

**MEDINA TOWNSHIP TRUSTEES
REGULAR MEETING - 7:00 PM
SEPTEMBER 15, 2022**

- I. ROLL CALL - PLEDGE - MOMENT OF SILENCE**
- II. APPROVAL OF PAYROLL**
- III. APPROVAL OF APPROPRIATION STATUS RESOLUTION**
- IV. APPROVAL OF FUND REALLOCATION RESOLUTION**
- V. APPROVAL OF THEN-AND-NOW PURCHASE ORDERS**
- VI. PURCHASE ORDERS AND TRAINING REQUESTS**
- VII. APPROVAL OF ACCOUNT PAYABLE**
- VIII. DEPARTMENT HEAD COMMENTS**

OLD BUSINESS

- IX. STATE ROUTE 18 MULTI-USE-PATH DISCUSSION**

NEW BUSINESS

- X. TRUSTEE COMMENTS**
- XI. APPROVAL OF PREVIOUS MINUTES**
- XII. APPROVAL OF THE CBA RESOLUTION**
- XIII. APPROVAL OF DEPARTMENT REPORTS FOR AUGUST**
- XIV. PAYCHEX CONTACT PERSON DISCUSSION**
- XV. FLEX TIME DISCUSSION**
- XVI. OPT OUT PROVISION DISCUSSION**
- XVII. INVOICE SIGNATURES FOR ACCOUNTS PAYABLE DISCUSSION**
- XVIII. HOLIDAY MEETING SCHEDULE DISCUSSION**
- XIX. JEDD FUTURE MEETING DISCUSSION**
- XX. PUBLIC COMMENT**
- XXI. OTHER BUSINESS**
- XXII. ADJOURN**

R 9-15-2022

ENTITY NAME: Medina Township

MINUTES TITLE: September 15, 2022, Regular Meeting

BOARD NAME: Board of Trustees

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 9/15/2022

START TIME: 7:07 pm

END TIME: 9:06 pm

MEETING LOCATION: Medina Township Townhall

RECORD OF PROCEEDINGS:

CALLED TO ORDER BY: Mr. Chuck Johnson

RECORD OF PROCEEDINGS

BOARD/COUNCILMEMBERS ROLL CALL

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

IN ATTENDANCE

NAME	VISITOR/EMPLOYEE	COMMENTS
Krissy Moore	Employee	
Chief John Minek	Employee	
Alliss Strogan	Employee	
Chief Larry Walters	Medina City Employee	
Sign in sheet for visitors	Visitor	Attached to Minutes

The Pledge of Allegiance was recited.

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

HOUSEKEEPING RULES TO THE PUBLIC

STATEMENT 0:56 minutes	Mr. Johnson made the following statement: I encourage everyone to turn off their cell phones and refrain from talking during the actual meeting. There is recording in progress during the meetings and the microphones pick up everything. Please save your comments for the public comment portion of the meeting and if you do wish to make a public comment, please be sure to sign in on the sheet provided at the door. This will make it easier for our Admin department to produce the minutes properly. Thank you.
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APPROVAL OF PAYROLL

MOTION BY 1:37 minutes	Mr. Johnson: A motion was made to approve payroll, with a check date of 09/16/2022. The total amount is \$39,608.79, with total deductions, withholdings, and liabilities of \$8,371.59. A two (2) page document was presented with the motion for approval.
MOTION SECONDED BY	Mr. Eastwood
DISCUSSION	Ms. Ventura added that there is an additional forty-nine (49) pages list of discrepancies and adjustments attached. Mr. Johnson reiterated that there is an additional forty-nine (49) pages list of discrepancies and adjustments that has been compiled by the Fiscal Officer for the pay period of 8/28/2022-9/10/2022.
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	The Board discussed the cash requirements and payroll journal that was presented with the payroll documentation.

APPROVAL OF APPROPRIATION STATUS RESOLUTION #09152022-059

RESOLUTION NAME	APPROPRIATION STATUS
RESOLUTION NUMBER	09152022-059
MOTION TO APPROVE BY 05:21 minutes	Mr. Johnson: a motion was made to adopt resolution number 09152022-059, to approve the Appropriation Status, dated 9/15/2022. A fourteen (14) page document was presented with the resolution for approval.
MOTION SECONDED BY	Mr. Christopher
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Christopher	Yes
Mr. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0
DISCUSSION	Ms. Ventura explained to Trustee Johnson that there are some line items that are very low and that funds will need to be moved, some will need blankets and purchase order requests. Ms. Ventura asked if he could go through them for the next meeting to avoid having to issue Then-and-Now purchase orders.

APPROVAL OF FUND REALLOCATION RESOLUTION #09152022-060

RESOLUTION NAME	FUND REALLOCATION
RESOLUTION NUMBER	09152022-060
MOTION TO APPROVE BY 07:09 minutes	Mr. Christopher: a motion was made to adopt resolution number 09152022-060, to approve the supplemental appropriation reallocation of funds from line 2081-210-221-0000 to line 2081-210-323-0000 for \$5,000.00.
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Christopher	Yes
Mr. Johnson	Yes
Mr. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF ACCOUNTS PAYABLE

MOTION BY 08:21 minutes	Mr. Johnson: A motion was made to approve our payments (Accounts Payable), payment listing is from 9/2/2022 to 9/16/2022 with digital check 68-2022 to 71-2022 with physical checks 32371 to 32400. The total amount is \$134,531.32. A two (2) page document was presented with the motion 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 THEN-AND-NOW PURCHASE ORDERS -CINTAS CORP #011

MOTION BY 10:22 minutes	Mr. Christopher: (A motion was made to approve) a Then-and Now purchase order requisition. The vendor is Cintas Corp. It is for the blue mat cleaning. The amount is \$46.91 for the PD (Police Department).
MOTION SECONDED BY	Mr. Eastwood
DISCUSSION	Ms. Ventura stated that this was a discussion at the last meeting and suggests that they get through the next two Then-and Now's, then the Board can discuss all of them at the end.
VOTING ROLL CALL	VOTE
Mr. Christopher	Yes
Mr. Eastwood	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF THEN-AND-NOW PURCHASE ORDERS -TOSHIBA AMERICA BUSINESS SOLUTIONS

MOTION BY 11:08 minutes	Mr. Christopher: A motion was made to approve a Then-and Now purchase order requisition. The vendor is for Toshiba America Business Solutions. This is for the Police Department. It is for copier overage. The amount is \$164.97.
MOTION SECONDED BY	Mr. Eastwood
VOTING ROLL CALL	VOTE
Mr. Christopher	Yes
Mr. Eastwood	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0

APPROVAL OF THEN-AND-NOW PURCHASE ORDERS - OSHP OHIO STATE HIGHWAY PATROL

MOTION BY 11:43 minutes	Mr. Christopher: A motion was made to approve a Then-and Now purchase order requisition. The vendor is for Treasurer of State-OSPH (OSHP - Ohio State Highway Patrol). The amount is \$1,200.00.
MOTION SECONDED BY	Mr. Eastwood
VOTING ROLL CALL	VOTE
Mr. Christopher	Yes
Mr. Eastwood	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0
UNSTATED INFORMATION	This is for Annual MDT fees – July 1, 2022 to June 30, 2023, for the Police Department.
DISCUSSION	Ms. Ventura informed the Trustees of two more bills that came in before the funds were moved before the supplemental appropriation was done. Two more bills came in, that were in August that would be charged to the professional and technical line for the Police Department. Ms. Ventura is at a loss because this is just not proper to be charging usual and customary bills. As Ms. Ventura stated the previous week, then and now's are supposed to be used for emergency situations and she knows these are legitimate bills of the township but, there have been five done between the last two meetings and now there are two more. Trustee Eastwood asked if the money is in the account and if we did open a \$10,000 blanket to pay these kinds of things going forward but, these came in before that and should be dealt with. Ms. Ventura agreed it should be dealt with. Ms. Ventura explained that her stance is that she understands that these vendors need to be paid but, she would like the Board to understand that when it comes audit time, she is the one on the hook for this, so this puts her in an unfair spot, she knows she is not to be issuing then and now's for something that is not an emergency.

APPROVAL OF THEN-AND-NOW PURCHASE ORDERS - OSHP OHIO STATE HIGHWAY PATROL**(continued)**

DISCUSSION	<p>Ms. Ventura asked the Board how she will look at an auditor and explain that she's just done five and now is issuing these two, which is seven, then and now purchase orders for usual and customary bills, not one of them being an emergency. Ms. Ventura again stated that's a very unfair spot to be in. Trustee Johnson stated "it wasn't supposed to be seven when we were fixing the problem and of course then you get buried, it's kind of like when a bank, you know, overdrafts your check they take the big one first and they empty out your bank account and cash all your little ones then your screwed with a whole bunch of them and I think that's right where we are at and we have to get ourselves righted and hopefully we are at that point of being righted." Ms. Ventura questioned if we will be seeing other bill's role in after this, she is frustrated, and she doesn't know what to say at this point. Trustee Christopher asked if it would do any good if some of these things were on a blanket? Ms. Ventura explained that there is a blanket now and that as soon as that reallocation was done, she opened a blanket immediately that night and it's for the rest of the year unless there is some huge major expense and that can't really happen because the department head only has the authority and can only spend so much without prior approval. Trustee Johnson spoke of examples of how he pays his monthly bills at his company using a calendar. (16:19 min) Ms. Ventura suggested at the last meeting that we could do a practice run of this and then really enforce it at the temporary appropriations meeting having the department heads request their blankets and purchase orders instead of her being the one to sit there and issue them. Ms. Ventura stated that she has always done this, and that Trustee Johnson has been the only one fully through this but, she has always opened all the purchase orders and blankets for the year and clearly that has not helped people be able to tract their spending because our purchasing policy states that department heads have to be tracking the blankets and purchase orders. Ms. Ventura mentioned that Chief Minek did send her an excel spreadsheet that he came up with to help him do that. Ms. Ventura went on to explain that she is not willing to put herself out on a limb and say that like hey, I know this is wrong because I know it's wrong and I know that this is not what it's intended for, and she does not feel good about that. That's where she stands but, again she stated that she wants these vendors to be paid and is not trying to take money away out of anyone's pocket either but, again, she must insist that this has got to stop. (18:09 min) Trustee Eastwood spoke to that point every department head knows specifically in there, when I say that, do you know that they have all the open blankets in the amount available incumbered funds within those blankets for their department only?</p>
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APPROVAL OF THEN-AND-NOW PURCHASE ORDERS - OSHP OHIO STATE HIGHWAY PATROL
(continued)

DISCUSSION	<p>Like say service department, roads, and bridges if he was to look at his fifteen items on our appropriations and it talks about incumbered funds that usually means there is an open blanket. Ms. Ventura responded "correct." Trustee Eastwood stated however, when he asks Denny if he knows what the blankets are and how much and what they are for, he said he doesn't have that information. Ms. Ventura explained that's why department heads should be tracking those from day one, if he did then he would know. Trustee Eastwood said but this is kind of a new thing that we have been asking them to do, they haven't been doing it. Ms. Ventura responded, "that's the thing, but that's been part of the purchasing policy all along." Trustee Eastwood stated that this is a new practice that's been initiated recently for all the right reasons. He is just saying that for like Denny, do we have something where he can go through? Ms. Ventura said that she sent Trustee Eastwood something today. Trustee Eastwood said, he got 176 pages from Ms. Ventura today and asked are those all just Denny's? Ms. Ventura responded "no, unfortunately it's not a user-friendly system and that's how the purchase orders spit out, that's how the purchase order report looks." Trustee Eastwood said, he would have thought there would be something in our systems to go to this line item and go to the incumbered balances. Ms. Ventura said, there is a purchase order utility function and that she would have to go one by one, and they don't print, those are just something she can see on the screen, she could spend days doing that. Trustee Eastwood asked, do you think I have the ability if I go through the 176 pages you sent me would I be able to find the information I am looking for? Ms. Ventura responded, "oh ya, and it's time consuming and you would have to split it up by admin. This is the problem with UAN it is not a user-friendly system, it's time consuming and that's why it is so important, the purchasing policy we have in place seems stringent but, it was there for a reason because this system that the state put out is flawed." Trustee Eastwood stated that the system that Chief is proposing that the other townships use will be a great change when we make that adjustment, and far easier to follow. (20:56 min) Ms. Ventura explained that information the Trustees were given and what she was given were different, Denny told her that he tracked his blankets by hand, she can't believe he did that and thought Denny was using a program or something. Trustee Eastwood stated that he (Denny) did his accruals by hand. Ms. Ventura stated that he (Denny) said that in the meeting but, wasn't doing that anymore and that's not what she was told but, the reason for that would be from if you are doing that at day one its actually not hard but, trying to play catch up</p>
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APPROVAL OF THEN-AND-NOW PURCHASE ORDERS - OSHP OHIO STATE HIGHWAY PATROL**(continued)**

DISCUSSION	<p>at the end, Ms. Ventura agreed and can see how it could become very time consuming and almost nearly impossible but that's not something, its also very time on our parts to try to facilitate that as well and the departments heads are really the best one with the ability to do that, they know where there current spending is and what outstanding bills they have, we don't even know that. Trustee Eastwood said that we just need to get to a ground zero with them and support them and we have to provide that, that's all. Trustee Christopher asked if there is no way to trim the number of pages down, that sounds like a heck of a lot of stuff to go through? Ms. Ventura responded, "I know, it's terrible, what do you think I have to deal with on a daily basis Bruce?" she understands and asked do you think that this is, I'm the one who had to open all of those, it's a lot, you can have someone sit there and separate all of those by different funds. Trustee Eastwood said he has them and will look through them. Ms. Ventura said, as far as these then and nows with the understanding, we will get to that ground zero but other than emergencies she will not issue any more then and nows. Trustee Christopher asked it's only one out of three but what do you do with copier overage. Ms. Ventura stated that the blanket for professional technical would have covered that, it just was not incombered money at the time so these two have to be paid, the Petal Sweet they will wait for their money unfortunately the Verizon will not so again, I asked the Board last time, I would like this on the record that you understand that this most likely will cause us a citation in our audit and I am opposed to doing this so, Trustee Eastwood stated "we understand". Ms. Ventura went on explaining that as a Board you are taking on the responsibly of that but, she does think there will have to be a special meeting to pay this bill because it's due and Ms. Ventura will issue the then and now and the payment but, she does not like this situation, she is very uncomfortable doing so and would like to make that clear. Trustee Johnson said, he appreciates that and asked to finish up the purchase orders and training requests.</p>
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APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – CARDINAL CEMENT & EXCAVATING

MOTION BY 24:38 minutes	Mr. Eastwood: A motion was made to approve a purchase order requisition for the Service Department. The vendor is Cardinal Cement & Excavating. The amount is \$10,000.00.
MOTION SECONDED BY	Mr. Johnson
DISCUSSION	Mr. Eastwood stated that this is additional concrete work for a cul-de-sac to be paid out of the Improvement of sites account #2231-760-730-0000.
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 – OHIO TOWNSHIP ASSOCIATION

MOTION BY 25:40 minutes	Mr. Johnson: A motion was made to approve a purchase order requisition for the Admin Department. The vendor is Ohio Township Association. It is for Mr. Eastwood, Mr. Christopher, and Ms. Ventura (for a training class titled) Where the Trustee Responsibility Ends and the Fiscal Officer Begins. The amount is \$20.00 each person.
MOTION SECONDED BY	Mr. Christopher
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Christopher	Yes
Mr. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0
DISCUSSION	The Board discussed the total dollar amount and using Township credit cards to pay for the training class.
UNSTATED INFORMATION	This will be an on-line class on September 20, 2022.

APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – CALIBRE PRESS

MOTION BY 26:53 minutes	Mr. Christopher: A motion was made to approve a training request for the Police Department. The amount is \$250.00. It is for Reading people becoming a body language expert. Training is in Wadsworth and is Professional Training for Officer Cliff Nicholson.
MOTION SECONDED BY	Mr. Eastwood
VOTING ROLL CALL	VOTE
Mr. Christopher	Yes
Mr. Eastwood	Yes
Mr. Johnson	Yes
VOTING RESULTS	YES: 3 NO: 0
UNSTATED INFORMATION	The vendor is Calibre Press, and the training date is October 4, 2022.

APPROVAL OF PURCHASE ORDERS AND TRAINING REQUESTS – OTA LEADERSHIP ACADEMY

MOTION BY 27:27 minutes	Mr. Christopher: A motion was made to (approve) accept a training requestion. The amount is \$50.00. It is for OTALA Leadership Academy Webinar from September 26 to 30 for Township Leadership Training for Chief Minek.
MOTION SECONDED BY	Mr. Johnson
VOTING ROLL CALL	VOTE
Mr. Christopher	Yes
Mr. Johnson	Yes
Mr. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0

DEPARTMENT HEAD COMMENTS

DEPARTMENT	Police Department
REPRESENTATIVE'S NAME	Chief John Minek
DISCUSSION 28:30 minutes	<p>Chief Minek provided call statistics for the month of August and informed the Board of the number of extra patrols, business checks and vacation watches for township residents and businesses. Chief Minek stated that there was and 80% increase in calls for service compared to August of 2021 which resulted in 836 additional calls. That on August 9, 2022, his department participated in 'National Night Out' with other area law enforcement agencies. On August 13, 2022, his department was in Brunswick for the 20th Anniversary of the Cops and Rodder's car show. Chief Minek also stated that on Saturday he will make an appearance at Weymouth Days event and then be going to Williams on The Lake for Hope of Harvest.</p> <p>Mr. Johnson asked about the Police Department Halloween plans. Chief Minek stated that Walmart has donated items and that Sgt. Mangel will advertise the event on the Township Police Department Facebook page. Mr. Johnson stated that he will donate yard signs if needed.</p>
DEPARTMENT	Fire Department
REPRESENTATIVE'S NAME	Chief Larry Walters
DISCUSSION 30:53 minutes	<p>Chief Walters gave his August report starting with two Medina Township fire engines which needed repairs of valves, pumps, hydraulic equipment, and an air conditioning system. Chief Walters stated that the Township can expect to see the Fire Department out next month doing hydrant maintenance. Chief Walters would like to invite the community to the Annual Fire Department Open House on October 15, 2022. Chief Walters believes the time is 10 am to 2 pm and stated that all are welcome to join in the event.</p>

OLD BUSINESS

STATE ROUTE 18 MULTI-USE PATH DISCUSSION

DISCUSSION 33:30 minutes	Mr. Eastwood provided the Board with a current status of the proposed State Route 18 Multi-Use Path project. Mr. Eastwood stated that he emailed the representative twice and has not received a response. Mr. Christopher asked for clarification on where the representative was from. Mr. Eastwood stated that the representative was from ODOT.
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OTHER BUSINESS – ACCOUNTS PAYABLE DISCUSSION

DISCUSSION 34:26 minutes	Ms. Ventura asked to discuss some problems with invoices that have recently come up for the Police Department and Service Department. Ms. Ventura stated there were some duplicate invoices and the FBN invoice was submitted twice by the Service Department head. Ms. Ventura also said there was a Brite Invoice for a G-Tag Tablet that was signed off on for the Police and that portion of \$3,386.00 was paid on September 1 st . A second request for payment notice came from Brite and was submitted in the amount of \$5,572.00. Ms. Ventura questioned what else needed to be paid wanted to make it clear that she cannot pay from statements, only Invoices. Ms. Ventura reviewed the accounts payable process to the Board and Chief Minek and asked that care be taken when requesting payments .
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NEW BUSINESS

TRUSTEE COMMENTS

DISCUSSION 39:46 minutes	<p><u>Police Department</u> – Mr. Christopher stated that the Police Department is doing a great job and mentioned a complaint from a resident about some bushes not being trimmed on Nettleton and Granger Roads. Mr. Christopher stated that the County is looking into it. Mr. Christopher said that there was also a loose dog complaint and that the Chief of Police is looking into that complaint.</p> <p><u>Anonymous Concern</u> – Mr. Eastwood spoke of material being placed in a waterway. Mr. Eastwood stated that he worked with the County and the Police to resolve this complaint. Mr. Eastwood stated that Zoning had a call regarding a local business with a parking lot that was in disarray. Mr. Eastwood stated that we don't have a lot of power over that but with good conversations and working this out, the problem was resolved.</p> <p><u>Meeting Agenda Item Cutoff</u>- Mr. Johnson stated he would like to implement a 1:00 pm hard cutoff time for the day of a meeting. If there are emergencies, they will be adjusted accordingly. The Board discussed and agreed.</p>
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TRUSTEE COMMENTS (continued)

DISCUSSION	<p>Ms. Ventura stated that she had a payroll problem this week and asked if this would just then be left off the agenda since it was after the cutoff time? Mr. Johnson responded with that being an emergency type situation, no it does not fall under the cutoff time and would not be affected.</p> <p><u>Weymouth Days</u>- Mr. Johnson spoke about the event this weekend and invited the community to participate.</p> <p><u>Inventory</u>- Mr. Johnson would like to remind the Department Heads that inventory is coming up and to start thinking about putting inventory lists together.</p>
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APPROVAL OF PREVIOUS MINUTES

MOTION TO APPROVE MINUTES OF	August 4, 2022
TYPE OF MEETING	Regular Trustee Meeting
MOTION BY 46:53 minutes	Mr. Johnson: A motion was made to approve the August 4, 2022, Regular Trustee meeting Minutes. In attendance were Mr. Johnson, Mr. Eastwood, and Mr. Christopher.
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 CBA CONTRACT RESOLUTION 09152022-061

RESOLUTION NAME	CBA CONTRACT RESOLUTION
RESOLUTION NUMBER	09152022-061
MOTION TO APPROVE BY 48:10 minutes	Mr. Johnson: a motion was made to approve resolution number 09152022-061 for the approval of the (2022-2024) Collective Bargaining Agreement between Medina Township and the Ohio Patrolmen's Benevolent Association.
MOTION SECONDED BY	Mr. Christopher
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Christopher	Yes
Mr. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0
DISCUSSION	Ms. Ventura requested a copy of the Collective Bargaining Agreement to be sent to her.

APPROVAL OF DEPARTMENT REPORTS FOR AUGUST

MOTION BY 49:33 minutes	Mr. Johnson: A motion was made to approve the August 2022 Department Reports. Police Department is single sided, two (2) pages, Zoning is double sided, six (6) pages, Service Department is single sided, two (2) pages and Fire Department single sided, two (2) pages, with a total of twelve (12) pages. All reports were presented with the motion for approval.
MOTION SECONDED BY	Mr. Christopher
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Christopher	Yes
Mr. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0

PAYCHEX CONTACT PERSON DISCUSSION

DISCUSSION 50:17 minutes	<p>Mr. Eastwood stated that in a past meeting he had suggested becoming a second administrator on Paychex and that in looking into becoming an administrator Mr. Eastwood found that there is also another role that can be adopted which is a Paychex contact person. Mr. Eastwood's understanding is that the contact person can view, converse, but not alter anything regarding the Paychex account. The contact person can ask questions and correspond with Paychex. The contact person would have to be approved by the Fiscal Officer. Ms. Ventura stated that changes are still being made in the system every day regarding punches. Ms. Ventura agreed that she would have to be the one to approve the contact person. Ms. Ventura stated that she has some answers to Mr. Eastwood's questions regarding the code used by the employees when logging into Paychex and the employee having the option to turn the code texting off. Ms. Ventura explained that it is up to the employee to choose if they want the option and will need a cell phone if they do want a punch-in access code texted to them. Ms. Ventura also stated that the employee or department heads need to screen shot the problems and send them to Jamie at Paychex so she can address them and send the problem onto their IT department. Ms. Ventura and Mr. Eastwood discussed specific payroll issues and concerns. Ms. Ventura further stated that the new contact person would need to be able to understand the payroll system when communicating issues and be able to service the payroll system without her involvement, in essence, taking over payroll processing functions.</p>
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PAYCHEX CONTACT PERSON DISCUSSION (continued)

DISCUSSION	<p>Mr. Johnson explained that the new contact person would only be wanting to ask simple questions and not take over the payroll administrator position. Ms. Ventura stated that she has answered the same employee questions multiple times and the employees need to apply their own preferences in Paychex. Mr. Johnson wanted to make it clear that Mr. Eastwood is not asking to be the admin for Paychex. Ms. Ventura stated that if Mr. Eastwood was to be a payroll contact person or anyone for that matter, she would rather step aside and remove herself from this roll as she thinks this will make things more complicated and the new contact person would have to service the payroll issues. Mr. Eastwood stated that he would not be interested in making that kind of change. Mr. Christopher stated that we didn't start punching in until about two years ago. We spend a lot of time on this subject. Mr. Christopher stated that he has some resolutions that he would like to propose.</p>
MOTION TO APPROVE BY 1:02:48 minutes	<p>Mr. Christopher: a motion was made that salaried employees no longer have to punch in or out but, will have to keep track of vacation and sick time. Vacation and sick time will be turned into the Fiscal Officer or the Township Secretary with each pay period.</p>
DISCUSSION	<p>Mr. Christopher asked that the motion be seconded. The Board discussed that they would need a second discussion and they are not prepared to make a change now, with this being the first time they have been presented with this information. Ms. Ventura explained to Mr. Christopher that this will not work with the product we currently use in Paychex. Mr. Eastwood explained that if punching in and out were stopped payroll could still be processed but the responsibility for tracking accruals, keeping records and payroll reporting would fall on the Township. Mr. Johnson and Ms. Ventura explained the current benefits of using the punch system compared to using the previous paper reporting payroll system. Mr. Johnson ended this discussion and moved to the next agenda item.</p>

FLEXTIME DISCUSSION

<p>DISCUSSION 1:05:40 minutes</p>	<p>The Board discussed Mrs. Moore's newly full-time position and asking her to use flextime for her meeting attendance. Ms. Ventura stated that the Township does not have a flextime policy in place, and per Local Government Services advice, the Township should seek legal counsel on this matter before asking any employee to adjust their work hours. Mrs. Moore asked the Board to consider that she receives over-time pay for meetings, just to be fair, to receive pay like the Zoning and Service Departments do for attending a meeting above their forty-hour work weeks as well. Mr. Christopher stated that he will get in touch with the prosecutor's office. The Board discussed the work hours Mr. Dominguez works and were informed by Ms. Ventura that he does not work with a flextime schedule. Mrs. Moore stated once again to the Board to consider her over-time pay for the meetings she attends. Mr. Johnson explained that they have compensated Mrs. Moore with being full-time and having her at meetings is part of educating and training which they are now looking to use as a flextime rule for Mrs. Moore's position. Ms. Ventura stated that a policy will be needed, and that the first thing an auditor asks for is to look at our policies. Mr. Christopher advised the Board of a scheduling software that Montville Township is using that works along with Paychex and stated that he would like to start using it with the Police Department on a trial basis before considering it for the rest of the Township. The Board discussed the costs and would like to investigate this before making any decisions. Mr. Eastwood stated that Montville has not implemented this software yet and he would like to evaluate it first before making any decisions. The Board and Chief Minek discussed the current scheduling software use by the Police Department and how it differs from what Mr. Christopher is proposing.</p>
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OPT OUT PROVISION DISCUSSION

<p>DISCUSSION 1:15:58 minutes</p>	<p>Ms. Ventura stated this is another item that we need an answer on since the Township offers the opt out in the handbook and the CBA for people not taking insurance. Ms. Ventura advised the Trustees that we've come across a problem that the op out is no longer legal for people on Medicare because of the Affordable Health Care Act. Ms. Ventura stated that have one person that this affects. Mr. Eastwood stated he will follow up and present this to the prosecutor's office. Ms. Ventura further stated that partial adjustments had been made to compensate for the loss of the opt out benefit, but she still wishes to avoid any discrimination regarding Medicare eligible employees.</p>
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INVOICE SIGNATURES FOR ACCOUNTS PAYABLE DISCUSSION

DISCUSSION 1:17:48 minutes	Ms. Ventura reviewed the past understanding that everyone needs to look at their invoices and sign them and voiced the concern of getting everyone in to sign the paperwork by Friday before the week of a Trustee meeting. The Board discussed ways to communicate so that the paperwork is signed in a timely manner since this process now includes signing all invoices for better fund tracking. Mr. Johnson stated that this presents an issue for him due to not having any Department Heads to sign invoices. All agreed that this is a work in progress and will need to have issues worked out before it can run smoothly.
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HOLIDAY MEETING SCHEDULE DISCUSSION

DISCUSSION	The Board discussed the upcoming Holiday schedule. Ms. Ventura stated that both Christmas and New Year's fall on a Sunday and asked the Trustees to make a motion to set those dates as an observed Holiday so she can notify Paychex.
MOTION BY 1:25:20 minutes	Mr. Johnson: A motion was made to recognize the Christmas and New Year's holidays. December 26, 2022, for Christmas and January 2 nd for New Year's.
MOTION SECONDED BY	Mr. Christopher
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Christopher	Yes
Mr. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0
DISCUSSION	The Board discussed the meeting schedule for the Thanksgiving holiday being a Special Meeting on Wednesday November 23, 2022.
MOTION BY 1:26:34 minutes	Mr. Johnson: A motion was made to set our Thanksgiving rescheduled meeting for November 23, 2022, at 7:00 pm.
MOTION SECONDED BY	Mr. Eastwood
DISCUSSION	Mr. Johnson asked the Board if they would like to move the time up for the meeting. The Board agreed on 5:00 pm.
AMENDED MOTION BY 1:27:45 minutes	Mr. Johnson: Amended my thing (the previous motion) to have the meeting start at 5:00 pm
AMENDED MOTION SECONDED BY	Mr. Christopher
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Christopher	Yes
Mr. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0
DISCUSSION	The Board discussed communicating the meeting date and time changes and when payroll is due to all departments.

JEDD FUTURE MEETING DISCUSSION

DISCUSSION 1:28:27 minutes	Mr. Eastwood stated that he has had communication with the City of Medina, and they have proposed a presentation that will be about 2 hours, November 3, 2022, and we should pick a time. Mr. Eastwood stated that they will have legal representation here from Columbus. Mr. Eastwood further stated that this meeting is just to hear what they have to say. The Board discussed a shorter preliminary informational meeting, prior to November 3 rd , just to cover basic concepts of the JEDD proposal. The Board agreed to work on coordinating a date and time for this informational meeting where legal counsel would not be needed at this time.
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OTHER BUSINESS- ARPA MEETING DISCUSSION

DISCUSSION	Mr. Eastwood stated that Greg Beck is available to meet regarding the ARPA funds on Monday, September 26, 2022, at 4:00 pm and that the meeting would be less than one hour. Mr. Johnson stated that he would like Mr. Dominguez to attend this meeting as well for educational purposes. Mr. Eastwood stated that the rate for Mr. Beck is \$140.00 per hour and that this is a reduced rate through the OTA. The Board discussed and agreed on this date and time to set the meeting.
MOTION BY 1:34:10 minutes	Mr. Eastwood: A motion was made to set a meeting for September 26, 2022, at 4:00 pm to meet with attorney Greg Beck regarding the legal uses of our ARPA funds.
MOTION SECONDED BY	Mr. Johnson
DISCUSSION	Mr. Christopher asked to clarify Mr. Beck's position.
VOTING ROLL CALL	VOTE
Mr. Eastwood	Yes
Mr. Johnson	Yes
Mr. Christopher	Yes
VOTING RESULTS	YES: 3 NO: 0
DISCUSSION	The Board encouraged everyone to be prepared for this meeting and discussed how they would like a follow up meeting as well.

PUBLIC COMMENT

MOTION BY 1:36:30 minutes	Mr. Johnson: 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
DISCUSSION	Mr. Johnson asked anyone making a public comment to state their name for the record.
PUBLIC COMMENT	Public comment was made by: Sandra Bilek – She appreciates the job the Board does and spoke about the JEDD, digital sign, payroll and paper timesheets, suggests training on the Paychex system. Mary Aukerman – She spoke about the payroll system. Josh Eberts – He spoke about our fiscal system/UAN, the Paychex system and 7 minute time punch.

PUBLIC COMMENT

MOTION BY 1:56:38 minutes	Mr. Johnson: 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- SERVICE DEPARTMENT REPORT

DISCUSSION 1:56:55 minutes	Mr. Miller informed the Board that the Cemetery grant he applied for, to get the driveway sealed, was denied. The amount was \$1,500.00. Mr. Miller received a call from the company that will be paving the Home Depot parking lot and stated that they will be paving at night starting Sunday. Mr. Miller said he anticipates noise complaints since the paving will be done at night next to a residential area. Mr. Miller hopes this will be a one-day job.
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OTHER BUSINESS- GRANT DISCUSSION

DISCUSSION 1:57:58 minutes	Ms. Ventura asked Chief Minek if he received anything back regarding a body armor grant because she is stuck on the bank reconciliation for July. Chief Minek stated that Mr. Dominguez provided email correspondence and that he will follow up with him. Ms. Ventura stated that July's bank reconciliation is on hold.
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MEETING ADJOURN

MOTION BY 1:58:55 minutes	Mr. Johnson: A motion was made to adjourn the meeting.
MOTION SECONDED BY	Mr. Christopher
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Christopher	Yes
Mr. Eastwood	Yes
VOTING RESULTS	YES: 3 NO: 0
	Meeting adjourned at 9:06 pm

NEXT SCHEDULED MEETING

TYPE OF MEETING	Emergency
DATE	9/16/2022
TIME	3:00 pm
LOCATION	Township Hall
COMMENTS	Approval of Then-and-Now and Accounts Payable

MINUTES PREPARED BY

NAME	TITLE	DATE
Krissy Moore	Office Assistant	9/23/2022

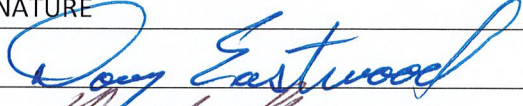
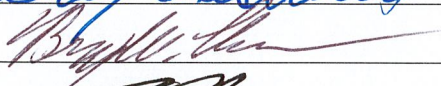

MINUTES EDITED BY

NAME	TITLE	DATE

ATTESTED BY

SIGNATURE	TITLE	DATE
	Fiscal Officer	

BOARD/COUNCIL CERTIFIED

SIGNATURE	TITLE	DATE
	Chairman	6/08/23
	Vice Chairman	6/8/23
	Trustee	6/8/23

CASH REQUIREMENTS

(Prior to Processing)

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 09/16/22. 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
09/16/22	WESTFIELD BANK, FSB	xxxxxxxxxxxx175	Direct Deposit	Net Pay Allocations	33,134.49
09/16/22	WESTFIELD BANK, FSB	xxxxxxxxxxxx175	Garnishment	Employee Deductions	272.03
09/16/22	WESTFIELD BANK, FSB	xxxxxxxxxxxx175	Taxpay®	Employee Withholdings Medicare Fed Income Tax OH Income Tax OH BRUNS CTY Inc OH CVRSD SD Inc Total Withholdings Employer Liabilities Medicare Total Liabilities	665.27 3,801.01 984.67 52.65 33.36 5,536.96 665.31 665.31
TOTAL EFT (Does not reflect administrative charges)					39,608.79

Approval process means that the trustees are approving the 49 pages attached list of discrepancies and adjustments that has been compiled by the fiscal officer for this pay period (08/28/2022 - 09/10/2022).

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
09/16/22	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	1,140.00 12.42 18.78 3,795.84 1,811.64 1,412.91 180.00 8,371.59
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (Does not reflect administrative charges)					8,371.59

CASH REQUIREMENTS

(Prior to Processing)

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 09/16/22. 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	
09/21/22	Taxpay@	FED IT PMT Group	5,131.59

Police Audit Trail

Status	Punch Type	Transaction Time	Transaction Source	Manager Approved	Employee Approved	Manager Note	Date /Time Changed	Change Made
Update	Clock In	04:01 PM	Web Services	False	True		09/11/2022 08:41 AM	Minek, Jof
	Clock In	09/10/2022 04:00 PM	Web Services	False	False			
Update	Clock In	09/10/2022 04:00 PM	Web Services	False	False		09/11/2022 08:44 AM	Minek, Jof
	Clock In	09/10/2022 04:00 PM	Web Services	False	False	I verified that the em...		
Update	Clock In	09/10/2022 04:00 PM	Web Services	False	False	I verified that the em...	09/11/2022 10:42 AM	Beardsworth,
	Clock In	09/10/2022 04:00 PM	Web Services	False	True	I verified that the em...		
Update	Clock In	09/10/2022 04:00 PM	Web Services	False	True		09/11/2022 01:18 PM	Minek, Jof
	Clock In	09/10/2022 04:00 PM	Web Services	True	True	I verified that the em...		
Add	Clock Out	09/11/2022 02:00 AM	Web Services	False	False		09/11/2022 02:00 AM	Beardsworth,
	Clock Out	09/11/2022 02:00 AM	Web Services	False	False			
Update	Clock Out	09/11/2022 02:00 AM	Web Services	False	True		09/11/2022 02:05 AM	Beardsworth,
	Clock Out	09/11/2022 02:00 AM	Web Services	False	True			
Update	Clock Out	09/11/2022 02:00 AM	Web Services	False	True		09/11/2022 01:18 PM	Minek, Jof
	Clock Out	09/11/2022 02:00 AM	Web Services	True	True			

Police Audit Trail

status	Punch Type	Transaction Time	Transaction Source	Manager Approved	Employee Approved	Manager Note	Date / Time Changed	Change Made
Added	Clock In	09/10/2022 04:01 PM	Web Services	False	False		09/10/2022 04:01 PM	Beardsworth
	Clock In	09/10/2022 04:01 PM	Web Services	False	False		09/11/2022 02:05 AM	Beardsworth
date	Clock In	09/10/2022 04:01 PM	Web Services	False	True			
	Clock In	09/10/2022 04:01 PM	Web Services	False	True			
date	Clock In	09/10/2022 04:01 PM	Web Services	False	False		09/11/2022 08:41 AM	Minek, Joel
	Clock In	09/10/2022 04:00 PM	Web Services	False	False			
date	Clock In	09/10/2022 04:00 PM	Web Services	False	False	I verified that the em...	09/11/2022 08:44 AM	Minek, Joel
	Clock In	09/10/2022 04:00 PM	Web Services	False	False	I verified that the em...		
date	Clock In	09/10/2022 04:00 PM	Web Services	False	True	I verified that the em...	09/11/2022 10:42 AM	Beardsworth
	Clock In	09/10/2022 04:00 PM	Web Services	False	True	I verified that the em...		
date	Clock In	09/10/2022 04:00 PM	Web Services	False	True	I verified that the em...	09/11/2022 01:18 PM	Minek, Joel
	Clock In	09/10/2022 04:00 PM	Web Services	True	True	I verified that the em...		
Added	Clock Out	09/11/2022 02:00 AM	Web Services	False	False		09/11/2022 02:00 AM	Beardsworth

Police Audit Trail

status	Punch Type	Transaction Time	Transaction Source	Manager Approved	Employee Approved	Manager Note	Date / Time Changed	Change Made
date	Clock In	05:59 AM	Web Services	False	False		09/09/2022 05:51 AM	Minek, Joh
	Clock In	09/06/2022 05:59 AM	Web Services	False	False	I spoke with employee...		
date	Clock In	09/06/2022 05:59 AM	Web Services	False	False	I spoke with employee...	09/10/2022 08:47 PM	Carlo, Thor
	Clock In	09/06/2022 05:59 AM	Web Services	False	True	I spoke with employee...		
	Clock In	09/06/2022 05:59 AM	Web Services	False	True	I spoke with employee...		
date	Clock In	09/06/2022 05:59 AM	Web Services	False	True	I spoke with employee...	09/11/2022 01:18 PM	Minek, Joh
	Clock In	09/06/2022 05:59 AM	Web Services	True	True	I spoke with employee...		
	Clock In	09/06/2022 05:59 AM	Web Services	True	True	I spoke with employee...		
date	Clock Out	09/06/2022 03:59 PM	Web Services	False	False		09/06/2022 03:59 PM	Carlo, Thor
	Clock Out	09/06/2022 03:59 PM	Web Services	False	False			
	Clock Out	09/06/2022 04:00 PM	Web Services	False	False			
date	Clock Out	09/06/2022 04:00 PM	Web Services	False	False		09/09/2022 05:48 AM	Minek, Joh
	Clock Out	09/06/2022 04:00 PM	Web Services	False	False			
	Clock Out	09/06/2022 04:00 PM	Web Services	False	False			
date	Clock Out	09/06/2022 04:00 PM	Web Services	False	True		09/10/2022 08:47 PM	Carlo, Thor
	Clock Out	09/06/2022 04:00 PM	Web Services	False	False			
	Clock Out	09/06/2022 04:00 PM	Web Services	False	False			
date	Clock Out	09/06/2022 04:00 PM	Web Services	False	True		09/11/2022 01:18 PM	Minek, Joh
	Clock Out	09/06/2022 04:00 PM	Web Services	True	True			



Clock In

06:00 AM

9

Clock Out

04:00 PM

Note Required

Add/Edit Manager Note

Transaction: 09/06/2022 06:00 AM Clock In

Manager Notes: I spoke with employee regarding clocking in
and out. I verified employee was present on-
station before clocking out through CAD. 1503

Cancel

Previous
09/02/2022 09/06/2022
07:00 AM 04:00 PM
Next

Office Audit Trail



Status	Punch Type	Transaction Time	Transaction Source	Manager Approved	Employee Approved	Manager Note	Date / Time Changed	Change Made By
Late	Clock In	09/10/2022 08:30 PM	Web	False	False		09/11/2022 08:55 AM	Minek, Jc
	Clock In	09/10/2022 08:30 PM	Web	False	False		09/11/2022 09:05 AM	Minek, Jc
	Clock In	09/10/2022 08:30 PM	Web	False	False	New employee clocke...	09/11/2022 09:33 AM	Carlo, Tho
Late	Clock In	09/10/2022 08:30 PM	Web	False	False	New employee clocke...	09/11/2022 09:33 AM	Carlo, Tho
	Clock In	09/10/2022 08:30 PM	Web	False	True	New employee clocke...	09/11/2022 01:18 PM	Minek, Jc
	Clock In	09/10/2022 08:30 PM	Web	True	True	New employee clocke...		
Late	Clock Out	09/11/2022 06:30 AM	Web Services	False	False		09/11/2022 06:24 AM	Carlo, Tho
	Clock Out	09/11/2022 06:30 AM	Web Services	False	False		09/11/2022 08:54 AM	Minek, Jc
	Clock Out	09/11/2022 06:30 AM	Web Services	False	False			
Late	Clock Out	09/11/2022 06:30 AM	Web Services	False	False		09/11/2022 09:33 AM	Carlo, Tho
	Clock Out	09/11/2022 06:30 AM	Web Services	False	True			
	Clock Out	09/11/2022 06:30 AM	Web Services	False	True			

Expense Audit Trail



Status	Punch Type	Transaction Time	Transaction Source	Manager Approved	Employee Approved	Manager Note	Date /Time Changed	Change Made By
date	Clock In	08:30 PM	Web	False	False		09/11/2022 09:05 AM	Minek, J
	Clock In	09/10/2022 08:30 PM	Web	False	False	New employee clocke...		
date	Clock In	09/10/2022 08:30 PM	Web	False	False	New employee clocke...	09/11/2022 09:33 AM	Carlo, Th
	Clock In	09/10/2022 08:30 PM	Web	False	True	New employee clocke...		
date	Clock In	09/10/2022 08:30 PM	Web	False	True	New employee clocke...	09/11/2022 01:18 PM	Minek, J
	Clock In	09/10/2022 08:30 PM	Web	False	True	New employee clocke...		
date	Clock In	09/10/2022 08:30 PM	Web	False	True	New employee clocke...	09/11/2022 06:24 AM	Carlo, Th
	Clock In	09/10/2022 08:30 PM	Web	False	True	New employee clocke...		
date	Clock Out	09/11/2022 06:30 AM	Web Services	False	False		09/11/2022 08:54 AM	Minek, J
	Clock Out	09/11/2022 06:30 AM	Web Services	False	False			
date	Clock Out	09/11/2022 06:30 AM	Web Services	False	False		09/11/2022 09:33 AM	Carlo, Th
	Clock Out	09/11/2022 06:30 AM	Web Services	False	True			
date	Clock Out	09/11/2022 06:30 AM	Web Services	False	True		09/11/2022 01:18 PM	Minek, J
	Clock Out	09/11/2022 06:30 AM	Web Services	False	True			

Note Required

Add/Edit Manager Note

Transaction: 09/10/2022 08:30 PM Clock In

Manager Notes: New employee clocked in twice. I verified
employee's time through CAD and his Key fob
punch. I adjusted the time. 1503

 Cancel

Previous Next
09/08/2022 09/11/2022
04:00 PM 06:30 AM

Police Audit Trail



Status	Punch Type	Transaction Time	Transaction Source	Manager Approved	Employee Approved	Manager Note	Date /Time Changed	Change Made By
Added	Clock In	09/06/2022 05:59 AM	Web Services	False	False		09/06/2022 05:59 AM	Carlo, Tho
	Clock In	09/06/2022 05:59 AM	Web Services	False	False		09/09/2022 05:51 AM	Minek, Jc
	Clock In	09/06/2022 05:59 AM	Web Services	False	False	I spoke with employee...		
Added	Clock In	09/06/2022 05:59 AM	Web Services	False	False	I spoke with employee...	09/10/2022 08:47 PM	Carlo, Tho
	Clock In	09/06/2022 05:59 AM	Web Services	False	True	I spoke with employee...		
	Clock In	09/06/2022 05:59 AM	Web Services	True	True	I spoke with employee...	09/11/2022 01:18 PM	Minek, Jc
Added	Clock Out	09/06/2022 03:59 PM	Web Services	False	False		09/06/2022 03:59 PM	Carlo, Tho
	Clock Out	09/06/2022 03:59 PM	Web Services	False	False		09/09/2022 05:48 AM	Minek, Jc
	Clock Out	09/06/2022 04:00 PM	Web Services	False	False			
Added	Clock Out	09/06/2022 04:00 PM	Web Services	False	False		09/10/2022 08:47 PM	Carlo, Tho
	Clock Out	09/06/2022 04:00 PM	Web Services	False	True			
	Clock Out	09/06/2022 04:00 PM	Web Services	False	True			

Office Audit Trail

id	Punch Type	Transaction Time	Transaction Source	Manager Approved	Employee Approved	Manager Note	Date /Time Changed	Change Ma
late	Clock In	09/06/2022 07:03 AM	Web Services	False	False		09/06/2022 07:03 AM	Cutlip, La
	Clock In	09/06/2022 07:03 AM	Web Services	False	False		09/06/2022 07:33 AM	Miller, Deni
	Clock In	09/06/2022 07:00 AM	Web Services	False	False			
late	Clock In	09/06/2022 07:00 AM	Web Services	False	False		09/06/2022 07:34 AM	Miller, Deni
	Clock In	09/06/2022 07:00 AM	Web Services	False	False	Larry was here at 7:0...		
	Clock Out	09/06/2022 08:39 AM	Web Services	False	False		09/06/2022 08:39 AM	Cutlip, Le

RB11
✓

Time Card Audit Trail Detail

Field Name	Before	After
Employee Number	1307	1307
Employee Name	Cutlip, Larry	Cutlip, Larry
Punch Type	Clock In	Clock In
Transaction Time	09/06/2022 07:03 AM	09/06/2022 07:00 AM
Apply To Date	09/06/2022	
Apply To Overtime	True	True
Pay Type	Work	Work
Pay Level Rate	0	0
Transaction Source	Web Services	Web Services
Time Sheet Submission	False	False
Shift Differential Code		
Shift Differential Detail		
Shift Differential Factor		
Transaction UTC Date Time	09/06/2022 11:03 AM	09/06/2022 11:00 AM
Level 1	Road-4	Road-4
Manager Note		
Employee Note		
Manager Approved	False	False
Employee Approved	False	False
Hardware Terminal		
Web Kiosk Terminal		
Manager Modified	False	True
Date /Time Changed	09/06/2022 07:33 AM	09/06/2022 07:33 AM

✕ Close

Punch Type	Clock In	Clock In
Transaction Time	09/06/2022 07:03 AM	09/06/2022 07:00 AM
Apply To Date	09/06/2022	
Apply To Overtime	True	True
Pay Type	Work	Work
Pay Level Rate	0	0
Transaction Source	Web Services	Web Services
Time Sheet Submission	False	False
Shift Differential Code		
Shift Differential Detail		
Shift Differential Factor		
Transaction UTC Date Time	09/06/2022 11:03 AM	09/06/2022 11:00 AM
Level 1	Road-4	Road-4
Manager Note		
Employee Note		
Manager Approved	False	False
Employee Approved	False	False
Hardware Terminal		
Web Kiosk Terminal		
Manager Modified	False	True
Date /Time Changed	09/06/2022 07:33 AM	09/06/2022 07:33 AM
Change Made By	Miller, Dennis M	Miller, Dennis M
Closed	Open	Open

Employee Number	1307	1307
Employee Name	Cutlip, Larry	Cutlip, Larry
Punch Type	Clock In	Clock In
Transaction Time	09/06/2022 07:00 AM	09/06/2022 07:00 AM
Apply To Date	09/06/2022	
Apply To Overtime	True	True
Pay Type	Work	Work
Pay Level Rate	0	0
Transaction Source	Web Services	Web Services
Time Sheet Submission	False	False
Shift Differential Code		
Shift Differential Detail		
Shift Differential Factor		
Transaction UTC Date Time	09/06/2022 11:00 AM	09/06/2022 11:00 AM
Level 1	Road-4	Road-4
Manager Note	Larry was here at 7:00AM and the tablet would not let him punch in on paychex time since it is no longer available to use. I had to set up paychex flex in the tablet for him.	
Employee Note		
Manager Approved	False	False

Field Name	Before	After
Pay Level Rate	0	0
Transaction Source	Web Services	Web Services
Time Sheet Submission	False	False
Shift Differential Code		
Shift Differential Detail		
Shift Differential Factor		
Transaction UTC Date Time	09/06/2022 11:00 AM	09/06/2022 11:00 AM
Level 1	Road-4	Road-4
Manager Note		Larry was here at 7:00AM and the tablet would not let him punch in on paychex time since it is no longer available to use. I had to set up paychex flex in the tablet for him.
Employee Note		
Manager Approved	False	False
Employee Approved	False	False
Hardware Terminal		
Web Kiosk Terminal		
Manager Modified	True	True
Date /Time Changed	09/06/2022 07:34 AM	09/06/2022 07:34 AM
Change Made By	Miller, Dennis M	Miller, Dennis M
Cleared	Onen	Onen

Note Required

Add/Edit Manager Note

Transaction: 09/08/2022 07:00 AM Clock In

Manager Notes: Paychex app was messing up on Martin so
Larry had to wait to use tablet



Cancel



Save



Previous



Next

09/07/2022 01:50 PM 09/08/2022 03:00 PM

Employee Number	1307	1307
Employee Name	Cutlip, Larry	Cutlip, Larry
Punch Type	Clock In	Clock In
Transaction Time	09/08/2022 07:03 AM	09/08/2022 07:00 AM
Apply To Date	09/08/2022	
Apply To Overtime	True	True
Pay Type	Work	Work
Pay Level Rate	0	0
Transaction Source	Web Services	Web Services
Time Sheet Submission	False	False
Shift Differential Code		
Shift Differential Detail		
Shift Differential Factor		
Transaction UTC Date Time	09/08/2022 11:03 AM	09/08/2022 11:00 AM
Level 1	Road-4	Road-4
Manager Note		
Employee Note		
Manager Approved	False	False
Employee Approved	False	False
Hardware Terminal		
Web Kiosk Terminal		
Manager Modified	False	True
Notes / Time Observed	00/00/0000 00:00 PM	00/00/0000 00:00 PM

Punch Type	Clock In	Clock In
Transaction Time	09/08/2022 07:03 AM	09/08/2022 07:00 AM
Apply To Date	09/08/2022	
Apply To Overtime	True	True
Pay Type	Work	Work
Pay Level Rate	0	0
Transaction Source	Web Services	Web Services
Time Sheet Submission	False	False
Shift Differential Code		
Shift Differential Detail		
Shift Differential Factor		
Transaction UTC Date Time	09/08/2022 11:03 AM	09/08/2022 11:00 AM
Level 1	Road-4	Road-4
Manager Note		
Employee Note		
Manager Approved	False	False
Employee Approved	False	False
Hardware Terminal		
Web Kiosk Terminal		
Manager Modified	False	True
Date /Time Changed	09/08/2022 03:15 PM	09/08/2022 03:15 PM
Change Made By	Miller, Dennis M	Miller, Dennis M
Closed	Open	Open

Employee Number	1307	1307	
Employee Name	Cutlip, Larry	Cutlip, Larry	
Punch Type	Clock In	Clock In	
Transaction Time	09/08/2022 07:00 AM	09/08/2022 07:00 AM	
Apply To Date	09/08/2022		
Apply To Overtime	True	True	
Pay Type	Work	Work	
Pay Level Rate	0	0	
Transaction Source	Web Services	Web Services	
Time Sheet Submission	False	False	
Shift Differential Code			
Shift Differential Detail			
Shift Differential Factor			
Transaction UTC Date Time	09/08/2022 11:00 AM	09/08/2022 11:00 AM	
Level 1	Road-4	Road-4	
Manager Note		Paychex app was messing up on Martin so Larry had to wait to use tablet	
Employee Note			
Manager Approved	False	False	
Employee Approved	False	False	
Hardware Terminal			

Employee Number	1307	1307	
Employee Name	Cutlip, Larry	Cutlip, Larry	
Punch Type	Clock In	Clock In	
Transaction Time	09/08/2022 07:00 AM	09/08/2022 07:00 AM	
Apply To Date	09/08/2022		
Apply To Overtime	True	True	
Pay Type	Work	Work	
Pay Level Rate	0	0	
Transaction Source	Web Services	Web Services	
Time Sheet Submission	False	False	
Shift Differential Code			
Shift Differential Detail			
Shift Differential Factor			
Transaction UTC Date Time	09/08/2022 11:00 AM	09/08/2022 11:00 AM	
Level 1	Road-4	Road-4	
Manager Note		Paychex app was messing up on Martin so Larry had to wait to use tablet	
Employee Note			
Manager Approved	False	False	
Employee Approved	False	False	
Hardware Terminal			

Apply To Date	09/08/2022		✓
Apply To Overtime	True	True	
Pay Type	Work	Work	
Pay Level Rate	0	0	
Transaction Source	Web Services	Web Services	
Time Sheet Submission	False	False	
Shift Differential Code			
Shift Differential Detail			
Shift Differential Factor			
Transaction UTC Date Time	09/08/2022 11:00 AM	09/08/2022 11:00 AM	
Level 1	Road-4	Road-4	
Manager Note		Paychex app was messing up on Martin so Larry had to wait to use tablet	
Employee Note			
Manager Approved	False	False	
Employee Approved	False	False	
Hardware Terminal			
Web Kiosk Terminal			
Manager Modified	True	True	
Date /Time Changed	09/08/2022 03:16 PM	09/08/2022 03:16 PM	
Change Made By	Miller, Dennis M	Miller, Dennis M	
Closed	Open	Open	



ICE Audit Trail

Id	Punch Type	Transaction Time	Transaction Source	Manager Approved	Employee Approved	Manager Note	Date /Time Changed	Change Made By
id	Clock In	09/08/2022 07:03 AM	Web Services	False	False		09/08/2022 07:03 AM	Cutlip, L
late	Clock In	09/08/2022 07:03 AM	Web Services	False	False		09/08/2022 03:15 PM	Miller, Der
late	Clock In	09/08/2022 07:00 AM	Web Services	False	False		09/08/2022 03:16 PM	Miller, Der
late	Clock In	09/08/2022 07:00 AM	Web Services	False	False	Paychex app was mes...	09/09/2022 12:57 PM	Cutlip, L
late	Clock In	09/08/2022 07:00 AM	Web Services	False	True	Paychex app was mes...	09/11/2022 10:12 AM	Miller, Der
late	Clock In	09/08/2022 07:00 AM	Web Services	True	True	Paychex app was mes...		
id	Clock Out	09/08/2022 03:00 PM	Web Services	False	False		09/08/2022 03:00 PM	Cutlip, L
late	Clock Out	09/08/2022 03:00 PM	Web Services	False	False		09/09/2022 12:57 PM	Cutlip, L
late	Clock Out	09/08/2022 03:00 PM	Web Services	False	True			



ICE Audit Trail


Status	Punch Type	Transaction Time	Transaction Source	Manager Approved	Employee Approved	Manager Note	Date /Time Changed	Change Made
late	Clock In	07:03 AM	Web Services	raise	raise		09/08/2022 03:15 PM	Miller, Deni
late	Clock In	09/08/2022 07:00 AM	Web Services	False	False		09/08/2022 03:16 PM	Miller, Deni
late	Clock In	09/08/2022 07:00 AM	Web Services	False	False	Paychex app was mes...	09/09/2022 12:57 PM	Cutlip, La
late	Clock In	09/08/2022 07:00 AM	Web Services	False	False	Paychex app was mes...	09/11/2022 10:12 AM	Miller, Deni
late	Clock In	09/08/2022 07:00 AM	Web Services	False	True	Paychex app was mes...	09/08/2022 03:00 PM	Cutlip, La
late	Clock In	09/08/2022 07:00 AM	Web Services	True	True	Paychex app was mes...	09/09/2022 12:57 PM	Cutlip, La
late	Clock Out	09/08/2022 03:00 PM	Web Services	False	False		09/11/2022 10:12 AM	Miller, Deni
late	Clock Out	09/08/2022 03:00 PM	Web Services	False	False			
late	Clock Out	09/08/2022 03:00 PM	Web Services	False	True			
late	Clock Out	09/08/2022 03:00 PM	Web Services	False	True			
late	Clock Out	09/08/2022 03:00 PM	Web Services	True	True			

Note Required

Add/Edit Manager Note

Transaction: **09/06/2022 07:00 AM Clock In**

Manager Notes: Larry was here at 7:00AM and the tablet

 would not let him punch in on paychex time since it is no longer available to use. I had to set up paychex flex in the tablet for him.



Cancel



Save



Previous



Next

09/02/2022 09/06/2022
03:00 PM 08:40 AM

Office Audit Trail



atus	Punch Type	Transaction Time	Transaction Source	Manager Approved	Employee Approved	Manager Note	Date /Time Changed	Change Ma
ate	Clock In	09:00 AM	Web Services	False	False		09/01/2022 11:58 AM	Minek, J
	Clock In	08/31/2022 09:00 AM	Web Services	False	False			
ate	Clock In	08/31/2022 09:00 AM	Web Services	False	False		09/01/2022 12:00 PM	Minek, J
	Clock In	08/31/2022 09:00 AM	Web Services	False	False	I verified time throug...		
	Clock In	08/31/2022 09:00 AM	Web Services	False	True	I verified time throug...		
ate	Clock In	08/31/2022 09:00 AM	Web Services	False	False		09/09/2022 08:06 AM	Mangel, St
	Clock In	08/31/2022 09:00 AM	Web Services	False	True	I verified time throug...		
	Clock In	08/31/2022 09:00 AM	Web Services	True	True	I verified time throug...		
ate	Clock Out	08/31/2022 09:45 PM	Web	False	False		09/01/2022 11:58 AM	Minek, J
	Clock Out	08/31/2022 09:45 PM	Web	False	False			
	Clock Out	08/31/2022 09:45 PM	Web	False	True			
ate	Clock Out	08/31/2022 09:45 PM	Web	False	True		09/09/2022 08:06 AM	Mangel, St
	Clock Out	08/31/2022 09:45 PM	Web	False	True			
	Clock Out	08/31/2022 09:45 PM	Web	True	True			
ate	Clock Out	08/31/2022 09:45 PM	Web	True	True		09/11/2022 01:18 PM	Minek, J
	Clock Out	08/31/2022 09:45 PM	Web	True	True			
	Clock Out	08/31/2022 09:45 PM	Web	True	True			

Employee Number	1044	1044
Employee Name	Mangel, Shari M	Mangel, Shari M
Punch Type	Clock In	Clock In
Transaction Time	08/31/2022 09:00 AM	08/31/2022 09:00 AM
Apply To Date	08/31/2022	
Apply To Overtime	True	True
Pay Type	Work	Work
Pay Level Rate	0	0
Transaction Source	Web Services	Web Services
Time Sheet Submission	False	False
Shift Differential Code		
Shift Differential Detail		
Shift Differential Factor		
Transaction UTC Date Time	08/31/2022 01:00 PM	08/31/2022 01:00 PM
Level 1	Police-9	Police-9
Manager Note		I verified time through the CAD and adjusted clock out time. 1503
Employee Note		
Manager Approved	False	False
Employee Approved	False	False
Hardware Terminal		
Web Kiosk Terminal		


Apply To Date	08/31/2022	
Apply To Overtime	True	True
Pay Type	Work	Work
Pay Level Rate	0	0
Transaction Source	Web Services	Web Services
Time Sheet Submission	False	False
Shift Differential Code		
Shift Differential Detail		
Shift Differential Factor		
Transaction UTC Date Time	08/31/2022 01:00 PM	08/31/2022 01:00 PM
Level 1	Police-9	Police-9
Manager Note		I verified time through the CAD and adjusted clock out time. 1503
Employee Note		
Manager Approved	False	False
Employee Approved	False	False
Hardware Terminal		
Web Kiosk Terminal		
Manager Modified	True	True
Date /Time Changed	09/01/2022 12:00 PM	09/01/2022 12:00 PM
Change Made By	Minek, John	Minek, John
Closed	Onen	Onen

Note Required

Add/Edit Manager Note

Transaction: 08/31/2022 09:00 AM Clock In

Manager Notes: I verified time through the CAD and adjusted

 clock out time. 1503

 Previous

Next 

08/29/2022 08/31/2022
04:00 PM 09:45 PM

 Cancel

Ice Audit Trail

Status	Punch Type	Transaction Time	Transaction Source	Manager Approved	Employee Approved	Manager Note	Date /Time Changed	Change Made
dd	Clock In	09/06/2022 11:00 AM	Web Services	False	False		09/06/2022 11:00 AM	Mangel, Si
	Clock In	09/06/2022 11:00 AM	Web Services	False	False			
date	Clock In	09/06/2022 11:00 AM	Web Services	False	False		09/07/2022 04:37 AM	Minek, J
	Clock In	09/06/2022 11:00 AM	Web Services	False	False			
date	Clock In	09/06/2022 11:00 AM	Web Services	False	False	Employee sent email r...	09/07/2022 04:38 AM	Minek, J
	Clock In	09/06/2022 11:00 AM	Web Services	False	False	Employee sent email r...		
date	Clock In	09/06/2022 11:00 AM	Web Services	False	True	Employee sent email r...	09/11/2022 01:18 PM	Minek, J
	Clock In	09/06/2022 11:00 AM	Web Services	False	True			
dd	Clock Out	09/06/2022 09:00 PM	Web	False	False		09/07/2022 04:37 AM	Minek, J
	Clock Out	09/06/2022 09:00 PM	Web	False	False			
date	Clock Out	09/06/2022 09:00 PM	Web	False	True		09/09/2022 08:06 AM	Mangel, Si
	Clock Out	09/06/2022 09:00 PM	Web	False	True			

Ice Audit Trail

status	Punch Type	Transaction Time	Transaction Source	Manager Approved	Employee Approved	Manager Note	Date /Time Changed	Change M
date	Clock In	11:00 AM	Web Services	False	False		09/07/2022 04:37 AM	Minck,
	Clock In	09/06/2022 11:00 AM	Web Services	False	False			
date	Clock In	09/06/2022 11:00 AM	Web Services	False	False		09/07/2022 04:38 AM	Minck,
	Clock In	09/06/2022 11:00 AM	Web Services	False	False	Employee sent email r...		
date	Clock In	09/06/2022 11:00 AM	Web Services	False	False	Employee sent email r...	09/09/2022 08:06 AM	Mangel, s
	Clock In	09/06/2022 11:00 AM	Web Services	False	True	Employee sent email r...		
date	Clock In	09/06/2022 11:00 AM	Web Services	False	True	Employee sent email r...	09/11/2022 01:18 PM	Minck,
	Clock In	09/06/2022 11:00 AM	Web Services	True	True			
dd	Clock Out	09/06/2022 09:00 PM	Web	False	False		09/07/2022 04:37 AM	Minck,
	Clock Out	09/06/2022 09:00 PM	Web	False	False			
date	Clock Out	09/06/2022 09:00 PM	Web	False	True		09/09/2022 08:06 AM	Mangel, s
	Clock Out	09/06/2022 09:00 PM	Web	False	True			
date	Clock Out	09/06/2022 09:00 PM	Web	True	True		09/11/2022 01:18 PM	Minck,
	Clock Out	09/06/2022 09:00 PM	Web	True	True			

Note Required

Add/Edit Manager Note

Transaction: **09/06/2022 11:00 AM Clock In**

Manager Notes: Employee sent email regarding having trouble
clocking out. I verified time through CAD and
adjusted. 1503

 Cancel

 Previous

Next 

09/05/2022 11:00 AM **09/06/2022 09:00 PM**

Ice Audit Trail



Status	Punch Type	Transaction Time	Transaction Source	Manager Approved	Employee Approved	Manager Note	Date / Time Changed	Change Made By
Add	Clock In	08/31/2022 09:00 AM	Web Services	False	False		08/31/2022 09:00 AM	Mangel, S
	Clock In	08/31/2022 09:00 AM	Web Services	False	False		09/01/2022 11:58 AM	Minek, J
Date	Clock In	08/31/2022 09:00 AM	Web Services	False	False		09/01/2022 11:58 AM	Minek, J
	Clock In	08/31/2022 09:00 AM	Web Services	False	False		09/01/2022 12:00 PM	Minek, J
Date	Clock In	08/31/2022 09:00 AM	Web Services	False	False	I verified time through...	09/09/2022 08:06 AM	Mangel, S
	Clock In	08/31/2022 09:00 AM	Web Services	False	True	I verified time through...	09/11/2022 01:18 PM	Minek, J
Date	Clock In	08/31/2022 09:00 AM	Web Services	False	True	I verified time through...	09/01/2022 11:58 AM	Minek, J
	Clock Out	08/31/2022 09:45 PM	Web	False	False		09/09/2022 08:06 AM	Mangel, S
Date	Clock Out	08/31/2022 09:45 PM	Web	False	False		09/09/2022 08:06 AM	Mangel, S
	Clock Out	08/31/2022 09:45 PM	Web	False	True			

Police Audit Trail

Status	Punch Type	Transaction Time	Transaction Source	Manager Approved	Employee Approved	Manager Note	Date /Time Changed	Change M
Add							09/01/2022 08:47 AM	Miller, De
	Start Non-...	08/31/2022 07:00 AM	Web	False	False			
Update	Start Non-...	08/31/2022 07:00 AM	Web	False	False		09/01/2022 08:49 AM	Miller, De
	Start Non-...	08/31/2022 07:00 AM	Web	False	True			
Add							09/01/2022 08:47 AM	Miller, De
	End Non-W...	08/31/2022 11:18 AM	Web	False	False			
Update	End Non-W...	08/31/2022 11:18 AM	Web	False	False		09/01/2022 08:49 AM	Miller, De
	End Non-W...	08/31/2022 11:18 AM	Web	False	True			

Police Audit Trail

Status	Punch Type	Transaction Time	Transaction Source	Manager Approved	Employee Approved	Manager Note	Date /Time Changed	Change Ma
Add								
	Start Non-...	09/02/2022 07:00 AM	Web	False	False	Comp day	09/01/2022 08:48 AM	Miller, Deni
	Start Non-...	09/02/2022 07:00 AM	Web	False	False	Comp day	09/01/2022 08:50 AM	Miller, Deni
Add	Start Non-...	09/02/2022 07:00 AM	Web	False	True	Comp day		
	End Non-W...	09/02/2022 03:00 PM	Web	False	False	Comp day	09/01/2022 08:48 AM	Miller, Deni
Update	End Non-W...	09/02/2022 03:00 PM	Web	False	False	Comp day		
	End Non-W...	09/02/2022 03:00 PM	Web	False	True	Comp day	09/01/2022 08:50 AM	Miller, Deni

Slice Audit Trail

Status	Punch Type	Transaction Time	Transaction Source	Manager Approved	Employee Approved	Manager Note	Date /Time Changed	Change Ma
Add	Start Non-...	09/09/2022 02:00 PM	Web	False	False	Drs. appt.	09/09/2022 01:56 PM	Miller, Der
	Start Non-...	09/09/2022 02:00 PM	Web	False	False	Drs. appt.	09/09/2022 02:00 PM	Miller, Der
pdate	Start Non-...	09/09/2022 02:00 PM	Web	False	True	Drs. appt.	09/11/2022 10:12 AM	Miller, Der
	Start Non-...	09/09/2022 02:00 PM	Web	True	True	Drs. appt.	09/09/2022 01:56 PM	Miller, Der
Add	End Non-W...	09/09/2022 03:00 PM	Web	False	False	Drs. appt.	09/09/2022 02:00 PM	Miller, Der
	End Non-W...	09/09/2022 03:00 PM	Web	False	True	Drs. appt.	09/11/2022 10:12 AM	Miller, Der
pdate	End Non-W...	09/09/2022 03:00 PM	Web	False	True	Drs. appt.	09/11/2022 10:12 AM	Miller, Der
	End Non-W...	09/09/2022 03:00 PM	Web	True	True	Drs. appt.	09/11/2022 10:12 AM	Miller, Der



1116 - Miller



+ Add Shift

T



Cl

Wednesday 08/



Se



Cl

Thursday 09/



Cl

Friday 09/



Se

Total Summary

Map

Satellite

Punch: Clock In 08/31/2022 11:18 AM

Punch: Clock Out 08/31/2022 03:00 PM

Location: 3747 Weymouth Rd, Medina, OH 44256, US,

Willow Creek

115

Monarch Premier
Dog Training

32

Pioneer
M

Medina Twp
Road Department

Blakslee Park

Fenn Rd

Canine Showers Pet
Grooming and Boarding

Country Club

Dogleg Trail

3

Rocky River

Google

Keyboard shortcuts

Map data ©2022

Terms of Use



Note Required

Add/Edit Manager Note

Transaction: **09/08/2022 07:00 AM Clock In**

Manager Notes: It looked as if Martin punched in on the tablet
then when he went to leave at 3 pm it had
said he was not punched in so I punched him
out manually when i got back to office



Cancel



Save

Previous

Next

09/07/2022 09/08/2022
03:00 PM 03:00 PM

Police Audit Trail

Status	Punch Type	Transaction Time	Transaction Source	Manager Approved	Employee Approved	Manager Note	Date / Time Changed	Change Made
Add								
	Clock In	09/08/2022 07:01 AM	Web Services	False	False		09/08/2022 07:01 AM	Mohler, Mart
Update	Clock In	09/08/2022 07:01 AM	Web Services	False	False		09/08/2022 03:18 PM	Miller, Dennis
	Clock In	09/08/2022 07:01 AM	Web Services	False	False			
Update	Clock In	09/08/2022 07:01 AM	Web Services	False	False		09/08/2022 03:19 PM	Miller, Dennis
	Clock In	09/08/2022 07:00 AM	Web Services	False	False			
Update	Clock In	09/08/2022 07:00 AM	Web Services	False	False		09/08/2022 03:21 PM	Miller, Dennis
	Clock In	09/08/2022 07:00 AM	Web Services	False	False	It looked as if Martin ...		
Add								
	Clock Out	09/08/2022 03:00 PM	Web	False	False		09/08/2022 03:18 PM	Miller, Dennis

Employee Number	1291	1291	
Employee Name	Mohler, Martin	Mohler, Martin	
Punch Type	Clock In	Clock In	
Transaction Time	09/08/2022 07:01 AM	09/08/2022 07:00 AM	
Apply To Date	09/08/2022		
Apply To Overtime	True	True	
Pay Type	Work	Work	
Pay Level Rate	0	0	
Transaction Source	Web Services	Web Services	
Time Sheet Submission	False	False	
Shift Differential Code			
Shift Differential Detail			
Shift Differential Factor			
Transaction UTC Date Time	09/08/2022 11:01 AM	09/08/2022 11:00 AM	
Level 1	Road-4	Road-4	
Manager Note			
Employee Note			
Manager Approved	False	False	
Employee Approved	False	False	
Hardware Terminal			
Web Kiosk Terminal			
Manager Modified	True	True	
Date /Time Changed	09/08/2022 03:19 PM	09/08/2022 03:19 PM	

Punch Type	Clock In	Clock In
Transaction Time	09/08/2022 07:01 AM	09/08/2022 07:00 AM
Apply To Date	09/08/2022	
Apply To Overtime	True	True
Pay Type	Work	Work
Pay Level Rate	0	0
Transaction Source	Web Services	Web Services
Time Sheet Submission	False	False
Shift Differential Code		
Shift Differential Detail		
Shift Differential Factor		
Transaction UTC Date Time	09/08/2022 11:01 AM	09/08/2022 11:00 AM
Level 1	Road-4	Road-4
Manager Note		
Employee Note		
Manager Approved	False	False
Employee Approved	False	False
Hardware Terminal		
Web Kiosk Terminal		
Manager Modified	True	True
Date /Time Changed	09/08/2022 03:19 PM	09/08/2022 03:19 PM
Change Made By	Miller, Dennis M	Miller, Dennis M
Closed	Open	Open

Employee Number	1291	1291
Employee Name	Mohler, Martin	Mohler, Martin
Punch Type	Clock In	Clock In
Transaction Time	09/08/2022 07:00 AM	09/08/2022 07:00 AM
Apply To Date	09/08/2022	
Apply To Overtime	True	True
Pay Type	Work	Work
Pay Level Rate	0	0
Transaction Source	Web Services	Web Services
Time Sheet Submission	False	False
Shift Differential Code		
Shift Differential Detail		
Shift Differential Factor		
Transaction UTC Date Time	09/08/2022 11:00 AM	09/08/2022 11:00 AM
Level 1	Road-4	Road-4
Manager Note	It looked as if Martin punched in on the tablet then when he went to leave at 3 pm it had said he was not punched in so I punched him out manually when i got back to office	
Employee Note		
Manager Approved	False	False



Employee Number	1291	1291
Employee Name	Mohler, Martin	Mohler, Martin
Punch Type	Clock In	Clock In
Transaction Time	09/08/2022 07:00 AM	09/08/2022 07:00 AM
Apply To Date	09/08/2022	
Apply To Overtime	True	True
Pay Type	Work	Work
Pay Level Rate	0	0
Transaction Source	Web Services	Web Services
Time Sheet Submission	False	False
Shift Differential Code		
Shift Differential Detail		
Shift Differential Factor		
Transaction UTC Date Time	09/08/2022 11:00 AM	09/08/2022 11:00 AM
Level 1	Road-4	Road-4
Manager Note		It looked as if Martin punched in on the tablet then when he went to leave at 3 pm it had said he was not punched in so I punched him out manually when i got back to office
Employee Note		
Manager Approved	False	False



Field Name	Before	After
Pay Level Rate	0	0
Transaction Source	Web Services	Web Services
Time Sheet Submission	False	False
Shift Differential Code		
Shift Differential Detail		
Shift Differential Factor		
Transaction UTC Date Time	09/08/2022 11:00 AM	09/08/2022 11:00 AM
Level 1	Road-4	Road-4
Manager Note		It looked as if Martin punched in on the tablet then when he went to leave at 3 pm it had said he was not punched in so I punched him out manually when i got back to office
Employee Note		
Manager Approved	False	False
Employee Approved	False	False
Hardware Terminal		
Web Kiosk Terminal		
Manager Modified	True	True
Date /Time Changed	09/08/2022 03:21 PM	09/08/2022 03:21 PM
Change Made By	Miller, Dennis M	Miller, Dennis M
Closed	Open	Open



Field Name	Before	After
Employee Number		1291
Employee Name		Mohler, Martin
Punch Type		Clock Out
Transaction Time		09/08/2022 03:00 PM
Apply To Date		
Apply To Overtime		True
Pay Type	 	Work
Pay Level Rate		0
Transaction Source		Web
Time Sheet Submission		False
Shift Differential Code		
Shift Differential Detail		
Shift Differential Factor		
Transaction UTC Date Time		09/08/2022 07:00 PM
Level 1		Road-4
Manager Note		
Employee Note		
Manager Approved		False
Employee Approved		False
Hardware Terminal		
Web Kiosk Terminal		
Manager Modified		True
Date /Time Changed		09/08/2022 03:18 PM



Punch Type		Clock Out
Transaction Time		09/08/2022 03:00 PM
Apply To Date		
Apply To Overtime		True
Pay Type	 	Work
Pay Level Rate		0
Transaction Source		Web
Time Sheet Submission		False
Shift Differential Code		
Shift Differential Detail		
Shift Differential Factor		
Transaction UTC Date Time		09/08/2022 07:00 PM
Level 1		Road-4
Manager Note		
Employee Note		
Manager Approved		False
Employee Approved		False
Hardware Terminal		
Web Kiosk Terminal		
Manager Modified		True
Date /Time Changed		09/08/2022 03:18 PM
Change Made By		Miller, Dennis M
Closed		Open

e Slice Audit Trail

Status	Punch Type	Transaction Time	Transaction Source	Manager Approved	Employee Approved	Manager Note	Date /Time Changed	Change Made f
Add	Clock In	09/01/2022 07:01 AM	Web Services	False	False		09/01/2022 07:01 AM	Administrator, .
	Clock In	09/01/2022 07:01 AM	Web Services	False	False		09/01/2022 08:45 AM	Miller, Dennis
Update	Clock In	09/01/2022 07:00 AM	Web Services	False	False			
Add	Clock Out	09/01/2022 03:01 PM	Web Services	False	False		09/01/2022 03:01 PM	Administrator, .

Angela Ventura

From: Angela Ventura
Sent: Sunday, September 11, 2022 2:55 PM
To: Doug Eastwood; Dennis Miller; Bruce Christopher; Chuck Johnson
Cc: Medina Township
Subject: RE: Issue with the Service Dept. tablet

And Doug, none of what you said explains why Martin did not punch out on either day in question.

Angela Ventura
Fiscal Officer
Medina Township

From: Doug Eastwood <deastwood@medinatownship.com>
Sent: Saturday, September 10, 2022 6:48 PM
To: Angela Ventura <aventura@medinatownship.com>; Dennis Miller <dmiller@medinatownship.com>
Cc: Medina Township <medinatownship@medinatownship.com>
Subject: Re: Issue with the Service Dept. tablet

Great-

Thank you

From: Angela Ventura <aventura@medinatownship.com>
Sent: Saturday, September 10, 2022 12:03 PM
To: Doug Eastwood <deastwood@medinatownship.com>; Dennis Miller <dmiller@medinatownship.com>
Cc: Medina Township <medinatownship@medinatownship.com>
Subject: RE: Issue with the Service Dept. tablet

I gave Denny some options we will see if that resolves the issue if not, we will need to address the "operational" issues at the meeting.

From: Doug Eastwood <deastwood@medinatownship.com>
Sent: Friday, September 9, 2022 2:57 PM
To: Angela Ventura <aventura@medinatownship.com>; Dennis Miller <dmiller@medinatownship.com>
Cc: Medina Township <medinatownship@medinatownship.com>
Subject: Re: Issue with the Service Dept. tablet

I'd prefer we work this out separate from a Trustee meeting.

It's an operational issue.

It's an issue with some facets of the system, technology or application and really shouldn't need to be worked out in a public meeting.

There was some notice that the system the guys might have been using was possibly transitioning to Paychex Flex.

Let's see if the next time they try

Can we work toward that?

Thank you.

From: Angela Ventura <aventura@medinatownship.com>

Sent: Friday, September 9, 2022 7:52 AM

To: Dennis Miller <dmiller@medinatownship.com>

Cc: Doug Eastwood <deastwood@medinatownship.com>; Medina Township <medinatownship@medinatownship.com>

Subject: Re: Issue with the Service Dept. tablet

We can discuss this at the next meeting.

Meanwhile if the tablet is running that slowly you may want to: make sure most up to date software is on the tablet and that it's up to date

Make sure you are using the most current version of Paychex Flex app. You may have to just reset Tablet. It shouldn't take two minutes (I just tested on mine, last night and again this morning... I get it up and switched from an admin to personal, then punched in in less than 20 seconds). Please try those things and if there are still problems I have ideas that will eliminate all of this that we will discuss on Thursday. Thanks!

Angela Ventura
Fiscal Officer
Medina Township

On Sep 8, 2022, at 7:22 AM, Dennis Miller <dmiller@medinatownship.com> wrote:

Good morning Angela,

There seems to be a problem with the tablet that Martin and Larry use to punch in and out. In the past they used the Paychex time app and now it says its retired and no longer available on the tablet and have to use the Paychex flex app. The flex takes about 2 minutes to punch in. Please let me know how to proceed.

Thanks Denny

Angela Ventura

From: Angela Ventura
Sent: Sunday, September 11, 2022 4:12 PM
To: Doug Eastwood
Cc: Medina Township; Dennis Miller; Bruce Christopher; Chuck Johnson
Subject: Re: Issue with the Service Dept. tablet

This will be noted in the list of discrepancies and adjustments and added to the file for the State Auditor.

Angela Ventura
Fiscal Officer
Medina Township

On Sep 11, 2022, at 4:05 PM, Doug Eastwood <deastwood@medinatownship.com> wrote:

Ok,

I spoke to him, and the system did create punch problems as you described.

Martin was at work and his current submitted time reflects the same.

Adjustments were made to account for the proper time record prior to the submittal of payroll.

Thank you and I wish you well.

Doug

From: Angela Ventura <aventura@medinatownship.com>
Sent: Sunday, September 11, 2022 3:57 PM
To: Doug Eastwood <deastwood@medinatownship.com>
Cc: Medina Township <medinatownship@medinatownship.com>; Dennis Miller <dmiller@medinatownship.com>; Bruce Christopher <bchristopher@medinatownship.com>; Chuck Johnson <cjohnson@medinatownship.com>
Subject: Re: Issue with the Service Dept. tablet

Denny punched Martin out on 9/1/22 & 9/8/2022 (the same days his punches were adjusted back in the morning).

Angela Ventura
Fiscal Officer
Medina Township

On Sep 11, 2022, at 3:49 PM, Doug Eastwood <deastwood@medinatownship.com> wrote:

Angela,

What two days are you referring to regarding Martin?

I have a medical procedure in the morning, so I asked Denny to accommodate an earl effort this week.

I think we're there, but again, if I missed something, please just let me know.

Have a good evening, Doug

From: Angela Ventura <aventura@medinatownship.com>
Sent: Sunday, September 11, 2022 2:55 PM
To: Doug Eastwood <deastwood@medinatownship.com>; Dennis Miller <dmiller@medinatownship.com>; Bruce Christopher <bchristopher@medinatownship.com>; Chuck Johnson <cjohnson@medinatownship.com>
Cc: Medina Township <medinatownship@medinatownship.com>
Subject: RE: Issue with the Service Dept. tablet

And Doug, none of what you said explains why Martin did not punch out on either day in question.

Angela Ventura
Fiscal Officer
Medina Township

From: Doug Eastwood <deastwood@medinatownship.com>
Sent: Saturday, September 10, 2022 6:48 PM
To: Angela Ventura <aventura@medinatownship.com>; Dennis Miller <dmiller@medinatownship.com>
Cc: Medina Township <medinatownship@medinatownship.com>
Subject: Re: Issue with the Service Dept. tablet

Great-

Thank you

From: Angela Ventura <aventura@medinatownship.com>
Sent: Saturday, September 10, 2022 12:03 PM
To: Doug Eastwood <deastwood@medinatownship.com>; Dennis Miller <dmiller@medinatownship.com>

Cc: Medina Township <medinatownship@medinatownship.com>

Subject: RE: Issue with the Service Dept. tablet

I gave Denny some options we will see if that resolves the issue if not, we will need to address the "operational" issues at the meeting.

From: Doug Eastwood <deastwood@medinatownship.com>

Sent: Friday, September 9, 2022 2:57 PM

To: Angela Ventura <aventura@medinatownship.com>; Dennis Miller <dmiller@medinatownship.com>

Cc: Medina Township <medinatownship@medinatownship.com>

Subject: Re: Issue with the Service Dept. tablet

I'd prefer we work this out separate from a Trustee meeting.

It's an operational issue.

It's an issue with some facets of the system, technology or application and really shouldn't need to be worked out in a public meeting.

There was some notice that the system the guys might have been using was possibly transitioning to Paychex Flex.

Let's see if the next time they try

Can we work toward that?

Thank you.

From: Angela Ventura <aventura@medinatownship.com>

Sent: Friday, September 9, 2022 7:52 AM

To: Dennis Miller <dmiller@medinatownship.com>

Cc: Doug Eastwood <deastwood@medinatownship.com>; Medina Township <medinatownship@medinatownship.com>

Subject: Re: Issue with the Service Dept. tablet

We can discuss this at the next meeting.

Meanwhile if the tablet is running that slowly you may want to: make sure most up to date software is on the tablet and that it's up to date

Make sure you are using the most current version of Paychex Flex app. You may have to just reset Tablet. It shouldn't take two minutes (I just tested on mine, last night and again this morning... I get it up and switched from an admin to personal, then punched in in less than 20 seconds). Please try those things and if there are still problems I have ideas that will eliminate all of this that we will discuss on Thursday. Thanks!

Angela Ventura
Fiscal Officer
Medina Township

On Sep 8, 2022, at 7:22 AM, Dennis Miller
<dmiller@medinatownship.com> wrote:

Good morning Angela,

There seems to be a problem with the tablet that Martin and Larry use to punch in and out. In the past they used the Paychex time app and now it says its retired and no longer available on the tablet and have to use the Paychex flex app. The flex takes about 2 minutes to punch in. Please let me know how to proceed.

Thanks Denny

Angela Ventura

From: John Minek <jminek@mtpd.net>
Sent: Thursday, September 8, 2022 6:04 AM
To: Angela Ventura
Subject: RE: punching out

Hi Angela,

Shari was clocking out on her phone. Thanks

From: Angela Ventura <aventura@medinatownship.com>
Sent: Thursday, September 8, 2022 1:54 AM
To: John Minek <jminek@mtpd.net>
Cc: Medina Township <medinatownship@medinatownship.com>
Subject: Re: punching out

The schedule has nothing to do with it, that only will affect the rounding, if it is put into the system.

I really have to have a screenshot or some sort of error code/something to sent to Paychex to show them that SHOWS that these officers couldn't punch out. Jamie is asking if they were punching on a computer/phone or tablet last night? We are trying to track what happened? Thank you.

Angela Ventura
Fiscal Officer
Medina Township

On Sep 7, 2022, at 8:47 AM, John Minek <jminek@mtpd.net> wrote:

I believe it was the schedule. I am currently entering the new schedule.

Chief

Sent from my iPhone

On Sep 7, 2022, at 7:47 AM, Angela Ventura <aventura@medinatownship.com> wrote:

Do you happen to know why either of them couldn't punch out (error message, or what was happening) so that I can let Paychex know? Did they get a screenshot? Thanks.

Angela Ventura
Fiscal Officer
Medina Township

On Sep 7, 2022, at 3:20 AM, John Minek <jminek@mtpd.net> wrote:

FYI

Sent from my iPhone

Begin forwarded message:

From: Shari Mangel <smangel@mtpd.net>
Date: September 6, 2022 at 9:01:57 PM EDT
To: John Minek <jminek@mtpd.net>
Subject: punching out

Ofc. Miltner and I could not punch out last evening
at 9pm.

Sgt. Shari M. Mangel
Medina Township Police Dept.
4877 Fenn Road
Medina, OH 44256
330-723-1408 office
330-591-9922 fax

Angela Ventura

From: jgreathouse@paychex.com
Sent: Thursday, September 8, 2022 1:49 PM
To: Angela Ventura
Subject: Fwd: punching out -

So these 2 (Mangel and Miltner) were using phones with the flex app on it - I am not sure why they couldnt punch out. I need more info from them- are they getting an error message, are they just hitting the punch out button and it isn't doing anything? Is it taking too long to load? Give me details so I can research. TAA support is stating without screen shots of what is happening we can't investigate. So I would tell the employees that have issues to do a screen shot of the screen and send it to you and also give you a description of what was happening

There are periodically issues with TAA but we get notice we that happens and I havent received any recent issues from support.

Please let me know if there is anything else I can do for you!

Thanks,

Jamie Greathouse
Account Manager

Office: (866) 804-5723 x5110569

[Paychex.com](https://www.paychex.com)



Please let my manager know how I'm doing.

Paul Morin | Phone Number (833) 379-3324 [x5159936](https://www.paychex.com) | pmorin@paychex.com

From: aventura@medinatownship.com
To: jgreathouse@paychex.com
Sent: Wed, Sep 7, 2022, 07:45 AM EDT
Subject: Fwd: punching out

Warning: This email is from outside the company. Be careful clicking links or attachments.

Jamie,

Can you look into this? They seem to be running into this a lot. Thank you.

Angela Ventura
Fiscal Officer
Medina Township

Begin forwarded message:

From: John Minek
Date: September 7, 2022 at 3:20:07 AM EDT
To: Angela Ventura , Medina Township
Subject: Fwd: punching out

FYI

Sent from my iPhone

Begin forwarded message:

From: Shari Mangel
Date: September 6, 2022 at 9:01:57 PM EDT
To: John Minek
Subject: punching out

Ofc. Miltner and I could not punch out last evening at 9pm.

Sgt. Shari M. Mangel
Medina Township Police Dept.
4877 Fenn Road
Medina, OH 44256
330-723-1408 office
330-591-9922 fax

The information contained in this message may be privileged, confidential and protected from disclosure. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify your representative immediately and delete this message from your computer. Thank you.

Punch: Clock In 09/08/2022 07:00 AM
Location: 3055 Pearl Rd, Medina, OH 44256, USA

Brian Kowalski
Plumbing & Bath

The Mower Shop

Bunker Hill Golf Course

Synergy Worldwide

Remsen Rd

Lamphear's Lawn Service

Milton Rd

Pine Lake Dr

337

37



Office Audit Trail

atus	Punch Type	Transaction Time	Transaction Source	Manager Approved	Employee Approved	Manager Note	Date /Time Changed	Change M.
Id	Clock In	09/01/2022 06:57 AM	Web Services	False	False		09/01/2022 06:57 AM	Phelan, I
	Clock In	09/01/2022 06:57 AM	Web Services	False	False			
	Clock In	09/01/2022 06:57 AM	Web Services	False	True		09/09/2022 06:59 AM	Phelan, I
ate	Clock In	09/01/2022 06:57 AM	Web Services	False	True			
	Clock In	09/01/2022 06:57 AM	Web Services	True	True		09/11/2022 10:12 AM	Miller, Dei
	Clock In	09/01/2022 06:57 AM	Web Services	False	False			
Id	Clock Out	09/01/2022 01:01 PM	Web Services	False	False		09/01/2022 01:01 PM	Phelan, I
	Clock Out	09/01/2022 01:01 PM	Web Services	False	False			
	Clock Out	09/01/2022 01:00 PM	Web Services	False	False		09/06/2022 07:31 AM	Miller, Dei
ate	Clock Out	09/01/2022 01:00 PM	Web Services	False	False			
	Clock Out	09/01/2022 01:00 PM	Web Services	False	True		09/09/2022 06:59 AM	Phelan, I
	Clock Out	09/01/2022 01:00 PM	Web Services	False	True			
ate	Clock Out	09/01/2022 01:00 PM	Web Services	False	True		09/11/2022 10:12 AM	Miller, Dei
	Clock Out	09/01/2022 01:00 PM	Web Services	True	True			
	Clock Out	09/01/2022 01:00 PM	Web Services	True	True			

Access Audit Trail

AS	Punch Type	Transaction Time	Transaction Source	Manager Approved	Employee Approved	Manager Note	Date / Time Changed	Change M:
1	Start Non-...	09/02/2022 08:00 AM	Web	False	False	OT / Vacation Correcti...	09/08/2022 04:06 PM	JOHNSON,
	Start Non-...	09/02/2022 08:00 AM	Web	False	False	OT / Vacation Correcti...	09/08/2022 04:07 PM	JOHNSON,
	Start Non-...	09/02/2022 08:00 AM	Web	True	False	OT / Vacation Correcti...		
ite	Start Non-...	09/02/2022 08:00 AM	Web	True	False	OT / Vacation Correcti...	09/09/2022 05:00 PM	Ridgley, El
	Start Non-...	09/02/2022 08:00 AM	Web	True	True	OT / Vacation Correcti...		
	Start Non-...	09/02/2022 08:00 AM	Web	False	False	OT / Vacation Correcti...	09/08/2022 04:06 PM	JOHNSON,
ite	End Non-W...	09/02/2022 01:31 PM	Web	False	False	OT / Vacation Correcti...	09/08/2022 04:07 PM	JOHNSON,
	End Non-W...	09/02/2022 01:31 PM	Web	True	False	OT / Vacation Correcti...		
	End Non-W...	09/02/2022 01:31 PM	Web	True	False	OT / Vacation Correcti...	09/09/2022 05:00 PM	Ridgley, El

Appropriation Status Resolution

I will move to adopt resolution number 09152022-059, to approve the Appropriation Status, dated 9/15/2022, and incorporate this fourteen (14) page document by reference.

APPROVED BY MEDINA TWP. TRUSTEES

Date 9/15/22

Trustee Chm. [Signature]

Trustee [Signature]

Trustee [Signature]

MEDINA TOWNSHIP, MEDINA COUNTY

Appropriation Status

By Fund

As Of 9/15/2022

9/14/2022 4:30:17 PM
UAN V2022.1

Fund: General
Pooled Balance: \$3,209,309.63
Non-Pooled Balance: \$0.00
Total Cash Balance: \$3,209,309.63

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-110-100-0306	D Salaries(EMPLOYEE RECOGNITION)	\$247.36	\$0.00	\$1,000.00	\$383.00	\$386.65	\$475.71	31.158%
1000-110-111-0000	D Salaries - Trustees	\$0.00	\$0.00	\$60,000.00	\$0.00	\$38,103.50	\$21,896.50	63.506%
1000-110-121-0000	D Salary - Township Fiscal Officer	\$0.00	\$0.00	\$30,000.00	\$0.00	\$19,167.24	\$10,832.76	63.891%
1000-110-190-0000	D Other - Salaries	\$0.00	\$0.00	\$80,000.00	\$0.00	\$43,831.52	\$36,168.48	54.789%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$41,000.00	\$0.00	\$25,210.92	\$15,789.08	61.490%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,000.00	\$0.00	\$2,986.12	\$2,014.88	59.702%
1000-110-221-0000	Medical/Hospitalization	\$0.00	\$0.00	\$15,000.00	\$20,838.59	\$84,511.41	\$9,650.00	73.488%
1000-110-229-0000	Other - Insurance Benefits	\$50.00	\$0.00	\$1,000.00	\$90.00	\$410.00	\$550.00	39.048%
1000-110-230-0000	D Workers Compensation	\$0.00	\$0.00	\$5,000.00	\$0.00	\$407.55	\$4,592.45	8.151%
1000-110-240-0000	D Unemployment Compensation	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.000%
1000-110-311-0000	Accounting and Legal Fees	\$0.00	\$0.00	\$15,000.00	\$5,000.00	\$0.00	\$10,000.00	0.000%
1000-110-312-0000	Auditing Services	\$0.00	\$0.00	\$14,000.00	\$0.00	\$0.00	\$14,000.00	0.000%
1000-110-313-0000	Uniform Accounting Network Fees	\$2,748.10	\$0.00	\$6,000.00	\$4,733.10	\$3,015.00	\$1,000.00	34.465%
1000-110-314-0000	D Tax Collection Fees	\$0.00	\$0.00	\$12,000.00	\$0.00	\$4,235.47	\$7,764.53	35.296%
1000-110-319-0000	Other - Professional and Technical Services	\$6,175.67	\$0.00	\$50,000.00	\$3,464.13	\$32,836.03	\$19,875.51	58.452%
1000-110-321-0000	Rents and Leases	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.000%
1000-110-330-0000	Travel and Meeting Expense	\$310.00	\$0.00	\$12,000.00	\$7,267.26	\$3,042.74	\$2,000.00	24.718%
1000-110-341-0000	Telephone	\$494.65	\$0.00	\$7,000.00	\$1,633.75	\$2,860.90	\$3,000.00	38.173%
1000-110-342-0000	Postage	\$0.00	\$0.00	\$1,500.00	\$1,246.66	\$253.34	\$0.00	16.889%
1000-110-345-0000	Advertising	\$0.00	\$0.00	\$2,000.00	\$1,930.20	\$68.80	\$0.00	3.490%
1000-110-345-0610	Advertising(PAYCHEX SVS CHARGES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-360-0000	Contracted Services	\$4,824.20	\$0.00	\$20,000.00	\$1,659.66	\$9,664.52	\$13,500.00	38.932%
1000-110-370-0000	Payment to Another Political Subdivision	\$0.00	\$0.00	\$30,000.00	\$0.00	\$20,500.08	\$9,499.92	68.334%
1000-110-381-0000	Property Insurance Premiums	\$0.00	\$0.00	\$3,000.00	\$0.00	\$2,550.00	\$450.00	85.000%
1000-110-382-0000	Liability Insurance Premiums	\$0.00	\$0.00	\$20,000.00	\$0.00	\$16,346.90	\$3,653.10	81.735%
1000-110-410-0000	Office Supplies	\$0.00	\$0.00	\$5,000.00	\$4,128.23	\$871.77	\$0.00	17.433%
1000-110-420-0600	Operating Supplies(FUEL)	\$63.39	\$0.00	\$1,000.00	\$435.88	\$127.51	\$500.00	11.991%

Report reflects selected information.

APPROVED BY MEDINA TWP. TRUSTEES

Date

9-18-2022

Trustee Chm
Trustee
Trustee

MEDINA TOWNSHIP, MEDINA COUNTY
Appropriation Status
 By Fund
 As Of 9/15/2022

9/14/2022 4:30:17 PM
 UAN v2022.1

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-110-430-0000	Small Tools and Minor Equipment	\$0.00	\$0.00	\$4,000.00	\$2,340.03	\$159.97	\$1,500.00	3.999%
1000-110-519-0000	Other - Dues and Fees	\$0.00	\$0.00	\$2,000.00	\$680.00	\$615.00	\$705.00	30.750%
1000-110-590-5900	Other Expenses(COMMUNITY EVENTS)	\$0.00	\$0.00	\$75,000.00	\$20,405.71	\$7,694.29	\$46,900.00	10.259%
1000-110-599-0000	Other - Other Expenses	\$0.00	\$0.00	\$98,000.00	\$5,000.00	\$0.00	\$93,000.00	0.000%
1000-110-740-0000	Machinery, Equipment and Furniture	\$8,433.59	\$0.00	\$25,000.00	\$7,542.54	\$2,891.05	\$23,000.00	8.647%
1000-120-322-0000	Garbage and Trash Removal	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.000%
1000-120-323-0000	Repairs and Maintenance	\$872.00	\$0.00	\$25,000.00	\$2,102.92	\$1,269.08	\$22,500.00	4.905%
1000-120-329-0000	Other - Property Services	\$0.00	\$0.00	\$30,000.00	\$8,659.08	\$15,145.96	\$6,194.96	50.487%
1000-120-351-0000	Electricity	\$588.61	\$0.00	\$5,000.00	\$1,662.23	\$1,926.38	\$2,000.00	34.470%
1000-120-351-0001	Electricity((REMSEN BLDG))	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-352-0000	Water and Sewage	\$264.47	\$0.00	\$4,000.00	\$2,116.12	\$1,148.35	\$1,000.00	26.928%
1000-120-352-0001	Water and Sewage((REMSEN BLDG))	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-353-0000	Natural Gas	\$500.00	\$0.00	\$4,000.00	\$3,500.00	\$0.00	\$1,000.00	0.000%
1000-120-353-0001	Natural Gas((REMSEN BLDG))	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-400-0000	Supplies and Materials	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.000%
1000-120-599-0000	Other - Other Expenses	\$0.00	\$0.00	\$30,000.00	\$2,500.00	\$0.00	\$27,500.00	0.000%
1000-130-150-0000	D Compensation of Board and Commission Members	\$0.00	\$0.00	\$20,000.00	\$0.00	\$4,726.01	\$15,273.99	23.630%
1000-130-190-0000	D Other - Salaries	\$0.00	\$0.00	\$55,000.00	\$0.00	\$34,038.55	\$20,961.45	61.888%
1000-130-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$14,000.00	\$0.00	\$9,139.86	\$4,860.14	65.285%
1000-130-212-0000	D Social Security	\$0.00	\$0.00	\$2,500.00	\$0.00	\$569.79	\$1,930.21	22.792%
1000-130-213-0000	D Medicare	\$0.00	\$0.00	\$2,500.00	\$0.00	\$1,224.66	\$1,275.34	48.986%
1000-130-221-0000	Medical/Hospitalization	\$0.00	\$0.00	\$20,000.00	\$2,181.26	\$15,628.11	\$2,190.63	78.141%
1000-130-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$200.00	\$20.00	\$90.00	\$90.00	45.000%
1000-130-230-0000	D Workers' Compensation	\$0.00	\$0.00	\$3,000.00	\$0.00	\$185.25	\$2,814.75	6.175%
1000-130-240-0000	D Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-130-311-0000	Accounting and Legal Fees	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.000%
1000-130-330-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$4,000.00	\$0.00	\$30.00	\$3,970.00	0.750%
1000-130-342-0000	Postage	\$0.00	\$0.00	\$1,000.00	\$920.78	\$79.22	\$0.00	7.922%
1000-130-344-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-130-345-0000	Advertising	\$0.00	\$0.00	\$2,000.00	\$1,386.50	\$601.50	\$0.00	30.075%
1000-130-410-0000	Office Supplies	\$0.00	\$0.00	\$2,000.00	\$760.13	\$239.87	\$1,000.00	11.994%
1000-130-430-0000	Small Tools and Minor Equipment	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	0.000%
1000-130-599-0000	Other - Other Expenses	\$0.00	\$0.00	\$20,000.00	\$9,000.00	\$1,000.00	\$10,000.00	5.000%

Report reflects selected information.

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Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-130-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
1000-210-318-0000	Training Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-220-323-0231	Repairs and Maintenance(RPRS TO FIRE STATION)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-310-319-0000	Other - Professional and Technical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-310-351-0000	Electricity	\$750.24	\$0.00	\$12,000.00	\$2,989.61	\$4,760.63	\$5,000.00	37.338%
1000-410-490-0000	Other - Supplies and Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-410-730-0000	Improvement of Sites	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-510-490-1919	Other - Supplies and Materials(COVID19)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-610-730-0000	Improvement of Sites	\$0.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$250,000.00	0.000%
1000-760-720-0000	Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-760-730-0000	Improvement of Sites	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.000%
1000-760-730-0001	Improvement of Sites(REMSEN BLDG)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-760-730-0002	Improvement of Sites(Road & Bridge)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-760-790-0000	Other - Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-910-910-0900	D Transfers - Out((to R&B fund 2031))	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-910-910-0901	D Transfers - Out((to Cemetery Fund 2041))	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-910-910-9201	D Transfers - Out((PD FUND 2081))	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-920-920-0000	D Advances - Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
General Fund Total:		\$26,322.28	\$0.00	\$1,377,700.00	\$127,089.39	\$414,553.50	\$862,379.39	29.526%

Fund: Motor Vehicle License Tax
 Pooled Balance: \$28,550.74
 Non-Pooled Balance: \$0.00
 Total Cash Balance: \$28,550.74

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2011-760-730-0000	Improvement of Sites	\$0.00	\$0.00	\$34,000.00	\$20,200.00	\$0.00	\$13,800.00	0.000%
Motor Vehicle License Tax Fund Total:		\$0.00	\$0.00	\$34,000.00	\$20,200.00	\$0.00	\$13,800.00	0.000%

Fund: Gasoline Tax
 Report reflects selected information.

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Pooled Balance: \$206,705.12
 Non-Pooled Balance: \$0.00
 Total Cash Balance: \$206,705.12

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2021-760-730-0000	Improvement of Sites	\$0.00	\$0.00	\$322,000.00	\$165,536.00	\$34,994.00	\$121,470.00	10.868%
	Gasoline Tax Fund Total:	\$0.00	\$0.00	\$322,000.00	\$165,536.00	\$34,994.00	\$121,470.00	10.868%

Fund: Road and Bridge
 Pooled Balance: \$566,512.48
 Non-Pooled Balance: \$0.00
 Total Cash Balance: \$566,512.48

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD %
2031-330-190-0000	D Other - Salaries	\$0.00	\$0.00	\$275,000.00	\$0.00	\$167,101.58	\$107,898.42	60.764%
2031-330-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$66,000.00	\$0.00	\$44,363.63	\$21,636.37	67.218%
2031-330-212-0000	D Social Security	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2031-330-213-0000	D Medicare	\$0.00	\$0.00	\$8,000.00	\$0.00	\$5,299.92	\$2,700.08	66.249%
2031-330-221-0000	Medical/Hospitalization	\$0.00	\$0.00	\$68,000.00	\$7,143.30	\$53,035.05	\$7,821.65	77.993%
2031-330-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$500.00	\$80.00	\$360.00	\$60.00	72.000%
2031-330-230-0000	D Workers' Compensation	\$0.00	\$0.00	\$6,000.00	\$0.00	\$741.00	\$5,259.00	12.350%
2031-330-251-0000	Uniform, Tool and Equipment Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2031-330-314-0000	D Tax Collection Fees	\$0.00	\$0.00	\$8,000.00	\$0.00	\$4,222.49	\$3,777.51	52.761%
2031-330-318-0000	Training Services	\$0.00	\$0.00	\$1,000.00	\$65.00	\$35.00	\$900.00	3.500%
2031-330-319-0000	Other - Professional and Technical Services	\$2,540.12	\$0.00	\$110,000.00	\$5,732.01	\$11,168.58	\$95,639.53	9.924%
2031-330-321-0000	Rents and Leases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2031-330-322-0000	Garbage and Trash Removal	\$112.10	\$0.00	\$1,500.00	\$180.55	\$1,031.55	\$400.00	63.988%
2031-330-323-0000	Repairs and Maintenance	\$89.31	\$0.00	\$52,000.00	\$9,022.07	\$21,782.77	\$21,284.47	41.818%
2031-330-341-0000	Telephone	\$173.04	\$0.00	\$1,500.00	\$477.02	\$896.02	\$300.00	53.556%
2031-330-345-0000	Advertising	\$0.00	\$0.00	\$1,300.00	\$328.30	\$171.70	\$800.00	13.208%
2031-330-351-0000	Electricity	\$1,426.32	\$0.00	\$8,000.00	\$2,487.96	\$5,438.36	\$1,500.00	57.693%

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Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2031-330-352-0000	Water and Sewage	\$324.19	\$0.00	\$5,500.00	\$1,058.48	\$3,265.71	\$1,500.00	56.071%
2031-330-353-0000	Natural Gas	\$785.85	\$0.00	\$28,000.00	\$1,179.20	\$6,106.65	\$21,500.00	21.214%
2031-330-360-0000	Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2031-330-381-0000	Property Insurance Premiums	\$0.00	\$0.00	\$14,000.00	\$0.00	\$13,423.00	\$577.00	95.879%
2031-330-382-0000	Liability Insurance Premiums	\$0.00	\$0.00	\$6,000.00	\$0.00	\$5,272.50	\$727.50	87.875%
2031-330-410-0000	Office Supplies	\$0.00	\$0.00	\$500.00	\$421.07	\$78.93	\$0.00	15.786%
2031-330-420-0000	Operating Supplies	\$762.95	\$0.00	\$25,000.00	\$1,557.10	\$15,936.39	\$8,269.46	61.858%
2031-330-420-0100	Operating Supplies[ROAD SALT]	\$0.00	\$0.00	\$45,000.00	\$1,068.13	\$43,931.87	\$0.00	97.626%
2031-330-420-0600	Operating Supplies[FUEL]	\$4,500.00	\$0.00	\$35,000.00	\$10,419.96	\$19,080.04	\$10,000.00	48.304%
2031-330-420-0620	Operating Supplies[UNIFORMS]	\$83.17	\$0.00	\$2,500.00	\$1,279.77	\$1,303.40	\$0.00	50.457%
2031-330-430-0000	Small Tools and Minor Equipment	\$0.00	\$0.00	\$4,500.00	\$2,129.11	\$370.89	\$2,000.00	8.242%
2031-330-599-0000	Other - Other Expenses	\$0.00	\$0.00	\$8,500.00	\$2,500.00	\$0.00	\$6,000.00	0.000%
2031-330-730-0000	Improvement of Sites	\$6,765.25	\$0.00	\$43,000.00	\$2,689.20	\$30,996.45	\$16,079.60	62.285%
2031-330-740-0000	Machinery, Equipment and Furniture	\$49,325.11	\$0.00	\$25,000.00	\$1,100.67	\$54,304.26	\$18,920.18	73.063%
2031-760-720-0582	Buildings[BLAKSLER PARK]	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2031-760-730-0000	Improvement of Sites	\$0.00	\$0.00	\$85,000.00	\$66,270.00	\$0.00	\$18,730.00	0.000%
Road and Bridge Fund Total:		\$66,887.41	\$0.00	\$934,300.00	\$117,188.90	\$509,717.74	\$374,280.77	50.911%

Fund: Cemetery
 Pooled Balance: \$24,837.33
 Non-Pooled Balance: \$0.00
 Total Cash Balance: \$24,837.33

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2041-410-730-0000	Improvement of Sites	\$0.00	\$0.00	\$7,000.00	\$1,372.05	\$627.95	\$5,000.00	8.971%
2041-410-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2041-490-599-0000	Other - Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2041-590-590-0000	Other Expenses	\$0.00	\$0.00	\$2,500.00	\$1,000.00	\$0.00	\$1,500.00	0.000%
Cemetery Fund Total:		\$0.00	\$0.00	\$9,500.00	\$2,372.05	\$627.95	\$6,500.00	6.610%

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Fund: Police District
 Pooled Balance: \$676,260.36
 Non-Pooled Balance: \$0.00
 Total Cash Balance: \$676,260.36

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2081-210-190-0000	D Other - Salaries	\$0.00	\$0.00	\$895,000.00	\$0.00	\$502,461.99	\$392,538.01	56.141%
2081-210-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$45,885.87	\$0.00	\$45,885.87	\$0.00	100.000%
2081-210-213-0000	D Medicare	\$0.00	\$0.00	\$26,000.00	\$0.00	\$14,730.04	\$11,269.96	56.654%
2081-210-219-0000	D Other - Employer's Retirement Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-210-221-0000	Medical/Hospitalization	\$0.00	\$0.00	\$238,000.00	\$22,942.41	\$134,557.59	\$80,500.00	56.537%
2081-210-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$3,500.00	\$424.86	\$1,585.14	\$1,490.00	45.290%
2081-210-230-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-210-240-0000	D Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-210-311-0000	Accounting and Legal Fees	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	100.000%
2081-210-314-0000	D Tax Collection Fees	\$0.00	\$0.00	\$16,000.00	\$0.00	\$7,970.66	\$8,029.34	49.817%
2081-210-315-0000	D Election Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-210-318-0000	Training Services	\$65.00	\$0.00	\$10,000.00	\$2,893.46	\$3,021.54	\$4,150.00	30.020%
2081-210-318-0691	Training Services(CPT-POLICE TRAINING)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-210-319-0000	Other - Professional and Technical Services	\$331.22	\$0.00	\$31,000.00	\$100.29	\$30,733.94	\$496.99	98.094%
2081-210-321-0000	Rents and Leases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-210-322-0000	Garbage and Trash Removal	\$0.00	\$0.00	\$1,000.00	\$313.22	\$586.78	\$100.00	58.678%
2081-210-323-0000	Repairs and Maintenance	\$39.61	\$0.00	\$10,000.00	\$1,250.17	\$8,789.23	\$0.21	87.546%
2081-210-330-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-210-341-0000	Telephone	\$291.97	\$0.00	\$6,000.00	\$742.87	\$3,649.10	\$1,700.00	61.175%
2081-210-342-0000	Postage	\$0.00	\$0.00	\$1,000.00	\$889.36	\$110.64	\$0.00	11.064%
2081-210-345-0000	Advertising	\$0.00	\$0.00	\$400.00	\$400.00	\$0.00	\$0.00	0.000%
2081-210-351-0000	Electricity	\$1,062.84	\$0.00	\$10,000.00	\$1,766.17	\$8,294.67	\$1,000.00	74.978%
2081-210-352-0000	Water and Sewage	\$58.73	\$0.00	\$1,000.00	\$343.16	\$615.57	\$100.00	58.142%
2081-210-353-0000	Natural Gas	\$589.07	\$0.00	\$3,000.00	\$1,950.94	\$1,629.13	\$0.00	45.506%
2081-210-370-0000	Payment to Another Political Subdivision	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-210-381-0000	Property Insurance Premiums	\$0.00	\$0.00	\$5,000.00	\$0.00	\$4,299.00	\$701.00	85.990%
2081-210-382-0000	Liability Insurance Premiums	\$0.00	\$0.00	\$7,200.00	\$0.00	\$7,143.50	\$56.50	99.215%

Report reflects selected information.

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2081-210-410-0000	Office Supplies	\$0.00	\$0.00	\$2,000.00	\$1,032.98	\$967.02	\$0.00	48.351%
2081-210-420-0000	Operating Supplies	\$191.96	\$0.00	\$2,000.00	\$680.65	\$1,471.20	\$40.11	67.118%
2081-210-420-0600	Operating Supplies(FUEL)	\$3,000.00	\$0.00	\$18,000.00	\$0.00	\$21,000.00	\$0.00	100.000%
2081-210-420-0620	Operating Supplies(UNIFORMS)	\$8,024.17	\$0.00	\$5,000.00	\$0.00	\$11,644.17	\$1,360.00	89.404%
2081-210-420-2000	Operating Supplies(COMMUNITY RELATIONS GRANT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-210-430-0000	Small Tools and Minor Equipment	\$1,584.00	\$0.00	\$2,500.00	\$307.87	\$2,286.13	\$1,500.00	55.841%
2081-210-490-4000	Other - Supplies and Materials(COM PARTNERS PROGRAM)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-210-510-0000	Dues and Fees	\$0.00	\$0.00	\$6,000.00	\$1,270.00	\$3,230.00	\$1,500.00	53.833%
2081-210-599-0000	Other - Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-240-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-760-730-0000	Improvement of Sites	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-760-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2081-920-920-0000	D Advances - Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Police District Fund Total:		\$15,239.57	\$0.00	\$1,347,485.87	\$37,310.41	\$818,862.91	\$506,552.12	60.090%

Fund: Fire District
Pooled Balance: \$806,884.70
Non-Pooled Balance: \$0.00
Total Cash Balance: \$806,884.70

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2111-220-190-0000	D Other - Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-212-0000	D Social Security	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-214-0000	D Volunteer Firemen's Dependents Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-230-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-240-0000	D Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2111-220-314-0000	D Tax Collection Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

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2111-220-318-0000	Training Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-319-0000	Other - Professional and Technical Services	\$0.00	\$0.00	\$500,000.00	\$0.00	\$0.00	\$500,000.00	0.0000%
2111-220-321-0000	Rents and Leases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-323-0000	Repairs and Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-323-0230	Repairs and Maintenance(FRPRS TO TOOLS & EQUIP)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-323-0231	Repairs and Maintenance(FRPRS TO FIRE STATION)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-330-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-341-0000	Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-341-0616	Telephone(CELL PHONE/PAGERS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-342-0000	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-345-0000	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-351-0000	Electricity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-352-0000	Water and Sewage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-353-0000	Natural Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-360-0000	Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-370-0000	Payment to Another Political Subdivision	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-381-0000	Property Insurance Premiums	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-382-0000	Liability Insurance Premiums	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-410-0000	Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-420-0000	Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-420-0600	Operating Supplies(FUEL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-420-0620	Operating Supplies(UNIFORMS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-420-0621	Operating Supplies(TURN-OUT GEAR)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-430-0000	Small Tools and Minor Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-510-0000	Dues and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-599-0000	Other - Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-220-750-0000	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-760-730-0000	Improvement of Sites	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-760-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
2111-760-740-2113	Machinery, Equipment and Furniture(NEW FIRE ENGINE EQUIPMENT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Fire District Fund Total:		\$0.00	\$0.00	\$500,000.00	\$0.00	\$0.00	\$500,000.00	0.0000%

Report reflects selected information.

MEDINA TOWNSHIP, MEDINA COUNTY
Appropriation Status
 By Fund
 As Of 9/15/2022

9/14/2022 4:30:17 PM
 UAN v2022.1

Fund: SAFETY SERVICES LEVY
 Pooled Balance: \$538,476.78
 Non-Pooled Balance: \$0.00
 Total Cash Balance: \$538,476.78

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2191-210-190-0000	D Other - Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$190,200.00	\$0.00	\$119,931.71	\$70,268.29	63.056%
2191-210-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-219-0000	D Other - Employer's Retirement Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-221-0000	Medical/Hospitalization	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-230-0000	D Workers' Compensation	\$0.00	\$0.00	\$15,000.00	\$0.00	\$2,371.20	\$12,628.80	15.808%
2191-210-240-0000	D Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-311-0000	D Accounting and Legal Fees	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.000%
2191-210-314-0000	D Tax Collection Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-315-0000	D Election Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-318-0000	Training Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-318-0691	Training Services(CPT-POLICE TRAINING)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-319-0000	Other - Professional and Technical Services	\$7,009.37	\$0.00	\$18,831.00	\$15,098.48	\$7,153.77	\$3,588.12	27.684%
2191-210-321-0000	Rents and Leases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-322-0000	Garbage and Trash Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-323-0000	Repairs and Maintenance	\$1,312.08	\$0.00	\$2,500.00	\$570.67	\$1,312.08	\$1,929.33	34.419%
2191-210-330-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-341-0000	Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-342-0000	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-345-0000	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-351-0000	Electricity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-352-0000	Water and Sewage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-353-0000	Natural Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-370-0000	Payment to Another Political Subdivision	\$0.00	\$0.00	\$71,169.00	\$0.00	\$70,169.00	\$1,000.00	98.585%
2191-210-381-0000	Property Insurance Premiums	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-382-0000	Liability Insurance Premiums	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

Appropriation Status

By Fund

As Of 9/15/2022

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2191-210-410-0000	Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-420-0000	Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-420-0600	Operating Supplies(FUEL)	\$0.00	\$0.00	\$35,000.00	\$18,201.24	\$1,798.76	\$15,000.00	5.139%
2191-210-420-0620	Operating Supplies(UNIFORMS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-420-2000	Operating Supplies(COMMUNITY RELATIONS GRANT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-430-0000	Small Tools and Minor Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-490-0000	Other - Supplies and Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-490-1919	Other - Supplies and Materials(COVID19)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-510-0000	Dues and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-599-0000	Other - Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-210-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-220-319-0000	Other - Professional and Technical Services	\$0.00	\$0.00	\$12,000.00	\$1,350.66	\$8,427.83	\$2,221.51	70.232%
2191-220-321-0000	Rents and Leases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-220-322-0000	Garbage and Trash Removal	\$57.17	\$0.00	\$1,050.00	\$206.06	\$681.11	\$220.00	61.518%
2191-220-323-0000	Repairs and Maintenance	\$0.00	\$0.00	\$5,000.00	\$2,000.00	\$0.00	\$3,000.00	0.000%
2191-220-341-0000	Telephone	\$60.22	\$0.00	\$500.00	\$0.40	\$359.82	\$200.00	64.228%
2191-220-351-0000	Electricity	\$1,000.00	\$0.00	\$7,000.00	\$2,274.06	\$4,925.94	\$800.00	61.574%
2191-220-352-0000	Water and Sewage	\$100.21	\$0.00	\$4,500.00	\$1,255.76	\$3,344.45	\$0.00	72.702%
2191-220-353-0000	Natural Gas	\$537.56	\$0.00	\$11,000.00	\$4,171.16	\$5,866.40	\$1,500.00	50.846%
2191-220-360-0000	Contracted Services	\$0.00	\$0.00	\$335,903.00	\$0.00	\$335,903.00	\$0.00	100.000%
2191-220-370-0000	Payment to Another Political Subdivision	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-220-381-0000	Property Insurance Premiums	\$0.00	\$0.00	\$16,344.00	\$0.00	\$16,344.00	\$0.00	100.000%
2191-220-382-0000	Liability Insurance Premiums	\$0.00	\$0.00	\$6,218.10	\$0.00	\$6,218.10	\$0.00	100.000%
2191-220-430-0000	Operating Supplies	\$120.12	\$0.00	\$1,000.00	\$181.04	\$339.08	\$600.00	30.272%
2191-220-430-0000	Small Tools and Minor Equipment	\$0.00	\$0.00	\$1,000.00	\$331.00	\$169.00	\$500.00	16.900%
2191-220-510-0000	Dues and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-220-599-0000	Other - Other Expenses	\$0.00	\$0.00	\$5,000.00	\$1,000.00	\$0.00	\$4,000.00	0.000%
2191-220-700-0000	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-220-710-0000	Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-220-720-0000	Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-220-730-0000	Improvement of Sites	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-220-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$10,000.00	\$3,405.13	\$5,307.00	\$1,287.87	53.070%
2191-220-750-0000	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

Appropriation Status

By Fund

As Of 9/15/2022

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2191-220-790-0000	Other - Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-230-360-0000	Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-230-370-0000	Payment to Another Political Subdivision	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-290-314-0000	D Tax Collection Fees	\$0.00	\$0.00	\$8,500.00	\$0.00	\$3,999.24	\$4,500.76	47.050%
2191-760-710-2111	Land(FIRE DEPARTMENT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-760-720-2081	Buildings(POLICE DEPARTMENT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-760-720-2111	Buildings(FIRE DEPARTMENT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-760-730-0000	Improvement of Sites	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-760-730-2081	Improvement of Sites(POLICE DEPARTMENT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-760-730-2111	Improvement of Sites(FIRE DEPARTMENT)	\$0.00	\$0.00	\$25,000.00	\$0.00	\$2,810.00	\$22,190.00	11.240%
2191-760-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-760-740-2081	Machinery, Equipment and Furniture(POLICE DEPARTMENT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-760-740-2111	Machinery, Equipment and Furniture(FIRE DEPARTMENT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-760-750-2081	Motor Vehicles(POLICE DEPARTMENT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2191-760-750-2111	Motor Vehicles(FIRE DEPARTMENT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
SAFETY SERVICES LEVY Fund Total:		\$10,196.73	\$0.00	\$787,715.10	\$50,045.66	\$597,431.49	\$150,434.68	74.874%

Fund: Permissive Motor Vehicle License Tax

Pooled Balance: \$185,723.57

Non-Pooled Balance: \$0.00

Total Cash Balance: \$185,723.57

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2231-760-730-0000	Improvement of Sites	\$13,176.05	\$0.00	\$220,000.00	\$187,510.85	\$13,665.20	\$32,000.00	5.860%
2231-760-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2231-760-750-0000	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2231-760-790-0000	Other - Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Permissive Motor Vehicle License Tax Fund Total:		\$13,176.05	\$0.00	\$220,000.00	\$187,510.85	\$13,665.20	\$32,000.00	5.860%

Fund: Law Enforcement Trust

Report reflects selected information.

Appropriation Status

By Fund

As Of 9/15/2022

UAN v2022.1

Pooled Balance: \$564.17
Non-Pooled Balance: \$0.00
Total Cash Balance: \$564.17

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2261-210-430-0000	Small Tools and Minor Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
	Law Enforcement Trust Fund Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Fund: Coronavirus Relief Fund
Pooled Balance: \$0.00
Non-Pooled Balance: \$0.00
Total Cash Balance: \$0.00

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2272-110-319-0000	Other - Professional and Technical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-110-430-0000	Small Tools and Minor Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-110-490-0000	Other - Supplies and Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-110-590-0000	Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-110-720-0000	Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-110-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-210-190-0000	D Other - Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-210-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-210-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-210-221-0000	Medical/Hospitalization	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-210-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-210-230-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-210-240-0000	D Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-210-319-0000	Other - Professional and Technical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-210-430-0000	Small Tools and Minor Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-210-490-0000	Other - Supplies and Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-210-599-0000	Other - Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

Appropriation Status

By Fund

As Of 9/15/2022

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2272-210-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-210-750-0000	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-220-319-0000	Other - Professional and Technical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-220-430-0000	Small Tools and Minor Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-220-590-0000	Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-220-720-0000	Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-220-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-330-190-0000	D Other - Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-330-240-0000	D Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-330-319-0000	Other - Professional and Technical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-330-323-0000	Repairs and Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-330-430-0000	Small Tools and Minor Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-330-490-0000	Other - Supplies and Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-330-599-0000	Other - Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-330-720-0000	Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-330-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2272-330-750-0000	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Coronavirus Relief Fund Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Fund: Coronavirus Relief Fund

Pooled Balance: \$804,279.18

Non-Pooled Balance: \$0.00

Total Cash Balance: \$804,279.18

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2273-110-319-0000	Other - Professional and Technical Services	\$750.00	\$0.00	\$88,400.00	\$255.67	\$524.33	\$88,400.00	0.588%
2273-110-370-0000	Payment to Another Political Subdivision	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2273-110-430-0000	Small Tools and Minor Equipment	\$0.00	\$0.00	\$649.98	\$0.00	\$548.98	\$0.00	100.000%
2273-110-720-0000	Buildings	\$50,944.09	\$0.00	\$27,495.00	\$4,024.02	\$46,920.07	\$27,495.00	59.817%
2273-110-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$4,000.00	\$3,959.17	\$0.00	\$40.83	0.000%

Report reflects selected information.

Appropriation Status

By Fund

As Of 9/15/2022

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2273-210-319-0000	Other - Professional and Technical Services	\$0.00	\$0.00	\$1,930.00	\$1,500.00	\$430.00	\$0.00	22.280%
2273-210-420-0620	Operating Supplies(UNIFORMS)	\$0.00	\$0.00	\$5,000.00	\$2,385.64	\$2,614.36	\$0.00	52.287%
2273-210-430-0000	Small Tools and Minor Equipment	\$0.00	\$0.00	\$25,000.00	\$4,820.16	\$1,434.36	\$18,745.48	5.737%
2273-210-599-0000	Other - Other Expenses	\$0.00	\$0.00	\$314,513.75	\$0.00	\$0.00	\$314,513.75	0.000%
2273-210-740-0000	Machinery, Equipment and Furniture	\$88,250.00	\$0.00	\$40,000.00	\$4,154.00	\$89,668.00	\$34,428.00	69.917%
2273-220-323-0000	Repairs and Maintenance	\$0.00	\$0.00	\$50,000.00	\$0.00	\$2,050.00	\$47,950.00	4.100%
2273-220-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$2,099.97	\$0.00	\$2,099.97	\$0.00	100.000%
2273-330-319-0000	Other - Professional and Technical Services	\$0.00	\$0.00	\$7,600.00	\$7,600.00	\$0.00	\$0.00	0.000%
2273-330-430-0000	Small Tools and Minor Equipment	\$0.00	\$0.00	\$906.30	\$0.00	\$906.30	\$0.00	100.000%
2273-760-750-2081	Motor Vehicles(POLICE DEPARTMENT)	\$205,422.60	\$0.00	\$35,000.00	\$214,524.91	\$200.00	\$25,697.69	0.083%
Coronavirus Relief Fund Fund Total:		\$345,396.69	\$0.00	\$602,495.00	\$243,223.57	\$147,397.37	\$557,270.75	15.550%

Fund: Fire and Rescue, Ambulance and EMS Serv.

Pooled Balance: \$879,958.29

Non-Pooled Balance: \$0.00

Total Cash Balance: \$879,958.29

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2281-230-314-0000	D Tax Collection Fees	\$0.00	\$0.00	\$10,000.00	\$0.00	\$4,085.21	\$5,914.79	40.862%
2281-230-360-0000	Contracted Services	\$59,526.23	\$0.00	\$450,000.00	\$71,831.30	\$287,694.93	\$150,000.00	56.463%
2281-230-370-0000	Payment to Another Political Subdivision	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2281-920-920-0000	D Advances - Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Fire and Rescue, Ambulance and EMS Serv. Fund Total:		\$59,526.23	\$0.00	\$460,000.00	\$71,831.30	\$291,780.14	\$155,914.79	56.163%
Report Total:		\$536,744.96	\$0.00	\$6,595,195.97	\$1,022,308.13	\$2,829,030.30	\$3,280,602.50	39.667%

Report reflects selected information.

Fund Reallocation Resolution

I will move to adopt resolution number 09152022-060, to approve the supplemental appropriation reallocation of funds from line 2081-210-221-0000 to line 2081-210-323-0000 for \$5,000.00.

APPROVED BY MEDINA TWP. TRUSTEES

Date 9-15-2022

Trustee Chm. [Signature]

Trustee [Signature]

Trustee [Signature]

Date 9/15/22

Trustee Chm.

Trustee

Trustee

MEDINA TOWNSHIP, MEDINA COUNTY

9/14/2022 4:25:33 PM

UAN v2022.1

Payment Listing

9/2/2022 to 9/16/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
68-2022	09/02/2022	08/29/2022	CH	OHIO PUBLIC EMPLOYEES DEFERRED CO	\$1,140.00	O
69-2022	09/02/2022	08/29/2022	CH	OHIO PUBLIC EMPLOYEES DEFERRED CO	\$630.00	O
70-2022	09/16/2022	09/11/2022	CH	OHIO PUBLIC EMPLOYEES DEFERRED CO	\$1,140.00	O
71-2022	09/02/2022	09/12/2022	CH	PAYCHEXS	\$47,092.86	O
32371	09/15/2022	09/13/2022	AW	CINTAS CORP #011	\$46.91	O
32372	09/15/2022	09/13/2022	AW	TOSHIBA AMERICA BUSINESS SOLUTIONS	\$274.90	O
32373	09/15/2022	09/13/2022	AW	TREASURER OF STATE - OSHP	\$1,200.00	O
32374	09/15/2022	09/13/2022	AW	AFLAC	\$62.40	O
32375	09/15/2022	09/13/2022	AW	CINTAS CORP #011	\$80.30	O
32376	09/15/2022	09/13/2022	AW	COLUMBIA GAS OF OHIO	\$446.36	O
32377	09/15/2022	09/13/2022	AW	DC LANDSCAPE/EXCAVATION	\$35.00	O
32378	09/15/2022	09/13/2022	AW	GATEWAY TIRE & SERVICE CENTER	\$81.32	O
32379	09/15/2022	09/13/2022	AW	HOME DEPOT CREDIT SERVICES	\$82.91	O
32380	09/15/2022	09/13/2022	AW	LAMPHEAR'S LAWN SERVICE	\$2,975.63	O
32381	09/15/2022	09/13/2022	AW	MARCHESE COMMUNICATIONS CO	\$675.00	O
32382	09/15/2022	09/13/2022	AW	COSE/MEDICAL MUTUAL OF OHIO	\$25,494.68	O
32383	09/15/2022	09/13/2022	AW	MEDINA COUNTY SANITARY ENG	\$1,291.92	O
32384	09/15/2022	09/13/2022	AW	MEDINA COUNTY ENGINEER	\$5,885.60	O
32385	09/15/2022	09/13/2022	AW	MACK CONCRETE, INC.	\$645.00	O
32386	09/15/2022	09/13/2022	AW	OHIO EDISON	\$769.69	O
32387	09/15/2022	09/13/2022	AW	ORLO AUTO PARTS INC	\$25.39	O
32388	09/15/2022	09/13/2022	AW	OPBA	\$360.00	O
32389	09/15/2022	09/13/2022	AW	PRO-TECH SECURITY SALES	\$3,620.00	O
32390	09/15/2022	09/13/2022	AW	PETALSWEET CLEANING LLC	\$232.00	O
32391	09/15/2022	09/13/2022	AW	PITNEY BOWES GLOBAL	\$132.42	O
32392	09/15/2022	09/13/2022	AW	PERFECT VOICE & DATA	\$635.69	O
32393	09/15/2022	09/13/2022	AW	RUMPKE	\$194.00	O
32394	09/15/2022	09/13/2022	AW	SET IN STONE CONTRACTING LLC	\$34,994.00	O
32395	09/15/2022	09/13/2022	AW	SERPENTINI CHEVROLET OF MEDINA	\$35.32	O
32396	09/15/2022	09/13/2022	AW	STAPLES BUSINESS ADVANTAGE	\$37.26	O
32397	09/15/2022	09/13/2022	AW	SHOP 42	\$250.00	O
32398	09/15/2022	09/13/2022	AW	SITEONE LANDSCAPE SUPPLY	\$822.27	O
32399	09/15/2022	09/13/2022	AW	TOSHIBA FINANCIAL SERVICES	\$198.90	O
32400	09/15/2022	09/13/2022	AW	VOYAGER FLEET SYSTEMS, INC.	\$2,943.59	O
Total Payments:					\$134,531.32	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$134,531.32	

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

Payment Listing

9/2/2022 to 9/16/2022

reference.

CBA Contract Resolution 09152022-061

I will move to approve resolution number 09152022-061 for the approval of the Collective Bargaining Agreement between Medina Township and the Ohio Patrolmen's Benevolent Association.

APPROVED BY MEDINA TWP. TRUSTEES

Date 9-15-2022

Trustee Chm [Signature]

Trustee [Signature]

Trustee [Signature]

Approved by Medina
Township Resolution
Number: 09152022-061
on September 15, 2022

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

MEDINA TOWNSHIP
(Medina County)

AND

OHIO PATROLMEN'S BENEVOLENT
ASSOCIATION

(Patrol Officers and Sergeants)

EFFECTIVE: January 1, 2022
EXPIRES: December 31, 2024

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AGREEMENT

This Agreement is made and entered into between Medina Township (Medina County), hereinafter referred to as "Township" or "Employer," and the Ohio Patrolmen's Benevolent Association, hereinafter referred to as "OPBA" or "Union."

ARTICLE 1 PURPOSE

The purpose of this Agreement is to provide a fair and reasonable method by which employees covered by this Agreement can participate through their exclusive bargaining agent in the establishment of terms and conditions of their employment, to provide a harmonious relationship for the effective operation of the Township government, and to establish an orderly procedure for the resolution of differences between the Township and the members of the bargaining unit.

ARTICLE 2 RECOGNITION

Section 1: For the duration of this Agreement, the Township recognizes the OPBA as the sole and exclusive collective bargaining representative for the following described unit of employees:

A. All full-time Patrol Officers and Sergeants, employed by the Township, excluding, Lieutenants and Chief per SERB certification, 04-REP-12-0236, February 2, 2004.

B. A full-time officer is one who is hired as a full time officer by the Medina Township Board of Trustees.

Section 2: The Township will provide the OPBA with a list of all employees in the classifications covered by this Agreement indicating the employee's starting date of employment. This Seniority List will be updated no less frequently than annually, and the Township will provide the updated list to the OPBA no less frequently than annually.

ARTICLE 3 DUES DEDUCTION

Section 1: During the term of this Agreement, the Employer shall deduct initiation fees, assessments levied by the OPBA and the monthly OPBA dues from the wages of those employees who have voluntarily signed dues deduction authorization forms permitting said deductions. No new authorization forms will be required from any employees of the Medina Township Police Department for whom the Employer is currently deducting dues.

Section 2: The initiation fees, dues or assessments so deducted shall be in the amounts established by the OPBA from time to time in accordance with its Constitution and By-Laws. The OPBA shall certify to the Employer the amounts due and owing from the employees involved.

Section 3: The Employer shall deduct dues, initiation fees or assessments from the first pay in each calendar month. If an employee has no pay due on that pay date, such amounts shall be deducted from the next or subsequent pay.

Section 4: A check in the amount of the total dues withheld from these employees authorizing a dues deduction shall be tendered to the treasurer of the OPBA within thirty (30) days from the date of making said deductions.

Section 5: The OPBA hereby agrees to hold the Employer harmless from any and all liabilities or damages which may arise from the performance of its obligations under this Article and the OPBA shall indemnify the Employer for any such liabilities or damages that may arise.

ARTICLE 4 MANAGEMENT RIGHTS

Section 1: Except as limited by provisions of this Agreement, the Township reserves and retains, solely and exclusively, all rights, powers, and authority, including the rights to determine and fulfill the mission of the Police Department, to determine policy, and in all other respects plan, manage, evaluate, govern, control, and direct its personnel and operations. It is further recognized that the Township has the right to:

- A. Determine matters of inherent managerial policies which include policy areas of discretion such as the functions and programs of the Township and of the Police Department, standards of service, overall budget, utilization of technology and organizational structure;
- B. Establish, modify and enforce reasonable personnel policies and work rules, and regulations and standards for employee performance;
- C. Determine standards of dress, grooming, and fitness for duty.
- D. Determine the size, composition, structure, and adequacy of the workforce;
- E. Establish and determine job qualifications and duties, and to establish, modify, consolidate, and abolish job classifications;
- F. Hire, evaluate, assign, transfer, schedule, supervise, direct, promote, demote, layoff, retain, discipline, suspend and discharge employees for just cause;
- G. Allocate work among employees, divisions, or departments, and to determine work methods and responsibilities;
- H. Set work schedules, including but not limited to work week, start and quit times, length of workday, shift times, and number of shifts.

- I. Determine overall methods, processes and means by which operations are to be efficiently and effectively conducted;
- J. Determine and introduce new and/or improved equipment, methods, and facilities;
- K. Determine the financial Policies of the Township and of the Police Department, including the exclusive right to allocate and expend all funds of the Township'
- L. Determine and schedule overtime as required in the manner most advantageous to the requirement of efficient Police Department operations;
- M. Train or retrain bargaining unit members as appropriate, and to establish the education and training requirements for the Police Department;
- N. Manage and determine the location, type and number of physical facilities, equipment, programs, and determine the work to be performed;
- O. Determine the Police Department's goals, objectives, programs and services, and to utilize personnel in the manner designed to effectively meet these purposes;
- P. Assign any person having rank with the Medina Township Police Department to do bargaining unit work when reasonably necessary;
- Q. Do all things appropriate and incidental to any of its rights, powers, prerogatives, responsibilities, and authority; and in all respects to carry out the ordinary and customary functions of the administration, subject only to the procedures and criteria governing the exercise of these rights as provided for in this Agreement.

Section 2: Notwithstanding §4117.08 of the Ohio Revised Code, the Township is not required to bargain with the OPBA with respect to its exercise of any of the rights set forth in this Article or under Ohio revised Code §4117.09(C), except for those subjects that are mandatory subjects of bargaining.

Section 3: Nothing contained in this Article shall be construed as affecting the respective rights and authority of the Township and of the Chief of Police, as set forth in Sections (B) (1) and (2) of the Ohio Revised Code.

Section 4: Discipline and Discharge. Non-probationary employees may not be disciplined or discharged without just cause.

ARTICLE 5 EMPLOYEE RIGHTS

Section 1: Upon request, an employee has the right to the presence and advice of a Union witness at an investigatory disciplinary interview, but such advice shall not be disruptive.

Section 2: The Township shall adhere to the federal Constitutional requirements, if any, as to informing a suspect in a criminal investigation of his/her constitutional rights.

Section 3: All investigations and interrogations will be conducted in a private and businesslike manner. If a bargaining unit employee asks whether his refusal to answer questions or participate in an investigation will subject him to discipline, the Employer will advise him accordingly.

Section 4: Interview sessions shall be for reasonable periods of time and time shall be provided for rest periods and attendance to physical necessities.

Section 5: If a bargaining unit employee asks about the nature of any investigation he is asked to participate in, the Employer will advise him accordingly if, in the Employer's judgment, a frank reply will not compromise the investigation. If the employee being questioned is, at that time, a witness and not under investigation, he shall be so advised.

Section 6: An employee may request to review his personnel file, add memoranda to the file clarifying any documents contained in the file and may have a Union witness present when reviewing his file. A request for copies of items included in the file shall be honored.

Section 7: In the course of an internal affairs investigation, a polygraph examination will be administered only with the consent of the employee under investigation.

Section 8: In case of an anonymous or unsigned complaint, no further action will be taken unless the Chief reasonably believes that further investigation is warranted. The Chief or his direct supervisor shall so indicate by signing the complaint form. Complaints deemed unsubstantiated by the Chief shall not be placed in the Bargaining Unit Member's file.

Section 9: Any complaint alleging wrong doing on the part of a Bargaining Unit member shall be reduced to writing and the complainant shall be asked to sign the complaint form. In the event the complainant's statement is illegible, the Department will either translate or tape record the complaint as appropriate. The transcription and/or tape recording shall be retained in the employee's file. The Chief or his direct supervisor shall investigate any signed complaint. After the initiation of the investigation of a complaint, the Bargaining Unit Member may be required to submit a written report to the Chief or his direct supervisor explaining the incident(s) that led to the complaint. The Bargaining Unit member shall be entitled to receive a written report of the results of the investigation from the Chief or his direct supervisor within fourteen (14) calendar days after the investigation is complete. The results of said investigation of any founded complaint against a Bargaining Unit member shall be placed in the Bargaining Unit Member's file. Officers shall not be disciplined as a result of citizen complaints unless such complaints are made in writing within sixty (60) days of the alleged wrongdoing, except under extenuating circumstances as determined by the board of Trustees.

ARTICLE 6 NON-DISCRIMINATION

Section 1: The parties agree that neither the Township nor the OPBA shall discriminate against any individual on the basis of his membership or non-membership, or participation or non-participation in OPBA matters. Both parties further agree that equal opportunity will be provided to all bargaining unit employees regardless of race, color, creed, age, sex, national origin, or disability. The male pronoun or adjective, where used herein in this Agreement, refers to the female also, unless otherwise indicated.

ARTICLE 7 ASSOCIATION REPRESENTATION

Section 1: The parties recognize that it may be necessary for an employee representative of the OPBA to leave a normal work assignment while acting in the capacity of representative. The OPBA recognizes the operation needs of the Employer and will cooperate to keep to a minimum the time lost from work by representatives. The employee shall not experience any loss of pay for acting in the capacity of an OPBA representative under this Article during his normally assigned duty hours. Union business conducted on Township time shall not cause a disruption of work. Union representatives who abuse this provision will be subject to discipline.

Section 2: Only two (2) members of the bargaining unit will be allowed to participate in collective bargaining meetings with the employer, with pay, during the member's regular working hours. The Township shall not have to pay overtime as a result of any employee's participation in collective bargaining negotiations.

ARTICLE 8 BULLETIN BOARD

The Township shall furnish adequate bulletin board space in the Police Department for use by the OPBA. Such bulletin board space shall be used only for posting notices of reasonable size bearing the written approval of the OPBA and shall be solely for OPBA business and recreational and social activities of the OPBA. There shall be no notices or other writings posted which contain anything political, religious, controversial, or critical of the Township or any other institution, or any employee or other persons. Upon the request of the Township or the Chief of Police, the OPBA shall immediately remove any material posted in violation of this Article.

ARTICLE 9 NO STRIKE/NO LOCKOUT

Section 1: The OPBA shall not, directly or indirectly, call, sanction, encourage, finance, and/or assist in any way, nor shall any employee, instigate or participate in, directly or indirectly, any strike, slowdown, job action, walk-out, concerted "sick" leave, work stoppage, sympathy strikes, picketing, or interference of any kind with any operations of the Township, including the operations of the Police Department. Furthermore, all lawful orders of superior officers shall, at all times, be followed and complied with immediately.

Section 2: The OPBA shall, at all times, cooperate with the Township in continuing operations in a normal manner and shall actively discourage and endeavor to prevent or terminate any violation of Section 1 of this Article. In the event that any violation of Section 1 of this Article occurs, the OPBA shall immediately notify all employees that the strike, job action, concerted "sick" leave, slowdown, picketing, work stoppage, or other interference with any operations of the Township or of the Police Department is prohibited and is not in any way sanctioned, condoned or approved by the OPBA. Furthermore, the OPBA shall immediately advise all members to return to work at once.

Section 3: Any employee who violates this Article shall be subject to discipline, including possible discharge. The Township shall have the right to impose a different type of discipline for violations of this Article, based on the nature and extent of the respective employee's planning and participation in the work interruption at issue. Any employee disciplined for violation of this Article shall have access to the grievance and arbitration procedure set forth in Article 13.

Section 4: The Township shall not lock out any employees for the duration of this Agreement

ARTICLE 10 DISCIPLINE

Section 1: Disciplinary action taken by the Employer shall only be for just cause except for employees serving their probationary period.

Section 2: The Employer shall document all reprimands and shall deliver the same to the affected employees, with a copy placed in the employee's personnel file.

ARTICLE 11 GRIEVANCE AND ARBITRATION PROCEDURE

Section 1: It is mutually understood that the prompt presentation, adjustment and resolution of grievances is desirable in the interest of sound relations between employees, the OPBA and the Township. The procedures specified in this Article provide the exclusive system for a fair, expeditious, and orderly adjustment of grievances of bargaining unit employees. Both parties agree that all grievances should be dealt with promptly and every effort should be made to settle grievances as soon as feasible, and if possible, at the lowest step of this procedure.

Section 2: A grievance is any dispute or difference between the Township and the OPBA, or between the Township and an employee, which concerns the interpretation and/or application of and/or compliance with any provision of this Agreement. This grievance procedure shall not preclude discussions between employees and the Chief of Police or his designee, or the Sergeant regarding workplace issues.

Section 3: The following procedures shall apply to all grievances arising under this Agreement:

Step 1: A grievance must be presented in writing to the Chief of Police ("Chief"), or his designee, within seven (7) calendar days of the occurrence that gives rise to the grievance or the employee's reasonable knowledge thereof. The Chief, or his designee, shall have seven (7) days following such presentation to submit a written response. The Chief shall be permitted an additional seven (7) days if he deems it necessary.

Step 2: Should the OPBA decide to process the grievance further, the OPBA may file, within fifteen (15) days after the Township's Step 1 answer was issued, an appeal to the Township's Board of Trustees. Such appeal shall be in writing and shall include a statement of the original grievance. The Board of Trustees or its designated representative shall answer the grievance in writing within thirty (30) calendar days following receipt of that appeal.

Step 3: If the grievance is not resolved at Step 2, then the OPBA, upon written notice to the Board of Trustees not later than twenty (20) working days after the Township's answer in Step 2, may submit the grievance to arbitration. If the Township and the OPBA cannot agree upon an impartial arbitrator, the OPBA may request a panel of eleven (11) arbitrators from the American Arbitration Association ("AAA"), and the parties shall thereafter choose an arbitrator under the AAA's then applicable rules.

Section 4: Whether or not the parties select an arbitrator from the AAA, the arbitration will be conducted in accordance with AAA rules and the arbitrator will be bound by the AAA rules of professional responsibility.

Section 5: Arbitration. The arbitrator shall not have the authority to add to, subtract from, amend or modify in any way the terms of this Agreement, or to establish new terms or conditions under this Agreement, or to make any award that is contrary to law.

Section 6: The parties shall split the arbitrator's fees. All expenses relating to calling of witnesses or the obtaining of depositions or any other similar expenses associated with such proceedings shall be borne by the party who requests such witnesses or depositions.

Section 7: The procedures set forth in this Article shall be the exclusive method of redressing grievances between the parties and the decision of the arbitrator shall be final and binding upon the Township, the OPBA, and all employees. Any grievance resolved without arbitration shall be deemed settled on a non-precedent setting basis with respect to grievances of a like nature. The parties also may mutually agree in writing that a particular settlement or resolution shall be on a non-precedent setting basis.

Section 8: A bargaining unit member requested to appear at the arbitration hearing by either party shall attend without the necessity of a subpoena. If the employee is requested by the Township, the employee will be paid for all hours spent at the hearing. If the employee is requested by the Union, employee will be paid for all hours spent at the hearing that they would have normally been scheduled to work.

Section 9: The parties shall have the right to require the arbitrator to render his decision within thirty (30) days of the submission of briefs by the parties, which time may be extended by mutual agreement of the parties.

Section 10: Time Limitations. To be considered valid, a grievance must be initially presented within seven (7) calendar days of the occurrence of the alleged violation of the Agreement, or the employee's reasonable knowledge thereof. A grievance which is not timely filed under this provision shall be void. Once a grievance is originally timely filed and the Township fails to answer it in a timely manner, then the grievance shall automatically proceed to the next step of the Grievance Procedure. Where a grievance is not appealed by the OPBA to the next higher step within the prescribed time limit, the grievance shall be barred from further proceedings. Once a grievance is originally timely filed, the parties may by mutual agreement extend the time limit in which to answer it or appeal it to the next step. The parties may mutually agree to escalate the grievance to any step in order to promote the expeditious resolution of any grievance. All disciplinary grievances may be initiated directly at Step 2.

Section 11: The OPBA shall have final authority, in its capacity as exclusive representative of the employees covered by this Agreement, to withdraw or to terminate the processing of a grievance at any step of the grievance procedure.

ARTICLE 12 PROBATIONARY PERIOD

Section 1: A new bargaining unit employee shall be on probation for a period of one (1) year after starting full-time employment.

Section 2: During the probationary period, a bargaining unit employee shall not have the right to avail himself of the grievance and arbitration procedure of the Agreement for purposes of grieving terminations, suspensions or disciplinary actions. During the probationary period, a bargaining unit employee may be removed from the service of the township Police Department and from township employment at any time without recourse under this Agreement or otherwise.

Section 3: Probationary employees will be awarded and may use 40 hours of personal time at the discretion of the Chief of Police. This time is only to be used during the probationary period. Any time remaining will be removed at the end of the probationary period.

ARTICLE 13 SENIORITY

Section 1: Unless specified otherwise in this agreement, seniority for a full-time employee shall mean the uninterrupted length of full-time service with the Medina Township Police Department. The date of an employee's service shall be counted from his most recent date of hire.

Section 2: All newly hired employees shall be considered on probation for a period of one (1) year from the date of hire. If an employee's seniority is terminated and he is later rehired, he shall be considered a new employee and subject to the provisions of the section.

Section 3: An authorized leave of absence does not constitute a break in service, except as provided in Section 4(c). Seniority shall continue to accumulate during the term of the leave, provided that the employee complies with the provisions of this Agreement governing his leave of absence, and that the employee is reinstated following the leave.

Section 4: Seniority shall be terminated for the following reasons:

- A) Voluntarily quit or resignation;
- B) Discharge for just cause;
- C) Involuntary layoff or leave of absence exceeding twenty-four (24) months;
- D) Absent without notice for more than three (3) consecutive work days, unless due to circumstances beyond the employee's control;
- E) Failure to report to work when recalled from layoff within two (2) calendar weeks from the date on which the Township sends or delivers the employee a notice to report to work (to the last known address as shown on the Township's records);
- F) Failure to report to work within two (2) working days following the termination of any excused leave of absence unless such time is extended in writing by the Township.

Section 5: Subject to Section 1, if more than one (1) employee has the same seniority date; seniority shall be determined by the highest score on the written Medina Township Police Department pre-employment exam. If those scores still produce a tie, then the last four digits of each employee's Social Security Number will determine seniority, with the lowest number having the greater seniority.

Section 6: Bargaining unit members who are reinstated or re-employed from layoff within twenty-four (24) months of the layoff date will retain all previously accumulated seniority, but will not be credited with seniority for the time spent on layoff.

Section 7: An employee transferred or promoted to a position outside the bargaining unit who is returned by the Township to the bargaining unit shall be entitled to his/her fully accrued seniority.

Section 8: An employee who retires or is separated by the employer because of a reduction in force, will have the option to receive sick time as outlined in Article 21, unused vacation, comp, and personal time.

Section 9: If a part-time officer is hired as a full time police officer their seniority date will be adjusted with the following formula. For every 2,080 hours worked part-time the officer may receive one-year credit, but in no case shall the wage adjustment exceed two years.

ARTICLE 14 EXPECTATION REVIEW

Section 1: Officers Reviews are an integral part of communications between the employee and supervisor. Reviews for employees shall be conducted every quarter of service. Additional evaluations may be conducted as needed.

Section 2: Promotions shall be based upon the scores received from an independent test plus Employer's discretion, the weight to be determined by the Employer. Before an officer may take a test they must have worked for the Township as a full-time officer for five (5) years.

ARTICLE 15 LAYOFF AND RECALL

Section 1: Members of the bargaining unit may be laid off only for lack of work or lack of funds.

Section 2: In the event of a layoff situation, members of the bargaining unit will be laid off in accordance with their bargaining unit seniority (full-time service) last hired are the first to be laid off. If the Township, due to economic need, reduces the number of officers, then the Sergeant with the least seniority would be reduced and could bump down to a patrolman. Lay off will be in accordance with their departmental seniority (last hired, first laid off). Seniority will be based upon the full-time hire date of that officer.

Section 3: A member of the bargaining unit who is laid off shall be subject to recall from layoff for a period of two (2) years.

Section 4: A recall from layoff will be based upon their bargaining unit seniority (last laid off, first recalled).

Section 5: Before any full-time employee may be laid off, all part-time, temporary, casual or auxiliary employees will be laid off.

Section 6: Notice of recall shall be sent to the employee's last known address listed on the Township's records and shall be sent by certified mail or hand-delivered. An employee who does not report to work within fourteen (14) calendar days from the date the Township sends or delivers to the employee a recall notice shall be considered to have resigned his position.

Section 7: In case of layoffs, the Township shall give the OPBA and the affected employees as much advance notice as is possible, but at least fourteen (14) calendar days prior to the reduction in force.

Section 8: In the event the Township disbands the Medina Township Police Department, each full-time officer shall be offered the following severance package based on the following terms.

- A) Only the base wage will be paid to the officer.
- B) Health care coverage shall continue in its form at the time the department is disbanded.
- C) Officers will be paid accumulated vacation, personal time and compensatory time.
- D) Sick days will be paid in the same manner as if the officer retired.
- E) Pay continuation will be based on number of full years of service or anniversary date:

- a) Less than one-year service – 0
- b) One year of service – One-month base wage and benefits as outlined in 1 & 2 of this section.
- c) Two years of service – Two months' base wage and benefits as outlined in 1 & 2 of this section.
- d) Three years of service – Three months' base wage and benefits as outlined in 1 & 2 of this section.
- e) Four years of service – Four month's base wage and benefits as outlined in 1 & 2 of this section.
- f) Five years of service – Five month's base wage and benefits as outlined in 1 & 2 of this section.
- g) Six years or more – Six months' base wage and benefits as outlined in 1 & 2 of this section.

ARTICLE 16 DUTY HOURS

Section 1: The regular work week for all bargaining unit members shall be (40) hours and shall be defined as seven (7) days, beginning on Sunday and running through Saturday. The Chief shall take best efforts to schedule consecutive days off for the bargaining unit employees, but such shall be in the Chief's discretion.

Section 2: A "tour of duty" for a bargaining unit member means the normal shift to which the employee is scheduled to work. The Chief of Police may perform bargaining unit work when needed. Auxiliary and volunteer employees shall not perform bargaining unit work.

Section 3: The Township shall use its best efforts to post the work schedule thirty (30) days in advance of the first effective date of the schedule and shall not be changed by the Employer for the sole purpose of avoiding payment of overtime. Every possible attempt will be made to adhere to that schedule by both the department and the bargaining unit. Shifts shall be bid by seniority every four (4) months for the following periods:

January -April
May -August
September -December

Section 4: Part Time Officers. The Township may hire up to five (5) part-time officers not to exceed all full-time officers including Sergeants, excluding Chief. Part-time officers wage rate will not exceed 90% of the full-time starting rate.

Section 5: Light Duty Assignment.

A. In the event of an off duty/on duty injury sustained by an employee and upon written recommendation of their physician, employees shall have the option to work a light duty/alternative work assignment. Employees shall perform such work in lieu of their regular duties, even if such work requires modifying their regular work schedule.

B. In the event of an employee pregnancy, and upon written recommendation of their physician, pregnant employees shall have the option to be reassigned to light duty/alternative work for the last 6 months of the pregnancy. If light duty/alternative work is needed prior to the last six months of pregnancy or after birth due to a medical restriction imposed by the employee's physician, as a result of her pregnancy/birth, a written physician's note must be provided.

1. A pregnant employee on light duty/alternative work assignments may carry a concealed weapon.
 2. Light duty/alternative work assignments for pregnant employees shall avoid:
 - Alternating shift work
 - Firearms training, except simulated training
 - Exposure to high concentrations of toxins, chemical or infectious agents, or controlled dangerous substances.
- C. Light duty/alternative work assignments will be chosen/approved by the employees' direct supervisor or the Chief of Police.
- D. When an employee returns to full duty after light duty/alternative work assignments, employees shall provide a doctor's note releasing them to full duty.
- E. Lactation breaks: A rest period will be permitted for employees to express milk for their child for one year after the child's birth (U.S Department of Labor). In general, a 30-minute break will be considered reasonable. If more time is required, a supervisor can permit the employee to have an additional 30-minute break during the shift. These breaks can be combined if needed.
- F. An officer desiring to take a lactation break shall notify her supervisor prior to taking a lactation break. Such breaks may be reasonably delayed if they would seriously disrupt patrol division operations.
- G. Once a lactation break has been approved, the break should not be interrupted except in emergency or exigent circumstances.
- H. A reasonable effort will be made to provide the lactating employees with the use of an appropriate room. An employee may also use her residence if she resides in Medina Township and with supervisor approval

ARTICLE 17 OVERTIME

Section 1: "Overtime hours" means hours or fractions thereof which are worked by a bargaining unit member in excess of:

- A) Twelve (12) consecutive hours within a twenty-four (24) period; or
- B) Forty (40) hours within the regular work week.

Section 2: Overtime compensation shall be compensated at the rate of one and one-half the bargaining unit member's hourly rate of pay.

Section 3: Whenever approved by the Chief, employees called in to work or appearing in court on behalf of the Employer while off duty, shall be paid for the actual time worked or a minimum of three hours of overtime, whichever is greater. Officers shall be entitled to more than one minimum pay on the same day if the call-in/court appearance occurs three (3) or more hours after the first required call-in/court appearance.

Section 4: Officers who attend scheduled staff meetings shall be paid for two (2) hours of straight time or overtime based on the officer's schedule during the staff meetings. The Township agrees to hold a minimum of two (2) general departmental meetings per calendar year.

Section 5: All overtime, including but not limited to: Overtime hours worked, court time, call in time and department meetings, shall be allowed to be turned in for compensatory time. Each Employee may request to take overtime as paid compensation or compensatory time. The Chief may deny the use of compensatory time on the grounds that the use of compensatory time will create the need for other Employees to work overtime, and/or that emergency conditions exist.

An Employee shall be entitled to accumulate compensatory time not to exceed forty (40) hours at any given time. Compensatory time of more than 5 hrs. may not be carried over from year to year. Compensatory time of 5 hours or less shall be carried over to the next year.

Requests for compensatory time shall be made no later than 48 hours for the date requested and no earlier than six (6) weeks prior to the date requested. Should compensatory time be requested by two (2) employees at the same time to be taken at the same time, seniority shall prevail. However, compensatory time will generally be granted on a first-come, first-serve basis. If an employee with greater seniority requests compensatory time on a date that has already been requested and approved by the Chief for an employee with lower seniority, that time will not be granted.

Compensatory time shall be charged in minimum units of one hour.

Upon the Employee's request, accumulated compensatory time totaling more than 5 hours may be cashed-in to be paid within thirty (30) days after submittal. Hours are earned at 1 and ½ times and paid at straight time. For example, work four (4) hours over-time, compensatory time taken would be at six (6) hours. Compensatory time paid is not part of 40-hour week for overtime purpose.

Section 6: All full-time officers are entitled to personal time upon their anniversary date based on the following schedule:

- a. First anniversary 10 hours.
- b. Second and third anniversary 20 hours.
- c. Forth to ninth anniversary 30 hours.
- d. Tenth anniversary and each year thereafter 40 hours.

A) Personal time cannot be used on any holiday.

B) Personal time shall be paid at the employees' regular rate of pay, and must be scheduled at least eight (8) hours in advance, unless it is an emergency and approved by the chief.

C) Personal time may be denied if taking said time creates overtime for the replacement.

D) If any time remains at the end of the period, the officer shall be paid at straight time. This will be paid during the month of December of each calendar year.

E) Personal time paid is not part of the forty (40) hour workweek for overtime purpose.

ARTICLE 18 VACATION

Section 1: Each full time employee shall earn and be entitled to vacation in accordance with the following schedule:

A. All bargaining unit employees with less than four (4) years of completed full-time departmental service shall accrue 3.08 hours of paid vacation time every two (2) weeks (bi-weekly) so that said employees accrue eighty (80) hours of paid vacation time over the period of a calendar year.

B. All bargaining unit employees with four (4) years of completed full-time departmental service but less than nine (9) years of completed service shall accrue 4.62 hours of paid vacation time every two (2) weeks (bi-weekly) so that said employees accrue one-hundred and twenty (120) hours of paid vacation time over the period of the calendar year.

C. All bargaining unit employees with nine (9) or more years of completed full-time departmental service shall accrue 6.154 hours of paid vacation time every two (2) weeks (bi-weekly) so that said employees accrue one-hundred and sixty (160) hours of paid vacation time over the period of a calendar year.

Section 2: A vacation draw will take place 45 days before each scheduling period. Officers shall schedule on the basis of full-time departmental seniority. No more than three officers (including Sergeants) may be granted time off at the same time. In the event the total numbers of officers (includes Sergeants, excludes Chief) are reduced to six, then the number of officers that may be on vacation at one time drops to two. All other vacation time not selected in the draw period shall be awarded and approved on a "first come, first serve basis".

Section 3: All requests for use of vacation leave shall be submitted to the Chief for approval and such approval shall not be unreasonably denied. The Chief shall act upon requests within one (1) week of submittal.

Section 4: A schedule of approved vacation leave requests shall be posted on the Union bulletin board.

Section 5: During the month of December each year, up to forty (40) hours of accrued but unused vacation time will be paid to an employee upon two (2) weeks prior written notice submitted by the Officer to the Medina Township Fiscal Officer. The request must match the payroll cycle.

Section 6: Notwithstanding any other provision of this agreement, during the three (3) years immediately preceding a bargaining unit member's retirement, such employee may cash out his/her current year's vacation.

Section 7: Vacation not taken and/or cashed out per Section 5 in the year following its accrual, may be carried over to the next year. In no case may any employee's carry-over more than two hundred forty (240) hours of vacation time.

Section 8: Vacation pay shall be paid at the regular base rate of pay applicable at the time a vacation is taken for the employee's job classification.

ARTICLE 19 HOLIDAYS

Section 1: All full-time employees shall receive five (5) hours of holiday pay per pay period for twenty-six (26) pay periods per year for a total of one hundred thirty (130) hours over a calendar year. Such hours shall be paid at the officer's regular hourly rate and shall be paid whether the officer works a holiday or does not.

Section 2: For Christmas Day, July 4th, Thanksgiving Day and New Year's Eve, officers working that day shall be paid at double-time. If an officer works over (40) hours in a defined week, which includes a "Premium Holiday, the officer shall be paid time and one half for hours over (40).

For overtime worked, on said holiday(s), officers shall be paid double-time. For purposes of this section, said rates of pay shall be applicable to all shifts commencing on a holiday and shall be paid for the shifts entirety, even if it extends to the next day. Shifts not commencing on the holiday shall not receive said pay.

Section 3: If an officer is scheduled to work on a recognized national holiday, and the officer desires that day off, the Officer must submit a request, on the proper form, to the Chief for consideration. If scheduling permits, the Chief may approve the request for that day off, but no additional day or time will be given off, or paid. Approval of requests for time off will be based on departmental seniority. No officer will be approved to take off all days recognized as national holidays in a single calendar year. The Chief will consider the number of requests for particular days off, and will make every effort to balance holiday schedules to accommodate the needs of the Department as well as those of individual members. In all cases, the Chief will exercise final authority and approval to determine scheduled time off. "Recognized national holiday are New Year's Day (Jan.1); Martin Luther King Day (3rd Monday in Jan.); President's Day 3rd Monday in Feb.)" Memorial Day (last Monday in May); Independence Day (July 4); Labor Day (1st Monday in September;) Columbus Day (2nd Monday in October) · Veterans' Day (November 11th;) Thanksgiving Day (4th Thursday in November); Christmas Day (Dec. 25).

ARTICLE 20 SICK LEAVE

Section 1: Each full-time employee shall accrue 4.62 hours of sick leave per pay period (bi-weekly), so that they accrue one hundred twenty (120) hours per calendar year.

Section 2: The Township will offer a sick time incentive program beginning July 1, 2013 and each year thereafter. If an officer uses no sick days on a six-month period, they will receive 10 hours of personal time. The periods shall be from July 1st to December 31st and January 1st to June 30th each year. The sick time incentive is over and above the personal time as outlined in Article 18, Section 6.

Section 3: Sick leave under this article may be requested for the following reasons:

- A. Illness or injury of the employee or his spouse, parents or children.
- B. Medical, dental or optical examinations or treatment of the employee or his spouse, parents or children, if such examinations or treatments cannot be scheduled outside of normal work hours.
- C. Pregnancy, childbirth and/or related medical conditions.
- D. Death of an immediate family as described in the Bereavement Article 24.
- E. Upon the Chief's discretion.

Section 4: If an employee is absent for more than three (3) consecutive days (exclusive of Section 2(d)), he/she will be required to present a physician's certificate as a condition of receiving Sick Leave pay. The Township maintains the authority to investigate the circumstances and legitimacy of any employee's absence.

Section 5: The payment for each Sick Leave day taken shall be based upon the employee's hourly rate times the number of hours in his normal work day.

Section 6: Each bargaining unit employee may accumulate a maximum of one thousand five hundred (1500) hours of paid sick leave.

Section 7: Sick Leave shall be charged in minimum amounts of one (1) hour.

Section 8: An employee who requests Sick Leave must contact the department each day of his absence at least four (4) hours before his scheduled starting time or if such is not practicable, the earliest time for which it is practicable. In the event the officer's doctor has stated that the officer must remain off duty for more than one day, the officer must report the expected duration of his/her absence rather than contacting the department each day. Failure to do so may result in denial of Sick Leave for the period of absence. The employee will submit to any medical examination which the Township or its designee deems necessary at the Township's expense.

Section 9: Vacation Leave may be used for Sick Leave purposes at the employee's request and the approval of the Township or its designee, after Sick Leave is exhausted. Employees who have exhausted all Sick Leave and Vacation Leave credits may, at the discretion of the Township, be granted a personal leave of absence without pay for a period not to exceed six (6) months.

Section 10: An employee who fraudulently obtains Sick Leave or who alters a physician's certificate or falsifies Sick leave records shall be subject to disciplinary action, up to and including discharge.

Section 11: At the time of retirement (or upon death) from active service with the Township, providing that the employee has completed ten (10) or more years of continuous service in the Medina Twp. Police Department, the employee may elect, by filing written notice to the Fiscal Officer within thirty (30) days prior to the effective date to be paid in cash for the value of his/her accrued but unused paid sick leave at the rate of fifty cents on the dollar. Such payment shall be based upon the employee's current base hourly rate of pay. Such payment shall eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made only once to an employee during his/her lifetime. Upon the death of an employee while in active service with the Township Police Department, the employee's estate shall be paid in cash for the values of all his/her accrued but unused paid sick leave at the rate of fifty cents on the dollar.

Section 12: An Employee will receive a gift of 80 hours paid leave from the township for each birth. These hours will not exceed 80 hrs. for each event. (EX: twins, triplets, etc.)

Section 13: Sick time paid is not part of the 40-hour work week.

ARTICLE 21 JURY DUTY

Section 1: After receiving a notification of jury duty, the employee shall give notice to the Chief or Supervisor. Employees shall be paid for jury duty in accordance with Township policy as established on August 11, 2003 as set out August 21, 2003.

ARTICLE 22 MILITARY LEAVE

Unpaid military leave of absence will be granted to employees who are absent from work because of service in accordance with applicable Federal and State law (USERRA, 384301, et seq., O.R.C. Title 59 §§5903, et seq., 5923.05). Employees may use any available paid time off during a military leave. Employees shall be entitled to all such statutory benefits, whether by state or federal law.

ARTICLE 23 LINE OF DUTY INJURY LEAVE

If a member of the Police Department suffers a serious injury as a result of performing his/her duties within the scope of his/her regular employment, such Employee shall be placed on paid Line of Duty Injury Leave, per the following provisions.

The term "serious injury" shall include physical injury, disease, gunshot wound, stabbing or other acts of physical violence by a third party which cause personal physical damage resulting in extended hospitalization and/or recuperative periods. Serious injury also includes communicable diseases contracted by Employee, if the employee can prove that such disease was contracted as a result of the performance of his/her duties as defined in this section.

A full-time Employee who suffers a serious injury as a result of performing his/her duties within the scope of his/her regular employment shall be compensated during the duration of such disability. Such * compensation shall be paid whether or not the member of the Police Department has accumulated sick leave, and shall not be deducted from sick leave. At the expiration of the six (6) month period identified in this section, the Police Commissioner may, at his or her discretion, extend this period for up to ninety (90) days.

An Employee, who suffers a serious injury as a result of performing his/her duties within the scope of his/her regular employment, shall be paid his/her regular compensation during the duration of such disability not to exceed 1040 paid hours. Such may be extended by the Police Commissioner per the above.

Any Employee who obtains a paid leave under this Section shall file for Workers' Compensation and sign a waiver, assigning to the Township those sums of money (e.g. temporary total disability benefits) he or she would ordinarily receive as his/her weekly compensation as determined by law for those number of weeks he/she received benefits under this Section.

A certificate of the attending physician or surgeon certifying to the service-related disability and the cause thereof shall be filed with the Police Chief or his designee before the last day of each month (or more often at the request of the Police Chief) for which disability continues.

As a condition of receiving line of duty injury leave, an Employee shall submit to a medical examination by a medical professional chosen by the Township if the Township so requires. The Township may also require the Employee to submit to medical examination(s) to clear the Employee to return to work. The Township will pay for the aforementioned medical examinations

ARTICLE 24 BEREAVEMENT

In the event the officer has a death in his/her, or spouses, immediate family, up to three (3) days may be used for bereavement. Those days will not be counted as sick days.

Death of an immediate family member to include spouse, father, mother, sister, brother, mother-in-law, father-in-law, grandchildren, child, step-child step-parents and grandparents or other blood relative for whom an employee may have custodial responsibility.

In the case of a family member not mentioned above, one day of leave with pay may be granted to attend the funeral of the deceased without loss of any accumulated benefits, subject to the Chief's discretion.

ARTICLE 25 WAGES

Section 1: All Bargaining Unit employees shall be paid in accordance with the scale provided herein. As used below, "years of service" means full-time service with the Medina Township Police Department. Officers shall progress along the scale on their anniversary date at the rate set for that time. (See Exhibit a Spreadsheet.)

The Township shall have two steps for Sergeants. Step 1 will be a Sergeant that is appointed by the Board of Trustees that meets the minimum requirements for the position of Sergeant. Step 2 will be a Sergeant that has met the requirements of Step one plus one of the following certifications, PELC or CLEE.

Patrolman	2021	2022	2023	2024
0 -1st Anniversary	22.36	23.25	24.18	25.15
2nd Anniversary	24.42	25.40	26.42	27.47
3rd Anniversary	26.12	27.16	28.25	29.38
4th Anniversary	28.39	29.53	30.71	31.94
Sergeant	2021	2022	2023	2024
Step 1	30.91	32.15	33.44	34.78
Step 2	33.82	35.17	36.58	38.04

Wages shall be the wage structure effective on 1-1-2022 and will be in effect until 12-31- 2024.

Section 2: In the event a new officer is hired he/she will be assigned an FTO that holds the rank of patrolman. For an officer to qualify for an FTO they must have a minimum of 5 years of full time experience with the Medina Township Police Department. The Chief of Police has sole right to determine the selection of an FTO. The FTO will be compensated at a rate of \$1.00 per hour during the time of the FTO program. In some cases, more than one FTO may be utilized but at no time will more than one FTO be paid for the same trainee.

Section 3: Shift Differential: Effective January 1st, 2022, Employees shall be paid an additional one dollar (\$1.00) per hour pay differential for employees assigned to working the third shift. Effective January 1st, 2022, Employees shall be paid an additional fifty cents (\$.50) per hour pay differential for employees assigned to working second shift.

Employees will receive the corresponding differential for all hours worked during that bid period.

Section 4: Lateral Transfer.

All newly hired, full time employees, shall be credited for full time service as a police officer with another jurisdiction. To be considered for lateral transfer, employees shall have at least one year of full-time continuous law enforcement patrol experience. Said employees shall be credited for that service for wages This section in no way allows newly hired employees benefits to longevity or seniority. Law enforcement patrol experience will be determined at the chief's discretion. No time other than sick leave shall be transferred from a previous agency.

ARTICLE 26 LONGEVITY

Section 1: Beginning on each bargaining unit member's sixth (6th) anniversary of full-time employment with the Medina Township Police Department, while actively employed full time by the Medina Township Police Department, the bargaining unit member shall be entitled to receive longevity pay as set forth in the table below:

Six	(6) years	\$ 550.00
Seven	(7) years	\$ 650.00
Eight	(8) years	\$ 750.00
Nine	(9) years	\$ 850.00
Ten	(10) years	\$ 950.00

Eleven	(11) years	\$1,050.00
Twelve	(12) years	\$1,150.00
Thirteen	(13) years	\$1,250.00
Fourteen	(14) years	\$1,350.00
Fifteen	(15) years	\$1,500.00

Longevity payment is capped at fifteen hundred dollars (\$1,500.00) for fifteen (15) or more years of full time employment.

Section 2: Longevity pay pursuant to this section shall be paid at the time of the first regular pay after the officer's full time anniversary date.

ARTICLE 27 INSURANCE

Section 1: Medical and Hospitalization Insurance. Employer shall provide each bargaining unit member and his/her family medical, hospitalization and prescription drug insurance coverage's. The employer shall establish and enter into an agreement with an agency providing a Health Savings Plan. Employer certifies that this plan meets the requirements of a Qualified High Deductible Health Plan (QHDHP) and meets the Internal Revenue Tax Code requirements for the conditions stated herein.

Each full-time member of the bargaining unit, who does not opt out, will have established for him or her a Health Savings Account (HSA) at an institution that is authorized to provide this service. Administrative costs associated with this account shall be borne by the employee.

The Employer shall make an annual payment to each employee's HSA, tax free, in accordance with the following schedule:

\$3,000.00 for each employee who elects individual coverage;

\$6,000.00 for each employee who elects family coverage.

These amounts shall be paid into each employee's account by January 15th of each year.

The participating employee shall pay fifteen percent (15%) of the premium cost of the HDHP. Such contribution shall be made on a bi-weekly basis.

Section 2: New Hires: Employees hired on a full time basis after the annual funding date shall receive a pro-rated amount, for each month the Employee is on the Plan, based upon the current Employer contributions of \$3,000 single/\$6,000 family.

Section 3: The Township shall provide single and/or family benefits and coverage for dental insurance. Such plan shall be generally considered standard and the member shall pay sixteen percent (16%) of the premium. Such contribution shall be made on a bi-weekly basis. If a bargaining member opts-out of coverage, dental coverage will not be provided under the plan.

Section 4: The Township shall offer disability coverage to each Member. The total cost of the coverage will be paid for by the employee.

Section 5: The Township shall provide term life insurance entirely funded by the Township in the amount of \$30,000.00.

Section 6: Opt Out Election -Employees Opting-Out of Major Medical-Hospital-RX coverage are not eligible for Dental or Vision insurance coverage through the Employer Sponsored plans.

Medina Township full time employees are eligible for "opt-out" payment in lieu of health insurance in compliance with ORC 505.603(a) and meeting the requirements of section 125 of the "internal Revenue Code of 1986," 100 STAT 2085, 26 U.S.C.A. 125.

Cash payments may not exceed twenty-five percent of the cost of premiums or payments that otherwise would be paid by the board for benefits for the full-time employee under an offered policy, contract, or plan.

"Opt-out" payments will be the maximum as outlined in the Internal Revenue Code. Annually, these amounts will be verified by the fiscal officer to insure amounts do not exceed the 25% cap.

No payment in lieu of a benefit shall be made pursuant to this section unless the employee signs a statement affirming that the employee is covered under another health insurance or health care policy, contract, or plan, and setting forth the name of the employee, if any, that sponsors the coverage, the name of the carrier that provides the coverage, and an identification number of the applicable policy, contract or plan.

Employees Opting-Out of Major Medical-Hospital-RX coverage are not eligible for Employer funding of High Deductible Health Plan -Health Savings Accounts. If an Employee re-enters or enters the plan due to a Qualified Event, the employee shall receive a pro-rated amount for each month the Employee is on the Plan. The employee will only be eligible for the pro-rated amount based on the annual funding amount (\$3,000 Single, \$6,000 Family). No contributions will be made retroactively.

ARTICLE 28 EDUCATION AND SERVICE TIME PREMIUM PAY

An employee who holds a degree from an accredited university or college shall be paid the following hourly premium based upon the highest degree held or an employee who has continuous fulltime service with the Township shall be paid the hourly premium as follows:

Associate's Degree or 4 years fulltime continuous service with the Township	\$1.00/hr.
Bachelor's Degree or 8 years fulltime continuous service with the Township	\$1.50/hr.
Master's Degree or 15 years fulltime continuous service with the Township	\$2.00/hr.

ARTICLE 29 UNIFORM ALLOWANCE

Section 1: Each bargaining unit employee shall receive a maximum uniform allowance of one-thousand five hundred (\$1,500) dollars per calendar year.

Section 2: The employee shall purchase required uniforms. They must be the type and quality that is outlined in the Policy and Operations Manual of the Medina Township Police Department. The Supervisors are responsible for assuring the professional dress standards are met. Medina Township Police Department will no longer provide any cell phones to police officers who are part-time or are covered in the Collective Bargaining Agreement. Members of the Medina Township Police Department will be furnished with a bulletproof vest (replaced every five years), a duty weapon, and an off duty weapon.

Section 3: The employer shall issue new employees all required uniforms and equipment necessary for the performance of the duties of a Police Officer, in lieu of the first calendar year's uniform allowance. The Chief shall establish a list of the necessary items for new-hire expenditures. The first uniform allowance payable on the following year shall be pro-rated. For example: (Employee hired on July 1st, will receive one-half (1/2) of the annual uniform allowance.

Section 4: Bargaining unit employees who leave the service, during the probationary period for any reason, except for disability or death, shall reimburse the employer for all expenditures incurred by the employee for the initial uniform issue.

Section 5: Uniform allowance shall be paid in a check with the first full paid period in March of each calendar year. The Township may replace any and all equipment or uniforms lost or damaged in the line of duty, at the discretion of the Chief of Police.

ARTICLE 30 CONFORMITY TO LAW

Section 1: The intent of the parties is that this Agreement supersedes and replaces all Ohio Laws and regulations to the fullest extent possible and permitted by Chapter 4117 of the Ohio Revised Code.

Section 2: If the enactment of federal or state legislation, or a determination by a court of final and competent jurisdiction (whether in a proceeding between the parties or in one not between the parties) renders any portion of this Agreement invalid or unenforceable, such legislation or decision shall not affect the validity of the surviving portions of this Agreement, which shall remain in full force and effect as if such invalid portion thereof had not been included herein. In such event, the Employer and OPBA will, at the request of either party hereto, promptly enter into negotiations relative to the particular provisions deemed invalid or unenforceable.

ARTICLE 31 MISCELLANEOUS

Section 1: In any instance where the Employer sends an employee for a medical test, the Employer shall pay the cost of the examination and shall pay the employee for the time expended taking such examination.

Section 2: Medina Township will use direct deposit only.

Section 3: When attending in-service school, employees shall be reimbursed for the cost of mileage (if the officer uses his/her own car) and meals in accordance with current Township policy.

Section 4: While on duty, employees shall be entitled to reasonable time for meals. During this period, employees shall be readily available to answer calls.

Section 5: If the Employer has cause to believe that an employee poses a danger to himself or others due to the inability to perform his duties, the Employer may have the employee submit to a physical or psychological examination at the Employer's expense. The Employer shall provide written notification in advance to the OPBA and shall place the employee on paid administrative leave until the test results are received. The employee shall be given copies of all test results.

ARTICLE 32 DURATION OF AGREEMENT

Section 1: This Agreement between the parties is effective retroactive to January 1, 2022 and shall remain in full force and effect through 11:59:59 p.m. December 31, 2024 and thereafter from year-to-year unless notice of an intent to terminate, modify or negotiate a successor agreement is served by one party upon the other as provided in Section 4117.14 of the Ohio Revised Code.

Section 2: The parties have hereby caused this Agreement to be executed by their duly authorized representative, empowered to act on their behalf.

ARTICLE 33 EXECUTION

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed on this _____ day of _____, 2022.

FOR THE UNION

Hallie Snyder #1514
F. H. E.

DATE: 9-10-2022

FOR THE TOWNSHIP

[Signature]
Ray Eustace
Deane P. Kennedy

DATE: 8-24-2022

MEDINA TOWNSHIP

TRUSTEES MEETING

MEETING HELD 9/15/2022

NAME

ADDRESS

Sandra Bilek	3414 Hamilton Rd
Joshua Ebers	3412 Hamilton Rd
Allies Stacion	Staff
Maryannekman	5205 Baker