

**RECORD OF PROCEEDINGS
MINUTES OF ORGANIZATIONAL MEETING
JANUARY 4TH, 2011**

The Medina Township Board of Trustees held an Organizational Meeting at the Medina Township Hall on January 4th, 2011, to conduct the business of the Township. Chairman Todd called the meeting to order at 7:00 pm with the following Trustees in attendance: Michel D. Todd, Sarah (Sally) Gardner and Ray Jarrett. Also in attendance were the Fiscal Officer, Police Chief, Fire Chief, Road Foreman, Sports Field Manager, Zoning Inspector and the general public.

Roll Call

Mr. Todd asked for a roll call of all members present. Trustees present were Mr. Todd, Mrs. Gardner and Mr. Jarrett.

Pledge

Mr. Todd led the Pledge of Allegiance.

ORGANIZATIONAL

Election of Officers

Mr. Todd motioned to pass the temporary chairmanship over to Fiscal Officer, Therese George. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mrs. Gardner.

Mrs. George entertained a nomination for Chairperson of the Board. Mrs. Gardner nominated Ray Jarrett. Mr. Todd seconded the nomination. Roll call vote: Mrs. Gardner aye, Mr. Todd aye and Mr. Jarrett abstain. Mr. Jarrett nominated Mike Todd. Mrs. Gardner seconded the nomination. No vote was taken. Mr. Jarrett motioned to remove Terry as temporary chair at this time. Mrs. Gardner seconded the motion. Voting aye thereon: Mr. Jarrett, Mrs. Gardner and Mr. Todd.

Mr. Jarrett motioned to nominate Mike Todd as Vice-Chair. Mrs. Gardner seconded the motion. Roll call vote: Mr. Jarrett aye, Mrs. Gardner aye and Mr. Todd abstain.

Mr. Jarrett motioned to enter into Executive Session to discuss the organizational meeting and appointments and Boards for 2011. Mrs. Gardner seconded the motion. Voting aye thereon: Mr. Jarrett, Mrs. Gardner and Mr. Todd. The Board entered into Executive Session at 7:06 pm with Sally Gardner, Mike Todd, Ray Jarrett and Therese George. The Board reconvened from Executive Session at 8:30 pm where Trustees Ray Jarrett, Sally Gardner, Mike Todd and Fiscal Officer Therese George met. No decisions were made.

Mr. Jarrett called the public meeting to order at 8:31 pm. Roll call: Ray Jarrett, Sally Gardner and Mike Todd.

Nominations for Chairman and Vice-Chairman

Mr. Jarrett opened the floor for nominations for Chair of Medina Township. Mrs. Gardner nominated Mike Todd. Mr. Jarrett seconded the nomination. Roll call vote: Mrs. Gardner aye, Mr. Jarrett aye and Mr. Todd abstain. Mr. Todd was made Chairman.

Mr. Todd opened the floor for appointments for Vice-Chair. Mr. Jarrett nominated Sally Gardner. Mr. Todd seconded the nomination. Nominations were closed. Mr. Todd motioned to make Sally Gardner Vice-Chair of the Medina Township Board of Trustees. Roll call vote: Mr. Jarrett aye, Mr. Todd aye and Mrs. Gardner abstain.

Slate of Appointments

Resolution No. 01042011-001

Mr. Todd motioned to put forth a resolution for the Organizational minutes and make it continuing until all nominations are finished:

- | | |
|--|---|
| Building Superintendent: | Sally Gardner |
| Cemetery Superintendent: | Mike Todd |
| War Memorial Superintendent: | Mike Todd |
| Service Dept. Superintendent: | Mike Todd |
| Service Department: | Dennis Miller, Working Foreman Edward Kerr, Asst. Working Foreman Jeff Kessler, Sports Field Mgr/Roadman |
| Fire Commissioner: | Sally Gardner |
| Fire Department: | Mark Crumley, Fire Chief Shawn Kasson, Asst. Fire Chief Mark Roberts, Captain Lee Hlas, Lieutenant Brian Draiss, Lieutenant Steve Schmitt, Lieutenant Scott Vargo, Lieutenant |
| Volunteer Firefighter's Dependent Board: | Sally Gardner Ray Jarrett, Alternate |
| LST Representative | Sally Gardner Mike Todd, Alternate |
| Police Commissioner: | Ray Jarrett David Arbogast, Police Chief |
| Medina Countywide Emer. Mgmt. Agency: | Ray Jarrett Sally Gardner, Alternate |
| Zoning Liaison | Sally Gardner |
| Zoning Inspector | Elaine Ridgley |
| Asst. Zoning Inspector/Clerk | Mary Ann Heiss |
| Zoning Bd. of Appeals Secretary | Kim Ferencz |
| Zoning Commission Secretary | Kim Ferencz |
| Township Secretary/Asst. Fiscal Officer: | Cecelia Goe |

Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mrs. Gardner.

Health Care Plan

A health care plan will be offered to full-time employees, with employees responsible for 15% of premium for medical, dental and vision Insurance, deductibles and co-pays excluding those covered under the collective bargaining agreement. Part-time employees are also offered medical, dental and vision plans where they will be responsible for 100% of their premium. It should be noted that part-time employees are not eligible for healthcare savings accounts reimbursements. Full-time employees that choose or opt into the Health Care Plan will be reimbursed with their health care savings account in the same terms as offered to the Police Officers in the collective bargaining agreement.

Mr. Todd motioned to keep the health care plan the same for Medina Township for 2011. Mrs. Gardner seconded the motion. Voting aye thereon: Mr. Todd, Mrs. Gardner and Mr. Jarrett

TM1/4/11

Slate of Appointments Con't

Mr. Todd said wages would be frozen across the board outside of the Union Bargaining agreement.

Mr. Todd motioned to pay the following wages.

Township Secretary/Assistant Fiscal Officer

Township Secretary/Assistant Fiscal Officer to be paid \$14.50 per hour plus full-time employee benefits.

Zoning Inspectors

Zoning Inspector at \$16.00 per hour.

Assistant Zoning Inspector at \$14.00 per hour.

The Zoning Inspector and Assistant Zoning Inspector will be permitted to work 27 hours per week and they can be exceeded with approval of the Board of Trustees with prior notice.

Zoning Office Hours are 8:30 am to 2:00 pm Monday thru Thursday and 9:00 am to 1:00 pm Friday.

Zoning Secretary and Zoning Boards Members

Zoning Commission Secretary:

\$1432.22 annual salary plus \$30.00 per item on the agenda for meetings with minutes.

Zoning Board of Appeals Secretary:

\$1432.22 annual salary plus \$30.00 per item on the agenda for meetings with minutes.

Zoning Secretary:

\$11.05 per hour for retyping of Zoning Book including forms and Comprehensive Plan Book.

Zoning Commission Members:

\$40.00 per meeting attended and pre-approved workshops.

Zoning Board of Appeals Members:

\$40.00 per meeting attended and pre-approved workshops.

Alternates to Zoning Board and Zoning Board of Appeals:

\$40.00 per meeting attended and pre-approved workshops.

Chairperson of the Zoning Board:

\$40.00 per meeting for attending Trustees meeting where site plans are considered, County Planning Commission meetings where zoning issues within the boundaries of Medina Township are under consideration and for attending the Zoning Board of Appeals meetings. (Copy of agenda and sign in sheet to be submitted.)

Police Department

Part-Time Chief of Police:

\$24.79 per hour for no less than 20 hours and no more than 40 hours per week. Overtime is subject to provisions contained in employee handbook. Overtime is not to be worked except for a special event, holiday or road coverage.

Police Officers and Sergeants

Wage and benefit structure for the Police Department for 2011 will be per the negotiated contract.

Part-time Police Officers

\$14.50 per hour. Compensation for uniform allowance will be approved by the Board of Trustees on a case by case basis.

Slate of Appointments Con't

Information Officer

The Information Officer will be paid \$13.00 per hour plus full-time employee benefits. Uniform Allowance \$450.00 per year.

Fire Department

Part-time Fire Chief

\$24.79 per hour limited to 30 hours per week.

Firefighter/Officer

Medina Township Firefighter/Officers pay scale is per the pay rates established in 2008 and incorporate the pay scale by reference.

Probationary Firefighters: \$7.50 per hour.

Ed Kerr & Denny Miller Fire Department pay rate: \$22.35 per hour.

Fire Department Intern: \$7.50 per hour

Records Clerk (Part-Time Secretary)

Part-time Records Clerk (Secretary) shall be paid \$14.50 per hour.

Service Department

Mr. Todd motioned to approve the following:

| | |
|---|----------------|
| Denny Miller, Working Road Foreman | \$22.35 per hr |
| Ed Kerr, Working Asst Road Foreman | \$22.35 per hr |
| Jeff Kessler, Sports Field Mgr/Road Man | \$18.00 per hr |
| Don Kessler, Part-time | \$17.50 per hr |
| Ross Kerr, Part-time | \$16.10 per hr |
| Craig Plute, Part-time | \$14.50 per hr |

R&B Sick Hours and Comp Hours-(To be put in Employee Handbook)

The Road Department is entitled to accumulate sick leave on overtime hours in excess of 80 hours per pay period or 40 hours per week. Comp hours are capped at 80 hours: At the point that compensatory time exceeds 80 hours, it must be taken as paid compensation. Accrued compensatory time may be carried through to the next calendar year, not to exceed 80 hours. Sick time is not accrued when comp time is paid.

Clothing Allowance for Full-time R&B & Sports Field Mgr

The clothing allowance for full time Road and Bridge Department employees and the Sports Field Manager is \$500.00 per year.

Longevity Pay Clarification

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

FEES

Cemeteries

| | |
|--|--|
| Cemetery lot excavating for cremation: | \$100.00 with a limit of two (2) per lot |
| Cemetery lot excavating: | \$350.00 |
| Cemetery lots: | \$200.00 for Medina Township Residents |
| Cemetery lots: | \$600.00 for Non-Residents |
| Headstone footer: | \$300.00 |

False Alarm Fee

False Alarm Fee pursuant to ORC505.391

TM1/4/11

Fee's Con't

Sports Fields Fees

The charge is \$35.00 per time slot (3 hours) for Medina County Residents and \$50.00 per time slot (3 hours) for organizations that reside outside of Medina County

Zoning Fees

The Zoning Fees will be pursuant to Appendix V of the Medina Township Zoning Resolution.

Mileage

Mileage for the use of personal vehicles on Township business will be \$0.50 cents per mile.

Regular Meetings

Regular meetings will be held every other week on Thursday at 7:00 pm starting January 6, 2011. Department reports will be due the first meeting of every month.

Mailbox Replacement

Township Residents will be reimbursed for mail box replacement when a mailbox is damaged during snow removal operations, the Service Department will repair, if possible, or replace with a standard mailbox and post or compensate the owner for damage up to a maximum of \$40.00 for the cost of materials, standard box and post with owner responsible for the installation of the mailbox

Mrs. Gardner seconded the motion. Voting aye thereon: Mr. Todd, Mrs. Gardner and Mr. Jarrett.

Appointments/Reappointments of Zoning Commission and Zoning Board of Appeals Members

Mr. Todd asked for nominations for the 1/1/2011 to 12/31/2015 Zoning Commission seat.

Mr. Jarrett nominated Alliss Strogin. Mrs. Gardner seconded the nomination. Roll call vote: Mr. Jarrett aye, Mrs. Gardner aye and Mr. Todd Nay.

First Alternate to Zoning Commission: Mr. Jarrett nominated Linda De Hoff. Mrs. Gardner seconded the motion. Voting aye thereon: Mr. Jarrett, Mrs. Gardner and Mr. Todd. (Term expires 12/31/11)

Second alternate to Zoning Commission: Mrs. Gardner nominated Matt Payne. Mr. Jarrett seconded the nomination. Roll call vote: Mrs. Gardner aye, Mr. Jarrett aye and Mr. Todd nay. (Term expires 12/31/11)

Mr. Todd asked for nominations for the 1/1/2011 to 12/31/15 Zoning Board of Appeals seat.

Mr. Jarrett nominated William West. Mrs. Gardner seconded the nomination. Voting aye thereon: Mr. Jarrett, Mrs. Gardner and Mr. Todd.

First alternate to Zoning Board of Appeals: Mrs. Gardner nominated Michael Stopa. Mr. Jarrett seconded the nomination. Voting aye thereon: Mrs. Gardner, Mr. Jarrett and Mr. Todd.

Second alternate to Zoning Board of Appeals: Mr. Jarrett nominated Boris Williams. Mrs. Gardner seconded the nomination. Voting aye thereon: Mr. Jarrett, Mrs. Gardner and Mr. Todd

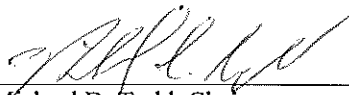
Mr. Todd said some changes may be made along the way as far as organizational but it has to do with the budget and a lot depends on the Police Levy. Mr. Jarrett wanted the employees to know that no one is going to lose their jobs and everyone is vital to the Township. Mrs. Gardner agreed and said they can't give raises but they know everyone is doing a good job.

TM1/4/11

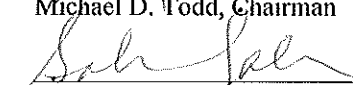
Mr. Todd motioned to adjourn the meeting at 8:47 pm. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mrs. Gardner.



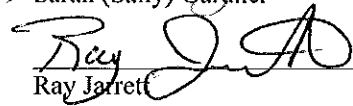
Therese George, Fiscal Officer



Michael D. Todd, Chairman



Sarah (Sally) Gardner



Ray Jarrett

Medina Township Board of Trustees

*These are
Rates for 2011*

Medina Township Fire Department
Pay Rates
2008

| GRADE/STEP | 1st year | 2nd year | 3rd year | 4th year | 5th year |
|------------|----------|----------|----------|----------|----------|
| FF1 | \$ 7.50 | \$ 12.46 | \$ 12.83 | \$ 13.23 | \$ 13.56 |
| FE2 | \$ 7.50 | \$ 13.02 | \$ 13.41 | \$ 13.82 | \$ 14.17 |

| GRADE/STEP | 1st year | 2nd year | 3rd year | 4th year |
|-------------|----------|----------|----------|----------|
| Lieutenant | \$ 15.17 | \$ 15.69 | \$ 16.21 | \$ 16.73 |
| Captain | \$ 17.73 | \$ 17.84 | \$ 17.95 | \$ 18.05 |
| Asst. Chief | \$ 19.05 | \$ 19.13 | \$ 19.21 | \$ 19.29 |

When a Firefighter makes rank of an officer or an officer moves up a rank he/she will start at the first year pay for that rank.

.25 cent increase after every 5 years of service for longevity.

| Longevity Starts | 6th year | 11th year | 16th year | 21st year | 26th year | 31st year | 36th year |
|------------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|
|------------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|