \$22.50 per hour, plus their initial uniform purchase.

Compensation for uniform allowance will be seventy-two cents \$.72 per hour in alignment with the current OPBA contract after their first year of service, which would be starting their second year.

**Receptionist/Clerk:**

Monday thru Friday 9am to 2 pm - \$16.75 per hour with no benefits.

**Service Department**

Denny Miller, Working Superintendent	\$32.50 per hr.
Jeff Kessler, Full-time	\$25.75 per hr.
Martin Mohler, Full-time	\$23.50 per hr.
Brian Phelan, Full-time	\$23.00 per hr.
Larry Cutlip Part-time	\$18.00 per hr.
Earl Grim Part-time	\$18.00 per hr.

**2022 SLATE OF APPOINTMENTS AND FEES RESOLUTION (continued)**

**Pay ranges for the**

- Service Department Superintendent will be \$28.00 to \$38.00 per hour
- Service Department Foreman - full-time with CDL will be \$25.00 to \$35.00 per hour
- General Maintenance Laborer - full-time with CDL will be \$20.00 to \$27.00 per hour
- General Maintenance Laborer - part-time with CDL will be \$18.00 to \$25.00 per hour
- General Maintenance Laborer - without CDL will be \$15.00 to \$20.00 hour
- General Maintenance Laborer - seasonal \$10.00 to \$15.00 per hour

**Service Department Sick Hours & Comp Hours**

Road Department is entitled to accumulate sick leave at 4.6 hours for every eighty (80) hours of service per pay period or forty (40) hours per week. Comp hours are capped at two hundred and forty (240) hours. At the point that compensatory time exceeds two hundred and forty (240) hours, it must be taken as paid compensation. Accrued compensatory time may be carried through to the next calendar year, not to exceed two hundred and forty (240) hours. Sick time is not to be accrued on overtime hours.

**Clothing Allowance for Full-time Service/Park Department Employees**

Clothing allowance for full time Service/Park Department employees is \$500.00 per year.

**Longevity Pay**

Notwithstanding the collective bargaining agreement, longevity pay is to be paid to full-time employees only after their third year of employment, at \$100 per year with a cap of 15 years of service and will be paid on their hire date anniversary.

**FEES**

**Cemeteries**

- Cemetery lot excavating for cremation: \$200.00 with a limit of four (4) per lot
- \$300.00 Weekends and Holidays
- Cemetery lot excavating: \$500.00
- \$700.00 Weekends and Holidays
- Cemetery lots: \$400.00 for Medina Township Residents
- Cemetery lots: \$1,200.00 for Non-Residents
- Headstone footer: \$400.00

**Sports Fields Fees**

The charge is \$65.00 per time slot (3-hours) for Medina County Residents and \$75.00 per time slot (3-hours) for organizations that reside outside of Medina County.  
Soccer Field charge is \$25.00 per hour. Tournaments on Fridays will be \$65.00 per field, Saturdays and Sundays will be \$275.00 per day and fields will be dragged and lined once per day.

**Mileage**

Mileage for use of personal vehicles on Township business will be paid to the IRS rate for 2022 (.56 cents per mile).

**2022 SLATE OF APPOINTMENTS AND FEES RESOLUTION (continued)**

<p><b><u>Employee Pay Periods</u></b>                  Employees pay periods are as follows: Bi-weekly or monthly or annually.</p> <p><b><u>Regular Meetings</u></b>                  Regular Trustee meetings will be held every other Thursday at 7:00 pm starting January 6, 2022. Department Heads will present Department reports for the last meeting date of every month and department comments will be done at that time too. Additional attendance will be at the department liaison’s discretion.</p> <p><b><u>Mailbox Replacement</u></b>                  Township residents will be reimbursed for mailbox replacement when a mailbox is damaged during snow removal operations. The Service Department will repair, if possible, or replace with a standard mailbox and post or compensate the owner for damage up to a maximum of \$45.00 for the cost of materials, standard box, and post with owner responsible for the installation of the mailbox.</p> <p><b><u>Appointments/Reappointment of Zoning Commission and Zoning Board of Appeals Members</u></b></p> <p><b>Zoning Commission:</b> James Apana Term to end 12/31/2026                  Richard Marco moved from 1<sup>st</sup> Alt. to full member Term to end 12/31/2023 taking over term of Bonnie Teeuwen                  Mitch Piskur moved from 2<sup>nd</sup> Alt to 1<sup>st</sup> Alt. Term to end 12/31/2022 (vacant) 2<sup>nd</sup> Alt.</p> <p><b>Zoning Board of Appeals:</b> Robin Gray Term to end 12/31/2026                  Bill Ostmann moved from 2<sup>nd</sup> Alt to 1<sup>st</sup> Alt. Term to end 12/31/2022 (vacant) 2<sup>nd</sup> Alt.</p>	
MOTION SECONDED BY	Mr. Eastwood
DISCUSSION	Mr. Dominguez asked the Board to address the lieutenant position in the Police Department. Mrs. Ventura stated the pay rate for the lieutenant position and asked that the motion be amended.
AMENDED MOTION AMENDED BY <b>25:13 minutes</b>	<b>Mr. Johnson:</b> a motion was amended to include the Police Department position for Lieutenant with a pay rate of \$80,000.00.
AMENDED MOTION SECONDED BY	Mr. Eastwood
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Eastwood	Yes
Mr. Christopher	Yes
VOTING RESULTS	YES: 3 NO: 0

**OTHER BUSINESS - ADVERTISING**

MOTION BY <b>25:48 minutes</b>	<b>Mr. Johnson:</b> a motion was made to advertise for the vacant alternate positions for the BZA and Zoning Board on the Township website and Facebook.
MOTION SECONDED BY	Mr. Christopher
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Christopher	Yes
Mr. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0

**FISCAL OFFICER AUTHORITY RESOLUTION**

MOTION TO APPROVE RESOLUTION	<b>Fiscal Officer Authority</b>
RESOLUTION NUMBER	<b>01032022-002</b>
MOTION TO APPROVE BY <b>26:25 minutes</b>	<b>Mr. Johnson:</b> A motion was made to adopt resolution number 01032022-002 giving the Fiscal Officer the authority to issue purchase orders, blankets, and super blankets up to the amount appropriated pursuant to the Ohio Revised Code 5705.41 for the balance of 2022 through January 31, 2023. It was noted that Paychex processing fees will be paid for each payroll prepared. OPERS withholding and Township match will be paid electronically on a monthly basis and the Ohio Public Employees Deferred Comp will be paid electronically on a bi-weekly basis.
MOTION SECONDED BY	Mr. Eastwood
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Eastwood	Yes
Mr. Christopher	Yes
VOTING RESULTS	YES: 3 NO: 0

**APPENDIX V, SCHEDULED FEES FOR THE ZONING BOOK RESOLUTION**

MOTION TO APPROVE RESOLUTION	<b>APPENDIX V, SCHEDULED FEES FOR THE ZONING BOOK</b>
RESOLUTION NUMBER	<b>01032022-003</b>
MOTION TO APPROVE BY <b>27:47 minutes</b>	<b>Mr. Johnson:</b> A motion was made to adopt resolution number 01032022-003, for Appendix V, Scheduled fees for Zoning. The fee structure outlined below was adopted 1/2/1984 and may be changed by formal resolution of the Medina Township Board of Trustees. Current dollar amounts were changed or remained the same by resolutions on 1/5/2009, 1/8/2009, 1/4/2010, 1/7/2010, 1/2/2014, 1/2/2020, 6/25/2020 and 10/15/2020 with the new schedules starting 1/1/2022. All Zoning fees and deposits, check and cash, must be paid in an exact amount and fees are Non-Refundable. NSF Check issuers will be responsible to pay all associated bank fees. A one (1) page document was submitted with the resolution for approval.
MOTION SECONDED BY	Mr. Eastwood
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Eastwood	Yes
Mr. Christopher	Yes
VOTING RESULTS	YES: 3 NO: 0

**APPROVAL OF SUPPLEMENTAL APPROPRIATION RESOLUTION**

MOTION TO APPROVE RESOLUTION	<b>APPROVAL OF SUPPLEMENTAL APPROPRIATION</b>
RESOLUTION NUMBER	<b>01032022-004</b>
MOTION TO APPROVE BY <b>29:40 minutes</b>	<b>Mr. Johnson:</b> A motion was made to adopt resolution number 01032022-004 to approve the supplemental appropriation reallocation of funds from line 2191-220-381-0000 (property insurance) to line 2191-220-382-000 (liability insurance) for \$300.00, effective 1/1/2022.
MOTION SECONDED BY	Mr. Christopher
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Christopher	Yes
Mr. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0
CORRECTIVE INFORMATION	A zero (0) was left off at the end of the 'to line' (liability insurance) appropriation account number in the motion.

**PUBLIC COMMENT**

MOTION BY <b>31:00 minutes</b>	<b>Mr. Johnson:</b> A motion was made to open the floor for public comment.
MOTION SECONDED BY	Mr. Eastwood
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Eastwood	Yes
Mr. Christopher	Yes
VOTING RESULTS	YES: 3 NO: 0
PUBLIC COMMENT STATUS	No public comment was made.

MOTION BY <b>31:28 minutes</b>	<b>Mr. Johnson:</b> A motion was made to close the floor for public comment.
MOTION SECONDED BY	Mr. Eastwood
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Eastwood	Yes
Mr. Christopher	Yes
VOTING RESULTS	YES: 3 NO: 0

**OTHER BUSINESS – APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – NORTH GATEWAY**

DISCUSSION	Chief Minek stated that he has purchase order requisitions for Police vehicle repairs. The Board discussed which repairs to make at this time.
MOTION BY <b>33:28 minutes</b>	<b>Mr. Christopher:</b> A motion was made for a purchase order requisition. This is for car repairs to unit 2 for diagnostics. This is for the Police Department. The vendor is North Gateway Tire. The amount is \$1,226.73.
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Christopher	Yes
Mr. Johnson	Yes
Mr. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0

**MEETING ADJOURN**

MOTION BY <b>34:18 minutes</b>	<b>Mr. Johnson:</b> A motion was made to adjourn.
MOTION SECONDED BY	Mr. Eastwood
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Eastwood	Yes
Mr. Christopher	Yes
VOTING RESULTS	YES: 3      NO: 0
	Meeting adjourned at 10:22pm

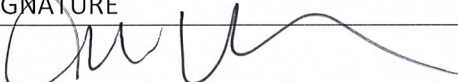
**NEXT SCHEDULED MEETING**

TYPE OF MEETING	Regular
DATE	1/6/2022
TIME	7:00 pm
LOCATION	Township Hall
COMMENTS	

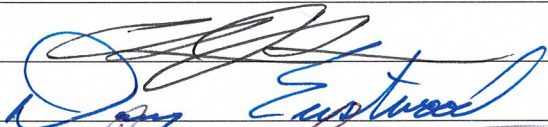
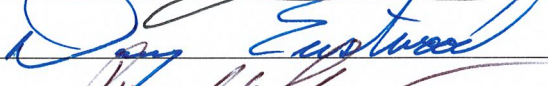
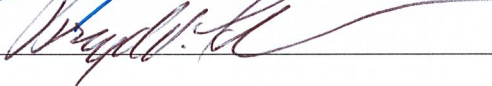
**MINUTES PREPARED BY**

NAME	TITLE	DATE
Nick Dominguez	Secretary	3/4/2022
Krissy Moore	Office Assistant	

**ATTESTED BY**

SIGNATURE	TITLE	DATE
	Fiscal Officer	3/17/2022

**BOARD/COUNCIL CERTIFIED**

SIGNATURE	TITLE	DATE
	Chairman	3/17/2022
	Vice Chairman	3/17/2022
	Trustee	3/17/2022

**OATH OF OFFICE**

The State of Ohio, Medina County: ss

I, **Bruce Christopher**, being duly sworn, say that I will support the Constitution of the United States of America and the Constitution of the State of Ohio, and will faithfully discharge the duties devolving upon me as Trustee of Medina Township, Medina County, Ohio, during my continuance in office.

Sworn to before me and signed in my presence, this 3<sup>rd</sup> day of January 2022.



Signature - Bruce Christopher



Witness Signature - Chuck Johnson

TRUSTEE

Title

TRUSTEE

Title

**Payment Listing**

12/27/2021 to 12/27/2021

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
100-2021	12/27/2021	01/02/2022	CH	PAYCHEXS	\$55,947.97	O
Total Payments:					\$55,947.97	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					<u>\$55,947.97</u>	

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 1-3-2022

Trustee Chm. [Signature]

Trustee [Signature]

Trustee [Signature]

## Slate of Appointments, Fees etc. for 2022

### Resolution 01032022-001

Mr. Johnson moved to put forth resolution 01032022-001 for the organizational minutes and make it continuing until all nominations are finished:

Building Superintendent:	Doug Eastwood
Cemetery Superintendent:	Doug Eastwood
War Memorial Superintendent	Doug Eastwood
Service Dept. Liaison :	Doug Eastwood
Service Department:	Denny Miller, Road Superintendent Jeff Kessler, Road Dept. /Parks Martin Mohler Brian Phelan
Fire Liaison:	Chuck Johnson
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Medina Countywide Emergency Mgmt. Agency:	Bruce Christopher Chuck Johnson, Alternate
Zoning / Admin Liaison	Chuck Johnson
Zoning Inspector	Elaine Ridgley
Secretary to Zoning Boards	Kim Ferencz
Township Secretary	Nick Dominguez
Admin Office Assistant	Krissy Moore
Admin Asst/Police Clerk	(Vacant)
Police Clerk	Sue Galaska

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### Township Secretary/Office Assistant (part - time)

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### Zoning Inspector

Zoning Inspector: \$25.00 per hour plus full-time employee benefits. Zoning Office Hours: 9:00 am to 5 pm Monday through Friday.

All Zoning Commission Members: \$50.00 per meeting attended and pre-approved workshops.

All Zoning Board of Appeals Members: \$50.00 per meeting attended and pre-approved workshops.

## **Slate of Appointments, Fees etc. for 2022**

**Alternates to Zoning Board and Zoning Board of Appeals** : \$50.00 per meeting attended and pre-approved workshops.

The Chairperson of the Zoning Board will be paid \$50.00 for each Trustees' meeting attended where there are Site plans on the agenda and \$50 for each additional Zoning related meeting attended upon pre-approval of the Zoning Liaison Trustee.

### **Police Department**

**Full-Time Chief of Police**: \$85,000.00.

#### **Police Officers and Sergeants**

Wage and benefit structure for the Police Department for 2022 will be per the negotiated 2022-2024 contract.

#### **New Part-time Police Officers**

Pay range of \$20 to \$22.50 per hour, plus their initial uniform purchase.

Compensation for uniform allowance will be seventy-two cents \$.72 per hour in alignment with the current OPBA contract after their first year of service, which would be starting their second year.

#### **Receptionist/Clerk**

Monday thru Friday 9am to 2 pm - \$16.75 per hour with no benefits.

### **Service Department**

Denny Miller, Working Superintendent	\$32.50 per hr.
Jeff Kessler, Full-time	\$25.75 per hr.
Martin Mohler, Full-time	\$23.50 per hr.
Brian Phelan, Full-time	\$23.00 per hr.
Larry Cutlip Part-time	\$18.00 per hr.
Earl Grim Part-time	\$18.00 per hr.

### **Pay ranges for the:**

- Service Department Superintendent will be \$28.00 to \$38.00 per hour
- Service Department Foreman - full-time with CDL will be \$25.00 to \$35.00 per hour
- General Maintenance Laborer - full-time with CDL will be \$20.00 to \$27.00 per hour
- General Maintenance Laborer - part-time with CDL will be \$18.00 to \$25.00 per hour
- General Maintenance Laborer - without CDL will be \$15.00 to \$20.00 hour
- General Maintenance Laborer - seasonal \$10.00 to \$15.00 per hour

### **Service Department Sick Hours & Comp Hours**

Road Department is entitled to accumulate sick leave at 4.6 hours for every eighty (80) hours of service per pay period or forty (40) hours per week. Comp hours are capped at two hundred and forty (240) hours. At the point that compensatory time exceeds two hundred and forty (240) hours, it must be taken as paid compensation. Accrued compensatory time may be carried through to the next calendar year, not to exceed two hundred and forty (240) hours. Sick time is not to be accrued on overtime hours.

### **Clothing Allowance for Full-time Service/Park Department Employees**

Clothing allowance for full time Service/Park Department employees is \$500.00 per year.

### **Longevity Pay**

Notwithstanding the collective bargaining agreement, longevity pay is to be paid to full-time employees only after their **third year** of employment, at \$100 per year with a cap of 15 years of service and will be paid on their hire date anniversary.

## **Slate of Appointments, Fees etc. for 2022**

### **FEES**

#### **Cemeteries**

Cemetery lot excavating for cremation:	\$200.00 with a limit of four (4) per lot
	\$300.00 Weekends and Holidays
Cemetery lot excavating:	\$500.00
	\$700.00 Weekends and Holidays
Cemetery lots:	\$400.00 for Medina Township Residents
Cemetery lots:	\$1,200.00 for Non-Residents
Headstone footer:	\$400.00

#### **Sports Fields Fees**

The charge is \$65.00 per time slot (3-hours) for Medina County Residents and \$75.00 per time slot (3-hours) for organizations that reside outside of Medina County.

Soccer Field charge is \$25.00 per hour. Tournaments on Fridays will be \$65.00 per field, Saturdays and Sundays will be \$275.00 per day and fields will be dragged and lined once per day.

#### **Mileage**

Mileage for use of personal vehicles on Township business will be paid to the IRS rate for 2022 (.56 cents per mile).

#### **Employee Pay Periods**

Employees pay periods are as follows: Bi-weekly or monthly or annually.

#### **Regular Meetings**

Regular Trustee meetings will be held every other Thursday at 7:00 pm starting January 6, 2022. Department Heads will present Department reports for the last meeting date of every month and Department comments at the same meeting. Additional attendance will be at the department liaison discretion.

#### **Mailbox Replacement**

Township residents will be reimbursed for mailbox replacement when a mailbox is damaged during snow removal operations. The Service Department will repair, if possible, or replace with a standard mailbox and post or compensate the owner for damage up to a maximum of \$45.00 for the cost of materials, standard box and post with owner responsible for the installation of the mailbox.

#### **Appointments/Reappointment of Zoning Commission and Zoning Board of Appeals Members**

Zoning Commission:	James Apana	Term to end 12/31/2026
	Richard Marco moved from 1 <sup>st</sup> Alt. to full member	Term to end 12/31/2023
	taking over term of Bonnie Teeuwen	
	Mitch Piskur moved from 2 <sup>nd</sup> Alt to 1 <sup>st</sup> Alt. (vacant) 2 <sup>nd</sup> Alt.	Term to end 12/31/2022
Zoning Board of Appeals	Robin Gray	Term to end 12/31/2026
	Bill Ostmann moved from 2 <sup>nd</sup> Alt to 1 <sup>st</sup> Alt.	Term to end 12/31/2022
	(vacant) 2 <sup>nd</sup> Alt.	

Mr. Eastwood seconded the motion to adopt resolution 01032022-001.

Mr. Johnson amended his motion to include the Police Department position for Lieutenant with an annual pay rate of \$80,000.00.

Mr. Eastwood seconded the amended motion.

Voting Aye thereon:

Mr. Johnson – Aye, Mr. Eastwood – Aye, Mr. Christopher – Aye.

## **Slate of Appointments, Fees etc. for 2022**

### **Resolution 01032022-002**

Mr. Johnson moved to put forth resolution resolution 01032022-002 giving the Fiscal Officer the authority to issue purchase orders, blankets and super blankets up to the amount appropriated pursuant to the Ohio Revised Code 5705.41 for the balance of 2022 through January 31, 2023.

Let it be noted:

Paychex processing fees to be paid for each payroll prepared. OPERS withholding and Township match will be paid electronically on a monthly basis. Ohio Public Employees Deferred Comp will be paid electronically on a bi-weekly basis.

Mr. Eastwood seconded the motion to adopt resolution 01032022-002.

Voting Aye thereon:

Mr. Johnson – Aye, Mr. Eastwood – Aye, Mr. Christopher – Aye.

## Slate of Appointments, Fees etc. for 2022

### Resolution 01032022-003

Mr. Johnson moved to adopt resolution resolution **01032022-003** for Appendix V, Scheduled fees for Zoning. The fee structure outlined below was adopted 1/2/1984 and may be changed by formal resolution of the Medina Township Board of Trustees. (Current dollar amounts were changed or remained the same by resolutions on 1/5/2009, 1/8/2009, 1/4/2010, 1/7/2010, 1/2/2014, 1/2/2020, 6/25/2020 and 10/15/2020 with the new schedules starting 1/1/2022.)

#### A. RESIDENTIAL

##### Residential Construction

- |  |                        |
|--|------------------------|
| 1. House only or house and attached garage or condominiums                 | \$75.00+\$0.09 sq. ft. |
| 2. All other residential construction or alteration                        | \$50.00+\$0.09 sq. ft. |
| 3. Ponds, Decks, Pools, Pergola, Gazebo & Hot Tubs                         | \$50.00                |
| 4. Accessory Buildings of 143 sq. ft. or less                              | \$50.00                |
| 5. Sheds 144 sq. ft. - 576 sq. ft. (12x12=144 sq. ft.) (24x24=576 sq. ft.) | \$75.00                |
| 6. Garage/Accessory Buildings over 576 sq. ft.                             | \$75.00+\$0.09 sq. ft. |
| 7. Lot Split or Lot Combination  | \$50.00 each           |

#### B. BUSINESS

##### Commercial Change of Use/Ownership, Apartment/Multi-Family construction or alterations

- |   |  |
|---|--|
| 1. 0-5,000 sq. ft.  | \$ 75.00 for first 1,000 sq. ft. + \$0.09 per additional sq. ft. |
| (Not to be greater than 5,000 sq. ft.)  |  |
| 2. 5,001sq. ft.-15,000 sq. ft.  | \$500.00   |
| 3. 15,001-50,000 sq. ft.  | \$1,000.00   |
| 4. 50,001-100,000 sq. ft.   | \$1,500.00   |
| 5. 100,001 sq. ft. and over   | \$2,000.00   |
| 6. Temporary Construction Trailer   | \$100.00 fee & \$500.00 Deposit                                  |
| (Deposit is returned when trailer is removed within 6 months and a permit renewal is required.)                               |  |
| 7. Penalty for failure to obtain a zoning permit prior to construction will incur an extra charge based on Township expenses. |  |

#### C. FINANCIAL GUARANTEE

A Completion Bond in the amount of 10% of the building cost with a minimum of \$1,000.00 and a maximum of \$10,000.00. Valid 6 months past the project completion date.

#### D. SIGNS

##### Sign construction

- |   |                                |
|---|--------------------------------|
| 1. Less than twenty five (25) sq. ft. total surface   | \$75.00                        |
| 2. Twenty five (25) sq. ft. or larger total surface   | \$150.00                       |
| 3. High Rise Signs & Billboards   | \$300.00                       |
| 4. Temporary Sign   | \$50.00 fee & \$250.00 Deposit |
| (Deposit is returned when temporary sign is removed within 14 days)   |                                |
| 5. Penalty Fee for failure to obtain sign permit prior to construction will incur an extra charge based on Township expenses. |                                |

#### E. ZONING CHANGES

- |   |                 |
|---|-----------------|
| 1. Zoning Commission text or map amendment change request | \$400.00 each   |
| 2. Zoning Board of Appeals variance request               | \$300.00        |
| 3. Site plan review by Zoning Commission                  | \$50.00         |
| 4. Sign Review by Zoning Commission                       | \$25.00         |
| 5. Zoning Book with Maps (hard copy)                      | \$25.00+postage |
| 6. Map only (hard copy)                                   | \$5.00+postage  |
| 7. Comprehensive Plan Book                                | \$42.00+postage |

#### F. FEES WAIVER FOR MEDINA TOWNSHIP

Zoning fees shall be waived for all governmental related applications submitted by the Medina Township Board of Trustees, Board of Zoning Appeals, Zoning Commission and Department Heads.

All Zoning fees and deposits, check or cash, must be paid in an exact amount and fees are Non-Refundable.

NSF Check issuers will be responsible to pay all associated bank fees.

## **Slate of Appointments, Fees etc. for 2022**

Mr. Eastwood seconded the motion to adopt resolution 01032022-003.

Voting Aye thereon:

Mr. Johnson – Aye, Mr. Eastwood – Aye, Mr. Christopher – Aye.

Fund Reallocation Resolution

I will move to adopt resolution number 01032022-004 to approve the supplemental appropriation reallocation of funds from line 2191-220-381-0000 (property insurance) to line 2191-220-382-0000 (liability insurance) for \$300.00, effective 1/1/2022.

APPROVED BY MEDINA TWP. TRUSTEES

Date 1-3-2022

Trustee Chm. [Signature]

Trustee [Signature]

Trustee [Signature]

