

**RECORD OF PROCEEDINGS  
MINUTES OF ORGANIZATIONAL MEETING  
JANUARY 5<sup>TH</sup>, 2008**

The Medina Township Board of Trustees held their organizational meeting at the Medina Township Hall on January 5<sup>th</sup>, 2008. Fiscal Officer George called the meeting to order at 6:34 pm with the following Trustees in attendance: Rita M. Holt, Michael D. Todd and Mead Wilkins. Also in attendance were the Fiscal Officer, Police Chief, Fire Captain, Road Foreman, Assistant Road Foreman and the general public.

**Roll Call**

Mrs. George asked for a roll call of all members present. Trustees present were Mrs. Holt, Mr. Todd and Mr. Wilkins. Mrs. George led the Pledge of Allegiance

**ORGANIZATIONAL**

**Election of Officers**

Mr. Todd motioned that Mr. Wilkins be nominated as temporary Chairman of the Board of Trustees. Mrs. Holt seconded the motion. The nominations for temporary chairman were closed. Roll call vote: Mr. Todd aye, Mrs. Holt aye, Mr. Wilkins abstain.

Mrs. George turned the chairmanship over to Mr. Wilkins.

Mr. Wilkins motioned to enter into Executive Session with the Board of Trustees and the Fiscal Officer for the purpose of discussing organizational issues, personnel issues and employee compensation. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins, Mrs. Holt and Mr. Todd. The Board and Fiscal Officer entered into Executive Session at 6:38 pm. The Board reconvened at 8:00 pm. No decisions were made during that meeting.

Mr. Todd motioned to appoint Mead Wilkins as the Chairman of the Board of Trustees. Mrs. Holt seconded the motion. Roll call vote: Mr. Todd aye, Mrs. Holt aye and Mr. Wilkins abstain.

Mr. Todd motioned to appoint Rita Holt as the Vice-Chairman of the Board of Trustees. Mr. Wilkins seconded the motion. Roll call vote: Mr. Todd aye, Mr. Wilkins aye and Mrs. Holt abstain.

**Slate of Appointments**

**Resolution No. 01052009-001**

Mr. Wilkins motioned the following resolution to accept the following slate of appointments:

Building Superintendent:	Mead Wilkins
Cemetery Superintendent:	Mike Todd
Service Dept. Superintendent:	Mead Wilkins
Service Department:	Edward Kerr, Working Foreman Dennis Miller, Asst. Working Foreman Jeffrey Kessler, Full-time road worker
Fire Commissioner:	Rita Holt
Fire Department:	
Fire Chief	Mark Crumley
Asst. Fire Chief	Shawn Kasson
Captain	Mark Roberts
Lieutenant	Lee Hlas
Lieutenant	Brian Draiss
Inspector	Bernie Smith

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**SLATE OF APPOINTMENTS CON'T**

Staff Support Chief	Parker Browne
Engineer	Dennis Miller
Volunteer Firefighter's Dependent Board:	
	1. Rita Holt, Primary Representative
	2. Michael Todd, Alternate
LST Representative	1. Rita Holt
	2. Mead Wilkins, Alternate
Police Commissioner:	Michael Todd
Police Chief:	David Arbogast
Medina Countywide Emergency Mgmt. Agency:	
	1. Rita Holt, Primary Representative
	2. Michael Todd, Alternate
Zoning Liaison	Rita Holt
Zoning Inspector	Elaine Ridgley
Asst. Zoning Insp/Zoning Clerk	Mary Ann Heiss
Zoning Bd. of Appeals Sec.	Kim Ferencz
Zoning Commission Sec.	Kim Ferencz
Twp Secretary/Asst. Fiscal Officer	Cecelia Goe

A project manager position will be created effective March 1, 2009, and the grant writer position will be eliminated at that same time.

The Health Care Plan section was eliminated because it is in the personnel policy

**Township Secretary**

The Township secretary will be paid \$14.50 per hour plus full-time employee benefits.

**Zoning Inspectors**

Zoning Inspector: \$16.00 per hour not to exceed 20 hours per week.

Asst. Zoning Inspector: \$14.00 per hour not to exceed 20 hours per week.

**Zoning Board and Zoning Board of Appeals Secretary**

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 Commission Members: \$40.00 per meeting attended.

Zoning Board of Appeals Members: \$40.00 per meeting attended.

Chairperson of the Zoning Board: \$40.00 per meeting for attending Trustees meetings 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).

Alternates to Boards: \$40.00 per meeting attended.

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**SLATE OF APPOINTMENTS CONT**

**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.

Police Officers and Sergeants: Wage and benefit structure for the Police Department for 2008 will be per the negotiated contract.

Part-time Police Officers will be paid \$14.50 per hour with compensation for uniform allowance at \$.44 cents per hour worked.

Information Officer: \$13.00 per hour not to exceed 25 per week.

Project Manager and Grant Administrator position will be \$13.50 per hour not to exceed 35 hours per week until March 1, 2009.

**Fire Department**

Part-time Fire Chief  
\$ 16,500.00 annual salary

**Firefighter/Officer**

Firefighter 1A: \$13.12 per hr  
Firefighter 1B: \$13.83 per hr  
Firefighter 1C: \$ 14.60 per hr  
(This will be the same rate for a 240-hour certification)  
Lieutenant: \$ 17.06 per hr  
Captain: \$ 18.41 per hr  
Asst. Chief: \$ 19.68 per hr  
Safety Officer \$ 19.68 per hr  
Inspector \$ 15.50 per hr  
Probationary FF \$ 7.50 per hr

The Fire Chief is requested to develop and provide a performance based merit system to be implemented and included in the employee handbook.

**Records Clerk (Part-Time Secretary)**

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

**Service Department**

Ed Kerr, Working Road Foreman	\$ 22.35 per hr
Denny Miller, Working Asst Road Foreman	\$ 20.35 per hr
Jeff Kessler, Full-time	\$ 18.00 per hr
Don Kessler, Part-time	\$ 17.50 per hr
Paul Cugini, Sr., Part Time	\$ 16.10 per hr
Steve Vargo, Part-time	\$ 16.10 per hr
Brian Mummert, Part Time	\$ 12.50 per hr

**R&B Sick Hours**

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.

**Longevity Bonus**

Longevity bonus is for full-time employees only after their third full year of employment at \$100.00 per year for 2009. This will be reviewed on an annual basis hereafter. This shall supersede all previous representations and agreements to the township personnel policy.

**FEES**

**Cemeteries**

Cemetery lot excavating for cremation:	\$ 50.00 with a limit of two (2) per lot
Cemetery lot excavating:	\$200.00
Cemetery lots:	\$150.00 for Medina Township Residents
Cemetery lots:	\$600.00 for Non-Residents
Headstone footer:	\$200.00

**Fire Fee**

False Alarm Fee pursuant to ORC505.391	\$300.00
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**Zoning**

Zoning Board change request	\$275.00
Zoning Board of Appeals change request	\$275.00
Site Plan Review	\$ 50.00
Sign Review	\$ 25.00
Zoning Book w/map	\$ 25.00
Map only	\$ 5.00

**Zoning Certificates**

Residential Construction:

House only, house & attached garage or condominium \$75.00+ \$.05sf  
All other residential construction or alteration, including ponds, decks, pools and hot tubs  
\$50.00

Accessory Buildings:

Shed: 143sf or less without electricity \$25.00  
Shed: 144sf to 576sf (12x12ft -24x24 ft) \$50.00  
Garage/Accessory Building over 576sf \$50.00+ \$.05sf

Commercial or Apartment Construction or Alteration:

0-5,000sf - \$75.00 for first 1,000sf plus \$.06 for additional square footage  
(Not to be greater than 5,000 square feet)  
5,001sf - 15,000sf - \$500.00  
15,001sf - 50,000sf - \$1,000.00  
50,001sf - 100,000sf - \$1,500.00  
100,001sf and over \$2000.00

Lot Split/Lot Combination: \$25.00 each

Temporary Construction Trailer: \$50.00 plus \$500.00 deposit

(Deposit money is returned if temporary trailer is removed in 6 months. Permit renewal required.)

Signs: Less than twenty-five (25) square feet total surface: \$75.00

Twenty-five square feet or larger total surface: \$150.00

Temporary sign deposit: \$250.00

Billboards and High-Rise signs: \$300.00

Penalty for failure to obtain permit prior to construction total fee will be doubled.

Financial guarantee: Completion Bond or Bank Letter of Credit in the amount of 10% of the building cost with a minimum of \$1000 and a maximum of \$10,000 valid 6 months past project completion date.

**Mileage**

Mileage will remain at \$.45 cents per mile.

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**Regular Meetings**

Regular meetings will be held every other week on Thursday at 6:30 pm starting January 8, 2009. Department reports will be due the first meeting of every month.

**Sign Permit Fees**

The Board reserves the right to waive the sign permit fees for non-profit establishments, including the Township Police and Fire Departments.

**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 \$25.00 for the cost of materials, standard box and post) with owner responsible for the installation of the mailbox.

**Appointments/Reappointment of Zoning Commission and Zoning Board of Appeals Members**


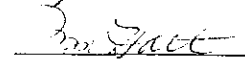
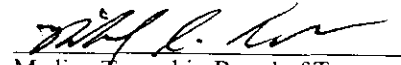
Zoning Commission:	Robert Erickson	12/31/2012
	Ken DeMichael, 1 <sup>st</sup> alt	12/31/2009
Zoning Board of Appeals	Horst Becker	12/31/2012

Boris Williams, Zoning Commission and David Dufala, Zoning Board of Appeals reappointments will be withheld at this time.

Mr. Todd seconded the motion. Voting aye thereon: Mr. Wilkins, Mr. Todd and Mrs. Holt.

Mr. Todd motioned to adjourn the meeting. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Todd, Mrs. Holt and Mr. Wilkins. There being no further business to come before the Board the meeting was adjourned at 8:08 pm.

  
Medina Township Fiscal Officer

  
  
  
Medina Township Board of Trustees