

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

November 3, 2022, Special Meeting #1

In Attendance:

Mr. Eastwood
Mr. Christopher

APPROVED BY MEDINA TWP. TRUSTEES
Date 7/20/2023
Trustee Chm. [Signature]
Trustee [Signature]
Trustee _____

**MEDINA TOWNSHIP TRUSTEES
SPECIAL MEETING - 5:00 PM
NOVEMBER 3, 2022**

- I. ROLL CALL**
- II. ELIMINATING PD PAPER OVERTIME TIMESHEETS DISCUSSION**
- III. ADJUSTING ACCRUAL RATES DISCUSSION**
- IV. SEVEN MINUTE PUNCH-IN / PUNCH-OUT RULE DISCUSSION**
- V. ADJOURN**

S 11-3-2022

ENTITY NAME: Medina Township

MINUTES TITLE: NOVEMBER 3, 2022, Special Trustee Meeting #1

BOARD NAME: Board of Trustees

TYPE OF MEETING: Special

VOTING SESSION: Yes

DATE: 11/3/2022

START TIME: 5:00 pm

END TIME: 5:37 pm

MEETING LOCATION: Medina Township Townhall

RECORD OF PROCEEDINGS:

CALLED TO ORDER BY: Mr. Doug Eastwood

RECORD OF PROCEEDINGS

BOARD/COUNCILMEMBERS ROLL CALL

NAME	PRESENT
Mr. Chuck Johnson	Not Present
Mr. Doug Eastwood	Present
Mr. Bruce Christopher	Present
Ms. Angela Ventura	Present

IN ATTENDANCE

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

ELIMINATING PD PAPER OVERTIME TIMESHEETS DISCUSSION

DISCUSSION 00:29 minutes	Trustee Eastwood gave a brief overview that this is about payroll process adjustments to eliminate the Police Departments paper over time, time sheets. Trustee Eastwood would like to move forward in eliminating this item. The Board discussed how to implement this new process to satisfy the auditor. Trustee Christopher, Ms. Ventura and Chief Minek went over the process in detail.
MOTION BY 07:15 minutes	Mr. Eastwood: A motion was made to eliminate the Police Department overtime slips beginning on our next pay period November 20, 2022.
MOTION SECONDED BY	Mr. Christopher
VOTING ROLL CALL	VOTE
Mr. Eastwood	Yes
Mr. Christopher	Yes
VOTING RESULTS	YES: 2 NO: 0
DISCUSSION	Trustee Christopher stated that he had a couple of motions he would like to make and go over. Trustee Eastwood explained that in a Special meeting the Board can only discuss the topics on the agenda. Ms. Ventura and Chief Minek discussed notes in Paychex and what procedure will be implemented if they are missing.

ADJUSTING ACCRUAL RATES DISCUSSION

DISCUSSION 09:47 minutes	The Board discussed working out details of accrual rates for all departments township wide taking everyone to 4.7 hours. The Board would like to make it even, fair, and simpler across the board. The details will need to be discussed further and brought back to the Board for approval. Chief Minek would like to discuss the accrual adjustments with the union.
MOTION BY 20:53 minutes	Mr. Eastwood: A motion was made to allow Chief Minek to discuss the accrual adjustments with the union of our Police Department.
MOTION SECONDED BY	Mr. Christopher
VOTING ROLL CALL	VOTE
Mr. Eastwood	Yes
Mr. Christopher	Yes
VOTING RESULTS	YES: 2 NO: 0

SEVEN MINUTE PUNCH-IN/PUNCH-OUT RULE DISCUSSION

DISCUSSION 09:47 minutes	Trustee Eastwood explained that this discussion is for time management purposes to make time-punch less stressful. The Board discussed the pros and cons of the seven-minute system and how it would work in the Police department. The goal would be to have the punch-in/punch-out system in place by January 1, 2023. The Board would like to continue discussion and move forward to improve our payroll system.
MOTION BY 34:57 minutes	Mr. Eastwood: A motion was made to allow Chief Minek to address the union regarding the payroll system and timing to see if we can make adjustments.
MOTION SECONDED BY	Mr. Christopher
VOTING ROLL CALL	VOTE
Mr. Eastwood	Yes
Mr. Christopher	Yes
VOTING RESULTS	YES: 2 NO: 0

MEETING ADJOURN

MOTION BY 35:22 minutes	Mr. Eastwood: A motion was made to adjourn the meeting.
MOTION SECONDED BY	Mr. Christopher
VOTING ROLL CALL	VOTE
Mr. Eastwood	Yes
Mr. Christopher	Yes
VOTING RESULTS	YES: 2 NO: 0
	Meeting adjourned at 5:37 pm

NEXT SCHEDULED MEETING

TYPE OF MEETING	Special
DATE	11/3/2022
TIME	6:00 pm
LOCATION	Township Hall
COMMENTS	JEDD Meeting

MINUTES PREPARED BY

NAME	TITLE	DATE
Krissy Moore	Office Assistant	11/28/2022

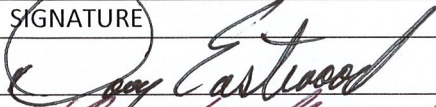
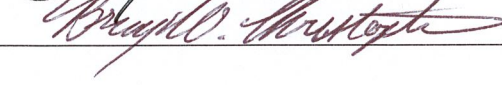
MINUTES EDITED BY

NAME	TITLE	DATE

ATTESTED BY

SIGNATURE	TITLE	DATE
	Fiscal Officer	

BOARD/COUNCIL CERTIFIED

SIGNATURE	TITLE	DATE
	Chairman	7-20-2023
	Vice Chairman	7-20-2023
	Trustee	7-20-2023

