

**RECORD OF PROCEEDINGS  
MINUTES OF MEETING  
NOVEMBER 29<sup>TH</sup>, 2007**

The Medina Township Board of Trustees met in regular session at the Medina Township Hall on November 29<sup>th</sup>, 2007, to conduct the business of the Township. President Todd called the meeting to order at 7:00 pm with the following Trustees in attendance: Dianna Huffman, Michael D. Todd and Mead Wilkins. Also in attendance were the Fiscal Officer, Police Chief, Fire Chief, Road Foreman, Assistant Road Foreman and the general public.

**Roll Call**

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

Mr. Todd led the Pledge of Allegiance.

**PUBLIC COMMENT**

Mr. Todd motioned to open the floor for public comment. Mr. Wilkins seconded the motion.

Sally Gardner (3333 Foscett Road) will comment on Soil and Water Conservation later.

Mr. Todd motioned to close the floor for public comment. Mr. Wilkins seconded the motion.

**Approval of Accounts Payable**

Mr. Todd motioned to approve accounts payable checks #18159 to #18189 totaling \$52,310.75. Mrs. Huffman seconded the motion. Voting aye thereon: Mrs. Huffman, Mr. Todd and Mr. Wilkins.

**Approval of Payroll**

Mr. Todd motioned to approve payroll checks #11584 to #11600 (check #11592 void) totaling \$14,955.56 with deductions totaling \$2393.11. Mrs. Huffman seconded the motion. Voting aye thereon: Mrs. Huffman, Mr. Todd and Mr. Wilkins.

Mr. Todd motioned to approve payroll checks #11601 to 11602 totaling \$101.86. Mrs. Huffman seconded the motion. Voting aye thereon: Mrs. Huffman, Mr. Todd and Mr. Wilkins.

**Approval of Minutes**

Mr. Todd motioned to approve the minutes for the November 15, 2007, regular meeting. Mrs. Huffman seconded the motion. Voting aye thereon: Mrs. Huffman, Mr. Todd and Mr. Wilkins.

Mr. Todd motioned to approve the minutes for the November 20, 2007, workshop meeting. Mrs. Huffman seconded the motion. Roll call vote: Mrs. Huffman aye, Mr. Todd abstain and Mr. Wilkins aye.

**SITE PLANS**

**Panini's Patio – 2767 Medina Road**

Mr. Todd motioned to table Panini's due to non-representation. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Huffman, Mr. Todd and Mr. Wilkins.

**SITE PLANS CON'T**

**Medina Auto Mall – Sign – 3205 Medina Road**

Mr. Todd motioned to accept the recommendation of the Zoning Commission and approve the following:

- Refacing of existing pole sign not to exceed 81 square feet
- Refacing of wall sign to reflect “Dodge badge logo and name” not to exceed 21.42 square feet
- Refacing of wall sign to reflect “Dealer Name” i.e. Medina Auto Mall not to exceed 29.48 square feet

Replacement of existing monument sign with a new monument sign not to exceed 28.1 square feet as presented

Applicant will need to provide additional landscaping around monument sign. Location of road right-of-way needs to be verified by ODOT before installation of monument sign occurs. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Huffman, Mr. Todd and Mr. Wilkins.

**OLD BUSINESS**

**Awarding of Maintenance Building/Salt Shed Bid**

Chip Klinkenburg of Illes Architects read the letter from Illes Architects regarding the bid tabulation and his recommendation. (See attached) Mr. Wilkins said there were four (4) items that would be negotiated: The driveway, the fencing, the generator transfer switch and a cheaper salt shed.

Mr. Todd motioned to award the bid for the maintenance building at Blakslee Field to Clifford Construction Company and at the same time approve Illes Architects to negotiate with Clifford Construction Company on the items to reduce the overall cost of the project. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Huffman, Mr. Todd and Mr. Wilkins.

**Comprehensive Plan Grant Extension**

Mr. Wilkins said Patrice Theken of the Planning Commission granted the Township an extension of the Comprehensive Plan Grant. The wording of the contract is in the hands of legal counsel.

**Comprehensive Plan Steering Committee**

Mr. Todd tabled the selection of the Steering Committee until the contract with Jacobs, Edwards and Kelcey is finalized.

**Police Car Purchase/Lease**

Chief Arbogast said that because they are leasing and not purchasing the Police vehicles, all that is needed is a letter of intent. The vehicles are in the budget for next year. Mrs. George will draft the letter of intent.

**Brush Fire Truck**

Chief Crumley spoke to William Thorne regarding purchasing the truck through the State ODNR Program. Mr. Thorne is waiting for a return call. Mr. Todd asked if Chief Crumley had the list of usages for the truck as requested. Chief Crumley said they are working on it.

**Resolution for the Soil and Water Conservation District**

Mr. Wilkins had a follow-up meeting with Jeff Van Loon and Gary Norcia of Soil and Water, Ed Kerr, Denny Miller, Elaine Ridgley, Mary Ann Heiss and Rita Holt. The concerns of the wording of the resolution regarding Route 3 in Medina Township were discussed. Mr. Van Loon will relay the concerns of the Township to the Soil and Water Conservation Administrative Board. There was public discussion of this issue.

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**OLD BUSINESS CON'T**

**Panini's Patio – 2767 Medina Road**

Mr. Todd motioned to accept the recommendation of the Zoning Commission and approve the concept plan for proposed patio extension for Panini's located at 2767 Medina Road pending submission of a revised plan showing the alterations that were discussed by the Commission and the applicant to be presented to the Township Trustees for final approval. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Huffman, Mr. Todd and Mr. Wilkins.

**Conservation Easement**

Mr. Todd tabled the Conservation Easement. The Prosecutor's Office is discussing the Conservation Easement contract with Mr. Degg.

**Park District**

Mr. Wilkins said he is trying to contact Mr. James to see if the Park District would be interested in maintaining the Simon property and opening the property up for residents to use.

**Inventory Policy**

Mrs. George has a draft of the Inventory Policy. The Trustees will review it and then discuss it at the next meeting.

**Job Descriptions**

Mr. Todd tabled the Job Descriptions.

**Public Records Retention Policy**

Mr. Todd tabled the Records Retention Policy.

**Employee Handbook**

Mr. Wilkins stated that this is a landmark day because this is the first employee handbook the Township has had since 1818.

Mr. Wilkins motioned to approve the Employee Policy and Procedures Handbook. Mr. Todd seconded the motion. Roll call vote: Mrs. Huffman no because of the meal reimbursement section, Mr. Todd aye and Mr. Wilkins aye.

**NEW BUSINESS**

**RFP for Final Grading and Fencing of Ball Fields**

Mr. Wilkins said the RFP for the final grading of the ball fields and the fencing has been put out for bid.

**PUBLIC COMMENT**

Mr. Todd motioned to open the floor for public comment. Mr. Wilkins seconded the motion.

Peggy Jarrett (3757 Foskett Road) commented on the meal reimbursement policy.

Alliss Strogin (3003 Hood Road) commented on the upcoming Trustees Convention.

Mr. Wilkins motioned to close the floor for public comment. Mrs. Huffman seconded the motion

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**Executive Session**

Mr. Todd motioned to enter into Executive Session with the Fire Chief, Fiscal Officer and the Board of Trustees to discuss employee compensation. The board entered into Executive Session at 8:10 pm. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Huffman, Mr. Todd and Mr. Wilkins. The Board reconvened at 8:49 pm. There were no decisions made during that meeting.

**Executive Session**

Mr. Todd motioned to enter into Executive Session with the Police Chief, Fiscal Officer and the Board of Trustees to discuss labor contracts and negotiations. The Board entered into Executive Session at 8:50 pm. The Board reconvened at 9:46 pm. *There were no decisions made during that meeting.*

**Patrolman's 3-Year Union Contract**

**Resolution No. 11292007-032**

Mr. Todd motioned to put forth a resolution for the Township Board of Trustees to approve the contract dated November 29, 2007, for the Patrolmen of the Ohio Patrolman's Benevolent Association as presented to the Board. It is my understanding that this contract has been signed by the Union itself so the Union has already approved this contract and now it just requires our approval to be executed. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Huffman, Mr. Todd and Mr. Wilkins.

**Sergeant's 3-Year Union Contract**

**Resolution No. 11292007-033**


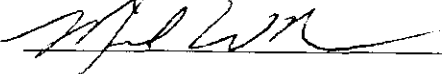

Mr. Todd motioned to put forth a resolution to approve the contract for the Sergeants with the Ohio Patrolman's Benevolent Association for Medina Township dated November 29, 2007. Again note that it has been signed off by Union Representatives and that the only thing left to do is for the Township Board of Trustees to approve. Mrs. Huffman seconded the motion. Voting aye thereon: Mrs. Huffman, Mr. Todd and Mr. Wilkins.

**Elementary School in Forestview Estates**

Mr. Todd spoke with John Burkhart, Medina City School Business Manager, regarding the 10.5 acres in Forestview Estates that could be used for an Elementary School. It is being reviewed.

Mr. Wilkins motioned to adjourn the meeting at 9:56 pm. Mr. Todd seconded the motion. Voting aye thereon: Mrs. Huffman and Mr. Wilkins.

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Medina Township Fiscal Officer

  
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Medina Township Board of Trustees