

MINUTES FOR APPROVAL

I would like to make a motion to approve the following minutes as written:

September 22, 2022, Special Trustee Meeting, Attending:
Mr. Johnson, Mr. Eastwood, Mr. Christopher

APPROVED BY MEDINA TWP. TRUSTEES

Date 7-10-2023

Trustee Chm. Long Eastwood

Trustee Christopher

Trustee _____

**MEDINA TOWNSHIP TRUSTEES
SPECIAL MEETING 7:00 PM
SEPTEMBER 22, 2022**

- I. ROLL CALL**
- II. BANKING DISCUSSION**
- III. BANK RECONCILIATION DISCUSSION**
- IV. BUDGET LINE-ITEM DISCUSSION**
- V. ADJOURN**

S-9-22-2022

ENTITY NAME: Medina Township

MINUTES TITLE: September 22, 2022, Special Meeting

BOARD NAME: Board of Trustees

TYPE OF MEETING: Special

VOTING SESSION: Yes

DATE: 9/22/2022

START TIME: 7:00 pm

END TIME: 7:52 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
Mrs. Angela Ventura	Present

IN ATTENDANCE

NAME	VISITOR/EMPLOYEE	COMMENTS
Nick Dominguez	Employee	
Chief Minek	Employee	
Sign in sheet for visitors	Visitor	Attached to Minutes

BANKING DISCUSSION

<p>DISCUSSION</p> <p>0:30 Minutes</p>	<p>Ms. Ventura reviewed the events of the weekend where she performed a check of banking activity, which she stated she does routinely after accounts and payroll are paid, to ensure the correct money amounts are processed and noticed there were 2 electronic transfers of money to a vendor that she did not recognize. Ms. Ventura stated that she contacted Westfield Bank to dispute the transfers and asked for a discussion on actions the Board could take to prevent this situation from happening again. Mr. Johnson and Ms. Ventura discussed the low volume of monthly and other periodic electronic money transfers and asked if there was a way to flag any out-of-the-ordinary electronic money transfers. At this point of the discussion, the Westfield Bank representatives, Chris Anzevino, and Nick Damato, provided a timeline of events for the errant money transfer attempts and stated that the transfers were stopped in time to avoid any loss to the Township. The Board and the Bank representatives discussed the ongoing process of investigating the issue and the programs the bank has available that could be used to avoid similar situations in the future. Ms. Ventura voiced concern about enrolling in the 'Positive-Pay' service, provided by Westfield Bank, due to the onus of liability shifting to the Township if a payment error were to occur. The security procedures the bank has in place were discussed and how additional scrutiny of Township money transactions are now in place to minimize risk to the Township.</p>
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BANKING DISCUSSION (continued)

DISCUSSION	<p>The Bank representatives provided further security levels available with Positive Pay and how unknown vendor transactions can be blocked if necessary. Mr. Eastwood asked if there were any other bank features or methods that can be used by the Township to minimize risk. Mr. Anzevino explained a 'sweep' method to move excess money out of a checking account and into a more secure savings account. Ms. Ventura and the Trustees discussed the current amount of funds at risk, the process of moving funds and accessibility of the funds. Ms. Ventura asked the bank representatives for the bank's policies on lost funds, what the funds recovery process involves and who is responsible for funds that cannot be recovered. Mr. Damato explained what protections and fund recovery methods are applicable for residential and commercial accounts and the timeframes that need to be met in order to recover funds lost due to fraudulent transactions. Mr. Damato also stated that closing a compromised account and opening a new account adds little new protection against fraud. Ms. Ventura asked the bank representative for more information on the Positive Pay upload process so that she can look into it further. Mr. Christopher asked how the ACH debit block process works. The Board and Bank representatives discussed ACH debit blocking and concluded that this would not be a process the Township would want to use at this time. Mr. Johnson thanked Mr. Anzevino and Mr. Damato for their insight and help with resolving the unauthorized electronic fund transactions issue.</p>
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BANKING RECONCILIATION DISCUSSION

DISCUSSION 39:42 Minutes	<p>Mrs. Ventura explained why the July Bank Reconciliation report was delayed and that she had to void a July Safety vest EFT grant payment that actually was paid in August with a physical check. Ms. Ventura also advised the Trustees that she received another grant payment for body cameras that she had no documentation for and asked the Trustees and Department Heads to follow the grant approval and grant acceptance process where applying for a grant and accepting a grant each be authorized by Trustee vote. Ms. Ventura asked that she be notified anytime money is accepted by a Township department. The Board discussed motions and resolutions needed to apply and accept grants. Mr. Johnson asked that a grant tracking form be kept going forward. The Board discussed who should be tracking grants.</p>
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BUDGET LINE-ITEM DISCUSSION

DISCUSSION 47:17 minutes	Mr. Eastwood stated that this agenda item was to discuss moving money within Service Department account codes and that this money movement can be accomplished through the normal purchase order process. The Board discussed assigning account codes to invoices to indicate where the funding should come from. Mr. Dominguez asked for clarification on Mr. Johnsons' request to have account codes placed on invoices for where the invoices have been paid from in the past. The Board asked that account codes be placed on repetitive invoices.
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MEETING ADJOURN

MOTION BY 52:14 minutes	Mr. Johnson: A motion was made to adjourn the meeting.
MOTION SECONDED BY	Mr. Eastwood
VOTING ROLL CALL	VOTE
Mr. Johnson	Yes
Mr. Eastwood	Yes
Mr. Christopher	Yes
VOTING RESULTS	YES: 3 NO: 0
	Meeting adjourned at 7:52 pm

NEXT SCHEDULED MEETING

TYPE OF MEETING	Special
DATE	9/26/2022
TIME	4:00 pm
LOCATION	Township Hall
COMMENTS	ARPA Funding Discussion

MINUTES PREPARED BY

NAME	TITLE	DATE
Nick Dominguez	Secretary	10/6/2022

ATTESTED BY

SIGNATURE	TITLE	DATE
	Fiscal Officer	

BOARD/COUNCIL CERTIFIED

SIGNATURE	TITLE	DATE
	Chairman	10/6/2023
	Vice Chairman	10/6/2023
	Trustee	

MEETING HELD 9-22-2022

ADDRESS

NAME	ADDRESS
Nick Damato	
Sandra Bielek	3414 Hamlin Rd
Jim Bielek	11 "